

Ustinov College GCR Exec Meeting

MINUTES



18:00 pm, 26/09/16

Actions: AB to add first general meeting and postgraduate welcome event at DSU on calendar.

1. Apologies: TAB

Present: JG, KR, MA, AB, JF

2. Approval of minutes from last meeting.

Minutes approved for last two meetings approved unanimously. No meeting on 5th September.

3. Matters arising from previous minutes.

a. Sheraton Park Move

Proposal to move Ustinov college to Sheraton Park was voted on and passed by University Council. Chair of University Council, Robert Gillespie [RG], told KR it was a difficult decision knowing the overwhelming rejection of the plan by Ustinov students. RG provided direct contact details for future concerns. Steering board/committee shall be set up to oversee move and have been instructed to maximise the outcome for students.

b. Website Update

Updated definition of roles still needed, along with '+' in LGBT+ and pictures of committee.

4. Officer Reports:

a. Bar [MA]

i. Stock

Believed sufficient stock has been ordered, but if supplies run low, an emergency procedure has been put in place for next day stock delivery at higher price. Whisky is now back on sale.

ii. Staff

Team leaders prepared for induction week. New round of hiring in the weeks following Induction Week

b. Facilities [JF]

i. Vending Machines

JG made order for vending machine stock that arrived today.

ii. Printer Toner

KR made order for more printer toner that should arrive before IW.

- c. **Finance [XM]**
 - i. **XM's Absence**

XM to return on 4th October.
 - ii. **Paypal Card Reader**

Paypal account and card reader set up and tested.

- d. **Steering [JG]**
 - i. **First General Meeting**

Preliminary booked first GCR general meeting of academic year for Tues 18th October. DSU to run office hours before this. Postgrad welcome event on Sat. AB to add these to calendar. Update to standing orders will be proposed at this meeting.

- e. **University/College [KR]**
 - i. **Sheraton Park Move**

Emergency college council meeting on Thurs/Fri. Will pressure college if they have not yet informed new students about site.
JG noted that college has still not updated website with Sheraton info – false advertising, currently legal issue.
Full discussion needed about future action plan regarding SP move.
Discussion to be postponed until first meeting after induction week on 16th October where time is available for actions.

5. Agenda Items:

- a. **Induction Week Planning [AB]**
 - i. **Induction Formal**

Formal tickets only to be sold only in 5-9pm office hours starting on Thursday to allow people to arrive.
 - ii. **Posters/Schedule**

AB completed schedule and most event posters. Will add GMO sale poster.
 - iii. **Green Move Out Sale**

GMO now organised by JF – students need to sign up on Google form.
Advertised to Facebook group and emailed to new students.
6 coaches with 45 people at half hour slots. 20 minutes to site. People need to be on coaches 10 minutes before they leave. First shift here at 12:00. All volunteers must complete health and safety form.
 - iv. **Other events**

Progress of other IW events updated in file on Google Drive.

6. AOB

None.

Alexander Blair
GCR Secretary
26/09/2016