

Ustinov College GCR Exec Meeting

MINUTES



Actions:

XM to sort out insurance

XM to sort out Paypal account

JG, AB - Set up a doodle poll for date of next hustings. To be decided by Friday.

JF – speak to GP about posters, and put in dates for open office hrs in cafe

JG – organise times for exec meeting

JG – photos for noticeboard

18:00 pm, 24/10/16

1. Apologies: AB, JG

Present: KR, XM, JF, TAB, AH, GC, WG, YX

2. Approval of minutes from last meeting.

Approved.

3. Matters arising from previous minutes.

XM to chase up refund for Summer Barbecue stage.

No response to email, XM will ring.

JF to check DJs for adult Halloween party.

Etienne and Alan.

AB to include Halloween parties and call for volunteers in newsletter and publicise on Facebook group.

Done.

KR to order helium tanks, balloons, and pumpkins for Children's Halloween party.

Done by KR.

XM to check accounts for last source of fireworks to purchase more.

Bought from Tesco.

AB to discuss time to meet with GCP.

AB and JF met with GCP on Thursday 20th.

KR to add AB to GCR board.

Need to add all new members.

4. Officer Reports:

a. Clubs & Societies [WG]

Nothing to report.

b. DSU [TAB]

University Challenge team sorted.

DSU Assembly on Thursday.

c. Facilities [JF]

Nothing to report.

d. Finance [XM]

i. Insurance Renewal

Spoke to insurance broker to check everything same as before. Previously bar furniture insured by us and college, so now we're no longer doing it.

Need to do risk assessment for clubs and socs, and for fireworks after bonfire formal. KR: Brian says risk assessment ok for bonfire.

Loopholes in gym induction so students could sue if they hurt themselves. So need to look into how to re-word gym application form.

Need to pay £1530 to insurance company by 31st October. Up £600 by last year; XM to investigate why. Need to have a GM to confirm £1530 but cannot by 31st October. XM to check if we can pay a part before 31st.

Paypal account; card registered previously with different email address.

Michael Baker's number as emergency contact for forgotten password. Bit of a faff. XM to sort out.

e. International Officer [YX]

Asked about Christmas shopping trips. KR to put in touch with Pep.

f. Livers Out Rep [AH]

Nothing to report.

g. Social Secretary [GC]

GC to meet KR tomorrow for a tour of Cycas

h. Steering [JG]

Set up a doodle poll for date next hustings

GP to make posters posters, and put in dates for open office hrs in cafe

i. University/College [KR]

Went to MCR Prescom. Date for postgraduate ball – 24/07/17

Postgrad rep committee to be set up

Brian will photograph events still. We would pay a flat rate £250 for the year + normal rate £140 per event.

Agreed to pay extra £250.

KR met Sarah Prescott. C&S formal and college awards to be combined. Then we get an extra formal later on in the year. 140-150 for formal, reduced due to extra space for stage etc.

College doesn't want president of independent charity to sit as chair on college board of trustees, as could be a problem for charity commission. Would prefer to change to someone who's not on GCR, eg. alumni trustee

SP service level agreement: portering and housekeeping to be brought to SP and no redundancies to be made. Gym as a minimum will be open 7am to 10pm – should be soundproofed. Post collection will be 8:30 to 4 as is done at Howlands by Faye.

Allocations made for a post room at SP. Parking spaces will be reduced, but students will be more likely to get a parking space.

5. Agenda Items:

a. Motion to Nominate Thom Addinall-Biddulph Acting DSU Liaison Officer [KR]

Proposer: Kirstyn Raitz

Seconder: Joe Farrow

Proposal: *To nominate Thom Addinall-Biddulph Acting DSU Liaison Officer, who shall hold the position until the next General Meeting when the position will be re-opened for nominations.*

Questions:

None

Vote:

Yes - Unanimous

b. Joint Event Between SCR and GCR [AB]

Samantha Newington decided Sat 17th Feb 2017. SCR will invite bluegrass band. Durham Brewery to be invited. GC: Organise also a coffee tasting, burger tasting, cheese tasting etc. eg. local produce fayre. SCR and GCR will split cost. Costs to be low as we will invite in people to sell stuff so we won't have to pay them

c. Halloween Parties [AB]

GC and KR to make poster after meeting

d. Bonfire Night Formal [AB]

JF, JG and XM to set off fireworks . to meet Brian for H&S explanation
KR and WG to be firework marshals

e. GCR Communications [JF]

Posters to fill space where induction week ones are
Facebook & twitter advertising during office hours
AB filling in for newsletter still
Monday and Thursday office hours, we will check comms and post on facebook/twitter

f. GCP Media Team Meeting and Ustinovian Content [JF]

KR to email Alyssia.

g. Volunteer List [JF]

JF to start list and then everyone else to add.

h. Ustinov Live [JF]

6th December proposed, double check with JG.

6. AOB

AB remains morose in the knowledge his name is still not yet on GCR board.

In future, we will rota two people for the day when formal ticket sales go on.

Joe Farrow

GCR Vice President (acting as Secretary)

24/10/2016