

Ustinov College GCR Exec Meeting

Minutes



Actions:

TAB to investigate legal action costs for SP.

TAB to organise postgraduate-focussed societies' fair and copy WG into all correspondence.

TAB to ask Michael Baker about his current alumni mailing list/contacts to advertise alumni event in London.

WG to update list of clubs & societies.

WG to inform Ustinov clubs and societies about protocol regarding use of University IP.

JF to delegate restocking of vending machine.

JF to set poll for day for Cycas clear-out on Committee FB group.

JF to discuss order of light switches in bar with BN to ensure optimum lighting for events.

JF to forward attendance figures for GMO sale to KR.

XM to sort out PayPal account and insurance issues.

XM to investigate obtaining partial refund from Papa John's customer support.

XM to chase up refund for stage from Summer Barbecue.

XM to meet with Tom Briton to discuss usage of new accounting software.

GC to organise decorations for Xmas formal.

GC to organise volunteers for decorating Howland's building for Formal.

GC to organise new set of DJs for parties next term.

JG to organise photos for new members and add to committee board.

KR to ask Female Welfare Representative if she would be willing to attend any Welfare Officer meetings.

KR to request rearrangement of meeting with University Chief Operating Officer so GCR representatives may attend.

KR to email college about who is responsible to move and decorate third Christmas tree.

18:15 pm, 28/11/16

1. Apologies: AH

Present: AB, JG, TAB, KR, XM, YX, BN, WG, GC

2. Approval of minutes from last meeting.

Approved on general aye.

3. Matters arising from previous minutes.

TAB to investigate legal action costs for SP.

Advised to contact Irwin Mitchell by student in Law department. Agreed to focus on

possibility of postgraduates being mis-sold student experience at Durham and/or discrimination. JF to forward information regarding discussion with Law student on relative merits of each case.

KR to ask Female Welfare Representative if she would be willing to attend any Welfare Officer meetings.

Arranged to meet next week to discuss this.

All Committee members with outstanding payments to settle all debts ASAP.

4. Officer Reports:

a. Bar Steward [BN]

BN to organise sale of mulled wine to sell at bar for Christmas.

Bar now selling mulled wine. CO₂ working again for soft drinks.

Bar management meeting will be held on Thursday. Expect to see how much money hospitality remove from bar profits to compare to staff pay. Could affect amount of money GCR should receive from College.

b. Clubs & Societies [WG]

WG to complete list of clubs & societies.

List now on Google Drive. WG to update on website.

c. Communications [LL]

[LL absent.]

LL to add advertisement for York Trip to newsletter.

Done.

JF clarified newsletter should be weekly to LL. JF and Communications Officer also met with Media Team to introduce themselves.

d. DSU [TAB]

DSU emergency meeting for risk assessment of NSS boycott held, at which the motion for a risk assessment was supported by all but one of the voters present. Campaign for higher education equality was also agreed to be supported.

DSU happy for any GCR committee member to stand in for Welfare Officer in meetings until a Welfare Officer is elected.

Spoke to DSU Activities Officer about running a postgraduate-focussed societies' fair at Ustinov following up on question at General Meeting. TAB to organise and copy WG into all correspondence.

Informed that any organisation using University's IP such as college crests and logos must follow University policy to avoid bringing University into disrepute. WG to inform Ustinov clubs and societies about this protocol.

DSU Academic Affairs officer investigating installing cashpoint at Bill Bryson Library.

DSU representatives coming to college to attend office hours on Thursday to give all

students opportunity to discuss issues with DSU.

TAB has forwarded DSU “Never Have I Ever” alcohol awareness campaign material to BN for distribution.

i. DSU College Feedback Survey

DSU Research and Feedback team organising college feedback survey via setting up feedback forms and response boxes in colleges.

Motion: *The GCR will allow the DSU Research and Feedback team to run the college feedback survey at Ustinov College.*

Questions and Comments:

When would this occur?

TAB: The survey would start either in the last three weeks of this term or the beginning of next term.

KR: We do our own GCR survey anyway. We don't need the DSU meddling with a survey that may take time for us to use effectively.

AB: Running a survey now could give a good image to new students that the GCR listens to student feedback.

TAB: This survey would be created by a well-resourced group who knows how to create a survey that is informative – we can take advantage of this.

Vote: Motion passes with 7 votes for and 2 abstentions.

e. Facilities [JF]

JF to purchase speaker cone and repair speaker.

Speaker now fixed.

JF to restock vending machine.

JF under belief that this is the responsibility of all GCR committee members.

However, JG notes that it is explicitly stated in Vice President's job description that it is the VP's job to organise restocking of the vending machine. Topic to be raised at full GCR committee meeting on Wednesday.

JF to delegate restocking of vending machine.

JF to set poll for day for Cycas clear-out on Committee FB group.

JF still to organise.

General reminder to clear up GCR office and rubbish bin during office hours.

JF to discuss order of light switches in bar with BN to ensure optimum lighting for events.

f. Finance [XM]

XM to sort out PayPal account and insurance issues.

Documents to confirm identity of card-holder for PayPal account uploaded. Have not

yet received invoice for insurance.

XM to investigate obtaining partial refund from Papa John's.

JF discussed this on phone with Papa John's but they said no. XM sent customer support an email but has not yet heard back.

[From 17/10/16] XM to chase up refund for stage from Summer Barbecue.

Not yet responded. XM to chase up.

Discussed new accounting software at trustee meeting. Because the GCR is now a charity, record keeping may need improving – XM to meet with Tom Briton, one of the external trustees, to discuss this.

g. International Officer [YX]

YX to book Keenan House coach.

Found two volunteers at Keenan House who will organise selling tickets and coaches there. Free coach tickets will be given these two volunteers.

Deadline selling tickets will be day before trip. One volunteer per coach. YX and KR happy to volunteer and TAB if needed on a third coach.

h. Livers Out Rep [AH]

Four sales for Star Wars trip thus far.

i. Social Secretary [GC]

GC to organise decorations for Xmas formal.

Meeting Formal Secretary tonight at 9 p.m. to plan. Crackers, tinsel, red table runners, balloons and helium (x2 tanks) to be bought. Must fit within £500 formal budget, which corresponds to approximately £150 or under on decorations.

General reminder to change table number if table name is changed on spreadsheet of formal attendees.

GC to organise volunteers for decorating Howland's building for Formal. Current volunteers include TAB and possibly WG, JG, and YX if available. XM to help after party clean-up with new committee member TBC.

Alan and Etienne to organise DJs for Xmas and end of term party.

Graduation party next term and subsequent events will need new DJs as Alan and Etienne will no longer be available. GC to organise new set of DJs for parties next term.

j. Steering [JG]

JG to organise photos for new members and add to committee board.

Photos to be taken at full committee meeting.

JG to plan meeting of full GCR committee and set up FB poll to select day.

Full committee meeting at 6pm on Wednesday.

k. University/College [KR]

KR to query college about Christmas tree order and set up poll on GCR Committee group to organise day to decorate.

Christmas tree ordered.

KR to request rearrangement of meeting with University Chief Operating Officer so GCR representatives may attend.

KR to email COO again to rearrange date.

Environmental meeting with college. College wanted to know how popular Green Move Out sale went – JF to forward figures. College concerned we currently do not have Ecological Representative. GCR member interested in applying for Eco rep at next election volunteered to attend future meetings.

Next SP Working Group meeting to take place on Tuesday.

5. Agenda Items:

a. Ustinov Alumni Event in London [TAB]

Jenny Cowser set up FB group for Ustinov alumni event in London. Would like to open invitation to Ustinov, but cannot due to lack of current alumni mailing list. TAB to ask Michael Baker about his current alumni mailing list/contacts to advertise.

6. AOB

Sam Jackson and JF have written pieces for Music Durham. Asked to send comment to Sian Broadhurst in support of music at Ustinov. Sam Jackson put down as music contact for Music Durham.

Third Xmas tree for formal currently in Fisher House. KR to email college about who is responsible to move and decorate third tree.

Alexander Blair

GCR Secretary

28/11/2016