

Ustinov College GCR Exec Meeting

Minutes



Actions:

TAB to investigate legal action costs for SP.

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

TAB to post information about Assembly meeting discussing Postgraduate Officer on DSU.

TAB to advertise NUS delegate elections.

LL to talk to Catherine Embleton and Brian Taylor to chase up photos from Christmas Formal.

WG to update list of clubs & societies.

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

WG to respond to request from TAB for best date for postgraduate-focussed societies' fair.

GC to return Christmas formal decorations to Cycas storage.

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.

XM to sort out PayPal account issues.

XM to chase up refund for stage from Summer Barbecue.

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

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 to investigate possibility of distributing parcel list online.

YX to collect coach drivers' and volunteers' contact information and distribute before York trip.

YX to readvertise York trip event with clarified end time.

18:15 pm, 05/12/16

- 1. Apologies:** JG, WG, JF
Present: KR, AB, TAB, BN, LL, YX, AH, 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.

Not yet completed. Deferred to next week.

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

Have not yet contacted him; deferred to next week.

JF to forward attendance figures for GMO sale to KR.

Done.

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

Arranged for this week.

4. Officer Reports:

a. Bar Steward [BN]

Bar committee meeting. Less of college hospitality staff wage will come from bar profits, down from 40% to 20%. As a result, bar now operating on a surplus rather than usual deficit/break even.

b. Communications [LL]

Waiting for pictures from Christmas formal dinner to share with students. LL to talk to Catherine Embleton and Brian Taylor to chase up.

Created WeChat public page for GCP and GCR to notify students about events who are not on Facebook. Separate pages can be set up for GCP and GCR information.

DB has linked all Facebook events to Ustinovian Facebook Page.

Query from students asking if parcel list could be distributed online. KR to email college to investigate possibility of doing this.

c. DSU [TAB]

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

Messaged Will regarding best date for societies fair. No response yet. WG to respond.

DSU office hours poorly attended but were held on Thursday. Brought up teaching pay disparity concerns, which were shared by DSU president.

Vote is tomorrow about Postgraduate Officer for DSU. Will be sabbatical. TAB to post information about Assembly meeting.

NUS delegate elections this week. TAB to advertise.

d. Finance [XM]

XM to sort out PayPal account and insurance issues.

Insurance paid. Need to have form signed off by KR as evidence for PayPal that XM can represent GCR.

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

*XM to chase up refund for stage from Summer Barbecue.
Company evasive. XM to continue chasing £1700 refund.*

*XM to meet with Tom Briton to discuss usage of new accounting software.
XM to meet Tom Briton Thursday at 3pm.*

e. International Officer [YX]

Sold 64 tickets out of 112 at Fisher House and 38 out of 56 at Keenan for York Trip. Three coaches in total. YX has contacted drivers for contact information and will forward to Keenan volunteers and KR ASAP. YX to readvertise event with clarified end time. YX to collect contact information for all volunteers.

f. Livers Out Rep [AH]

Sold 19 tickets for Star Wars. All purchased. Tonight last night of sale to stop risk of venue being sold out.

AH to take group pictures at event for LL.

g. Social Secretary [GC]

*GC to organise decorations and volunteers for Xmas formal.
Done.*

*GC to organise new set of DJs for parties next term.
Alan and Etienne doing End of Term and Graduation Party. GC arranged to run music and requests at parties when other DJs not present. Etienne happy to work some parts of events next year. Etienne speaking to DJ contacts.*

KR to order UV paint for End of Term.

GC to return Christmas formal decorations to Cycas storage.

h. Steering [JG]

*JG to organise photos for new members and add to committee board.
Not completed.*

i. University/College [KR]

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

Not completed yet.

College council on Friday. Went to SP and saw buildings. Exterior of new building constructed. Bedrooms look very attractive, despite being disparate sizes. Social space looks sufficient if planning permission for extension granted.

New information regarding population of Ustinovians at Howland's Farm during transition year. Around 190 Ustinovians will fill all old blocks at Howland's. Redwood will become owned by Josephine Butler College. Remaining buildings will be distributed to house students of other undergraduate colleges such as Aidan's. More information expected at meeting tomorrow.

KR wishes to set up planning group for GCR strategy during SP transition year to avoid potential issues arising from turnover of existing Executive Committee members at the end of the year. Group would be separate from Executive committee. KR to set up poll for first meeting.

5. Agenda Items:

None.

6. AOB

Clarification that those on clean-up rota have the responsibility to clean up speakers and sound equipment after 2 a.m.

Alexander Blair

GCR Secretary

05/12/2016