

Ustinov College GCR Exec Meeting

Minutes



Actions:

TAB to investigate legal action costs for SP.

TAB to organise postgraduate-focussed societies' fair.

WG to talk to Matt Roberts to update list of clubs & societies on website.

LL to organise making posters for Epiphany term events.

LL to talk to Matt Roberts regarding posting event photos on website.

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

JF to chase up stash order.

JF to check with GC on possibility of running Ustinov Live before Valentine's party on 10th February.

JF and XM to complete update asset list with whether items are fixed or movable.

KR to send remaining dates for events occurring for the rest of the academic year to college.

KR to email college to investigate possibility of distributing parcel list online.

KR to attempt to rearrange SP Town Hall meeting for week commencing 16/1/2017.

KR to check planning for organisation of formals next year.

KR to send out email to students discussing all we know of SP so far to people on situation.

XM to sort out PayPal issues.

XM and KR to check outdoor stage contract for potential of taking company to small claims court.

XM to complete corrections of accounts.

GC to return Christmas formal decorations to Cycas storage.

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

JG to post own comment on planning permission to use as basis for GCR response.

AH to share link of planning permission and ask student residents to support.

ALL to contribute to writing comment on planning permission.

18:15 pm, 12/12/16

1. Apologies: GC, YX

Present: JG, AB, KR, TAB, XM, WG, JF, LL, AH, BN

2. Approval of minutes from last meeting.

Passed on general aye.

3. Matters arising from previous minutes.

TAB to investigate legal action costs for SP.

Now looking at Slater-Gordon – specialism in consumer legislation and disputes.

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

Spoke to Michael and now part of group. Too late for Christmas but will post events in new year and ask college to advertise.

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

SL willing to start running welfare events. SL willing to help but not sufficient time to sit in on DSU meetings or Executive committee meetings. TAB to attend DSU welfare meetings until new Welfare Officer is found.

4. Officer Reports:

a. Bar Steward [BN]

Last opening of term on Saturday 17th December. Bar reopens 6th January. Currently out of mulled wine, looking to restock ASAP.

b. Clubs & Societies [WG]

WG to update list of clubs & societies.

Updated, needs to put on website. WG to talk to Matt Roberts to arrange.

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

WG discussed with some societies who are already aware of this.

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

WG has responded. TAB to coordinate with Butler's Societies' President to set final date for event and organise.

c. Communications [LL]

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

Christmas formal photos now publicised. LL to make posters for next terms' events.

Dan Brunsdon wishes to run newsletter every two weeks. Strong objection from Executive committee to this on grounds that notifications to publicise tend to be received with relatively short notice and will expire before the newsletter is sent.

LL to ask attendees at future events to submit pictures. LL to talk to Matt regarding posting photos on website.

d. DSU [TAB]

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

TAB advertised meeting which was attended by AH. Postgraduate Officer passed comfortably. Now also passed Board of Trustees. Needs to pass University Secretary as a formality. Will start by next year. All postgraduates can vote for undergraduate positions and vice versa.

TAB to advertise NUS delegate elections.

TAB advertised elections and four candidates were elected. DSU representatives no longer receive information about turnout so cannot compare this to previous years.

e. Facilities [JF]

JF to delegate restocking of vending machine.

YX did this.

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

Happening on Saturday.

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

Yet to happen.

Taekwondo equipment has been finally removed from Cycas storage.

Stash order has not yet arrived. JF to chase up. AH to organise next term.

Queried why Exec cannot have direct access to college calendar. Apparently because some staff have personal information on there. KR to send remaining dates for rest of year and any alterations. General reminder to update college with any altered event dates when they arise.

General reminder that clear-up duty requires staying until 2 and putting speakers away.

JF to check with GC on possibility of running Ustinov Live 9 - 11 p.m. before Valentine's party on 10th February.

f. Finance [XM]

XM to sort out PayPal issues.

XM to give KR form to sign to resolve this.

XM to chase up refund for stage from Summer Barbecue.

Said no. Claimed on too short notice and that stage details were in contract. Opinion from KR that this was missold as "outdoor stage" had no roof. KR to check contract for potential of taking company to small claims court.

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

Some errors in accounts. XM to complete corrections. Tom recommended changing accounting firm. Accounting software shown by Tom ~£100 per month. GNUCash recommended by Marc Owen Jones as free alternative.

g. International Officer [YX]

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

Done.

YX to readvertise York trip event with clarified end time.

Done.

York trip was successful.

h. Livers Out Rep [AH]

All Star Wars tickets bought. AH to chase people for money.

i. Social Secretary [GC]

GC to return Christmas formal decorations to Cycas storage.

Not yet done.

Party on Friday. 200 glow sticks and UV paint bought. LL to advertise.

j. Steering [JG]

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

JG has completed mail merge but has yet to print out photos. JG to update board.

JG has messaged Matt to make sure standing orders, constitution, trustee members and committee photos are updated on website. Also requested to delete save Ustinov and anonymous Welfare report form.

k. University/College [KR]

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

Unlikely to occur as previous meeting was only organised as COO was available.

KR to email college to investigate possibility of distributing parcel list online.

Deferred to next meeting.

Attended SP working group meeting last Tuesday. Contract to be signed soon by new developers Lothbury. Alumno taken over by Lothbury. Contract to be turn-key, requiring everything to be ready upon moving in. University aiming to include social space in this contract. Planning permission live for social space. In March will be able to start building extension if planning permission passed. Planned completion date 17th August.

Want town hall meeting discussing SP plans on 11th January. KR to attempt to rearrange for following week in term time. Will have visuals on what space will look like.

College allocation on Howland's site decided today. KR will know tomorrow and inform Executive Committee.

Formal provision at Business School can have a maximum of 126 seats for "seated"

dining, or 180 “family style” dining at Business School. Slightly cheaper at ~£11 per person for family style compared to ~£12 pp currently for seated dining. KR to check planning for formals next year.

Residents from SP will attend next SP Working Group meeting on 9th January.

Sian Broadhurst (Executive Officer) stated GCR wishlist to her understanding, including: staff offices, storage space for equipment, music room, GCR common room (with pool tables and TV). Told GCR may need to prioritise rooms.

XM and JF updating asset list with whether items are fixed or movable.

KR to send out email to students discussing all we know of SP so far updating people on situation. KR to distribute email to Exec prior to sending.

JF, KR and WG met with head of Team Durham. Told GCR will get MUGA due to campaign for sport facilities. Shared time on MUGA with community, with GCR access after 6pm with floodlights to light area. Paid for by community grant of developer as part of planning permission. Also told GCR will have “a lot” of time in indoor sport facilities and pool at Durham School. Indoor facilities available from time fully moved in. In exchange, students at Durham School will have time allotted to them to use facilities at Maiden Castle from 2018/19, when the Maiden Castle upgrade is completed.

Will not be collecting money for inter-MCR formals in future. Other MCRs will distribute bank details for people to pay directly

KR now on allocation sub-committee of MCR PresCom.

KR, BN, JF to draft SP contingency plan for next year to plan the year of managing the college across two sites. All decisions will be passed through Executive committee.

5. Agenda Items:

a. Purchase of Bar Games [GC]

Deferred until next term.

b. Ustinov College Hockey Club Funding Bid [WG]

Last time hockey club got equipment was 2 years ago and they have requested replacements.

Motion: To approve funding of £297 to Ustinov College Hockey club for the purchase of new equipment; of which £97 will be spent on goalkeeping equipment, £80 for training equipment, and £120 for match equipment.

Proposer: Will Glossop

Questions:

Can we afford this (to XM)?

Yes, they are also within their £500 budget anyway.

Vote: Approval unanimous.

c. Sheraton Park Planning Permission [JG]

Planning permission gone through to public comment stage for alterations to social space. Sheraton Park Resident's Association opposing bar, with current comments wanting bar opening hours restricted until 10 or 11, regardless of whether this is on a party night; some asking for no bar altogether. One claimed to represent residents' association who want to close at 11 p.m. Also some objections to parking. Appears to be contradicting previous indications from the residents' association.

Currently 9 statements objecting to planning permission and none supporting. Need to tell Sian and University representatives. AH to advertise to student residents in Neville's Cross to raise awareness and ask for people to leave comments supporting.

To be raised at next meeting with SP residents' association with student representatives.

SP residents' association leaflets seem to suggest desire to member being on GCR committee; Executive committee opposed.

AH to share link of planning permission and ask student residents to support.

JG to post own planning response to use as basis for GCR response.

6. AOB

AB to swap his office hours with LL this week.

Alexander Blair

GCR Secretary

12/12/2016