

Ustinov College GCR Exec Meeting

Minutes



Actions:

AB and JF to help write GCR comment on SP planning permission for all to edit.

ALL to message students that they know live in Neville's Cross to comment on SP planning permission request.

KR to check Social Committee members know what they need to do before the Burns Night Formal on Friday.

AB to discuss with Webmaster about possibility of running formal ticket sales on website.

TAB to update college Facebook group description with warning that posts advertising services or products will be removed from the group, along with members that post them.

WG to buy dart set for students to loan from bar.

WG to finalise plans for postgraduate-focussed societies' fair with Josephine Butler college.

JF to give AH contacts to organise this term's stash order.

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.

AH to readvertise link of planning permission and ask student residents of Neville's Cross to support.

AH to make poster for bar advertising need for student residents of Neville's Cross to comment on planning permission.

AH to ask DSU to come to college to run housing information session.

JG to put up photos of committee members on GCR noticeboard.

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

KR to chase college up on possibility of distributing parcel list online.

KR to check planning for organisation of formals during transition year at next SP working group meeting.

KR to query with college increase in frequency of porters being absent from reception.

18:15 pm, 16/01/17

1. Apologies: YX

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

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.

Deferred to next week.

ALL to contribute to writing comment on planning permission.

Not done. AB and JF to help write this week for all to correct.

4. Officer Reports:

a. Bar Steward [BN]

Bar fine. Graduation party had to end early due to fire alarm being triggered.

b. Clubs & Societies [WG]

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

Done.

DSU "Refreshers Fair" running this Wednesday.

Postgraduate-focussed fair to take place on Sunday 29th January. WG to make final arrangements with Josephine Butler college.

WG to purchase darts for student use to be kept behind the bar.

c. Communications [LL]

LL to organise making posters for Epiphany term events.

Burns night one done.

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

Discussed with Matt – this will be possible.

Talked to Corrinne about making posters. LL to make poster each month for upcoming activities. To be distributed with newsletter.

d. DSU [TAB]

TAB to organise postgraduate-focussed societies' fair.

WG now running this event.

Nominations for DSU Postgraduate Officer can now be submitted. Candidates must be a currently registered postgraduate. Can work around course deadlines.

As point of information, the DSU want to standardise the Union representative role. However, this could not be imposed on us, and would instead require an amendment of the Standing Orders.

e. Facilities [JF]

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

Did not occur but BN has worked them out.

JF to chase up stash order.

Done. AH to order this year. JF to give AH contacts to facilitate order.

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

GC has not been around since start of term. Shall contact when GC is back.

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

Done and forwarded to Sian.

Significant progress made in clearing out Cycas storage. GCR office now needs clearing out.

XM to help clear up after Burns Night formal.

JG has filled vending machine. Some M&Ms cannot be put in vending machine as they are too large. Will be sold from the bar. Sunday night with JG.

Cadbury Fingers get stuck in vending machine. XM to not order any more Fingers.

f. Finance [XM]

XM to sort out PayPal issues.

Submitted documents but has received email with problem from PayPal. XM to chase up.

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

Has not heard back. XM and KR to pursue.

XM to complete corrections of accounts.

XM to finish corrections of accounts this week.

g. International Officer [YX]

Not present.

h. Livers Out Rep [AH]

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

Done. AH will resubmit. All to message students they know living in Neville's Cross asking for submissions. AH to make poster for bar. Shall also be advertised on college group.

AH to ask DSU to come to college to run housing information session.

AH to run go-karting event when the weather improves.

i. Social Secretary [GC]

GC to return Christmas formal decorations to Cycas storage.

Done by other committee members.

Speakers for Burns Night formal needed. Currently three volunteers have agreed to give speech at the formal. Fourth speaker still needed.

Sam Jackson has asked possibility of choir singing at Burns' Night. Proposal rejected as it is thought there will be insufficient time given the Burns' Night speeches and bagpiping.

Chinese new year celebration party occurring in the afternoon on 27th January. Run by GCP.

Formal secretary and Entertainment Officer to organise formal decorations and arrangements. KR to check that they know what is required.

j. Steering [JG]

Town hall meeting on Wednesday at 5 p.m. AB to minute and JG to chair. KR to send another email reminding. JF to check if media team can record meeting.

Photos will occur this week.

Next general meeting to be held on 8th February. Can be postponed if clashes occur.

k. University/College [KR]

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

Not yet done. Deferred to next week.

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

Done. No response yet. Mentioned ease of putting it on Google Drive but unsure of how successful this will be.

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

Done.

KR to check planning for organisation of formals this year.

KR to raise at next SP working group meeting.

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

Done.

Some complaints from porters being absent. KR to query with college.

KR to email reminder about town hall meeting to students.

5. Agenda Items:

a. Purchase of Bar Games [GC]

Motion: To purchase two board games for students to rent from bar; Cards Against Humanity for £25.00 and Mission to Mars 2049 for £34.95.

Support: [JG] GCR has not made purchases for bar games for a while; these games

would help replenish the stock of games available to rent.

Questions: None

Vote: Motion to purchase both games passed unanimously.

b. Posts in College Group [TAB]

Suggested to put in post description that posts advertising businesses and people posing them will be removed from group. TAB to put this in description.

Posts breaking this rule shall be removed and offending posters will be given a warning. If a second post contravening this policy is submitted, the offender will be removed from the group.

c. Online Sales of Formal Tickets [BN]

Other colleges do bank transfers and google form. Query if this would be possible for Ustinov formal ticket sales.

Believed that this should be possible on the WordPress site using the PayPal plugin. AB to discuss with Webmaster about possibility of including this on website.

6. AOB

a. Valentine's Day Film Marathon

- i. AP wanted Valentine's Day film marathon on 12th February. Rejected due to clash with LGBT+ film night, but approval given to run event at any time that does not clash. AP to reschedule.

Alexander Blair

GCR Secretary

16/01/2017