

# Ustinov College GCR Exec Meeting

## Minutes



### **Actions:**

*ALL to reply to poll for general committee meeting.*

*BN to complete event form and ask hospitality to prepare extra staff for karaoke on 2<sup>nd</sup> March.*

*WG to order key padlock for sports shed.*

*LL to advertise upcoming events by placing posters in bar, on GCR noticeboard, and by sending out details via email and on Facebook group.*

*JF to order free standing condom dispenser.*

*JF to upload document with suggested location of music room on Google Drive.*

*JF to chase up editing and posting of TH meeting online.*

*JF to organise restocking and reordering of food for vending machine.*

*JF to check emails for details about outdoor stage booked at last barbecue.*

*JF to ask Entertainment Officer to pursue finding a stand-up comedian(s) for future event.*

*XM to talk to JF about setting up card payment for coke machine.*

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

*XM to suggest location to put completed receipt books.*

*XM to discuss closing of Americas society accounts with last known president.*

*YX to set up vote for destinations and date for the next GCR trip.*

*AH to organise drinks in Library on Tuesday 21<sup>st</sup> February for livers out.*

*AH to set date for housing information session.*

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

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

*JG to ask GP and LL to advertise GCR roles available in the next round of elections.*

*JG to advertise upcoming GM.*

*JG to invite SPRA members to pub quiz on 23<sup>rd</sup> Feb.*

*KR to email students about stash order.*

*KR to provide date when accounts are due for submission to charities commission.*

*KR to upload GCR comment on SP planning permission to council.*

18:15 pm, 6/2/17

**1. Apologies: WG**

**Present:** JF, XM, JG, TAB, AB, AH, LL, YX, BN

**2. Approval of minutes from last meeting.**

Minutes of last meeting approved unanimously.

**3. Matters arising from previous minutes.**

*ALL who witnessed unacceptable behaviour at Burns Night formal to email Ian MacDonald with information.*

College now investigating after receiving 'a lot' of emails.

**4. Officer Reports:**

**a. Bar Steward [BN]**

*BN to organise buckets of beer for Superbowl event and advertise.*

Done and event was successful.

*BN to check bar can be open until 2 a.m. on 2<sup>nd</sup> March for karaoke.*

BN to complete event form and ask hospitality to prepare extra staff for event.

**b. Clubs & Societies [WG]**

*WG to replace padlock for sports shed.*

Ordered combination padlock for immediate use. General preference amongst Executive Committee to continue using a key padlock instead for security, with a second key given to porter to allow access when GCR office is unoccupied. WG to order.

Two requests received from other colleges (Josephine Butler and Aidans) to use Howlands Building during Ustinov Basketball Society's booked time, but neither occurred. Preference by rest of Executive committee to continue to prioritise Ustinov societies when requests to rearrange bookings occur.

**c. Communications [LL]**

*LL to advertise Valentine's party and Inter-MCR Formal via GCR noticeboard and email.*

Designed poster for Valentines. Will finish combined poster for upcoming events this week. LL to advertise upcoming events by placing posters in bar, on GCR noticeboard, and sending out details via email and online.

JG to send information about hustings for next general meeting to LL for advertisement.

**d. DSU [TAB]**

*TAB to advertise and encourage students to vote in DSU elections when voting opens.*

Not yet opened – Campaigning begins 15<sup>th</sup> Feb at 8am. Voting opens on 20<sup>th</sup> Feb.

Student union rep meeting on Friday but was not able to attend. Also discussed proposition to standardise DSU rep role. Noted that GCR could not be forced to

change role requirements by DSU due to status as independent charity.

Wed 6-7.30 'postgrads who teach' forum. Academic affairs officer collecting feedback. KR advertised on college group.

DSU president has sent information about accommodation fee consultation in email.

**e. Welfare [TAB]**

*TAB to post information about council consultation about letting boards in college group.*

Done.

**i. Welfare, Equality and Diversity Meeting [AH]**

WEDComm meeting took place which AH attended in place of TAB.

'WorkSmart' campaign discussed to combat stress and workload problems before exams. Puppy rooms suggested.

Motions to take two policies to NUS conference were passed.

First to 'make events accessible' at the conference for students with disabilities, including no loud clapping and shorter days, despite note that this may result in longer NUS conferences.

Second to 'make university sports inclusive of trans and intersex students' such that students may request to play for either sex in BUCS competitions without providing medical evidence.

Potential centralisation of orders of welfare supplies such as condoms, dental dams, and tampons at the DSU on behalf of colleges was discussed, 7-8 colleges showed interest. Noted we currently have no condom dispenser due to previous jar breaking. JF to order free standing condom dispenser.

DSU want all welfare officers to be trained as active bystanders. Noted that due to lack of volunteers to Welfare Officer role at Ustinov with current responsibilities we could not require this, but welfare committee members should be offered and encouraged to take course.

LGBTQ+ month coming up. Material to be sent by DSU to advertise this.

University 'Consent Matters' programme on attitudes to sexual assault launched on 4<sup>th</sup> Feb. Requirement for new students to complete module on DUO.

**f. Facilities [JF]**

*JF to upload document with suggested location of music room on Google Drive.*

JF has physical copy. Want to know objections to current amended plan. JF to upload document.

*JF to raise possibility of using kegerator at SP bar at next SP meeting.*

JF discussed bar at SP with contact who is an architect. Opinion given that there was no apparent reason for denying a cellar bar on current site, since an unheated room

would provide sufficient refrigeration. Developers previously stated a room containing an exterior wall would be necessary. Kegerator can be pursued if request for cellar bar remains denied.

*JF to chase up editing and posting of TH meeting online.*

JF to pursue.

*JF to organise restocking and reordering of food for vending machine.*

XM has removed expired food. JF and XM to order restocking.

*XM to talk to JF about setting up card payment for coke machine.*

Coca-Cola company have not been contacted yet regarding this. XM to pursue.

Party rota for this week to be JF and JG.

Ustinov Live to take place on 7<sup>th</sup> March.

**g. Finance [XM]**

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

Email received stating that the assumption that the stage was covered was unjust. Instead company offered a 30% discount would be offered off the next rental. JF to check VP email for original correspondence regarding stage booking.

*XM to complete corrections of accounts.*

Under recommendation of new accountant being trialled, accounts are starting anew.

*XM to make tutorial video for use of the PayPal card machine.*

Completed.

*GCR accounts:*

Expenditure: £10,000 to college and £50 advance for karaoke.

Cost of new accountant <£500 per year. Currently c. £200 per year but concerns about current service. A new accountant would need to be approved by Trustees and Executive Committee.

All receipts for income gym memberships will now need to be provided to new accountant. XM to provide location to put completed receipt books.

Approximately £70 in Ustinov Americas Society Account that is being closed due to inactivity. XM to discuss transferring remaining funds with last society president (Miranda).

**h. International Officer [YX]**

*YX to set up vote for destinations for the next GCR trip.*

Checked with coach company that a trip with multiple stops is possible. One city, one countryside and one local trip to be suggested. YX to set date and set up vote.

**i. Livers Out Rep [AH]**

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

Veronique tailoring housing information towards postgraduates for information session. Likely to be 20min talk on housing, including positives and negatives from students who have lived in the area. Preferred to be held on Tuesdays at 8pm. AH to set date.

*AH to ask Press Secretary to advertise stash order in newsletter and KR to email students.*

Distributed in email and on group. KR to email.

*AH to organise drinks in Library on Tuesday 21<sup>st</sup> February for livers out.*

Not yet done.

**j. Social Secretary [GC]**

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

Ongoing but looks promising.

*JF to ask Entertainment Officer to pursue finding a stand-up comedian(s) for future event.*

Not yet done.

*XM to book karaoke for 2<sup>nd</sup> March.*

Done. Cost £150 with £50 in advance. Vote to approval unanimous. Start at 10pm to midnight.

College now want booking form for all events individually; initial information form no longer sufficient.

JF has organised party on Friday.

**k. Steering [JG]**

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

Photos being delivered. Unexpectedly took a week.

*JG to ask GP to advertise GCR roles available in the next round of elections.*

JG asked GP to create poster and is currently waiting on response. LL to ask porters if they can help distribute posters.

*JG to post doodle poll for next general committee meeting on GCR Committee Facebook group.*

Posted. All to reply.

JG to advertise upcoming GM tonight.

**l. University/College [KR]**

*KR to query with college increase in frequency of porters being absent from reception and complain about being uncontactable during Burns Night Formal.*

Done. College shocked and will ask porters to be there 24/7. KR will press if problem persists.

*KR to check when accounts are due for submission to charities commission.*

Checked. Accounts due for submission within 10 months. KR to work out what date this corresponds to and let XM know.

*KR to upload GCR comment on SP planning permission to council.*

Has not happened.

*KR to investigate if café will be open to public at SP.*

Appears that college does not yet know.

## 5. Agenda Items:

### a. Cessation of Pursuit of Legal Action Regarding Sheraton Park [TAB]

**Motion:** *The GCR Executive Committee resolves to cease pursuing legal action opposing the move of Ustinov College to Sheraton Park. Furthermore, the GCR shall be notified of the cessation of the pursuit of legal action during the President's Report at the next GCR General Meeting.*

#### **Questions:**

*Why do we need to raise this at the General Meeting?*

JG: The GCR should know about significant updates to our strategy regarding SP. If they wish to oppose the decision to cease pursuing legal action, they can propose a procedural motion in response to this statement.

*What if a procedural motion opposing ceasing pursuing legal action is raised at the General Meeting, and passes?*

AH: We will have to do it if passed. Do we have time to do this?

AB: It is fair that we would do this eventuality if the GCR are aware of all the facts. However, we would be given the opportunity to state in defence of our decision the fact pursuing legal action will take time from the Executive away from other activities, and that it may antagonise the University at this stage.

*Would we be willing to let other GCR members pursue legal action?*

JG: Yes – we could not stop anyone from pursuing this individually. They could not, however, do so on behalf of the GCR without GCR approval.

**Vote:** Motion passes unanimously.

### b. Posting of Executive Committee Draft Minutes on General GCR Committee Group [BN]

**Motion:** *The GCR Executive Committee resolves to post all draft minutes from Executive Committee Meetings on the GCR General Committee group prior to approval.*

*Why should we do this? General committee members should be able to access minutes on the website anyway when they go public.*

JG: Committee feel disconnected with the Executive Committee. Posting draft minutes on the group better updates General Committee members with decisions

made in Executive Committee meetings.

*What reasons are there not to publicise them on the General Committee group?*

TAB: This may run the risk of people vocalising their disagreement with Executive Committee decisions in response to viewing the minutes, and starting arguments.

*The General Committee would have access to the draft minutes under this motion. This would give access for general committee members to see the minutes before approval, including any confidential information that has not been redacted. Is this acceptable?*

JF: GCR committee have access to minutes technically already via Google Drive. This would only make them more visible.

BN: There is little confidential information at Executive committee meetings, and General Committee members should be trusted to keep things confidential if necessary anyway.

**Vote:** 7 for, 1 against, 0 abstentions.

Motion passes.

**c. Vaping in Fisher House [AH]**

Vaping becoming more prevalent in Fisher House. Proponents saying it is water vapour and not harmful to others. Complaints given by members of staff and porters but users have been continuing use.

Noted that vaping is against University no smoking policy, and this is therefore not a GCR issue. Complaints should be redirected to college and vapers warned that they may face consequences from college if they continue use.

**d. Inviting SP Residents' Association Members to Ustinov Pub Quiz [KR]**

KR in discussions with college to invite SPRA members to pub quiz, to display the environment on a typical busy evening. JG to invite SPRA members to pub quiz on 23<sup>rd</sup> Feb.

**6. AOB**

None.

Alexander Blair

GCR Secretary

06/02/2017