

# Ustinov College GCR Exec Meeting

## Minutes



### **Actions:**

*ALL to clear out their respective drawers.*

*ALL to forward any information to be included on website to TAB.*

*AG to fill in booking form and email hospitality in order to book the proposed Bollywood night.*

*AH to request new DSU sabbatical officers meet Ustinov students for an introduction.*

*AH to post poll of times for trampolining on committee group.*

*JG to forward information about show flat at SP.*

*JG to raise reports of inappropriate behaviour from one of Kebab Shack employees and poor training from one of hired bar staff at the BBQ.*

*JG to set up Google Docs for survey.*

*JG to book Town Hall meeting for 20<sup>th</sup> July.*

*JG to advertise SP show flat by email.*

*MR to update GCR passwords.*

*MR to liaise with XM to translate into Chinese and post on WeChat.*

*MR to contact JB regarding a potential event for pre-sessional students.*

*TAB to make MR admin of Ustinov GCR Facebook page*

*TAB to remove ex-committee members from Facebook GCR groups.*

*TAB to arrange Welfare Committee meeting.*

*TAB to forward contact details to JG for college.*

*TP to check who tennis nets belong to.*

*WG to set up session zero for Dungeons & Dragons.*

*WG to submit form for Induction Officer email address.*

*XM to fill vending machine.*

*XM and TAB to organise office tidy.*

**18:00pm, 03/07/17**

**1. Apologies:** AS

**Present:** TAB, AB, AH, JG, TP, MR, XM, WG

**Absent:** JO

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

Approved on general aye subject to correction to general meeting date.

### 3. Matters arising from previous minutes.

*ALL to liaise with their successor to discuss handover and let TAB know when completed.*  
Handover is now complete, as of the summer BBQ on 01/07.

*MR to check if LL posted details of BBQ in WeChat.*

*MR to make another poster advertising the BBQ.*

People turned up and the BBQ was a success.

### 4. Agenda Items:

#### a. GCR Survey

*JG to set up Google Docs for survey.*

Contacted KR, who is attempting to locate access information for previous GCR survey.

#### b. Sheraton Park Update [JG]

AV equipment and gym equipment manifest to be sent to JG.

PC will be supplied for GCR Office by IT.

Draft bar design for SP was received 9 weeks after design meeting. Issues of communication between Alumno (developer) and Lothbury (asset management company). College contacted external company who presented a design close to concept 4h after being given the concept, and their design was selected. Since the design is from an external company, they will not be able to access the SP site until 11<sup>th</sup> September. Consequently, the external company have set a stretch target for completion of the social space of 26<sup>th</sup> September. Will be sufficient for staff training. Funding for coach transport between Howlands and Sheraton Park sites confirmed for events. Logistics of coach transport to avoid conflict with residents yet to be detailed.

All sports facilities confirmed from 2018/19 at latest by Quentin Sloper. May be sooner.

Faults with the developer will be able to be logged for first several months of residence at SP.

Nick Benbow and Owen Adams willing to attend another Town Hall meeting at Ustinov. Provisional support for Town Hall meeting on 20<sup>th</sup> July. JG to book.

Now access to show flat (6 bedroom cluster flat). University policy to price all rooms the same. Large size discrepancy between rooms in flats.

Licensing application has been submitted for bar. Needs to pass through Neville's Cross Resident's Association. Application has been posted on Executive Committee group. NXRA and SPRA ex-officio members will be present on bar management committee. Potential issue raised that students would be outnumbered by non-students if these members have voting rights. Also preference from JG that bar management committee constitution be amended rather than a new constitution created for SP.

NXRA also raised concerns about signing in unlimited number of guests. Suggested that maximum number of guests be limited to 3 unless prior emails received from group.

**5. Officer Reports:**

**a. Bar Steward [JG]**

*BN to post the bar summer opening times on the Ustinov College Bar Facebook page. Opening times were posted.*

No known major incidents at Summer BBQ.

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

*TP to check who tennis nets belong to.*

Ongoing. TP to contact JB JCR about the tennis nets.

*TP to contact all sports captains of Ustinov to check what equipment/facilities they use or would like in addition to what they have now.*

TP has contacted the captains of the sports teams. Forwarded information to JG.

TAB is updating the GCR Committee website.

**c. Communications [MR]**

Handover completed. MR to update GCR passwords.

TAB to make MR admin of Ustinov GCR Facebook page.

TAB to remove ex-committee members from Facebook GCR groups.

Distributed information about new washer/dryer system to students on FB group.

MR to liaise with XM to translate into Chinese and post on WeChat.

JG to forward information about show flat at SP.

**d. DSU [AH]**

AH to request new DSU sabbatical officers meet Ustinov students for an introduction. Postgraduate Officer and President to be prioritised.

**e. Livers Out [AH]**

Tickets costed at £7.95 each for hour of trampolining. Would need to book in advance, so money is planned to be collected in advance, and refunds distributed if too few people register interest. AH to post poll of times on committee group.

**f. Welfare [TAB]**

Despite concerns, condoms did not run out during BBQ night.

Welfare Committee thread established and TAB to arrange meeting before leaving for holiday.

**g. Facilities [XM]**

*KR to sort out microphone for JF.*

Microphone was sorted.

XM to fill vending machine.

XM and TAB to organise office tidy.

All to clear out their respective drawers.

New washers/tumble dryers now set up. XM to query Brian/Ian about 33% price hike for washers from £3.00 to £4.00

**h. Finance [AB]**

*XM to chase accountant to ensure documents are submitted to the Charities Commission by Friday 30th June.*

Documents were submitted after Bryan was reminded.

XM handed over to AB. Training should take place this week now that XM is back. 12<sup>th</sup> July – 2<sup>nd</sup> August. AB away 14<sup>th</sup> – 31<sup>st</sup> July.

Expenditure:

DJ for Summer barbecue £190

£130 paid to the pound.

Current account balance: £23,673.78

**i. Induction Officer [WG]**

*WG to set up session zero for Dungeons & Dragons.*

WG to run first session.

Recommendation from college that two induction formal events take place on different nights, rather than two meals on one night, to manage numbers. Karaoke planned for first night and DJ party on second.

Suggestion to run a General Meeting as induction week event to engage students and inform them about the role of the GCR.

MR to contact JB regarding a potential event for pre-sessional students.

**j. International Officer [JO] [Absent]**

No report submitted.

**k. Social Secretary [JG]**

*JG to set up poll on Executive Committee Facebook page to discuss preferences of dates for Summer Ball 2018.*

*JG to check for big sports events that could rule out any of the proposed dates for Summer Ball 2018.*

Regarding the above points, JG to book Beamish based on agreed date. No major clashes.

*JG to enquire how far in advance notice must be given to college to book an additional formal for Induction/Inter-MCR. Needs to be booked now. JG to wait on final numbers of students living in next year.*

*AG to fill in booking form and email hospitality in order to book the proposed Bollywood night.*

Not yet booked. TAB to chase.

Reports of inappropriate behaviour from one of Kebab Shack employees. JG to raise.

Issue of poor training from one of hired bar staff for the BBQ. JG to raise.

**I. Steering [TAB]**

*JG to discuss with TAB amendments to standing orders.*

Ongoing.

*TAB to organise date for the next General Meeting and book it.*

General meeting booked for 27 July at 19:00 as agreed on Facebook poll, with elections for Student Trustee and remaining exec posts. TAB spoken to interested candidates about Bar Steward.

TAB sorting out a new contact details post/sheet for the new committee. TAB to forward to JG for college.

WG to submit form for Induction Officer email address.

**m. University/College [JG]**

*JG to bring up the rumour that Oak and Pine will no longer belong to Ustinov next year at CMT.*

College had received so few bookings that they were only filling old buildings, with ensuite applicants likely to receive domestic sets instead.

The show flat at SP can now be advertised, JG to do this by email.

Laundry is back on Monday 3<sup>rd</sup> July.

**6. AOB**

**a. Science Fiction Movie Marathon**

AP wishes to run movie marathon on 16<sup>th</sup> July. No known clashes with events.

**b. General Committee Meeting**

Will take place tomorrow at 6.30. MR and AB unable to attend.

**c. Website Update**

Website being updated by TAB. ALL to forward any information to be included to TAB.

**d. Happy Birthday to JG.**

Alexander Blair

Acting GCR Secretary

03/07/2017