

# Ustinov College GCR Exec Meeting

## Minutes



### **Actions:**

*ALL to clear out their respective drawers.*

*JG to draft Ustinovian response article.*

*JG to organise bar staff meeting.*

*JG to implement suggestions given by Alyssia on improvements to student welfare.*

*JG to discuss with TAB about the appropriateness of having welfare events leading up to the Masters dissertation deadline.*

*JG to organise induction committee meetings.*

*JG to chase KR for inset up Google Docs for survey.*

*JO to present estimated costs for Alnwick Castle trip.*

*TP to contact current committee members to ask if they are reprising their role for next year, and pass the relevant information on to the College Sports Manager.*

*TP to check who tennis nets belong to.*

*TP to bring cake to meeting on 24/07.*

*MR to update GCR passwords.*

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

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

*AH to communicate information for payment procedure for trampolining event to committee.*

*AB to contact XM to order more condoms.*

*AB to investigate if Howland's gym net earns or loses money.*

*AB to query use of running webcam for students to see available washers.*

*XM to fill vending machine.*

*XM and TAB to organise office tidy.*

*XM to forward AB Treasurer handover document.*

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

*WG to contact CDFHS for Green Move Out sale.*

*WG to post call for volunteers for induction week events such as Green Move Out sale and walking tours.*

*TAB and JG to go through standing orders and write up a motion to present at the GM.*

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

**1. Apologies:** AB, AH, TAB, XM

**Present:** JG, AS, MR, WG, TP

**Absent:** JO

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

Minutes from 03/07: approved on general aye.

Minutes from 10/07: approved on general aye.

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

None.

**4. Agenda Items:**

**a. Ustinovian Article**

*JG to draft Ustinovian response article.*

Ongoing. As stated previously (minutes of 10/07), there are concerns the GCR was unfairly portrayed in a recent article published on the Ustinovian webpage. JG to draft an article in order to respond in a constructive manner.

**5. Officer Reports:**

**a. Bar Steward [JG]**

Jasmine (JC) contacted JG asking to have a bar staff meeting. Given that only 6 members of the bar staff will remain at the end of this academic year, there are concerns the bar will be understaffed. In particular, more bar staff will be needed for induction week, when there will be 5 staff working each night. JG to organise bar staff meeting in a couple of weeks.

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

TP been contacted by the College Sports Manager, requesting him to pass on information about committee roles of various sports clubs at Ustinov. TP to contact current committee members to ask if they are reprising their role for next year, and pass the relevant information on to the College Sports Manager.

JG explained the process of buying equipment. There will be a call for requests for funding sent out to all the clubs and societies by the treasurer a couple of weeks after induction week. The responses will go to the finance committee, who will divvy up the funding appropriately. This will be organised closer to the time.

From previous minutes (10/07), TP to check who tennis nets belong to, not yet complete.

**c. Communications [MR]**

*MR to update GCR passwords.*

Ongoing.

*MR to liaise with XM to translate information about new washer/dryer system into Chinese and post on WeChat.*

Liaised with XM. Signs were posted in the new washer/drier room, therefore not necessary to post on WeChat anymore.

*MR to advertise trampolining event.*

Trampolining was advertised in the newsletter.

Facebook event for Bollywood night has been created.

Comms for induction week will start being discussed when the weekly induction week meetings begin.

**d. DSU [AH][Apologies]**

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

Ongoing.

AH reminds committee members that trampolining event will be taking place this Thursday (20/07) at 18:00.

**e. Welfare [TAB] [Apologies]**

*AB to contact DB to request welfare notice in the newsletter.*

Welfare information is already posted at the end of the newsletter.

*AB to contact XM to order more condoms.*

Ongoing.

JG received some recommendations from Alyssia regarding welfare, and will implement these as appropriate. Suggestions include better advertising of services that are already available, photos of the welfare officer being put on the boards in the kitchens and improved welfare page(s) in the induction handbook.

JG puts forward the idea of potentially having a number of welfare events in the week or two leading up to dissertation hand-in for Masters students (01/09). JG to discuss with TAB.

**f. Facilities [XM] [Apologies]**

*ALL to clear out their respective drawers.*

Ongoing.

*XM and TAB to organise office tidy.*

Ongoing.

*AB to query use of running webcam for students to see available washers.*  
Ongoing.

*XM to fill vending machine.*  
Not yet complete.

**g. Finance [AB] [Apologies]**

*AB to investigate if Howland's gym net earns or loses money.*  
Ongoing. AB doesn't have full access to the accounts yet.

*AH to communicate information for payment procedure for trampolining event to committee.*

JG to follow up on this, check with AH.

*XM to forward AB Treasurer handover document.*  
Ongoing.

**h. Induction Officer [WG]**

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

*WG to contact CDFHS for Green Move Out sale.*  
Ongoing.

*WG to post call for volunteers for induction week events such as Green Move Out sale and walking tours.*  
Ongoing.

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

Induction officer email address has now been set up:  
[induction.ustinogcr@durham.ac.uk](mailto:induction.ustinogcr@durham.ac.uk)

JG to organise induction committee meetings.

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

*JO to present estimated costs for Alnwick Castle trip.*  
James not present, presentation pushed back to next week.

**j. Social Secretary [JG]**

*AG to fill in booking form and email hospitality in order to book the proposed Bollywood night.*  
Bollywood night booked, request for advertising from JG (though this is mostly complete).

**k. Steering [TAB][Apologies]**

General Meeting on 27/07 has now been advertised on Facebook and via email. So far one candidate has sent in a manifesto. JG and TAB to go through standing orders on 24/07, and write up a motion for the General Meeting concerning any necessary amendments. Example of change; want to make it possible for people to run for non-exec committee positions on the day of a General Meeting, thus removing the requirement of submitting a manifesto at least the night before the meeting. As far as is known all other JCRs and MCRs use this system, thus the change would equalise Ustinov with other colleges on this issue.

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

*JG to chase KR for inset up Google Docs for survey.*

KR not currently around, JG will push at next possible time.

Bar floor plans shown by JG.

JG was sent art work by Ian that was supposed to go up on the wall now opposite the social space, and was asked whether it should be put up. The art originated from part of a £200,000 budget for public art that came with the development of SP, which is being used for other pieces including a sculpture garden. The art work was met with a less than favourable response from exec committee members, and JG has requested to Ian that it not be put up. Alumno currently trying to force college to accept the artwork. College heavily opposing, not much more can be done from exec committee point of view.

CMT meeting had, JG in attendance. Ian having some difficulties with communication from the Residents Association. There is an issue regarding insurance for the shared spaces between college and the community. Public liability insurance is needed if going to share social space with people from outside college. Current insurance does not cover this, and a relatively large amount of money will have to be spent to sort this. JG says the shared spaces are not a necessity, but they may help to build relations with the community surrounding SP.

College has still not advertised the show flats. JG told by Lynsey 2 weeks ago she would do it the following week. Sam wasn't around but has returned, unsure about cause of delay.

AH, AS and MR interested in going to see show flat. JG to tell Ian, who will take those interested to see it.

JG showed plans of Neville's House rooms. Very varied sizes (in m<sup>2</sup>) of rooms that are all priced the same. JG brought this issue up with college, they are aware of it but say there is very little that can be done.

**6. AOB**

**a. Committee Cake [WG]**

*WG to bring first Executive Committee cake.*

Cake was brought by WG and enjoyed. TP to make cake for next meeting.

Alastair Stewart

GCR Secretary

17/07/2017