

Ustinov College GCR Exec Meeting

Minutes



Action Points:

JG to flag up issues regarding the gym with Ian/College: space around the combi-use machine, the direction the entrance door swings, wrapping the pillar, and access control for the door.

JG to contact Sarah and Trudy regarding an extra person working behind the bar on the Bollywood night.

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

JG to enquire about possibly setting up an online system that allows students to check current availability of washers.

JG to write GCR survey.

TAB to organise new office hours rota.

TAB and JG to go through standing orders and write up a motion for the GM.

TP to add survey to bottom of gym application form.

TP to contact current committee members of Ustinov sporting societies 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.

JO to contact XM to check if Alnwick Castle trip is financially viable.

JO to find some facts on Alnwick Castle and prepare (approximately) a 5 minute presentation for the bus journey.

JO to organise date with Dr. Hill for walk.

MR to update GCR passwords.

MR to advertise the General Meeting to be held on 27/07.

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

MR and JO to liaise to organise pre-sessional brunch.

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

XM to clear out drawer.

XM and TAB to organise office tidy.

XM to forward AB Treasurer handover document.

AB to contact XM to order more condoms.

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

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.

WG to set up session zero for Dungeons & Dragons.

18:00pm, 24/07/17

1. Apologies: AB, XM, WG

Present: JG, TAB, AS, MR, JO, TP, AH

2. Approval of minutes from last meeting.

Minutes from 17/07: approved on general aye.

3. Matters arising from previous minutes.

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

No longer relevant, everyone who attended paid.

4. Agenda Items:

a. Ustinovian Article [JG]

JG to draft Ustinovian response article.

It was decided by the committee that the benefits of publishing a response article do not outweigh the potential disagreements that could arise; the article will no longer go ahead. MR suggests publishing an article at the beginning of the new academic year pointing out the important welfare information that can be found in the handbook. An effort will be made to make sure problems that were brought up regarding welfare are addressed by the start of the new academic year.

b. Gym at SP [AH]

A number of issues have been pointed out regarding the current plans of the gym at SP:

- i. *Cooling of the gym.* AH concerned about how the gym is going to be cooled, and if it will be cooled enough.

JG: The windows in the gym cannot be opened, but the room will be air-conditioned.

- ii. *Space around the combi-use piece of machinery.* AH concerned that there is not enough space being left around the above piece of machinery. JG to flag this up with Ian to double check enough space is being left.

- iii. *Entrance to the gym.* It seems from the plans that the door providing entry to the gym swings inward on opening. However, the space allowed for people to stand and lift weights is right by the door, and so there is a worry that someone could be hit by it. It was also noticed that people will have to walk through the weights area to get to the cardio machines, which could be a problem if the weights section is busy. JG to raise this issue with Ian/college, and see if it is possible to change the direction the door will swing.

- iv. *Machinery/equipment being offered in the gym.* AH notes that the cardio-to-weights ratio has changed quite significantly in favour of cardio. JO notes that there is no place to do squats or bench, and AH is concerned that the machines being put in the gym, for

example the leg press machine, may not offer the size of weights that athletes require. JG notes that it would be a lot of effort, and cost a lot of money, to change the gym at this stage, so perhaps it is worth waiting it out this year.

Decision – TP to edit gym application form, adding a small survey to find out the equipment that people are looking to use at the gym. For now, the gym will be described as a ‘cardio gym with some weights’ rather than an ‘all-purpose gym’, then we will judge over the year if an effort should be made to change the equipment.

- v. *Pillar in the middle of the gym.* There is a pillar in the middle of the gym, which could be a safety issue. JG to bring up with Ian to see if the bottom of it can be wrapped.
- vi. *Access to the gym.* JG still talking to Ian about how the door to the gym will be access controlled.

c. Alnwick Castle [JO]

Motion: *Proposal to budget £850 for a trip to Alnwick Castle and gardens, to be planned by JO. Cost covers entrance, and travel to and from the castle for 50 persons.*

The £850 cost covers £350 for one coach for the day, and entry for 50 people to the castle at £10 each. Usually the castle would cost £29.99pp – price is discounted due to a large group booking. Two organisers and a driver will get free entry. Proposed date is Saturday 12th August, leaving at 09:00. Proposed ticket prices are £5 for GCR members, £7 for non-members and less for children. The bus will be requested to go from HF to DC, then on to Alnwick.

Questions:

Is this financially viable?

JO to contact XM.

Will there be interest in this event, given how small the numbers were for trampolining?

JG: Generally these things are popular, there should be adequate interest.

Vote: Total cost too much for exec to pass – moving the motion to the GM to be held on 27/07.

5. Officer Reports:

a. Bar Steward [JG]

JG to organise bar staff meeting.

Clarification on last minutes – Jasmine (JC) did not request a bar staff meeting, Trudy implied that JC wanted one. JC was just pointing out the fact that there will be a lack of bar staff after people leave by the end of summer. JG decided bar staff meeting not required for now.

JG reminded Sarah and Trudy about the lack of staff. The positions have now been advertised through email and Facebook, and signs have been put up around the café/bar area.

JG emailed Sarah and Trudy suggesting it might be worth having an extra member of staff working behind the bar on Sat 29/07 for the Bollywood party. JG to chase them up in person, as they have not responded.

b. Clubs & Societies [TP]

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

Not done yet. The information is needed by approximately 31/08.

TP to check who tennis nets belong to.

Ongoing.

c. Communications [MR]

MR to update GCR passwords.

Ongoing. To be done some time in August.

MR advertised two events this week; the Brazilian Carnival held on 21/07 which JB asked if we could advertise to Ustinovians, and the Bollywood party to be held on 30/07.

MR to advertise the General Meeting to be held on 27/07. JG suggests the floor plans for the bedrooms, bar and gym at the new SP site be displayed at the GM. Agreement amongst the rest of the committee that this is a good idea.

d. DSU [AH]

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

Ongoing as new sabbatical officers are not in office.

This week is the final week for the current sabbatical officers. AH to meet the new sabbatical officers, to remind them that Ustinov needs to be kept in consideration by the DSU. AH suggests having Sabrina Seel, the new PG Academic Officer, and Megan Croll, the new Day President, come to Ustinov at the beginning of the new term to introduce them to the new cohort of students.

e. Welfare [TAB]

AB to contact XM to order more condoms.

TAB to check with Alex.

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

Ongoing. Ideas will be discussed with the new Welfare Officer if elected at the GM on 27/07.

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

Ideas will be discussed with the new Welfare Officer if elected at the GM on 27/07. Suggestions for possible events include healthy breakfasts, fruit being available in the café, stress relief events including puppies, and a free session from the yoga society.

f. Facilities [XM] [Apologies]

ALL to clear out their respective drawers.

Ongoing – XM to clear out drawer.

XM and TAB to organise office tidy.

Ongoing as both been away.

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

JG to enquire about possibly setting up an online system that allows students to check current availability of washers.

XM to fill vending machine.

Done by TP on 21/07.

g. Finance [AB] [Apologies]

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

Ongoing.

XM to forward AB Treasurer handover document.

Both been away, not yet done. Ongoing.

The bank is requesting an 'upper payment limit' form, and is preventing online payments being made until they have received this. XM is currently trying to resolve this issue using the online live help. If this is not successful, AB will sort the issue with JG when they visit the bank to become signatories.

h. Induction Officer [WG][Apologies]

JG to organise induction committee meetings.

Poll was created by JG on committee page. Of the given options, most people are available at 6pm on Tuesdays. The first meeting will be held on 25/07.

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.

Still ongoing.

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

Brazilian Carnival event was held on 21/07. MR says he will contact JB again to see if they would like to do another event with Ustinov, for example a brunch. MR to organise.

i. International Officer [JO]

JO has been in contact with Dr. Ivan Hill, who is happy to organise a walk on the history of crime and justice through Durham for international students one afternoon in induction week. Dr. Hill mentioned Thursdays are particularly suitable for him. JO to organise date with Dr. Hill. JO proposed a £50 budget for tea, coffee

and cake in the Duncow pub, a figure based on 20 persons going on the walk. This amount does not need to be passed by the committee.

JO proposed to organise a brunch for international students during induction week. JG states we already have a brunch on the first Saturday. MR and JO to liaise to organise pre-sessional brunch.

JO to find some facts on Alnwick Castle and prepare (approximately) a 5 minute presentation for the bus journey.

j. Social Secretary [JG]

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

The Bollywood party will be held on 29/07. JG to find another volunteer for clearing up.

k. Steering [TAB]

TAB and JG to go through standing orders and write up a motion for the GM.
To be done after exec committee meeting on 24/07.

General meeting is this week (7pm 27/07); it and the elections have been re-advertised by TAB.

l. Livers Out [AH]

Trampolining event was held, and was enjoyed by everyone who attended.

m. University/College [JG]

JG to chase KR for inset up Google Docs for survey.
KR is unable to access Google Docs, therefore JG will write the survey.

JG: SP residents annoyed we (Ustinov college members) get time in a room that we are supposed to be sharing with them, and are annoyed Neville's Cross residents will get access to this room. They are kicking up a fuss on Facebook – nothing can be done from a GCR point of view.

6. AOB

a. Advertising on College Facebook Page

It has been noticed that students are advertising their own videos/YouTube channels on the college Facebook group – discussion as to whether we should allow this to happen. **TAB** – If the students are selling something, then we should not allow this. Otherwise, advertising is treated on the same footing as surveys, which traditionally we allow to be posted on the page.

JG/MR – We should look at this on a case-by-case basis.

b. Office Hours [TAB]

TAB says office hours are very inconsistent, with people often forgetting they are supposed to be on duty, or are away. TAB to put up a sign outside the office, making clear who to contact if the office hours are not being covered.

It was decided that office hours will now only be on week days for the remainder of summer – TAB to organise.

c. Committee Cake [TP]

TP to bring cake to meeting on 24/07.

Complete. JG to bring cake to next meeting.

d. Induction Fact [WG][Apologies]

Induction of childbirth can be performed with either pharmaceutical or non-pharmaceutical methods! Pharmaceutical methods involve the administration of drugs, particularly prostoglandin, to kick-start birth, while non-pharmaceutical methods involve causing the body to produce this naturally!

Alastair Stewart

GCR Secretary

24/07/2017