

# Ustinov College GCR Exec Meeting Minutes



## Action Points:

*AB to investigate if Howland's gym net earns or loses money.  
AB to contact XM to order more condoms.*

*AH to contact Sabrina regarding meeting Ustinov students for an introduction.*

*AS to create a document on the Google Drive which will contain the dates exec committee are away.*

*JG to contact Pratibha about tickets at Keenan House.*

*JG to send Sarah and Trudy email introducing VU as Bar Steward.*

*JG to put GCR survey on exec Facebook page to call for suggestions for remaining sections.*

*JO to hire buses for Alnwick trip.*

*JO to check if the date for Alnwick trip is a problem due to concert, e.g. coach access.*

*JO to organise date with Dr. Hill for walk.*

*JS to contact DSU regarding him being the new Welfare Office for Ustinov.*

*JS to organise starting welfare office hours.*

*MR to create Facebook group for Alnwick trip.*

*[MR to update GCR passwords.]*

*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.*

*TP to add survey to bottom of gym application form.*

*TAB to get keys to office for committee members who don't have them, and check if JO has a key.*

*TAB and JG to organise handover for JS.*

*TAB to add JS to Welfare Committee thread & contact Rosa about WEDcomm.*

*TAB to organise new office hours rota.*

*TAB to bring baked goods for next week, and is very happy to do so!*

*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.*

*TP to add survey to bottom of gym application form.*

*VU to organise bar staff meeting.*

*WG to send email to captains/presidents of societies via Tom asking if they will be happy to travel to both HF and SP for induction week Clubs and Socs event.*

*WG to post call for volunteers for induction week events such as GMOS and walking tours.*

*WG to contact CDFHS for GMOS.*

*XM to clear out drawer.*

*XM and TAB to organise office tidy*

*XM to forward AB Treasurer handover document.*

## **18:00pm, 31/07/17**

### **1. Apologies:** AB, XM, TP, JO

**Present:** JG, TAB, MR, JS, VU, AH, AS, WG

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

Minutes from 24/07: approved on a general aye.

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

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

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

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

The above are no longer relevant as the GM and Bollywood night have successfully happened.

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

At the secretary's discretion, this will be removed from action points - WG to organise in his own time.

### **4. Agenda Items:**

#### **a. Gym at SP**

*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 has told Ian about the various problems that were discussed regarding the gym, however Ian is away until the 14<sup>th</sup> August. Nothing can be done until he gets back, but he is aware of the issues and says that wrapping the pillar will be an easy thing to do.

#### **b. Alnwick Castle [JO]**

**To discuss:** Is the GCR just paying for the cost of one coach? What will the ticket price be?

**Decision:** The GCR will pay for one coach at £350, which will pick people up from HF and KH and take them to Alnwick. Once they have arrived, the participants of the trip can do as they please. The tickets will be sold at £5 for GCR members and £7 for non-GCR members. The charges will be waved for two volunteers from the committee. This is historically how trips are run by the GCR.

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

AB happy for the to go ahead, so there is no need to contact XM.

**Motion:** *Proposal to budget £350 for a trip to Alnwick Castle and gardens, to be planned by JO. The cost will cover travel to and from the castle for 51 persons, including two volunteers.*

**Questions:**

*Will the concert held on the same day at the castle cause a problem?*

There shouldn't be a problem, JO contacted them and they said there will still be access to the castle.

*Will there be a problem with coach access?*

JO to contact the castle to check this.

*Will the coach pick up at Keenan House too?*

The coach should be able to go to Keenan House to pick people up from there, despite the advert in the newsletter not stating this. JG to contact Pratibha about selling tickets at KH – 10/11 tickets will be held back for there.

*Has James booked the coach?*

Unsure – if the coach has not yet been booked, JO should do this. There is a slight concern that the complication with the accounts will mean that the GCR account can't be used to pay for the coach initially. If this turns out to be the case, JG can pay, though this is not ideal as the GCR currently already owes JG a fair amount of money (see below).

JO and TAB will be the volunteers for the trip. JG calls to make sure the office is staffed tomorrow as tickets will go on sale. MR is to create a Facebook event for the trip.

**Vote:** Unanimous for. Motion passed.

**c. Executive Committee Elections**

The results of the GM elections are in, and as of 31/07 the following roles have been filled:

- Bar Steward – Vinay Utham
- Welfare Officer – James Smith.

**5. Officer Reports:**

**a. Bar Steward [VU]**

In general, the bar seems to be running smoothly. VU will meet the last Bar Steward, Beth Nelder, on Wednesday to find out about the role. JG is to send Sarah and Trudy an email introducing VU as the new Bar Steward.

Vinay to organise a bar staff meeting, to introduce himself as Bar Steward. The BMC only met a month ago, so there will not be another meeting until the new bar has opened.

**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.*

Ongoing.

*TP to check who tennis nets belong to.*

Ongoing.

*TP to add survey to bottom of gym application form.*

Ongoing. Doesn't need to be done until September.

JG says that TP should give the clubs and societies a good heads up about the Clubs and Societies Fair, suggesting they be notified at the start of September. WG is to send an email to the captains via Tom asking if they will be happy to take part in two Clubs and Societies Fairs – one at HF and one at SP.

**b. Communications [MR]**

*MR to update GCR passwords.*

Ongoing. To be done around September, after the outgoing officers leave.

MR created the Ustinov 2017/2018 Facebook page, and got access to the Communications Officer email address (he had not been given the correct password).

**c. DSU [AH]**

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

Complete. AH sent a message to Megan to work out the day that she will come to meet the new Ustinov students. AH to contact Sabrina to get her to come too.

**d. Facilities [XM] [Apologies]**

*XM to clear out drawer.*

Ongoing.

*XM and TAB to organise office tidy.*

Ongoing.

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

JG: Brian asked the people in charge of Circuit, and they got back to him saying this would not be possible. St John's has this facility as they are on their own wifi network; Ustinov is on the central university wifi, so it is not possible. There would be an overall cost to set this up that CIS are not willing to pay.

TAB is to check if JO has a key to the GCR office, and organise keys for all members of the committee that have yet to receive them.

**Finance [AB] [Apologies]**

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

Ongoing.

*XM to forward AB Treasurer handover document.*

Ongoing.

AB checked outstanding payments from the Treasurer account with XM. Other than the Bollywood Night payment, the only other payment that needs to be paid currently is £32 to Maiden Castle for pitch hire by 17th August. This should give sufficient time for the payment limit issue to be resolved and for AB and JG to gain account access. JG had to pay Etienne's DF and MR bought a banner.

The GCR currently owes JG around £700 for payments that he had to make while the GCR accounts were inaccessible.

**e. Induction Officer [WG]**

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

WG meeting with Joe Farrow this week to discuss the 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 hear from Joe before calling for volunteers.

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

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

MR contacted Kayanna, who organised the Brazilian night, to get her opinion about organising an event. VU suggests a pub trip for the pre-sessional students, but MR says given the crowd something like a brunch may be more appropriate.

Fortnightly Induction Week meetings have now started - organisation of events for IW will now mostly be left to those meetings. An Induction Week budget of £3,915 was passed at the General Meeting on 27/07.

**f. International Officer [JO]**

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

Ongoing.

*JO to organise date with Dr. Hill for walk.*

Ongoing.

**g. Livers Out [AH]**

Call from AH for people to collect stash that they have ordered. JG suggests that if someone is unable to make it to one of the office hours to collect their stash then their order could be left with the porter.

AH says it is not worth doing livers out drinks again until the new year, as students will be busy preparing for their dissertation deadlines. JG suggests come the new year that livers out drinks should be a monthly thing, but this can be talked about if a Livers Out Rep is elected in the new term.

**h. Social Secretary [JG]**

The Bollywood party happened, and went down very well overall. MR says there was a fight at around 02:30/03:00, a couple of hours after the party officially ended.

The porters were called to help, and the situation seems to have been dealt with. Clear-up happened successfully after the party.

VU says the party was a great success, and suggests that it should be held annually. MR suggests in the future something should be organised in the hour or two preceding the party to pad out the event, for example putting on a Bollywood movie.

Leavers party to happen 01/09.

**i. Steering [TAB]**

Elections have happened; a new Bar Steward (Vinay Utham) and a new Welfare Officer (James Smith) have been successfully elected! General meeting took place, and amendments to the standing orders were passed regarding the complaints procedure and election process. The next GM is to be held on the second Sunday of induction week.

WG suggests having a 'meet the exec' event during induction week. Ideally this would happen before the GM, but may have to be tied in with pizza immediately after it due to the number of other events being run that week.

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

*JG to write GCR survey.*

A draft of the survey is complete, only finishing touches are needed. JG will put the survey on the exec Facebook page to call for suggestions of questions, in particular regarding welfare and encouraging diversity in the committee.

Press communications with the JCR/MCR have started.

**k. Welfare [JS]**

*AB to contact XM to order more condoms.*

Ongoing.

JG to discuss welfare issues brought up over the last couple of weeks with JS. These include improvements to welfare suggested by Alyssia, and the possibility of running welfare events before the Masters dissertation deadline. One suggestion is to get hospitality to deliver fruit for a week in the lead up to the deadline, and for this to be made available to students in the café. JG and JS to discuss.

JS to get in contact with the DSU, telling them that he is the new Welfare Officer for Ustinov. AH to let JS know who to contact. TAB to add JS to the Welfare Committee thread & contact Rosa about WEDcomm. TAB and JG to organise handover for JS. JG says it would be useful for him and JS to meet Brenda at some point, who will be able to give some guidance regarding welfare.

TAB notes that there was a good LGBT+ network this year, including the introduction of the Qstinovian.

JS to start welfare office hours, the location of which is to be decided. Historically this was held in the GCR office during the office hours of the Welfare Officer, however it is noted by the committee that this may not be private enough.

TAB suggests an alcohol awareness week should be organised - there is already £250 available for this event. AH says the DSU may have ideas for the event.

## **6. AOB**

### **a. New Drive Document [AB][Apologies]**

AB requests a Google Drive document for all to maintain with their time away from Durham. AS to organise.

### **b. Office Hours [TAB]**

*TAB to organise new office hours rota.*

Ongoing. TAB to do office hours training for new committee members after exec meeting on 31/07.

### **c. Committee Cake [JG]**

JG brought tasty treats this week. Next week will be TAB's turn.

### **d. Trampolining [AH]**

£250 has been passed for a trampolining event during induction week, which was originally for 50 people at £5pp. AH proposes selling tickets at a discounted rate of around £3 so that 100 people can go. On the whole, the committee agrees – the details will be discussed closer to the time.

### **e. DSU Pages in Handbook [AH]**

AH uploaded a file from the DSU containing pages that they want colleges to put in their induction week handbooks. JG says we may as well put them in.

### **f. Introduction to New Committee Members [TAB]**

Everyone introduced themselves at the start of the meeting, and TAB went through, for example, how exec committee meetings work and how to use the GCR finances.

Alastair Stewart

GCR Secretary

31/07/2017