

# Ustinov College GCR Exec Meeting

## Minutes



### **Action Points from 14/08:**

*AB to edit the formal sign-up sheet adding a column to contain which committee member took the money.*

*JG to write up the statement he will make at Committee regarding the bar, and post it on the GCR Committee page for suggestions.*

*JG to post the handbook in the new Ustinov College Facebook group.*

*JG to tell sports team captains about bystander training.*

*JG to send out the GCR survey.*

*JS to discuss code of conduct in relation to social media with Sarah Prescott.*

*JS to contact hospitality regarding the welfare breakfasts proposed for near dissertation hand-in deadlines.*

*JS to organise puppy welfare event (and contact the SU for suggestions).*

*JS to talk to Brenda about 'first response' type examples relating to welfare being put on the website.*

*JS to organise starting up welfare hours.*

*JS to promote the phone number for the new welfare phone.*

*MR to cost the pre-sessional brunch and prepare a motion to be discussed next week (21/08).*

*MR to update Ustinov Facebook group for 2017/18 the new rules regarding posting surveys.*

*[MR to update GCR passwords.]*

*TAB to get keys to office for committee members who don't have them.*

*TAB to sort out the committee board.*

*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.*

*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.*

*XM to send email to all students regarding bagging items to go to the GMOS.*

*XM to book DJ for Leavers Party and check if Joe is around to set up the speakers.*

*XM to set up Facebook event for Leavers Party and post on WeChat.*

*XM and AB to go through treasurer drawer.*

*XM and TAB to organise office tidy.*

*XM to forward AB Treasurer handover document.*

*XM to order items for the vending machine.*

*XM to bring tasty treats to next exec meeting.*

**18:00pm, 14/08/17**

**1. Apologies:** TP, JS, AH

**Present:** TAB, JG, AB, XM VU, WG, JO, MR, AS

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

Minutes from 07/08: approved on the general aye.

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

The following APs are no longer relevant as the Alnwick trip has happened:

- *JG to contact Pratibha about tickets being sold at Keenan House for the Alnwick trip.*  
Prathibha was away from Dryburn for the week before the trip, so was unable to sell tickets. People from KH did attend the trip, after coming to HF to buy their tickets. People could reserve tickets with TAB.
- *MR to send an email to students advertising the Alnwick trip.*  
Email was sent by TAB.

The following AP will be discussed in Induction Meetings from now on:

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

**4. Agenda Items:**

**a. Office Hours [TAB]**

TAB thought it would be best for the executive committee to discuss details of office hours during induction week before IW organising takes over. Last year office hours were run 17:00-21:00 every day of IW. This year, TAB proposes having office hours 18:00-20:00 every day over both sites, including the weekend. During induction week, two people will need to be on each office due formal tickets being sold. It is proposed that on the first day or two of formal tickets sales, other things such as gym inductions will be postponed. TAB says an effort will be made to keep people living in college at their own site for their office hours (SP or HF).

JG makes the point that there is much about the new GCR office at SP that we do not yet know. For example, we do not yet know when we get keys to the office, when we will be allowed in to set it up and when the computer will arrive. Therefore, we will have to wait until closer to the time to see what the set-up will be. Nevertheless, an effort will be made to run GCR office hours at the site whether there is an office for us to use or not.

The GCR will also have a stall open on the Wednesday, Thursday and Friday of the first week until 17:00. This will be at HF, as that is where students will be enrolling (including those from SP).

This issue will be discussed again closer to the time.

**b. GMOS [WG]**

WG poses the question of where the GMOS should be held, in the Howlands building or at the CDFHS site. He will be meeting the person who the GMOS is organised through on Tuesday (15/08), so is looking to pass on this information.

For the last couple of years the GMOS has been held at the CDFHS site. There is a much larger range of items at the site, and XM points out that it is a nice trip for new students. Previously, it was held in the Howlands building. CDFHS brought a lot of items from the warehouse and set it up. The advantages of this are that buses do not have to be booked, and people can wander in and out as they please. The disadvantages include there being less choice, and the big effort that it would require the people who organise it to put in to bring things to HF.

There is general agreement amongst the committee that it should be held at the CDFHS site again. The bus cost is not an issue as it is being split with Green Space and College.

This year's students should put anything that they would like left for the GMOS in a bag and leave it in their rooms to be collected after they move out. XM to send an email to all students with this information.

**c. Bar License [JG]**

JG met with Ian (14/08) after receiving a panicked email from him. Ian got back in to work today after being away for two weeks. He received a letter from the council saying that the bar licence would be going to committee on 22/08, and he should respond to the letter within two weeks (by 14/08). He asked JG if he would be willing to go along as a secondary witness, and give another point of view on the bar. JG agreed to go, and will provide support for the College. Councillor Liz Brown and the Neville's Cross Residents Association have given a couple of points in the bar licence that they are opposing.

- She is not happy with the college bar being an off licence. Her complaint is that people will end up sitting on the green outside drinking. The original planning permission said this would be a family area, which she believes seems to contradict the idea of allowing students to sit and drink there. JG points out that the bar licence already says students should not be drinking in this area, if the bar is not allowed to be an off licence then students could not take a drink back to their room. Ian will be arguing against this.
- NCCA wants only residents of Sheraton Park to have access to the bar. This would stop any Ustinovians students that live out from having access to the bar, including those living on the HF site. JG will be arguing against this.

Sheraton Park Community Association have no problem with either of the above two points. JG says it should be noted that no one is arguing about the existence of the bar, just the finer details of the licence.

JG will be arguing the following points:

- The bar is a social hub, the focal point of the Ustinov community. Excluding members of this community would stop that being the case.
- College and the GCR understand that the area is residential, and a lot of sacrifices have already been made due to this. For example, students of other colleges will not be allowed in the bar unless they are signed in as guests (all other college bars allow free access to these students). Furthermore, the reason Ustinov College was chosen to move to this site

was due to the argument that postgraduates are generally more responsible than undergraduates.

- Often one of the reasons that students do not choose to live in college accommodation is that they cannot afford it. Excluding these students from the social space would be highly unfair.
- Cultural events are held in the bar area, for example GCP events. These are supposed to be open to all members of the college, including those who live out. Not giving these students free access to the bar would exclude them from these events.

JG to write up the statement that he will make and put the draft on the committee Facebook page. JG urges everyone to read the statement, and state any comments that they have or changes they would make.

For now, the new bar will close at 23:00 on normal nights, with it being allowed to stay open until 02:00 six nights of the year. The GCR committee will look to alter this (for example, increase the number of possible party nights) next year.

**d. Movie Marathon [AS]**

AP proposes running a movie marathon before the end of this academic year, and would like the executive committee to discuss a date. He proposes either 20/08 or 03/09. There is agreement amongst the committee that 03/09 would be less suitable as this may be when the pre-session brunch is held, and students may be packing to leave so would not be able to attend. The decision is that if AP can put it together himself in time, then it should be run on 20/08.

**5. Officer Reports:**

**a. Bar Steward [VU]**

*VU to liaise with Sarah and Trudie about the going away party, to be held on 01/09, to make sure the bar is open until 2am.*

VU emailed the Hospitality team and talked to Sarah about this personally. The bar will be open until 2am. JG has let Sheila know, who confirmed Hospitality has been contacted. VU will remind Sarah at their meeting on Thursday.

Interviews for new bar staff took place on Thursday (10/08), and four new people were recruited. A further 3 people will be interviewed this Thursday (17/08).

VU discussed with Sarah the idea of having cocktails and mocktails at the bar. She is happy with this and will have the bar staff trained to make them. This will be organised when the new bar at SP opens. For induction week, basic mixes can be made especially regarding mocktails, so there is no need to have the training before then.

WG asks if there will be temporary bar staff hired for induction week. VU says there will not be – between the new recruits, current bar staff and help from previous bar staff (Beth Nelder) there should be enough people. There will be a call for new bar staff again in November.

The bar will close at some point during September for a couple of weeks. VU will try to find out the dates and will make sure the new rota is sent to all bar staff.

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

*[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 chase up the sports teams for contact details this week.

*[TP to check who tennis nets belong to.]*

Ongoing.

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

Ongoing.

**c. Communications [MR]**

*[MR to update GCR passwords – not to be done until September]*

*MR to update Ustinov Facebook group for 2017/18 with the new rules regarding posting surveys.*

Ongoing. MR wants to create a general set of guidelines regarding surveys to be posted in the new Ustinov Facebook group. These will be implemented in the new academic year. People have already started joining the 2017/18 Ustinov Facebook group.

JG will post the handbook in the new Ustinov College group on Facebook.

MR bought a secondary Peter Platypus in order to have a back-up. He paid for this with his own money, so will claim the amount back from the GCR via AB.

MR heard back from JB regarding potentially holding an event for pre-sessional students. The last pre-sessional students arrive at the beginning of September, so it was decided to wait until then to hold the event in order to include as many people as possible. MR suggests holding a brunch for everyone after the dissertation hand-in (1<sup>st</sup> September for most), and inviting any current students that are still present. This would give the pre-sessional students an opportunity to speak to students that have already been a part of Ustinov/Durham University for at least a year. MR to present a costed motion at the meeting next week (21/08).

**d. DSU [AH]**

Nothing to report.

**e. Facilities [XM]**

*XM and AB to go through treasurer drawer.*

Ongoing. XM to clean the drawer this week.

*XM and TAB to organise office tidy.*

Ongoing.

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

Ongoing. TAB to get the necessary keys tomorrow – the committee members who still need keys are JO, JS, VU and WG.

The vending machines need to be filled, and more snacks need to be ordered for it. XM to organise this.

**f. Finance [AB]**

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

This year, about £6,300 was made from gym memberships. AB says it was more difficult to find out about expenditure. Insurance costs around £2,300, however this covers more than just the gym, and the replacement of one broken mirror was paid for this year. Therefore, it seems the gym makes a large amount of money.

*XM to forward AB Treasurer handover document.*

Still to be done.

*AB to contact Kirstyn to see if a payment can be made using her GCR bank card, despite the issues with access for XM.*

AB contacted Kirstyn – she has card access but no account access, so making payments of invoices is not (easily) possible. XM has KR signature to regain access in the short term in case of delay in JG and AB being added as signatories. XM still cannot access the accounts.

AB and JG went down to the bank twice this week, but were still not able to become signatories. There were concerns from both that HSBC did not have staff members at the Durham branch that knew what was required to gain account access, now that the business part of the branch has relocated to Newcastle. However, AB and JG went again earlier today (14/08), and the bank accepted the form. Provided there are no problems with the form, they should be added to the signatories list as soon as it is processed – an estimated time frame of a week or two was given. After this is complete, online banking will have to be applied for. JG and AB asked how to go about a couple of times but the lady they were speaking to did not know how this was done. This will be looked in to after the bank form has been processed.

XM posted the telephone banking form, and was told this will take 5 working days to process.

XM says the company who owns the vending machine has never charged us. She has tried to contact them before, but they have never asked for payment details. AB says there is a vending invoice that has come through, but is unsure if this is for the vending machine. The payment is overdue by a month for £175. A separate payment of £30 will need to be made by the end of the week. XM will let AB know as soon as she gets access to the accounts so that the bill can be paid.

AB says he is thinking about changing the bank that the GCR deals with to one that has a business branch in Durham. This will be considered before the next financial year.

**g. Induction Officer [WG]**

*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.*

Ongoing.

WG has updated the task list for Induction Week planning. Another successful Induction Week meeting was held on Tuesday (08/08).

The induction week handbook has been completed, and JG thanks those who contributed. JG has updated the Induction Week times – they have been booked with Brenda and put online.

XM will go with WG to a meeting about the GMOS this week.

AB requests that any money that is taken by a committee member is labelled with the name of the person who took the money (for example, when selling formal tickets). AB to edit the formal sign-up form, adding a column to say who took the money.

**h. International Officer [JO]**

*JO to organise a suitable date with Dr Hill for the walk on the history of crime and justice in Durham.*

The ISO induction walk with Ivan Hill will most likely be held 14:00-15:30 on Tuesday 03/10 – JO is waiting on confirmation of this date and time. Ivan asked if the walk should be held in the afternoon or evening – it was decided the afternoon would be more sensible as then it will still be light. JO asked if the trip will leave from Howlands or somewhere in town, and is waiting for a response.

JO has £20 to give to AB that he received from residents of Keenan House for Alnwick tickets. The Alnwick trip was a great success.

JG has given Sheila rough dates of trips for next year, for example the Christmas trip to Edinburgh.

**i. Livers Out [AH]**

People still live out – nothing else to update.

**j. Social Secretary [JG]**

*JG to book the Leavers Party (01/09).*

The party has now been booked by JG. Since JG will not be at the party or the lead up to it, XM will take over the organisation. XM to book the DJ and check if Joe

Farrow is around to set up the speakers for the party. XM to set up a Facebook event for the party and to post information about it on WeChat.

**k. Steering [TAB]**

No updates.

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

*JG to finish up the GCR survey.*

The edits to the survey have been made, so JG will send it out to students.

*JG to tell sports team captains about bystander training.*

JG has put down 21 people for bystander training, and is currently trying to decide whether the similar training offered by DSU is the same thing. The number was based on an estimate for sports team captains as JG did not have all of the required contact information.

JG reminds everyone that the committee BBQ is on Wednesday, 13:00-14:30.

No big updates with regards to JCR/MCR press communications. There seems to be some drama over an app created for the DU sports societies. An app was started that is to include features such as sponsoring teams and booking pitches. The creator contacted the JCR and MCR presidents about the app, and said that Team Durham endorsed it. However, Team Durham did not hear anything about this app until the presidents were contacted. JG says TP should ignore emails about it if he is contacted.

JG chatted to the DSU about having the sabbatical officers come to Ustinov to meet the new students, and got an email explaining how to add things to their diaries. JG will forward this email to AH.

Ustinov will oppose the accommodation fee increase again.

**m. Welfare [JS] [Apologies]**

*[JS to discuss code of conduct in relation to social media with Sarah Prescott.]*

*[JS to talk to Brenda about 'first response' type examples relating to welfare being put on the website.]*

JS will meet with Sarah and Brenda when he has returned from holiday (w/c 21<sup>st</sup> August).

*[JS to contact hospitality regarding the welfare breakfasts proposed for near dissertation hand-in deadlines.]*

*JS to organise puppy welfare event (and contact the SU for suggestions).*

JS has contacted the DSU and is waiting for a response. JS has contacted Tendercare Rescue, a rescue centre for cats and dogs that is based locally. They said

a puppy welfare event may be feasible in the future, but before the dissertation deadline may be too short notice.

*JS to advertise the DVD library the GCR has in the next newsletter.*

JS has contacted Dan Brunsdon – the DVD library and board games will be advertised in the next newsletter.

*JS to organise starting up welfare hours.*

JS is waiting to hear back from Sheila regarding the quiet room and restarting up welfare office hours from 22<sup>nd</sup> August.

*JS to set up the welfare phone he proposed.*

JS has found an old giffgaff sim card for the welfare phone, and will promote the number when he returns.

## **6. AOB**

### **a. Committee Board [TAB]**

*TAB to sort out the committee board.*

Ongoing.

### **b. Committee Sweet Treats [XM]**

XM did not bring tasty treats – a round of boos ensued. XM will bring something to the next meeting.

Alastair Stewart

GCR Secretary

14/08/2017