

Ustinov College GCR Exec Meeting

Minutes



Action Points from 21/08:

AB to fill in another bank form with JG regarding the debit card.

AB to go through the list of direct debits that were stopped and set up the relevant ones again.

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 (28/08).

MR to check if anything conflicts with the timing of the pre-sessional brunch (Monday 04/09) and book it.

MR to advertise the Leavers Party.

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

[MR to update GCR passwords.]

TAB to sort out the committee board.

TAB to update the GCR website and the thread on the new Ustinov Facebook page with the new committee members.

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.

TP to tell sports captains about bystander training.

TP to check if sports team captains would like a meeting before the start of term regarding funding.

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 and AB to go through the treasurer drawer.

18:00pm, 21/08/17

1. Apologies: TP, VU, JO, JS

Present: JG, TAB, AS, AH, MR, AB, XM, WG

2. Approval of minutes from last meeting.

Minutes from 14/08: Apologies from AS, he realised there is one section still to rewrite.

3. Matters arising from previous minutes.

Nothing to discuss.

4. Agenda Items:

a. Bar Licence [JG]

JG to write up the statement he will make to the Bar Licensing Committee, and post it on the Committee Facebook page.

The Bar Licensing Committee meeting is at 10:00 on 22/08 in County Hall. AH asks JG if anyone is welcome to attend – JG is unsure.

Ian has read the draft statement that JG made, and suggests that some language should be softened. The committee believes this is the part which says it is not acceptable that livers out would not be able to use the bar. JG will discuss this with Ian tomorrow before the meeting. AH points out that sacrifice was already made compared to other colleges by not allowing students from other colleges into the bar, so it would be unfair to exclude even more people.

MR makes the point that the college bar is a safe space for those who do not want to go out to a pub, and for people that want to have a place to go without going into town. AH adds to this point by saying that most public spaces in Durham that can serve alcohol are often busy and loud, and most people that are in them are drinking alcohol. The bar at Ustinov (often) provides a space where people can go to have a quiet soft drink. The bar provides a space where people who want to drink alcohol can do so, and the people who do not want to do not feel obliged to.

AB says some of the language should be less personal, for example the statement involving the phrase ‘...not acceptable...’ is a little strong.

AH points out that the previous Ustinov College location, where Brooke’s bar is now, is the same distance to residential housing that the new SP accommodation will be. This bar was open to all members of the university, and in fact is primarily an undergraduate bar. Therefore, it does not seem fair to stop livers out attending the bar at Ustinov.

b. Pre-sessional Brunch [MR]

The brunch is to be held on 04/09. AB points out that he would like to see the figures before a motion is passed for the brunch. MR to book the brunch, and prepare a costed motion for next week to be presented to the executive committee.

5. Officer Reports:

a. Bar Steward [VU] [Apologies]

The bar still exists. Three more bar staff were recruited after the interviews on 17/08. There are seven new bar staff altogether; 5 PhD students, 1 Masters student leaving in January and one student arriving in September. The bar should now be adequately staffed for Induction Week.

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 check who tennis nets belong to.]

Ongoing.

[TP to add survey to bottom of gym application form – not to be done until September.]

Ongoing.

JG moves an AP of his to TP – TP is now to let captains know about the bystander training.

JG received an email from Richard Gwalchmai asking if he would cancel a cricket booking that was made for the Sunday before pre-sessional students arrive. This was to give JB more time to get ready for the students arriving the following day. JG would like to keep the booking, and does not think taking over the time the cricket team are booked in for will make much of a difference for them.

AB asks when the joint Clubs and Societies Committee and Finance Committee meeting should be. AB would prefer to keep this in October due to his workload. JG says that it might be useful to have one before the start of term, as teams may need equipment for some of the IW events. AB points out teams fluctuate a lot going into a new academic year and so they may not know what equipment they need before term starts. Furthermore, AH makes the point that the sports he proposed that could be held during the day in IW should only include teams that have the equipment readily available, and sports that are easy to set up. AB says there will have to be one in October anyway. TP is to gauge interest from the team captains as to whether they will require funding before the start of the new term.

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.

JG has booked a meeting with Sarah Prescott for 10:00 on 13/09 regarding rules relating to social media. He suggests that MR should wait until after this meeting to update the Facebook page. TAB voices a concern that we are going to be asked to start rigorously policing the group – JG says this is absolutely not the case, and he will just be discussing what regulations are sensible to put in or not.

MR to cost the pre-sessional brunch and prepare a motion to be discussed.
This has not yet been done; MR will do this for next week (28/08).

A request has been put in from Jacqueline McDougall asking us to advertise a living place. MR will send this to AB and request it be put in the newsletter.

MR to advertise the Leavers Party.

AH noticed that in the 2017/18 group, a post was made by JG that said JG, MR and TAB 'are here to help'. AH suggests that all of the committee members should be included in this. TAB to update the GCR website and the thread on the Facebook page.

d. DSU [AH]

No updates. The sabbatical officers have gone to Edinburgh and St Andrews to see how other student unions are run.

JG says that DSU executive committee training exists – there are courses run relating to various topics and skills. These include public speaking, handling conflict, influence in negotiation, time management, inclusion events, effective committees and active bystander training. JG urges any of the committee who wishes to go on one of these courses to tell him, and he will contact the relevant person. There are no dates given for these courses; they seem to be arranged on demand.

e. Facilities [XM]

XM to order items for the vending machine.

Delivery of items for the vending machine has been received.

XM and AB to go through treasurer drawer.
Ongoing.

XM to send email to all students regarding bagging items to go to the GMOS.
Email was sent to students regarding bagging items for GMOS.

XM to organise office tidy.

Equipment from the Summer BBQ was moved back to the storage room. Vending machine chocolates need to be moved behind the bar.

XM will be going to meetings in place of JG when he is away.

TAB to get keys to office for committee members who do not have them.

Keys for the GCR office have been handed out. A list of key holders has been taken and will be sent to Trevor. Everyone except for JO has their key.

Ian told JG that the GCR office at SP is smaller than our current one but bigger than he thought it was going to be.

f. Finance [AB]

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

The relevant column has been added.

XM to forward AB Treasurer handover document.

AB has received the document.

JG and AB went down to the bank today to get online banking access. All the relevant forms have been submitted, so online banking should be accessible after the forms have been processed.

AB and JG are to fill in another form regarding the debit card.

Due to the complications XM had in accessing the GCR accounts, all recurring payments for the month have failed. This includes Survey Monkey and Netflix, amongst others. As soon as he has account access, AB will go through all of the direct debits and sign up for the relevant things again.

AB will be liaising with XM to do the final bank drop. XM asked Millie to drop XM and AB there, and is waiting for a response.

Endsleigh Insurance has asked for banking details.

XM received an email saying the previous accountant is charging us again. XM will discuss this with AB.

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.

Still ongoing. WG sent another email to TP, chasing him up, and is waiting for a response.

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

The handbook was posted by JG.

WG and XM met with Steve Mitton of CDFHS, and had a good meeting. SM wants the GCR to push 'student survival' packs costing £7.50, which include items like dish towels, dishwashing liquid and paracetamol. He wanted the GCR to order them in advance, but WG suggested just having them at the front of the warehouse. This would allow students to pick them up if they wanted. SM would like to do a 'Pic 'n' Mix' deal with cutlery. WG points out that the knife box is a lot safer this year.

h. International Officer [JO]

No updates.

i. Livers Out [AH]

No updates.

j. Social Secretary [JG]

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

XM has booked the DJ (Etienne), and Joe is happy to set up the speakers. Etienne is fine being in charge of the music for the whole event – he will set up a playlist initially so that he does not have to DJ for the whole party. JG asks if he is charging for the time that he will be playing the playlist – XM says he will not charge for that time.

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

This has been done.

k. Steering [TAB]

No updates.

l. University/College [JG]

JG to send out the GCR survey.

Still to be sent out – one update to be made.

JG to tell sports team captains about bystander training.

TP will now complete this AP.

JG attended the Sheraton and Howlands Working Group meeting. There, he met the Stephenson College and John Snow College transition officers. They were interested in the Howlands site and were asking questions about it. JG offered them to visit the site. They have since contacted JG and asked if they could take him up on this offer. JG will organise a date with them to show them around. If JG is away, XM will show them around.

There is a bit of trouble with the Maiden Castle development. Some of the development is being done on the Green Belt. JG asked Nick Benbow if this means there will be an issue with Ustinov College accessing Durham School. He responded that there probably will not be an issue, but that JG should talk to Quentin Sloper, the head of Team Durham, to get an access date now. This will ensure that no matter what happens with the Maiden Castle development, we will still have access to the school. JG is on top of all of this.

JG will have a CMT meeting on Wednesday.

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 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 organise starting up welfare hours.]

[JS to promote the phone number for the new welfare phone.]

No updates due to JS having been on holiday this past week.

6. AOB

a. Committee Board [TAB]

TAB to sort out the committee board.

The committee noticeboard has been updated, though some people still lack photos.

b. Committee Sweet Treats [XM]

XM brought tasty treats for the committee to enjoy. Next week is JO's turn.

c. Office Hours of TP [AS]

Due to TP being away, he sent a request asking if anyone will be able to cover his office hours on Friday (25/08). This will be covered.

d. A Reminder [TAB]

TAB would like to remind the committee that apologies should be sent to AS, not JG or him.

Alastair Stewart

GCR Secretary

21/08/2017