

# Ustinov College GCR Exec Meeting

## Minutes



### Action Points from 28/08:

*ALL to go through the GCR website and see if anything needs updating.*

*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 – to be done when the accounts are fully accessible]*

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

*JS to organise starting up welfare hours.*

*JS to order fruit and set up a fruit table this week.*

*JS to advertise Tuesday, Wednesday and Thursday office hours as welfare office hours.*

*MR to order food for the Leavers Brunch.*

*[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 send out the GCR survey, and advertise the Leavers Brunch in the same email.*

*[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.*

*XM and AB to go through the treasurer drawer.*

*XM to advertise the Leavers brunch in the WeChat group.*

*XM to order stash for the GCR committee as soon as possible for induction week.*

### 18:00pm, 28/08/17

**1. Apologies:** AB, JG, JS, WG

**Present:** TAB, XM, MR, VU, TP, JO, AH, AS

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

Minutes from 14/08: passed on the general aye.

Minutes from 21/08: passed on the general aye.

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

Nothing to discuss.

#### 4. Agenda Items:

##### a. Leavers Brunch [MR]

**Motion:** *To pass £100 that will be used to buy food for the Leavers Brunch to be held on 04/09. Pricing is based on the following items (sent by MR):*

	Price (£)	Quantity	Total (£)
<b>M&amp;S Taste of the British Isles Cheese Selection</b>	14.4	1	14.4
<b>M&amp;S Fruit Platter</b>	9	3	27
<b>M&amp;S Traditional Italian Smoked Meats &amp; Cheese Platter</b>	9	2	18
<b>Tesco All Butter Mini Croissants 12 Pack</b>	2	6	12
<b>Tesco Chocolate Chip Mini Muffin 12 Pack</b>	1	3	3
<b>Tesco Double Chocolate Mini Muffins 12 Pack</b>	1	3	3
<b>Tesco Orange Juice Smooth 1 Litre</b>	0.75	6	4.5
<b>Activia Mixed Fruit Yoghurt 8 X125g</b>	3	5	15
<b>Nature Valley Crunchy Granola Oats And Honey</b>	1.19	2	2.38

*which totals £99.28.*

##### **Questions:**

*Has the café been booked?*

The bar has been booked for the brunch. Originally MR asked for the café, but Trudie suggested that using the bar would allow people to use the café as normal while the event is going on. The brunch will be at 10:30.

*Has the event been advertised?*

MR has created a Facebook page for the event. TAB will mention the Leavers brunch in the email that he will send around with the GCR survey.

Trudie has offered to set up some tables, and has said that she will provide some cups and plates. MR has asked if the coffee machines can be used during the brunch, and has asked if we need to provide our own coffee powder; he is still waiting to hear back about this.

*Is there enough variety regarding drink choice? Six orange juices have been suggested, but perhaps a split between apple and orange would be best?*

MR says he will order four orange and two apple juices.

*Should some crackers or bread be ordered for the meat/cheese platters?*

The committee thinks this is a good idea. As a result, AS suggests that the motion be changed from £100 to £110 to cover the cost of this.

**Change to Motion:** *To change the original £100 asked for to £110, in order to cover the cost of crackers or bread for the meat/cheese platters.*

**Vote:** The vote to change the motion passes unanimously.

**Vote on changed motion:** The vote on the changed motion passes unanimously. MR to order the food for the brunch.

**b. Website Updates [TAB]**

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

TAB updated the website with photos and names of the new committee members, and calls for everyone to check their photo and make sure they are ok with the one being used.

Currently the GCR has no Webmaster, and MR is busy with his dissertation, so TAB has taken over the role. TAB asks the committee what other changes should be made to the website. The website will have to be updated with SP site information, but this is difficult as currently the committee does not know exactly what will be there. TP requests that contact details be updated for sports captains. TP to go through the sports and societies pages and let TAB know if any other updates are required. TAB to post on the committee group encouraging people to look through the website and note any changes that they would like to be made.

**c. Welfare Office Hours [JS][Apologies]**

*JS to organise starting up welfare hours.*

JS has suggested that this coming week he take over office hours for Tuesday, Wednesday and Thursday and advertise these as 'welfare hours'. This will give students who, for example, are stressed leading up to dissertation deadlines a chance to voice their concerns with JS. The committee agree that this is a good idea, but note that JS should be aware people may come to the office for non-welfare related issues, such as stash collection. JS to advertise this.

**d. Purchase of Fruit [JS][Apologies]**

JS has priced a selection of fruit, and suggests he order it and set up a fruit table in the café during this week. He suggests 2.5kg plums, 3kg peaches, 20 apples, 2.5kg grapes and 3kg bananas. The committee thinks this is a good idea, but it is suggested that perhaps some of the weight given for plums should be changed to a more popular fruit, for example pears. The cost of the above fruit is £31.24. Even with the change to pears, the price will still be below £50, therefore there is no need to pass this budget through the executive committee. JS to organise this.

**5. Officer Reports:**

**a. Bar Steward [VU]**

The new bar staff have started training, and so far things seem to be going smoothly. There may be a training session next week for the bar staff on tapping kegs, depending on how many people are interested.

At the moment the bar rota runs until the 17<sup>th</sup> of September, therefore contrary to some previous thoughts, the bar will remain open during (most of) September.

**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.*

TP has contacted the committee members of Ustinov sporting societies, and has passed on the relevant information. TP is waiting to hear back from them to see if they require any other information.

*TP to check who the tennis nets belong to.*

TP has contacted the JB JCR, who are currently looking in to the issue.

*[TP to add survey to bottom of gym application form – to be done in September.]*

*TP to tell sports captains about bystander training.*

Ongoing.

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

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 – not to be done until after 13/09.]*

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

MR has booked the brunch for 04/09.

*MR to advertise the Leavers Party.*

A Facebook page has been made, and the Leavers Party has been advertised.

XM to mention the Leavers brunch in the WeChat group.

**d. DSU [AH]**

The DSU Officers have been busy creating introductory videos to Durham and the university. AH has been going through postgraduate Facebook groups answering questions that new Ustinov students have had. AH will start to point these students in the direction of the Facebook page for Ustinov 2017/18.

The GCP would like a stand at the Freshers' Fair during Induction Week. AH has passed on information to JO regarding this, and is going to speak to Charlie about it.

**e. Facilities [XM]**

*XM and AB to go through treasurer drawer.*

Ongoing.

XM to order stash for the GCR committee as soon as possible for induction week. From the vote on Facebook, the decision regarding colour was to go for a dark blue with the Ustinov shield on.

**f. Finance [AB]**

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

Ongoing. This form is regarding the debit card and online banking access. According to HSBC this should be the final step. The bank will send AB the final form to be filled in. A signature from AS is required, which will be done as soon as is convenient for AB to meet.

*[AB to go through the list of direct debits that were stopped and set up the relevant ones again – to be done when accounts are fully accessible]*

XM and AB went to the bank on Saturday to do the final bank run.

**g. Induction Officer [WG][Apologies]**

*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.*

The captains are happy to go to both sites. The only concern now is the space available in SP and how the fair will be set up there, which will not be known until the committee gets access to SP.

WG sent an enquiry about coaches for the GMOS.

JG has booked the Paul Skerritt Band for IW.

**h. International Officer [JO]**

The coach for the Alnwick trip has now been paid for. The tour with Ivan Hill during IW has now been set up; JO will advertise this in late September. Other trips that will be run during next year have been considered, including a trip to Edinburgh Christmas market, and a trip to York during Easter.

**i. Livers Out [AH]**

There is no material regarding livers out on the GCR website; AH to see if anything should be added/a page should be created for livers out. AH advertised the house that the GCR were asked to advertise in the Chemistry department. He will advertise it in the 'Find a Housemate' Facebook page, and then advertise this page in the Ustinov 2017/18 page.

**j. Social Secretary [JG][Apologies]**

The first committee DnD session happened (organised by WG) and was a success.

The leavers party and the brunch are the last social events of the year.

**k. Steering [TAB]**

Nothing to report.

**I. University/College [JG][Apologies]**

*JG to send out the GCR survey.*

JG requests that MR (or someone with a little more time this week) check through the survey, and distribute it by posting it to Facebook and emailing it out. TAB has volunteered to do this.

We now have a bar licence.

**AH:** Ian has said that two people from the Residents Association may be put on the Ustinov bar committee, and they may have voting rights. This would mean the committee would consist of the GCR President, Vice President, Treasurer, Bar Steward, Welfare Officer, four staff members and two members of the Residents Association, meaning staff would have a majority of 6-5 over students. It was known before that those two members of the RA would be on the committee, but it was not known they might have voting rights. People cannot be added without being put through the college council, so this will not be an issue until the next of those meetings which will be in December.

**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 emailed Sarah Prescott to organise a meeting regarding social media code of conduct. JS is hoping to meet Sarah this week and Brenda the following week (she may still be on holiday this week) regarding this and to discuss induction week and welfare plans for next year.

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

JS thought he had contacted hospitality, but an unfortunate misspelling meant the email did not go through. JS has a quote for fruit (as discussed above).

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

The puppy event will not be happening before dissertation hand-in dates due to the short time frame. However, it looks to be a promising event for next semester.

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

Ongoing.

TAB requests that when committee members fill the condom jar they split the pair of condoms into two individual ones. TAB filled the jar containing tampons and related products.

## **6. AOB**

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

*[TAB to sort out the committee board – to be done in September.]*

Photos of the new committee members for this year are to be taken and placed on the board. The committee has agreed it would be best to wait until the GCR stash arrives and take 'more official' pictures with everyone in their uniform.

### **b. PayPal [AB][Apologies]**

AB requests that the committee avoid using PayPal for the time being.

### **c. Committee Sweet Treats [JO]**

JO brought sweet treats and they were enjoyed. AH to bring treats next week.

Alastair Stewart

GCR Secretary

28/08/2017