

Ustinov College GCR Exec Meeting

Agenda



Action Points from 04/09:

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

[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.]

JO to look into the music requesting situation regarding parties at Ustinov.

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 order lots of condoms before Induction Week during the sale that he was emailed about.

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

[MR to update GCR passwords.]

MR to post little bits of information on the Ustinov 2017/18 Facebook page relating to Durham/UK culture (including, for example, Lumiere).

[TAB to sort out the committee board.]

TAB to post about the GCR office being closed until Induction Week.

[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.

TP to pass on the information about the Sports and Societies Fair to captains/presidents of societies.

WG to write a small paragraph describing what volunteers for Induction Week will be doing.

XM and AB to go through the treasurer drawer.

18:00pm, 04/09/17

1. Apologies: JG, XM, AB, AH

Present: TAB, WG, VU, JO, TP, MR, AS, JO

2. Approval of minutes from last meeting.

Minutes from 28/08: approved on the general aye.

3. Matters arising from previous minutes.

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

TAB calls the rest of the executive committee to go through the GCR website and see if there is anything that they would like updated or changed. For example, JS is to give TAB any welfare information that he thinks should be put on the website, and TP is to give details of the current sports captains. Everyone should let TAB know of these changes as soon as possible.

Agenda Items:

a. Volunteers for Induction Week [XM][Apologies]

XM says that so far there are only three people signed up to volunteer for Induction Week. Due to there being lots of PhD students on the committee, XM requests that everyone reach out to their colleagues to see if anyone else would be willing to volunteer. A sheet called 'Induction Week Volunteers' has been created on the Google Drive. If any committee member finds someone willing to volunteer, put their details in this form or tell them to contact XM directly. WG to write a small paragraph on what the volunteers will do. MR says that we could post an advert for volunteers in the newsletter.

4. Officer Reports:

a. Bar Steward [VU]

All but three of the new bar staff have been trained; one person will not be here until the beginning of the new term, one is currently in America and one has one more training shift to do. VU is considering having a bar staff meeting a week before Induction Week to tell all the new bar staff what to expect during IW.

VU is going to talk to Sarah about the new bar at SP. He says there will at least be a bottle bar available during Induction Week. VU says we should have a bar 'opening night' when it is finally ready to fully open.

b. Clubs & Societies [TP]

[TP to add survey to bottom of gym application form – to be done before IW.]

TP to tell sports captains about bystander training.

Ongoing. TP to contact JG about bystander training, to find out what the captains need to know.

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

Ongoing – TP to message AB regarding this if more information is needed.

The College Sports Manager has asked TP for more contact details about current Ustinov captains; he has forwarded all the information he has.

TP has had replies from some of the captains regarding the Clubs and Societies Fair. They are happy to go across both HF and SP sites. The decision on times is to hold the Societies Fair 12:00-14:00 at HF, then 14:30 – 16:30 at SP. It is still not certain

how much space there will be available at SP for the fair. TP to tell the captains about this.

c. Communications [MR]

[MR to update GCR passwords – not to be done until later in the month]

[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 order food for the Leavers Brunch.

The Tesco and M&S deliveries were accepted and the brunch was held.

XM to advertise the Leavers brunch in the WeChat group.

The Leavers Brunch was advertised and people turned up to the event.

The Leavers Brunch was very successful – thanks are given from MR to JO and XM for helping out. MR recommends that the event be held next year, as the people that attended seem to enjoy it. MR notes that the meats, for example the Italian prosciutto, were very popular.

MR will start posting little bits of information to the new Ustinov 2017-18 group about Durham and UK culture. The committee notes that it is worth telling the new students about Lumiere, which will be held in Durham in mid-November.

d. DSU [AH][Apologies]

Nothing to report.

e. Facilities [XM][Apologies]

XM and AB to go through treasurer drawer.

Ongoing.

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

XM says the stash has been ordered.

Vending machines do not accept the new £1 coin. The only solution seems to be to order a new vending machine. This has been considered, but a decision will be made after Ustinov begins the move to SP in order to see if one must be ordered for there too.

f. Finance [AB][Apologies]

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

AS has signed the relevant form and the form has been submitted.

[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]

One of the recurring payments is to the GCR website host – there is a slight concern that the payment not going through could mean the website is taken down. AB is looking into this.

g. Induction Officer [WG]

WG got a quote of £350 per coach for the coaches for the GMOS. Other Induction Week related things are progressing, but will be discussed in tomorrow's Induction Week meeting.

WG reminds the committee that there will be an Induction Week meeting held tomorrow 18.00-19.00. Induction Week meetings will now be held weekly.

h. International Officer [JO]

Nothing to report.

JO is going to look into the 'music situation' that Ustinov has at parties. Due to the large number of students at Ustinov from all over the world, there are often requests for many different types of music at parties. JO is going to look into whether it is worth, for example, taking requests the day before the party and giving these to the DJ/adding these requests to a playlist.

i. Livers Out [AH][Apologies]

AH posted information in the Durham University Postgraduate Facebook page directing them to the Ustinov 2017/18 page. AH re-advertised the 'Find a Housemate' Facebook page. People seem to have responded well to this and have been joining the group.

j. Social Secretary [JG][Apologies]

The Leavers Party happened on 01/09, and the Leavers Brunch happened on 04/09. Both were successful.

k. Steering [TAB]

TAB extends a farewell to non-executive committee members who are leaving. The GCR will still have an LGBT Representative, a Video Master and a Tech Officer.

l. University/College [JG][Apologies]

TAB to send out the GCR survey, and advertise the Leavers Brunch in the same email.
The GCR survey has been sent out and posted on the Ustinov 2016/17 Facebook page.

m. Welfare [JS]

JS to discuss code of conduct in relation to social media with Sarah Prescott.
JS to meet Sarah Prescott this week.

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

JS is meeting with Brenda tomorrow to discuss welfare plans for next year, especially for Induction Week, including how a talk on sexual harassment should be approached.

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

The fruit was ordered and left in the Ustinov café. People seemed to enjoy it.

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

The welfare office hours were advertised and seemed to be successful. A few students used those hours so JS notes that it was worthwhile doing.

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

To be done.

JS to organise starting up welfare hours.

Completed.

JS received an email from mycondom.com regarding a sale – JS is going to order a lot of condoms for Induction Week.

5. AOB

a. Committee Board [TAB]

[TAB to sort out the committee board – photos to be taken when the exec stash arrives.]

b. Committee Sweet Treats [AH][Apologies]

AH was not able to attend the meeting this week so sends his apologies. This is postponed until next week.

c. End of Term [TAB]

TAB notes that there are no longer pub quizzes being held and there will be no office hours until the start of the new term. There may be film nights still happening. TAB will post on Facebook about the GCR office being closed.

d. Meeting

The meeting held in 28 minutes and 3 seconds. TAB will not be here next week, so JG will hold the meeting instead.

Alastair Stewart

GCR Secretary

04/09/2017