

Ustinov College GCR Exec Meeting

Minutes



Action Points from 25/09:

AB to update the clubs and societies finance form

AB to update his reply to the College Sports Manager regarding subs and invoices.

AB to set out a budget for furnishing the new office, and a separate budget for a new office computer.

JG and VU to follow up on the bar/café opening hours with Ian (in particular, the period that the bar area will be closed between 5pm and 7.30pm).

JO to present a motion for the Edinburgh trip taking place in late November (specifically, for coaches).

JO to present a motion for the proposed Beamish Museum trip

JS to go through the Welfare Officer drawer

MR to update the GCR passwords – to be done after Induction Week.

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

TAB to sort out the committee board

TP to add yoga to the society mailing list.

TP to contact societies that may wish to use the community room at SP telling them about its availability; this includes the Bible Studies Group, the Gaming Society and the LGBT+ Society for the Qstinovian.

TP to check the state of the table tennis tables.

TP to send out an email to all presidents and captains of Ustinov clubs/societies detailing how finances should be done.

TP to follow up with the Hockey Society on whether or not they take an initial membership charge, and if they do, where this money goes.

VU to follow up on the possibility of making easy-to-do mocktails for during Induction Week.

XM and AB to go through treasurer drawer.

XM to look into buying more food for the vending machine.

18:00pm, 25/09/17

1. Apologies: XM

Present: JG, AB, TAB, VU, WG, TP, AH, JO, JS, MR, AS

2. Approval of minutes from last meeting.

Minutes from 18/09: Finished but not re-read. Apologies from AS!

3. Matters arising from previous minutes.

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

TAB has updated the website with the items that were sent through to him. Sheraton Park has not been mentioned in several places, so the website may need to be changed as it becomes clearer what facilities will be available there.

4. Agenda Items:

a. SP Gym (Controlled Access) [JG]

This is an ongoing issue from the last two weeks that has not reached a conclusion.

XM to look into livers out gym access at SP with Brian.

Brian told XM that since he was leaving he would not be able to help. XM has emailed Ian about the gym being accessible to livers out. She has suggested a code-lock to be put on the door, which is the same system as was on the HF gym before the swipe system. XM is waiting for a response and will update accordingly.

XM/AB to confirm who pays for the gym insurance.

To be followed up.

This is still a problem, for the same reason as has been discussed over the last couple of weeks. Without control access, the gym is a liability. JG pointed this out to Lynsey, the Assistant Principle of Ustinov, and to Ian and Brian several times. Ian does not seem to have done anything so far, and frustratingly no one seems to be responding to the complaints JG has put forward. The weights section looks larger than was initially expected, which is a positive. However, none of the equipment has arrived yet.

JG described the issues with the gym for members who were not aware of them – see previous minutes for a full description (18/09 or 11/09).

JG notes that currently, college are taking away a facility which has been advertised, and earns quite a lot of money for the GCR despite them giving the GCR even more work than usual. As it stands, the gym will have to be locked.

JS asks if in future years a gym form and compulsory induction can be incorporated in the tenancy agreement. JG states that this is not possible, as Ustinov use a standard university tenancy agreement, and it still would not solve the issue of having to enforce that everyone goes to a gym induction. A change to the tenancy agreement would require a discussion with Lothbury.

If the gym is locked, JG points out that this may encourage students to complain to college, which would hopefully make them take more notice than they currently are.

This problem is to be left with JG for now. Until there are significant updates or decisions to be made, this will not be discussed at the executive committee meetings.

5. Officer Reports:

a. Bar Steward [VU]

The bar still exists! The first bar staff meeting of the year was held on Wednesday 20/09. All bar staff queries and schedules were sorted out before Induction Week.

JG asks why there is a break between the café closing (17:00) and the bar opening (19:30). VU says Trudie mentioned at the bar staff meeting that the bar staff will be trained in making coffee, and serving basic food such as pizza slices; Leanne or herself will be there to help according to her.

Leanne and Trudie asked JG to mention to Ian that the GCR would like the café/bar to remain open during the period that it is currently supposed to be closed. JG questions why the bar cannot open an hour earlier since it closes an hour earlier compared to Fisher House. This would give bar staff a full shift. Trudie mentioned this to Ian, but to no avail.

JG and VU to follow up on this issue with Ian.

TP asks if the bar staff will be serving food. VU says ideally yes, but initially the training will only cover making drinks, and will give the bar staff an opportunity to have an input in where things are stored.

VU says there is very limited space in SP, but is going to have a look during the training on Friday to see if there is space to keep cocktail and mocktail items. VU will have a look at what is behind the bar at Fisher House too, and see whether it will be possible to do easy-to-mix mocktails for during Induction Week at HF. JG points out, and the committee agrees, that this would be ideal for new students who do not drink alcohol.

b. Clubs & Societies [TP]

TP to add survey to bottom of gym application form.

TP has added a question to the bottom of the form asking what pieces of equipment people are most likely to use. AH questions whether people will turn the form over to fill in the survey. JG says the place for students and GCR members to sign should be put over the page instead, so that there is no way the survey can be missed.

TP to organise a meeting with the sports captains (meeting to include funding discussion, bystander training information, etc.).

The meeting will be held tonight at 8pm. TP would like to check how the funding works with AB. AB says there will be a funding call put out at the beginning of term. Once the form is updated, TP should send this to captains. After the captains have submitted them, the forms will be checked by AB and the finance committee. They will then agree on how the funding should be distributed between the societies.

TP to add yoga to the society mailing list.

To be done.

TP to contact societies that may wish to use the community room at SP telling them about its availability; this includes the Bible Studies Group, the Gaming Society and the LGBT+ Society for the Qstinovian.

This will be done at the meeting tonight.

TP to check the state of the table tennis tables.

To be done. The table tennis tables are still outside.

AB replied to the College Sports Manager with the required information on subs and invoices. The finance application form still seems to refer to the bank account of various societies, therefore AB will need to update this form. The key thing that must be known from clubs and societies regarding funding is the number of GCR members, as this affects the amount of funding a given society will get.

AB is asked what should be done about societies that charge their members. For example, the Football Society pays to use the rubber crumb, and it is thought Hockey may charge a fee for membership to their society. AB notes that this is absolutely not acceptable if a society is charging an initial membership fee. All GCR members who have paid their levy should be able to join an Ustinov club for free, and all costs should be paid for through the GCR levy. AH notes that rubber crumb fees would chew through the GCR levy very quickly, and notes that usually members just pay a couple of pounds on arrival to play on it. JG also notes that the cricket team each pay a pound or two for the umpire if they are in the match.

AB states that these up front charges for facilities, or for example for a stash order, where members opting in to a specific payment, are acceptable; he was just unaware that the GCR did not pay for the rubber crumb. What cannot be charged is a 'membership fee' for joining the club. If a club bank account is still being used, then this may have been ok until now, although this is not to be encouraged for the future. However, if money is being put into a personal bank account, this is unacceptable. TP to follow up on this issue. TP to send out an email to all captains with an up-to-date description on how funding/payments should be done.

c. Communications [MR]

MR to update the GCR passwords.

MR will do this after Induction Week, so that executive committee members do not find that they cannot access things that they need during this busy time.

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

MR will be writing something along the lines of 'Discriminatory language of any kind is not accepted', then the various rules that have been discussed previously regarding social media. He will do this before most new students start to arrive.

MR has scheduled Facebook events to come out on the day of the appropriate event during Induction Week. Therefore, everyone who is a member of the Ustinov 2017-2018 group will get a notification in the morning about the event coming up that day.

MR has used last year's GMOS forms as templates to make sign-up sheets for this year.

MR is going to contact someone from Keenan House so that he can post a description about it on the Facebook page, similar to the ones he has already posted for SP and HF. JG says they have quite an active Facebook group, so can put MR in contact with someone from it.

TP asks if the committee are fine with captains posting on the Facebook page before the Clubs and Societies Fair to try and get people to join their teams. The committee agrees that it is fine, as long as people are not posting multiple times.

d. DSU [AH]

AH has sent the sabbatical officers an email to remind them that they should come to the General Meeting on 08/10.

MR asks if they have any information on the Postgraduate Welcome Night or the International Welcome Night that they would like the GCR to advertise. AH says he will take a group down to each of the nights, and we should put them in the emails. If there is any other information that the DSU would like passed on, AH will let the committee know.

There have been no updates regarding the proposed Mexican night.

e. Facilities [XM][Apologies]

XM and AB to go through treasurer drawer.

Still to be done.

XM to look into buying more food for the vending machine.

This has not yet been done. JG points out that the new £1 coins are not accepted by the vending machines, and soon the old coins will be out of circulation.

AS has created a new spreadsheet and 'Google Form' for committee members to fill in the details of new Howlands Farm gym members (under 2017-18 GCR / Gym Memberships 2017-18).

It is pointed out that there have only been seventeen instances of people renting out DVDs in the last year. TAB calls for better advertisement of the DVD library for the coming year. A suggestion is made by JG that it could be put in a public place so people have easy access to it, but this is met unfavourably by the committee.

There is an issue with storage at the SP site – at the moment there is nowhere secure for the DVD library to be kept. Initially it is suggested that perhaps it will not be able to be moved from HF to SP next year, and so the GCR will lose its DVD library. However, MR suggests that the GCR could purchase a booklet of sleeves to store the DVDs. This would drastically cut down on the amount of storage that would be required for them. They would not be as easily accessible, but would still be able to be used for movie nights. If a full list of the DVDs is created, then this could be made public to students, and then they could use the DVD library as much as they do currently. This idea is met favourably by the committee.

The new GCR office at the SP site may prove to be an issue. The office is right next to the reception desk at the entrance to Sheraton House. This means that when students are queueing (for example, for tickets), they will either block the reception and the gym door or will have to queue outside. There is a suggestion that instead the community room is used to sell tickets, which should have enough space to allow students to queue. There may be a problem though, as the booking system is not live yet. As an aside, JG notes that there are tables and chairs in the community room, as well as an AV system.

JG says that perhaps the GCR could push for the GCP office to be a shared GCP/GCR office. AH asks why the GCP gets an office. MR says that it will be used for the same thing that the media room is used for on the HF site, e.g. for making posters etc.. There will be a computer put in there, and it will be used to store the new camera. JG notes that this may cause a problem in splitting the space, as College will be unlikely to give the GCR keys to somewhere that is being used to store expensive equipment.

It will have to be considered where the book library and the sound equipment will be stored too. JG questions if it is possible for the GCR to ask for the community room to not be open to the public. However, this will be difficult as it was part of the agreement with the residents when SP was being built that they could book to use it. AH suggests getting some locked storage units for the community room. This will have to be considered more over the next year.

f. Finance [AB]

Figures from the treasurer:

Week start: £12,108.92

<i>Welcome pizza reimbursement</i>	<i>- £48.96</i>
<i>Karaoke booking</i>	<i>- £180</i>
<i>Chalkboards and pens reimbursement</i>	<i>- £67.84</i>
<i>Paul Skerit booking</i>	<i>- £500</i>
<i>ISO trip coaches</i>	<i>- £400</i>
<i>Trampolining booking</i>	<i>- £500</i>
<i>IW GCR Stash</i>	<i>- £398.88</i>
<i>Newcastle tour</i>	<i>- £300</i>
<i>IW Poster reimbursement</i>	<i>- £125.00</i>
<i>Jamie summer reimbursements (BBQ DJ, GM pizza, Bollywood DJ, UV Paint, Feminine Hygiene products)</i>	<i>- £560.35</i>

Carried forward: £9027.89

A number of committee members comment that the cost of the stash seems quite high. However, AB says he compared the cost with the stash for the Summer BBQ and it was of similar cost. Unfortunately, the stash was missed from the IW budget that was passed at the last General Meeting.

AB has reimbursed all IW payments that have been submitted to him so far (see the above figures). He will be ordering the cashbox and receipt books, which will be less than £50. AB would like to remind people who have not been reimbursed should fill in a reimbursement form and send it on to him. An additional payment to the above list is to be made; WG sent a reimbursement form to AB today.

JG states that a budget should be set out for the new office and an office computer.

AB is running into the same PayPal problems that XM had last year. AB is trying to set up the GCR PayPal business account, which is tied to the Treasurer email but has not been used since 2015). Given how late AB got access to the accounts, there is a concern that card payments may not be able to be taken during Induction Week. PayPal was not worked properly last year at all. AB has placed the card reader in the safe away from people, so no one can use it at the moment. The problem is coming from synching the Ustinov College Gmail account to the HSBC account, whilst making sure the appropriate security measures are put in place. Michael Baker has the old business account information, but cannot give them to AB – they have been lost in time.

AB states that the executive committee need to make it clear to new students that the levy is being dealt with differently this year. People will be paying this online, in an opt-out system (*including* for livers in). All GCR memberships will be payed to College, and then forwarded to the GCR. This is a more secure system for us, as the majority is done online rather than in-person payment. However, there is a concern that less people will pay it compared to previous years, thus losing the GCR money. There is also an issue that the GCR will never receive a list of members, as is pointed out by JG. Thus, discounts on formal and trip tickets will be reliant on an honesty system even more than previous years.

g. Induction Officer [WG]

Induction Week is two days away. The invoice for the minibus has been sent to AB, but not paid yet. AB to pay this by Wednesday.

AH to book trampolining (after the budget passed on 18/09).

Trampolining has been booked.

AS to order SIM cards (after the budget passed on 18/09)

The SIM cards have arrived.

The suggested treasure hunt will be happening on Sunday, and walking tours will occur on Thursday and Friday.

WG proposes a motion to allow £100 to be spent on Subway platters for lunch for the GMOS volunteers. This motion passes unanimously.

h. International Officer [JO]

JO will organise a motion to be presented at next week's meeting for coaches for the Edinburgh trip (to happen late November). JO has advertised the Ivan Hill walk on Facebook, and will post for music requests closer to the parties.

i. Livers Out [AH]

No updates.

j. Social Secretary [JG]

No updates.

k. Steering [TAB]

The next general meeting has been booked by TAB, to be held on Sunday 08/10 in Fisher House. The rota for the GCR desk and for office hours will begin on Wednesday. There will be two shifts on the desk, from 09:00 – 13:00 and from 13:00 – 17:00.

l. University/College [JG]

JG posted on the Sheraton Park group warning them about the buses we have ordered for Induction Week. They were relatively nice about it initially, but then people got annoyed about it. Two people live directly next to where the bus will stop, and they are not happy with the idea that buses will be parking outside their house consistently for a week. JG pointed out that the buses don't have reversing sounds, and hopes that when they see the buses are not too noisy that this will not be too much of an issue.

JG has ordered chalk A-frames, on which he is going to write what is happening during the day. There will be one at SP and one at HF. In the evening, they can be used to show where the buses will be – they should leave each site approximately every twenty minutes.

SPRA are once again asking JG for a tour of SP before any students have moved in, and before the building has finished being built. Kevin Booth is trying to push JG into showing him the community room, which JG has said is not possible at the moment. They are expecting a tour of the corridors and the social space, but this is not possible as they are not open.

XM and AH will be attending a meeting tomorrow with some members of the SPRA in place of JG. JG states they have to be careful not to allow the residents to push them into showing them the social space, which AH points out is an active construction site. If they want to look around the outside of the building, this is not a problem.

m. Welfare [JS]

JG to follow up on the requests made by the Director of Nightline.

XM to collect them just before 09:00 on Wed.

JS to go through the Welfare Officer drawer

To be done.

Motion presented to pass £100 to be spent on condoms for IW welcome packs. The motion passes unanimously.

6. AOB

a. Committee Board [TAB]

*[TAB to sort out the committee board – photos to be taken when the exec stash arrives.]
XM to remind the company the stash was ordered from that it must be delivered by next week.*

The executive committee/volunteer stash has arrived. Call from XM for executive committee members to collect their stash. There are also badges in the office for most of the executive committee positions.

b. Follow up on Projector [TP]

TP and Alex P have looked into the flashing further, and it seems to be the DVD player. AS has messaged JF (Tech Officer) to see what he thinks, and check if he is ok with another DVD player being bought in time for the Induction Week movie night next Monday (02/10).

c. Committee Sweet Treats [MR]

Not brought.

Alastair Stewart

GCR Secretary

25/09/2017