

Ustinov College GCR Exec Meeting

Minutes



18:00pm, 02/10/17

1. Apologies: VU, MR

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

2. Approval of minutes from last meeting.

Minutes from 18/09:

Minutes from 25/09: Apologies from AS, minutes still not complete due to the busyness of IW.

3. Matters arising from previous minutes.

No issues seemed to appear.

4. Agenda Items:

a. SPRA Executive Committee [JG]

JG was contacted by Kevin Booth, who said two members of the GCR executive committee are to be designated as ex officio members of the SPRA executive committee and attend their meetings. It must be members of the GCR who are living at Sheraton Park, so will have to be two of AB, VU, MR, JO and JG. The meetings will usually be held once a month, on a Tuesday at 19:30. If the community room at Sheraton Park is sorted, then the meeting will be held there; if not, it will be at the Duke of Wellington. JG will be one of the two, and in order to give the international student point of view, JO will be prioritised for the second space.

b. Gym Inductions [AS]

A lot of new Ustinov students have been asking when the gym inductions will begin, so AS suggests that the executive committee decide today. The decision is that gym inductions will begin from tomorrow at 19:00; AS will send an email to everyone to advertise this. Other gym inductions will be done this week, but the days are being kept flexible for now in case the committee is unable to do a gym induction one day for whatever reason.

5. Officer Reports:

a. Bar Steward [VU]

The bar still exists, and a new bar is born. The first bar shift of Sheraton Park will be tonight, taken by JO. Induction Week has been successful so far at the bar in Fisher House. JO says the Guinness and Carlsberg draughts should be on.

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).

JG spoke to Ian about this issue. The problem is that staff are not trained in both bar and café work, which leaves an awkward time in the middle when the bar is closed. Ian told JG that he will look into this, but he is really busy at the moment so this will not be a priority. Ian pointed out to JG that the social space can still be used during this time.

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

VU says this will be most important for Thursday/Friday. He will chat to Yan and Jasmine about how they could promote this (VU will be able to promote these on Friday as he is working during the DJ party).

JG points out that the porters at Sheraton are not the most reliable at letting livers out in to Sheraton House to use the bar or access the GCR office. Ian says that eventually livers out will be able to put their name down for an access card to Sheraton House (if it is lost, the person will be charged). TAB points out at least executive committee members should have access to the building. Ian has said this will be the case, and people wanting an access card should talk to the porter at SP.

Jacqui has advertised a GCP event to the residents group; the committee agree it is a nice idea to include them. However, the event finishes when the bar opens, and JG points out that non-Ustinovians are not allowed to use the bar. JG asks MR to announce at the end of the event that any person remaining in the bar who is not an Ustinov student should leave.

b. Clubs & Societies [TP]

{TP to add yoga to the society mailing list.}

The yoga society may not happen this year. This will no longer be kept on the executive committee action point 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.

Societies have been told about the community room.

{TP to check the state of the table tennis tables.}

AB to update the clubs and societies finance form.

The form was updated by AB and sent to TP. TP has emailed the form to the clubs and societies, and is now waiting for responses from the captains/presidents.

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

AB updated his response.

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

TP has sent this email out, and included as an attachment the document written by AB about clubs and societies finances.

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.

TP has sent the Hockey Society captain the email detailing how funding for societies works. This is the first step to finding out the status of the potential membership fee; if they do not reply, this will be followed up on.

The Clubs and Societies Fair was a great success. TP will organise the set-up of two new societies, the Darts Society and the Hairstyle and Lifestyle Society. The relevant forms have been filled in, and are currently in the GCR office. TAB thought previously that there was a rule stating one had to be a GCR member to be on the committee of a society. It turns out that the SOs do not say this.

The president of the volleyball team asked TP to advertise volleyball at the fair, however he forgot. The committee note that really a representative of the team should have been there in the first place. TP is going to send an email out saying that the fair was a success, and giving a list of other clubs and teams that people can join. TP is going to contact tennis and table tennis saying that the facilities are there, and if students would like to play then he can start a society for these sports.

TP told the captains about the new prices of the pitches.

TP asks if the teams (for example, football) have to pay for the pitches themselves, or if that is something that the GCR can fund. AB says this will depend on how many GCR members they have as part of their club, and whether the GCR can afford it. He says the teams should apply for this using the funding form; the form has guidelines on it describing acceptable things that the GCR may be able to fund. XM points out that teams such as cricket pay for it themselves. JG says each person chips in to cover the match fee, so for cricket at least it is not really a problem for the team to cover it themselves.

TP spoke to the person in charge of the darts league – he said that the Ustinov darts team will be allowed to join the darts league even if they technically do not get ratified in time.

The person in JB who is in charge of the timetabling for the Howlands Hall emailed JG to try and take some of the time that is supposed to be for Ustinov. JG told him that the allocation is not determined by him or the GCR, and he would have to go through the Howlands Users group to request other times. JG has said that he will keep an eye out to see if the JB person does request more time. JG will veto any requests; he suggests that perhaps JB are pushing to have more time in the hall before the two new undergraduate colleges move in.

TP asks if the GCR pays for the re-clothing of the pool table, and for a new dart board. AB says that these are facilities that can be used by all members of the GCR, not just

for specific clubs, so yes the GCR will pay for these. AH points out that it might be worth putting more permanent leather topping on the pool tables, as a long term investment. This would stop the problem of people ripping the cloth due to trick shots or people spilling drinks on them. XM to get a quote for the recloting of the pool tables and a new dart board.

A meeting was held today for all of the clubs and societies representatives of the JCRs and MCRs, and TP was in attendance. He notes that captains and at least one other person from each of the teams will have to do first aid training. JG points out that he though first aid training was done by St John's for free. Additionally, in the meeting it was stated that social media presence is very important. An idea is put forward that perhaps match reports and photos of the matches could be put in the newsletter.

c. Communications [MR]{Apologies}

{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.

A Code of Conduct was written and posted on the Ustinov 2017-2018 Facebook page.

MR has been effectively communicating with the new students about the events that have been going on during Induction Week, for example by updating the chalk boards and posting pictures and events on Facebook.

AB will write a note describing what the GCR levy is and why a student would want to pay it. He will forward this email to XM to be translated into Chinese, and then to AS who will send it out to Ustinovians (uv-info).

AH to construct an email advertising trampolining and send it on to AS to be put out to the Ustinov students.

d. DSU [AH]

Megan has confirmed that she will attend the GCR General Meeting this Sunday. Sabrina has not confirmed with Alex, but has said on the Facebook event that she is going. AH to tell them that they should speak for a couple of minutes at the beginning of the meeting introducing themselves to the Ustinov students who attend the meeting.

AH took people down to the DSU for the International Welcome event on Friday – it seems to have been popular. Unfortunately, he was not able to take people down for the Postgraduate Welcome event yesterday as he was ill. A lot of students started their department inductions today, so it is not surprising that the event yesterday was less popular than the Friday event.

e. Facilities [XM]

{XM and AB to go through treasurer drawer.}

Ongoing.

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

AS filled the vending machines the day before Induction Week began. XM ordered more food for the vending machines, and the delivery has been accepted. During office hours yesterday, XM tidied the office a little. XM calls for everyone to contribute to tidying the office, and asks whether it would be worth starting a rota. A rota is not agreed on by the committee, but TAB says that people who have office hours should be respectful to the other people who use the office. For example, if things are brought out and used, put them back where you found them etc.

XM will discuss the SP gym door issue with Ian next week. Ian sent an email to XM about the instalment of the gym; it is to happen on the 23rd of October. JG notes that executive committee members will have to be inducted so that they can do gym inductions for other students. It is agreed that two or three committee members should go to the initial induction, which will happen during the day some time, then they can relay the information to other committee members in the evening.

XM has suggesting using a code lock on the gym door. Having looked online, XM says that it would not be too expensive. College asked how much a swipe card system would be for the gym, and found out that it would be around £1,000. Ian has said that College should not expect the GCR to cover the price, but JG notes that given past experience, the GCR should not assume that College will cover the cost. XM asks if the price could be covered as part of the transitional funding. JG says that he could speak to Nick Benbow about this. It was Nick who called for the quote on the swipe door and will email XM when he gets back.

JG notes that a code door lock would be ok, but it would be very easy to run into problems, such as people sharing the code. If a committee member accidentally said the code in front of someone who has not done an induction, or someone posts it on Facebook answering a question, then the GCR would be liable if the code does not get changed straight away. The quote for the lock should be ready by the time the equipment arrives.

MR points out that he considers access to a gym important for mental health as well as physical. JG points out that it is on record that Ustinov will have a new gym, and therefore College should be helping to sort out this problem

Someone, who is a trustee of a music charity, came to the GCR table and complained about the lack of music room in SP. He is going to speak to the university.

A sign will have to be put on the vending machines warning people that they cannot use the new one pound coins in them. The drinks machine took someone's money – JG points out that the GCR have no control over this vending machine, and the person should call the number given on the machine. AB says that the machine should give a refund if it does not detect something falling through.

JG checked to see if notice boards could be put on the walls outside the GCR office in SP; he was told it is not possible. Things can only be put on the glass on the door. Ian has said that if the GCR are willing to spend the money to restore the office to its

original standard by the end of the twenty five year contract, we can do what we want with the inside. Ian has asked that the AV equipment not be changed by anyone on the committee, and that things are not screwed in to the walls in the social space.

Furnishing the GCR office at SP needs to be discussed. Currently all that is in the room is a table from the room of JG and a chair. JG needs the table back as he told Lynsey that his room can be used for some photography. The furniture will have to be budgeted – some of the items that will be needed include a table, two chairs, a filing cabinet or two, folders. MR has started looking in to setting up a budget for a new GCR computer. JG wonders if it would be possible for the GCR to share the GCP office, and let the GCR use the GCP computer for graphics.

f. Finance [AB]

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

Ongoing. JG says he may be able to get a computer from his department. AH points out that CIS have a bunch of equipment that they no longer use, so perhaps it would be possible to ask them if the GCR can take one of the computers.

Figures from the treasurer:

*Week start: **£9027.89***

<i>Induction Week mini bus</i>	<i>- £2,340</i>
<i>Alex Papadopoulos DVD reimbursement</i>	<i>- £11.98</i>
<i>AP Film Night reimbursement</i>	<i>-£18.62</i>
<i>MR leavers brunch reimbursement</i>	<i>- £103.02</i>
<i>MR BBQ banner + Platypus</i>	<i>- £65.54</i>
<i>BT Group PLC</i>	<i>- £356.75</i>
<i>Papa John'ss IW pizza</i>	<i>- £246.87</i>
<i>Adobe Creative payment</i>	<i>- £25.28</i>
<i>Lees coaches</i>	<i>- £700</i>

*Carried forward: **£5,159.83***

The £2,340 for the mini bus between SP and HF should be able to be claimed back from the transitional funding the GCR was promised. Additionally, the GCR should get back around £600 for the GMIS buses (Lees coaches above).

AB says that so far we are slightly under budget for IW when only items that were put in the budget are taken into consideration. When the stash is included, we are about equal with the amount budgeted.

AB would like to remind the committee that all money taken during office hours should be sealed in an envelope, and the committee member's name, the date, what the transactions were for and the total amount of money in the envelope should be written on the front. AB calls for committee members to take a float count at the start and at the end of office hours.

There are some gym forms that have not been signed to say that money was taken for them. Gym forms that have to be put in the system still should be kept in the folder, but outside the plastic wallet. Gym forms that have been entered should be put in the plastic wallet.

There were coins put in the cash box at Sheraton that did not have a name or a date on them. XM says that she put the coins in there after the formal dinner. AB says this is fine, but calls for the name and date to be written down so that all money can be kept track of.

The way that the GCR levy is paid is working slightly differently this year. Reminder - college are doing it as an opt-out online system. Currently 150 students out of 1,600 have opted out. Student apathy seems to be working in our favour, as students do not seem to be too worried about opting out. AB to create an email describing what the GCR levy is for and what benefits students get if they pay the levy. Once the opt-out payment option closes, students will be able to pay the GCR the £40 for the levy if they change their minds and want to opt-in again. The information about the amount of money received from levies should come through around November.

AB says that there were lots of pizzas left during the Games Night when £250 was budgeted. He suggests that the budget for the GM meeting pizzas be docked at £150; the committee agrees.

g. Induction Officer [WG]

Induction week is still currently happening. The minibus company seems to be having issues about the times that they have agreed to work for us this Thursday – WG will keep the committee updated, but thinks things should be fine. So far the events seem to have gone well. The GMIS sale went very well; around £2,160 was made from students this year. Last year around £2,000 was made. Thanks are given from the person in charge of the GMIS sale for all the work that was done by the executive committee and the volunteers during the day.

WG will organise a post-IW social.

h. International Officer [JO]

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

Postponed until next week.

{JO to present a motion for the proposed Beamish Museum trip}

Postponed until next week.

JO will be posting details about the hustings for international students, and on Tuesday or Wednesday will be posting a music request post for students. Etienne thinks that the request system does not work, but is happy for JO to try.

There is somewhere in Durham where flu jabs are only one pound – JO will advertise this to international students. JO will ask Etienne to send his invoice to AB.

i. Livers Out [AH]

There seems to be a couple of people who are interested in running for the Liverris Out position, which would mean AH will no longer have to cover this role. AH is going to promote Livers Out drinks happening this coming Wednesday.

j. Social Secretary [JG]

The Induction Week formal lists have been sent to Sarah, and JG will sort out the table seating. Set-up for the formal will begin at 15:00 on Thursday and Friday. TAB calls for committee members that are available on each day to help with the set-up. TAB also reminds committee members that some people will need to clear up after the party on Friday night.

Vinay has sorted out the 18:00 opening time of the bar in Fisher House on the formal nights.

k. Steering [TAB]

TAB has sent out an email about the next General Meeting and set of elections, to be held on 08/10. The executive committee members have been chatting to new students about the GCR, and various roles that are open on the committee.

A manifest has been submitted for Male Welfare Representative. AB requests that the committee keep talking to interested students about running for a position.

l. University/College [JG]

AH had a meeting with SPRA. He posted comments about what was discussed at the meeting on the executive committee Facebook page.

One of the residents was upset about the GMOS bus on Saturday. The bus could not park in the carpark, so was told to park on Kirkwood Drive. The residents came out of their house and complained about this. The bus was then moved onto the A167, but this was very dangerous. There were several people who nearly got hit by cars. JG has said that he refuses to endanger the lives of college members, and so will no longer allow buses to park on the A167. JG notes that parking there would definitely fail a risk assessment. JG notes that it was unfortunate the bus parked where there were cars on the other side of the road, and says that if the bus had pulled up a little bit it would not have blocked anyone on Kirkwood Drive. Furthermore, the bus was only there for loading people on, so would not have been sitting there for long at all.

Despite stresses about the shuttle bus, none of the residents have complained so far. JG was told that someone got hit by a car, and states that residents will need to drive safer. There was a request to get that bit of road put on a 20mph speed limit, but unfortunately it is not allowed to have a 20mph road coming off of a main

40mph road. The residents campaigned to get the main road put down to 30 mph but failed. This would have solved one of the big safety issues of this road, but unfortunately it did not go through.

JG has asked Ian about wipe dispensers for machines.

JG had some other interesting talks with residents of Sheraton Park. Most of the issues that they brought up have been solved, or are not the GCR's responsibility.

m. Welfare [JS]

{JS to go through the Welfare Officer drawer}

JS will be discussing with Brenda where the free condoms, lube and female sanitary products can be put in SP that is more private than being at the reception. JG will also be looking into this issue. AH points out that perhaps the corridors with toilets on them could be a good place to put them. AB suggests that there are long corridors with some paintings on them – perhaps the condom dispensers could be put on them.

JS posted a large amount of welfare information on the Ustinov 2017-2018 Facebook page. A few people have messaged JS about welfare issues.

JS has been promoting the GCR welfare committee positions, as well as other positions. There seems to be a lot of people interested in the LGBT+ network, and someone who was an undergraduate here is keen on running for the position of LGBT+ Representative.

TP says that there is a board in Fisher House that says 'GCR Welfare' on it, but it does not seem to be too useful. JS will look into this.

Few people messaged about welfare things – JS been promoting his positions (and others...apparently). Lot of people interested in the LGBT+ network – someone who was undergrad here keen on running for LGBT+ rep.

6. AOB

a. Committee Board [TAB]

[TAB to sort out the committee board]

To be done.

b. Committee Sweet Treats [MR]

TAB brought sweet treats for the committee.

c. Linked In Photography [JG]

Mike Appels and Michael Baker want to run a head shot 'event' for Linked in profile pictures. This would consist of a 15 minute photography session, costing £10. They have said that the rights to all the photos taken would be given to the person. Additionally, they have offered to do shots for the GCR executive committee board.

They have asked if they can advertise this opportunity on the Ustinov College group – JG points out that they are Ustinovians so they should be allowed to, and the committee agree.

Alastair Stewart

GCR Secretary

02/10/2017