

# Ustinov College GCR Exec Meeting Minutes



## Action Points from 09/10:

*AB to set up a float count form.*

*CW to look into Bonfire Night events that will be happening around Durham.*

*JG to organise a social committee meeting.*

*JG to hand over to NQ.*

*JO to call Beamish and check if any special events will be happening that day, then prepare a budget to be presented next week.*

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

*JS to go through the Welfare Officer drawer.*

*JS to look into the 'GCR Welfare' board.*

*JS to work out a discreet place for condoms and female sanitary products to be kept at SP.*

*MR to look into the recovery email address of the Peter Platypus Facebook account (i.e. check if DB has put it as his own personal email address).*

*MR to create a post about the Ustinov mentor program.*

*MR to update the GCR passwords.*

*MR to upload the photos of the IW brunch from Brian.*

*MR to set out a budget for a new office computer.*

*TAB to sort out the committee board (photos and new committee members).*

*TAB to organise a full committee meeting.*

*TP to push captains to give him the relevant information regarding finances, and pass it on to AB.*

*WG to write a survey to get some feedback on things that went well and things that did not go so well during IW.*

*WG to organise a post Induction Week social for this coming Sunday.*

*XM and AB to go through treasurer drawer.*

*XM to order the recovering of the pool tables, and the fix of the coin mechanism.*

*XM to budget the cost of a new dart board.*

*XM to set out a budget for furnishing the new office.*

## 18:00pm, 09/10/17

**1. Apologies:** XM, JS

**Present:** TAB, AS, JG, AB, JO, MR, TP, AH, CW, VU, WG, NQ

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

Minutes from 18/09: To be passed at a later date.

Minutes from 25/09: To be passed at a later date.

Minutes from 02/10: I'm getting there... (note from secretary).

### 3. Matters arising from previous minutes.

No issues have arisen so far.

### 4. Introduction to New Committee Members

TAB extends a warm welcome to the new executive committee members, Clare Wallace as Livers Out Representative and Nigel Quinn as Social Secretary. TAB provides a description about how the executive committee meetings work, as well as the committee pages and chats on Facebook. TAB will organise a poll deciding on when office hours will be from now on – perhaps 18:15 or 18:30. Apologies are given from TAB about the voting hiccup during the GM – unfortunately, he was busy during the day and did not realise until quite late on that the online voting system was down.

### 5. Agenda Items:

#### a. Ratification of Societies [TP]

- i. **Motion:** *To make the Hairstyle and Lifestyle Society an official society of Ustinov College.* TP is happy that they have fulfilled the requirements to become a society.

#### **Questions:**

*What do they do?*

MR says that it is like Cosplay. They will be, for example, going on themed picnics once a month or so, where the members will dress up in a certain style. The committee notes that it is quite different to the other societies on offer in Ustinov – this is a positive thing.

*How many GCR members are there and what is there expected expenditure?*

Between fifty and sixty members have signed up, but of course they will not know who the regular attendees are until a couple of weeks down the line. The expected expenditure will be put on the funding application that they submit to AB and the financial committee.

**Vote:** Unanimous for. The motion passes.

- ii. **Motion:** *To make the Darts Team an official society of Ustinov College.*

This is a resurrection of the darts team that used to exist in Ustinov.

All of the appropriate forms have been filled out, according to TP.

#### **Questions:**

*How many members are they looking like they are going to have currently?*

It looks like there will be 10-15 consistent members, according to JG and TP.

AB would like to note that GCR finances should not be used to buy alcohol.

TP asks if there are any dart boards around HF – it was pointed out by the new captain that there may be a spare one. The committee is unsure. XM to look into this, and if one cannot be found she will buy a new one.

**Vote:** Unanimous for. The motion passes.

**b. Budget for trip to Edinburgh (25<sup>th</sup> November) [JO]**

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

The trip has been booked in for 25/11. JO is thinking of taking three or four coaches – the minutes will be checked from last year to find out how many coaches were booked previously. JO questions how much the tickets should be – JG points out that typically the GCR have a 2/5/7 pricing for children/members/non-members. This give a little bit of breathing room if not all of the tickets are sold.

The standard for other trips has been to leave Durham at 09:00 and leave the location of the trip at 17:00. JG notes that the distance is further to Edinburgh than from, for example, York, so perhaps the leaving time should be extended to 18:00.

The cost of the coaches will have to be passed at a General Meeting. TAB says that this will be early November, so the committee will have at least two weeks to advertise and sell tickets.

JO says he was not able to speak through the history of Alnwick Castle that he found out, so perhaps will not make something for the Edinburgh trip. The committee points out that he could write a little spiel on the history of Edinburgh, or give a map to everyone, but this is not an absolute requirement.

**c. Budget for trip to Beamish [JO]**

*JO to present a motion for the proposed Beamish Museum trip.*

JO was thinking of taking one coach. Tickets are £14 to enter the place – people could buy these at the door. JO says that the 2/5/7 pricing could be used again. JG suggests that since it is a much closer location, perhaps the ticket price could be lowered slightly. JO suggests £3 for members and £4 for non-members. AB points out that we may still not know who the members of the GCR are at that point.

JO points out that the group rate is £11.50 per ticket, so perhaps the tickets could be bought in advance and then a rate of £15 charged for GCR members. AB questions how far in advance the trip would need to be booked for the group rate to be gotten. JG says that we are guaranteed to get more than the 15 people that is required for the group price. AB says that if the number of people going on the trip needs to be given in advance for the group rate then it may not be possible, but if it is possible to book the trip and get the group rate later/on arrival that this would work. JO will look into whether there is a timescale for giving the number of people going on the trip to get the group rate.

AB would like to see a costed budget before anything is passed – JO to cost up both options (tickets for the museum bought in advance, or tickets bought by individuals when they arrive).

As for the date of the trip, it cannot be too close to the 25/11 as that is when the Edinburgh trip is. JG points out that the Bonfire formal is on 03/11. The Halloween party is on 27/10 and various other events will be happening that weekend so it would not be possible to have the trip then. The committee suggests having the trip on 05/11, as any bonfire events would be happening in the evening. JO to call Beamish and check if any special events will be happening that day, then prepare a budget to be presented next week.

**d. Sheraton Park Office Hours [TAB]**

Currently, the GCR office in SP is only a room with some chairs. TAB asks whether there is any point in doing office hours there. At the moment no tickets are being sold, the gym is not open so we cannot sell gym memberships and there are still very few facilities. TAB points out the concern that it may come across to the SP residents that, once again, something is not happening there. However, JG says hardly anyone has been using them. AB suggests that if the GCR office is temporarily closed then it should open for ticket sales, and when the SP gym is finished the office should be reopened fully.

A vote is held. The proposed motion is: *to close the office at SP until the point in which it is necessary to open it, for example for ticket sales or gym memberships.*

MR offers to have his email address on the office door, in case anybody needs to contact a member of the GCR. TAB points out that usually it would be his email used, but it is a good idea since MR lives on site.

TAB highlights that a computer is not necessary at the moment in the office as the committee could just use a laptop, so is there really reason to close the office. JG points out that there is no printer, but TAB says hardly anything gets printed during office hours anyway. JG points out that there is nothing to do during the SP office hours that would be useful, unlike at HF where the vending machine and condom jar need filling. AB also notes that there is no documentation currently at SP, and there is nowhere to store anything.

XM to budget furniture for the office as a matter of urgency.

**Vote:** The vote is unanimous in favour of closing the office.

**e. The Unemployment of Will Glossop [TAB]**

WG extends thanks to all committee members, and congratulates everyone for making it to the end of Induction Week.

TAB asks WG if there is anything that he would like to do now that the purpose of his role on the committee is complete. WG suggests that he could start helping with postgraduate open days to promote Ustinov and the GCR. WG also says that there is a steady trickle of new people coming to Ustinov throughout the year – WG could help them settle in, explain to them features of the college etc. WG suggests that an amendment to the Standing Orders is made to make these things part of the role of Induction Officer

**6. Officer Reports:**

**a. Bar Steward [VU]**

Both bars still exist! VU had a meeting with Ian and Sarah about addressing some of the concerns rose by the bar staff. A job advert has been posted for new staff, the deadline of which will be the 18<sup>th</sup> October. The bar management committee meeting will happen on 26<sup>th</sup> October – Jasmine has agreed to be the bar staff representative for the meeting. There have been no applicants so far.

Most of the bar staff are not happy with how the SP bar is functioning, with some of them threatening to quit. Jasmine sent an email to Ian, Trudy and Sarah outlining her concerns, to which the response was 'Your points are duly taken into consideration'. She was also asked what training the bar staff feel they need. Ian responded saying that the email should be sent to the college management team; there are some issues contained in it (including opening hours) that go beyond college hospitality.

VU talked to Sarah and Ian about his concerns with only having one member of staff on at one time. There is too much to do for only one person to close up, if the person needs to go to the toilet during their shift the bar will be unattended and there are health and safety concerns if only one person is working. They told VU that the bar is not making enough money to justify another bar staff member being on; they cannot subsidise two members of staff. VU told them that it has been quiet because during Induction Week most of the events were at Fisher House. He suggests that as a short term fix, he will voluntarily help at around 22:30 to close up the bar. He told Ian and Sarah that they should check the accounts in a couple of weeks.

There is currently a metallic taste in the Coke. VU has been told by the call handler that it is not a health and safety risk, and this can happen sometimes with new installations. For now, it has been taken off. The engineer should be able to fix this. The screeching sound is being addressed in the next two weeks. Currently there is no Coke, Diet Coke or Carlsberg. Bottles of lemonade will be moved from HF to SP for now.

VU says there will be mocktails available at the Halloween party.

JG says that he is bothered by the lack of training that the bar staff have gone through. Currently the staff members have only been trained on the till. VU has said he will start to look into this, and has asked the bar staff that they tell him what equipment they need training on.

Ian sent an email making it clear that College hospitality did not push through for an early opening of the bar; this was an unrealistic expectation made by the CMT and central University catering. However, JG points out that if the college team know that the bar will be opening by a certain date, they need to have their staff trained by then. This was, in part, poor organisation on their part.

VU says that there was expired food left sitting on the shelves ready to be purchased – VU told the staff on at the time to bin the food. He refuses to allow out of date food to be sold. Furthermore, JG highlights his concern that the bar staff have not had health and safety training for food, and yet they are expected to sell it. VU says that if people have not been trained on food and coffee, then they do not sell it.

JG will be bringing these issues up at a meeting with CMT.

**b. Clubs & Societies [TP]**

*TP to check the state of the table tennis tables.*

TP checked with the person who wanted to make a team, but they do not seem to be making it at this current time.

TP doubled up on the enquiry made by XM by emailing Breakaway about the reclothing of the pool tables. He received a reply at 18:13, during the meeting, and will go through the costs under facilities.

TP would like to know when the next gym induction should be done. There is general agreement that it should be done tomorrow at 19:00 – AS to advertise this via email.

TP asks if gym inductions can be done by non-executive committee members. TAB states that they can.

AB requests that TP push for captains to reply with all of the financial information about their club/society, and perhaps try and enforce a strict deadline of a week on Friday.

**c. Communications [MR]**

*MR to update the GCR passwords.*

Now that Induction Week is over, MR will look into changing the passwords for various GCR accounts. MR will create a password sheet, which will have in it for example the kitchen code. MR will also update the Peter Platypus password. Dan Brunson has told MR that he has set the recovery of the Peter Platypus Facebook page to his own personal email account – MR to look into this.

MR changed the recovery email of the committee Google Drive to JG from Kirstyn. MR asks if it is possible to get a mobile phone for the GCR. JG points out that there is one already, and it should be sitting on the desk. MR will put this mobile phone number into some of the accounts that the GCR committee have set up.

MR asks if the committee thinks there should be a two factor authentication process for the Google Drive. There is general agreement that there should not be, as committee members will need to access it from work computers and personal laptops.

*AH to construct an email about trampolining and send it on to AS to be sent to Ustinov students.*

This was done.

MR to create a post about the Ustinov mentor program, and will organise a communications team meeting. JG says that it is worth asking Brenda about advertising the mentor scheme. Sandhita to be put on the newsletter.

**d. DSU [AH]**

The DSU assembly will be held this Wednesday. Megan and Sabrina, sabbatical officers of the DSU, came and introduced themselves to Ustinov students at the GCR General Meeting held yesterday.

AH posted in the Facebook group information about what the DSU do.

The new college designs, despite meaning to be finalised in June, are still not organised. They are still working on the plans, and are quite behind. The college design that the university has chosen has not been revealed yet. From midday to 19:00 this Thursday, and midday to 17:00 this Friday, people can look at the plans for the Mount Oswald colleges and make comments.

AH forwarded emails giving information about people applying to be part of the DSU assemblies.

**e. Facilities [XM] [Apologies]**

*XM and AB to go through treasurer drawer.*

Ongoing. AB calls for committee members to deposit reimbursement forms in the small treasurer drawer, not the large one in the filing cabinet.

TAB points out that new office keys are needed for CW and NQ. JG gave a key to CW, but NQ still does not have one.

*XM to get a quote for reclothing the pool tables.*

XM contacted Yan earlier in the week about the pool table situation, and he provided her with some pictures. XM has emailed Breakaway to ask for a quote on reclothing the tables, and is waiting for a response. TP states that to recover both it will cost £348 including VAT, and to replace the coin mechanism it will cost £84. This amount will be voted on at the end of the meeting.

*XM to get a quote for a new dart board.*

XM asked Breakaway for a quote on a new dart board, but JG pointed out that they only deal with pool and snooker. XM should ask the dart team captain who would be best to contact to get a new dart board.

**f. Finance [AB]**

Figures from the treasurer:

*Week start: £5,159.83*

*Davison Taylor Photography - £144*

*Carried forward: £5,015.83*

AB is planning on doing a bank drop as soon as possible.

*MR to set out a budget for new office computer.*

Not done yet.

*AB to write an email about the GCR levy, and forward it to AS to send out to Ustinov students.*

This was done.

AB is currently trying to improve the organisation of the documentation relating to cash handling. He is trying to link all invoices to the cash book properly.

AB is going to set up a form for the float count. AB asks committee members to take a float count at the beginning and at the end of their office hours, and submit this on the form. AB points out that this can be used as a register, to make sure everyone is doing their office hours when they are supposed to. AB to setup this form. AB asks if TAB would like anything else put on this form, but there is agreement that it should be kept relatively simple as a register/float count form.

It turns out that the vending machine payments were not sorted out previously (Bidvest). AB heard back from Emma, who said that they do not accept online payments. AB is going to write a cheque for this, and get JG to second it. AB asked for all of the invoices to double check everything relating to the vending machines.

**g. Induction Officer [WG]**

Induction Week happened, and a good time was had by all (most).

WG to write a survey to get some feedback on things that went well and thinks that did not go so well during IW.

WG to organise a post Induction Week social for this coming Sunday.

Induction facts will return from next week.

JG thanks everyone for all of their effort during Induction Week.

**h. International Officer [JO]**

See the above discussions under Agenda Items.

**i. Livers Out [CW]**

We have a new Livers Out Rep, welcome Clare! AH to hand over to CW.

CW asks if there will be a Bonfire Night event at Ustinov. JG points out that we are not allowed to use fireworks, and there will be no university events due to new regulations. JG says that it might be a good idea for something to be organised for Sunday 05/11. CW already thought about this, and would like to organise a livers out event. CW to look into Bonfire Night events that will be happening around Durham.

*AH to promote Livers Out drinks.*

This was done, people turned up and enjoyed the event.

**j. Social Secretary [NQ]**

We have a new Social Secretary, welcome Nigel! JG to hand over to NQ.

*JG to send the brunch photos from Brian to MR.*

The password has been updated for the Dropbox; JG only got access to it again today. JG says that it might be worth uploading the photos from the brunch to the Facebook page – MR to do so, and give Brian photo credit.

TP asks if the photos from the IW formals are available. JG says that these are not accessible yet.

JG says that as a starting point for NQ it may be worth organising a social committee meeting, so that everyone can discuss the ideas that they have for events that they want to organise. There are lots of events that historically Ustinov put on, but people may also have other ideas. JG to organise a social committee meeting.

The Halloween party is one of the next big events, with a party happening on 27/10 and a kids party happening on 29/10.

*JG to sort out tables for Induction formals.*

This was done, people were seated and enjoyed the formals.

**k. Steering [TAB]**

The GCR General Meeting was held on 08/10. Unfortunately due to a problem with the voting system, run by CIS, a secret ballot had to be carried out. Many positions were filled:

TAB points out that it is unfortunate that there was no Dryburn Representative elected. Often people in Dryburn complain that they are forgotten, but they do not have representation on the committee which does not help.

TAB states that the various sub-committees should now be organised, including finance, steering, facilities, social and communications committees.

TAB says that there was once complaint over the voting procedure from yesterday; not a formal complaint, just an objection by email. He emailed back the person, and explained as diplomatically as possible that the procedure was carried out as is dictated by the Standing Orders. CW would like to point out that the voting system was very much biased toward people at the HF site. AB agrees, and voted against the way the vote was done, however having looked at the Standing Orders again he believes that it was what should have been done. The only other solution would have been to delay the meeting. If the procedure is to be changed, an amendment should be made to the Standing Orders, otherwise if this happens again then the same things will be done. It will be looked into at a later date whether it would be

possible to film the meeting and hustings, and have some kind of vote that would include more people.

AB points out that previously there were GCP training courses in, for example, filming. This may be useful to look out for in order to film future hustings. MR says that technically these courses will be put on again, but so far only one person has said they are interested in taking it. There is a lack of people interested in, for example, photography in the GCP compared to last year. TAB points out that historically the hustings were filmed.

TAB points out that one way of changing the secret ballot such that more people can vote is to tell people that they can vote between specific hours, and the same person/people from the committee supervise the voting box (to try and avoid, for example, multiple votes from one person).

CW is going to consider how it would be possible to get Livers In more involved in the General Meetings.

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

JG will be making a number of complaints on Wednesday at CMT. For example, there is a feeling that ops and the recent porter duties have been poorly done recently. The 13:00-18:00 post collection does not seem acceptable, since PhD students generally work at this time. The porters have not been there enough, especially at night. This is a big problem at SP when bar staff cannot get in to start their job. This is also causing welfare issues – after the party on Friday JG and AB had to help take someone back to their room, and really needed a porter to help. Unfortunately, there was not one around.

JG will be talking to Rebecca about what appears to be a GCR/GCP overlap. JG is not sure why the GCP runs some purely social events, for example Café Scientifique holding a movie night. This seems to step on what the GCR try to do. Furthermore, it seems some people are getting scholarships to run a movie night – JG does not think this is acceptable. MR completely agrees, and says that internal discussions within the GCP are already being had about this. All scholars are supposed to put on one event per term, and some people have made not so good events. He and the heads of the GCP are looking into making sure that the quality of the events reaches the standard that would be expected of a person on a scholarship.

JG points out that the GCR are here to do social events. MR states that the International Dress Party will continue to be run, and that there is an element of socialisation on the GCP. For example, they organised an event for Chinese New Year, which MR says the GCR were not going to do this year.

JG is going to talk to Glen about various issues. JG also needs to talk to someone about the serious storage space issues at SP.

AB points out that many people are complaining about the lack of internet at SP. JG says that individual complaints should be put to Ian.

**m. Welfare [JS] [Apologies]**

*JS to go through the Welfare Officer drawer.*

To be done.

*JS to look into the board that says 'GCR Welfare', which does not seem to be too useful currently.*

To be done.

*JS to work out a discreet place for condoms and female sanitary products to be kept at SP.*

Ongoing.

JS has provided both new Welfare Representatives with information about the Welfare Committee, and what he hopes they can do for the GCR.

Welfare office hours will start this week – a request has been put in from JS to take office hours at SP on Thursday. TAB to talk to him about.

**7. AOB**

**a. Committee Board [TAB]**

*TAB to sort out the committee board (photos and new committee members).*

To sort out. TAB to organise a committee meeting, and will try to get photos of everyone then.

**b. Ustinov Live [AS]**

Joe Farrow has asked if the GCR thinks that the next Ustinov Live can be held on 07/11. If this is not a problem, he will book it with College. There will be a GCP event in the café until 07/11, but MR says that it should be fine to have Ustinov Live after it.

**c. Committee Sweet Treats [MR]**

WG brought cake.

**d. Diwali [VU]**

Diwali is on Thursday 19<sup>/10</sup> and VU asks the committee if anything will be happening for it. He suggests that something be organised for Friday 20/10. VU will discuss this with NQ, and Diwali will be discussed at the social committee meeting.

**e. Pool Tables Motion [TP]**

**Motion:** *To pass £432 in order to recloth both pool tables (2 x £145 + VAT) and fix the coin mechanism of one table (£84 + VAT).*

**Questions:**

*Do we know how much the pool tables make the GCR?*

AB says that the pool tables make a lot of money – an order of magnitude more than the cost of these fixes.

**Vote:** The vote passes unanimously with the committee members still at the meeting (NQ, VU, TP, CW, AH, MR, JG, AS, AB).

Alastair Stewart

GCR Secretary

09/10/2017