

Ustinov College GCR Exec Meeting Minutes



Action Points for 16/10:

AB to message Nick Benbow asking if he has any objections to the route of the minibus being extended if the cost is still the same for the Halloween party.

CW to organise a budget for a bus for the bonfire night.

JO to book the coach for the Beamish Museum trip ASAP.

JS to go through the Welfare Officer drawer.

MR to ask Brenda about creating a post about the Ustinov mentor program.

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 set out a budget for a new office computer.

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

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

VU to buy the Diwali party decorations and sweets mentioned in his budget.

XM and AB to go through treasurer drawer.

XM to order the re-clothing of the pool tables, and the fix to the coin mechanism after the budget was passed last week.

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

XM to continue to push the company to fix the Dryburn TV.

18:00pm, 16/10/17

1. Apologies: JO, JG

Present: TAB, XM, AB, AS, JS, VU, NQ, CW, TP, WG, AH, MR

2. Approval of minutes from last meeting.

Minutes from 18/09: Approved on the general aye.

Minutes from 25/09: Approved on the general aye.

Minutes from 02/10 and 09/10 are complete, but I (AS) will call to have these passed for next week.

3. Matters arising from previous minutes.

None.

4. Agenda Items:

a. Diwali Party Budget [VU]

Motion: To pass £80 to pay for decorations and sweets for the Diwali Party happening on 20/10. The breakdown is as follows:

<i>Battery candles (set of 24) x 3</i>	<i>£29.07</i>
<i>Rangoli Powder (100g) x 8</i>	<i>£12.50</i>
<i>Playing Cards (twin pack)</i>	<i>£12.39</i>
<i>Indian Sweets (250g) x4</i>	<i>£16.17</i>
<i>Indian Savories (200g) x5</i>	<i>£6.90</i>
TOTAL	£77.03

Questions: VU says the above budget is dependent on the individual items being able to be delivered by Friday (in particular the Rangoli powder). The Indian Sweets cost is inflated slightly because of the short requirement on delivery time. They are not on Prime, but do have next day delivery option for a fee.

AS points out that 4 packs of cards were bought for the Induction Week games night, so perhaps more are not needed. CW also points out a cheaper set that can be bought. AB thanks VU for a well prepared budget; he approves of the proposed expenditure.

Vote: Unanimous for (no AH as he was slightly late to the meeting). VU to buy the items listed above.

b. Time of Executive Committee meetings [TAB]

TAB asks what time executive committee meetings should be held from now on. Due to teaching commitments and seminars for various members, 18:00 is too early. There was a suggestion that the meeting could be moved to 18:30. WG says that he will be able to move plans from Monday to Tuesday, so 18:30 would be fine. Everyone present in the meeting says that 18:30 should be fine – it is decided that from next week this will be the new meeting time.

TAB will be looking at what space is available at SP this week. Next week's meeting may be held there. If a space is found, meetings will alternate between the two sites.

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

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

JO suggests two options:

1 - One 53 seater at £200, and the £14 student tickets for entry be purchased at the door. Tickets for the trip are proposed to be the standard £3/£5/£7.

2 - The 53x group rate in addition to the £200 coach. However, there are different options. A child on the group rate is £6, and a student is £11.50 so we would have to make a provisional booking of 53 people with Beamish, and then correct the numbers of adults and children.

JO says he is unable to call Beamish from Hamburg so cannot confirm that the provisional booking can be made, but is assuming we can. The date proposed (Sunday 5th November) is doable according to JO.

Questions – Option two cannot be passed at an executive committee meeting as the amount of money is above £500. Therefore, option 1 is the only option. AB notes that he is happy with the first option.

CW points out that there are a lot of events already happening that weekend, including a livers out event on the Saturday night and the Bonfire Formal on the Friday night.

AH asks how many people usually go on these trips. TAB is not entirely sure, but says that typically the Michaelmas trips sell out. This being the first trip, it should be quite popular. TAB points out that it being on the Sunday will give people time to recover from their tiredness after the Bonfire Formal.

AB points out that not only do the events sort of clash, but ticket selling will clash too. He points out that historically if ticket sales happen at the same time, then less people will buy tickets for the trip. TAB points out that the Bonfire formal tickets will have to be on sale next week. TP suggests that the formal tickets will most likely sell out on the first night, so there would be almost a week afterwards to sell tickets for the trip.

AH says that we could start selling tickets from Wednesday or Thursday if we pass the amount today and book the coach quickly after. TP reminds the committee that the SP office will have to be opened in order to sell tickets.

AB says this is a communications issue; the committee will have to advertise this very well.

Vote – The motion passes with only one abstention. AS to pass on the information to JO. AB asks if a date can be set for JO to book the coach by; it is decided that the coach should be booked by this Thursday.

5. Officer Reports:

a. Bar Steward [VU]

Both bars still exist. There are still problems at the Sheraton Bar, which are being fixed on a day by day basis. There will be training available for bar staff from Monday at Sheraton bar. VU is going to talk to Trudie, and make a poll in order to find out when the bar staff will be available for training. She is available on a couple of dates next week. VU has set up a pole asking when bar staff are available and what they need. VU to send an email to Sarah to double check all of this.

VU has requested from hospitality that the bar have extra staff working on the night of the Diwali party. The request has gone out, but VU has not yet received an email saying that another bar staff will be put on. VU says that if one is not put on by Thursday, then he will offer to go behind the bar.

VU has talked to Etienne about a playlist for the Diwali party – they will be compiling one in the next two days.

There was an incident with the bar staff during the night last week, regarding messages being sent against VU. It has been sorted now, and VU will not be pursuing this any further.

Carlsberg lager is on sale from tonight – the gas has been fixed.

AB points out that the pub quiz was very busy last week. The next pub quiz is at SP; Jasmine and Yan were wondering if there should be two staff members put on for the quiz, rather than the one that usually works at SP. VU says he is going to ask Trudie about this tomorrow.

b. Clubs & Societies [TP]

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

TP has emailed the captains asking for their financial information, outlining that it is very important they get back to him before this coming Friday. AB states that if the updated information is not given to him by Friday, then no further club payments will be made by the GCR. TP to send another email out this week to make sure people realise that the deadline is close.

AB asks if the final email can be forwarded to him. TP says that he has received two replies so far. He has asked for an estimate for the number of GCR members as teams are not able to give a specific number at the moment.

TP was asked if DU Cheer could use a slot in the Howlands building on Friday, which he has allowed. If people from Ustinov end up wanting to use this slot then it can be taken back, but for now TP saw no problem in giving it away. The clubs and societies contact details have been updated, but need to be added to the GCR website.

TP asks if a Clubs and Societies Formal will be taking place this year, as there does not seem to be one booked in the college calendar. He was hoping there would be one this year, and that it would be uncoupled from the college honours event. TAB notes that TP should speak to JG about this, as last year College made a move to make more of a deal of the college honours. Historically, both events have not had a high turnout, hence why they were combined. However, TAB points out that the attendance of the combined event was not necessarily much higher than each individual event used to have.

Having checked the calendar, it seems a College Honours event is being held on the 4th of May, though it has a question mark beside it. TP suggests at least holding a Clubs and Societies awards night in Fisher House, even if it is not a full formal.

c. Communications [MR]

MR to update the GCR passwords.

They have been updated.

MR to create a post about the Ustinov mentor program.

MR to ask Brenda about this.

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).

To be done.

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

Induction week party photos were put on the Dropbox. MR to advertise the Dropbox link.

MR has spoken with Ian Macdonald about training with the new AV equipment at Sheraton Park – he will be contacted when things are ready. MR has asked for a spot for Joe since he is Tech Officer.

MR has tried to coordinate a handover between the old and new Press Secretaries. TAB confirms that Dan and Sandhita have indeed met (a formal handover was done), and Sandhita has now sent out the first newsletter. Other than a few inaccuracies, it looks great.

AB requests that the Pint of Science event be advertised in the newsletter. The first meeting is next Monday, so it would need to be put in very soon. AH asks for the University Challenge trials to be advertised. MR requests that committee members email him with corrections that they would like to be put in place, including for example the incorrect date for Lumiere.

d. DSU [AH]

AH attended a union representatives meeting. They want to form an official committee to support PresComm, and talked through initial plans for demonstrations as part of the Ripped Off campaign. They have read through their Standing Orders, and it seems there is no 'official' reason for them to meet. They want to make the meeting official so that a future president cannot disband them. They are looking to create a mandate for this.

Once again, accommodation fees are going up, and demonstrations will be taking place. AH believes that Ustinov students are not necessarily complaining about the cost of the fees themselves, but the facilities that they can gain access to. According to AH they want to use the upstairs of the Palatine Centre, though he pointed out perhaps this is not the best place for the demonstrations to take place.

AH went to see the plans for the new colleges. AH says that they are good, and a lot of feedback has been taken on. They also showed him the plans for the bar and the JCR, which AH strongly dislikes as they are not fully separated. Furthermore, their pedestrian access assumes people will go through Mill View Lane, not South Road, until the university builds the proposed super highway. AH says that committee members who are interested in hearing about the problems he has with the new accommodation can talk to him about it.

AH posted information about the DSU events in the Ustinov Facebook group, and will post information on the University Challenge trials soon.

e. Facilities [XM]

XM and AB to go through treasurer drawer.

Ongoing. AB and XM go through last year's accounts as soon as possible.

XM to order the re-clothing of the pool tables, and the fix to the coin mechanism after the budget was passed last week.

XM contacted Breakaway to fix the pool tables. Dave from the company has come already to check the tables out, and said that he will purchase the relevant parts and come and fix it when they arrive. XM has asked if Dave can let her know when he will be coming, so that Yan can be there.

Addition to the above - the pool table was fixed and recovered earlier today.

XM to get a quote for a new dart board.

XM asked Lara (the darts captain) about the purchase of new dartboards. The cost for two dartboards was below £50, so TP has ordered them. They arrived today, and are in the GCR office.

XM called the TV company again to check the state of the TV in Keenan House; she was told that they are still waiting for the part to arrive, and are unsure when it will get there. XM will keep pushing for them to fix it.

Someone from Dryburn asked TAB about using the GCR Netflix account. AB was emailed about this too – it seems they would like to hold an event on a Saturday where they would like to use the account. AB points out the Netflix account is back up and running, they just need to be told the password. He believes it is the resident tutor but will check.

There has been a request for more family friendly DVD. There has also been a request for a vending machine to be put in to SP, but TAB points out there may be an issue with this as College technically do not own the site. This will have to be looked into.

f. Finance [AB]

Figures from the treasurer:

Week start: £5,015.83

<i>Pizza for General Meeting</i>	<i>- £142.67</i>
<i>Netflix Account</i>	<i>-£7.49</i>
<i>Michael Baker Photography</i>	<i>-£250.00</i>
<i>CCEP Great Britain</i>	<i>+£230.97</i>
<i>Refund AS (Games Night & Brunch)</i>	<i>-£82.30</i>
<i>Refund WG (GMIS food & Quiz)</i>	<i>-£118.05</i>
<i>Refund WG (Treasure Hunt Prizes)</i>	<i>-£6.00</i>
<i>Cash Drop HSBC</i>	<i>+£4,670.00</i>
<i>Cash Drop HSBC</i>	<i>+£1,520.00</i>

Carried forward: £10,830.29

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

Ongoing. MR is unsure whether a computer will have to be approved by the university.

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

TAB to chat to XM about what needs to be ordered.

AB to set up a float count form.

The float count sheet is now on the Google Drive. Please could all people fill this out at the start and end of their office hour shifts. It is under 'office documents' in the Google Drive. AB notes that it has been started very well, and asks the committee to keep it going.

A list of members and non-members has been put on the drive. AB says this should be checked when people buy formal tickets/gym memberships, etc. MR points out that selling formal tickets is usually a stressful enough situation as it is, without having to open up another spreadsheet to check if the person is a member or a non-member. He suggests that if we are going to do this, then a third person should be put on. TP says he will organise the spreadsheet for formal ticket sales such that it is integrated with the GCR member list – TP to this by next week.

AB calls for all committee members to attend the new office hours induction as mistakes are still being made filling out envelopes and receipts. TAB asks if this can happen in the meeting, as not everyone will fit in the office, to which AB agrees.

AB reminds the committee that receipts should have the date, the committee member's name who took the money, the payee's name, the amount paid and the reason for payment. Do not go back any pages in the receipt book and do not skip to another book until you have reached the end of the current one. Envelopes should have the date, the committee member's name who took the money, the amount in the envelope and the reason for each payment contained. "Lotsah money dollah for formals" (a direct quote from a previous envelope) is not acceptable. TP asks if a breakdown of the denominations in the envelope should be written down. AB says this is not absolutely necessary, but would make his job significantly easier. TP points out that it might be worth writing an example note for committee members to follow; AB highlights that nothing has changed from what was required previously, it just seems people are out of practice.

An issue has been brought up by Yan, who received invoices from the pool table company (Breakaway) that need to be paid. He gave these invoices to AS approximately half an hour before this meeting, to pass on to AB. Breakaway were not paid for the last three jobs that they carried out, not including the most recent job.

The charges are as follows:

1. 18th September 2016 - £367.80

Pool table recovering (£290.00), cloth racking flaps x2 (£6), screw in tips x50 (£7.50), push on tips x20 (£3.00) + VAT.

2. 18th September 2016 - £30.00

Pool table mechanics repair (£25) + VAT.

3. 10th May 2017 - £354.00

Pool table mechanics repair (£5), pool table recovering (£290.00) + VAT.

TP says he does not remember the pool tables being recovered at that time, so would like to check with Yan to see what he thinks first. TAB says that we should look into this issue, and check the minutes to see if the amounts were passed at the relevant time.

AB states that these charges must be paid for in the next seven days, and so we should hold an emergency motion for the amounts of money stated above, subject to these charges being misattributed to us, or them having been paid in the past.

Emergency motion 1: *To pass a total amount of £397.80 in order to pay the invoices sent to the GCR by Breakaway dated 18th September 2016.*

Vote: The vote passes unanimously (VU not present).

Emergency motion 1: *To pass a total amount of £354.00 in order to pay the invoices sent to the GCR by Breakaway dated 10th May 2017.*

Vote: The vote passes unanimously (VU not present).

AB notes that if these invoices were not given to us by the pool society or the amount was not asked for before the company were called in, then this will be discussed in further meetings. AB would like to note that he is not happy with this situation at all, and will get to the bottom of it.

AB gives thanks to AS for helping to deposit the IW money into the bank (£6,190 mainly from formal ticket sales and gym memberships).

g. Induction Officer [WG]

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

The Induction Week survey was created and put up. According to WG, people generally enjoyed IW, scoring us an overall 7.4/10 on average. Some of the feedback included we sent too many emails, too few emails, they had too little information and too much information. The least popular event was the Saturday Brunch, the favourite event was the Induction Party. The top four most enjoyed events were the Induction Party, the GMIS, the Induction Formal and Paul Skerritt.

After WG added a 'no answer' response, about forty completed surveys in, it ended up being the most popular vote for least favourite event.

Some suggestions for improvements include holding more events for people who do not live in College (and in fact, in Durham), sorting out the mismatch in information given out by the GCR and College, and get sticky labels for the first couple of days so that people can write their name on them.

The most popular score for Induction Week was 9/10, and so far there have been eighty-one responses.

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

This was organised and enjoyed by those in attendance.

Induction Fact: *You can induce an electric current using a potato.*

h. International Officer [JO] [Apologies]

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

JO proposes erring on the side of caution for the Edinburgh trip on 25/11. JO proposes two coaches for 53 people at SP and one for Howlands at £200 apiece. The price is £600 in total – this will have to be passed at the next General Meeting in November. Ticket prices could be the standard £3/£5/£7 prices for children/GCR members/non-members.

i. Livers Out [CW]

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

The decision for Bonfire Night is to meet at Framwellgate School (Saturday night, the 4th November). Entry is £5, and the proceeds will go towards Cuthbert's Hospice. CW questions whether buses should be hired to transport people there. The X12 is £1 with a campus card, but there might not be enough space on it. The bus runs twice an hour, and there will be many people outside of Ustinov who will be looking to use the bus that evening. It is quite a long walk – around half an hour from the bus station in the centre of town.

WG says that the mini bus hire for a day was around £200 (slightly higher). TAB requests that the same minibus company not be used, as they were very unreliable during Induction Week. This was met with general agreement from the rest of the committee.

TAB points out that JG walked people down to the Grey College fireworks, so advises CW to speak to him to find out roughly how many people went last year. AB likes the general concept, but wonders if there will be a nearer firework display announced in the coming week or two. TAB says there probably will not be any in the centre of town, as the same thing stopping Grey fireworks may stop fireworks anywhere near the centre of Durham.

CW to budget buses for this event, and present it next week. AB points out that the for the event to break even financially it is very much number dependent, but says it is worth having a budget.

CW put up a poll to see where livers out are based and it seems a large number of students live in Gilesgate. CW suggests having buses running not only between SP and HF on the night of the Halloween party and formal, but also to Gilesgate to pick people up. AH says it may not be worth having them running to Gilesgate all night, but a couple of pickups at the beginning of the night, and a few drop offs at the end would be a good idea. AB says that given a minibus will be running between HF and SP anyway, it may not cost any more money to extend the route. He will message Nick Benbow asking if he has any objections to the route of the minibus being extended if the cost is still the same.

Comicon is next Saturday. Students should meet at the train station at 10:30. CW requests that this be advertised in the newsletter, and turned into a Facebook event. Currently six people have said they are going, and twenty four people have said they are interested.

Next Thursday there is a star gazing night. If it is supposed to be a nice evening, CW may try to organise something.

CW calls for committee members to send thoughts on what is going on around Durham, and to keep a look out for events that may be interesting to livers out.

j. Social Secretary [NQ]

JG to organise a social committee meeting.

A social committee meeting was held last Thursday by JG, helped by NQ. During this meeting, they discussed throwing a Diwali party on Friday, as well as a number of other events over the next three weeks, including the Halloween party, the kids Halloween Party and bonfire events, as well as other new events. This week, NQ will be working on making sure all the lights are tested and cleared for the Diwali party, and will start budgeting for Halloween.

Set-up for the Diwali party will begin at 19:00, and the party will run from approximately 21:00.

k. Steering [TAB]

New members were welcomed to the GCR committee and all but one committee member is now in the Facebook group. TAB established the office hours rota for Fisher House for the past week.

The first general committee meeting has been organised for tomorrow (17/10), with the location being Fisher House after it won over SP in the poll TAB created.

TAB calls for committee members to no longer use the 2016/2017 GCR Committee Facebook page.

The next General Meeting will be held at the beginning of November; our newly elected Election Officer has already enthusiastically advertised the remaining unfilled positions.

I. University/College [JG] [Apologies]

JG already updated the executive committee on the big discussion points from the CMT meeting. One of the main topics of discussion was the multiple issues that surround the new bar at SP.

XM will be attending MCR PresComm on Tuesday instead of JG who is at a conference. There are no other meetings this week to cover, mostly because Ian is away this week too.

JG met with SPRA – there were no real complaints other than SP being too bright at night. JG met with the board of Lothbury, Owen Adams and Nick Benbow by accident. Nick wants to discuss when the GCR will get paid for the move to the new site (transitional costs, etc.).

JG offered for the Stephenson Representatives to come and look around HF at some point when they are free, to discuss what kind of things they would be willing to keep (for example, what furniture they would keep).

Insurance update from AB; the officer insurance is up at the end of the month and will cost approximately £1,800 to renew. This does not have to be passed at a meeting, as it is integral to the running of the GCR.

m. Welfare [JS]

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.

JS discussed the welfare board with the new Welfare Representatives, and came up with some ideas on what can be done to improve it.

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

JS has bought frosted stickers for the GCR window at Sheraton, which he will put up this week.

JS met up with the Welfare Representatives to discuss their new roles and what he hopes they can do. They spoke about welfare hours, what to do in certain situations, role limitations, the welfare board and some event/campaign planning.

TAB received a message from the Postgraduate Vice President of the LGBT+ association (J), who seemed to think Millie wanted to run for the Ustinov LGBT+ Representative, and TP spoke to someone else who was considering running. TAB told J that he is covering the role at the moment if they need someone to communicate with, but they can feel free to post information in the Ustinov group.

JS checked the condom/welfare supplies – there seems to be plenty. Brenda has said that she likes the idea of a drawer or pot in the bathrooms at Sheraton for condoms and female hygiene products, so that looks like the way to go. She said she will have a further think and get in touch if she has any ideas.

The first report of sexual harassment (continued inappropriate groping) has been filed, which JS has reported to College. JS calls for all GCR members to remain vigilant and watch out for misbehaviour at future parties. If anyone is uncomfortable tackling it (especially since we haven't had the training yet), feel free to find JS and he will call it out. Bystander training was supposed to be running tonight and the two following Monday nights, but due to the very short time notice executive committee members will do this at a later date. AB asks if it has been officially complained about. JS has said to Rebecca that such short notice is not fair on the committee members.

CW points out that the female hygiene products should be put in all bathrooms, not just the female bathrooms. JS points out that he has spoken about this with Brenda.

Welfare office hours should be happening this week, although due to the hectic schedule of JS it will depend on if the two new Reps feel ready to hold them for themselves. TAB points out that Adrian has been very enthusiastic, and he has said he wants to tidy the office.

JS posted in Facebook about world mental health day, and would like to give a massive thanks to TAB for his post.

6. AOB

a. Committee Board [TAB]

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

The photos are being taken tomorrow. TAB calls for executive committee members to wear their stash. When the next stash order is happening shall be discussed at next week's meeting.

b. Pint of Science [AB]

AB requests that the Pint of Science event be advertised.

c. Committee Sweet Treats [MR]

n/a.

Alastair Stewart

GCR Secretary

16/10/2017