

Ustinov College GCR Exec Meeting

Minutes



Action Points from 23/10:

AB to look into insuring our assets before the next trustees meeting.

CW to create a Google Docs sign-up sheet for the Bonfire trip.

CW to book the coach for the Bonfire trip.

JG to talk to college ASAP about paying for the children's party.

JO to contact Lana Mattar about selling tickets for the Beamish trip at Dryburn.

JS to go through the Welfare Officer drawer.

JS to sort out the welfare email.

MR (and communications team) to update the FAQs on the GCR website and look into advertising the existence of the page.

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 send an email about the Bonfire Night formal.

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

NQ to buy decorations for Halloween ASAP, given the budget that was passed on 23/10.

NQ to book the minibus for going between SP and HF on Halloween ASAP.

NQ to look into getting a DJ for the after party on the night of the Bonfire formal.

TAB to email VU the dates of the pub quizzes held at SP.

TAB to organise a rota for office hours.

TAB to sort out the committee board.

TP to draft email advertising that gym inductions will be done every Wednesday at 7pm.

TP to check through financial reports from clubs, and organise the information for AB.

VU to talk to Trudie about closing SP bar on Halloween to get an extra bar staff member working at HF.

VU to look into fixing the Sky+ box.

XM to finish the office furniture budget, and order the items after AB final approval.

XM to bring up music room access with Sheila (i.e. ask her to check if someone booking the room is a GCR member).

XM to draft an email about stash, and send on to AS to be sent to uv-info.

XM to set a budget for the children's party (after JG has spoken to college), to be voted on in the executive group chat.

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

18:30pm, 23/10/17

- 1. Apologies:** JS, AH, WG
Present: AS, JO, TAB, TP, JG, AB, XM, MR, VU, CW, NQ

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

Minutes from 02/10: Passed.

Minutes from 09/10: Delayed

Minutes from 16/10: Delayed.

Apologies from AS for the delay in minutes over the last couple of weeks – finally he has caught up with himself.

- 3. Matters arising from previous minutes.**

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

This was completed; the Diwali party was run successfully. Amazon refund to be claimed as the sweets did not turn up in time.

- 4. Agenda Items:**

- a. Gym Inductions [TAB]**

TAB asks when gym inductions were done this time last year. JG states that last year there were inductions held every day for the first week or two, then after that they were held every Tuesday. TP points out formal ticket sales will usually begin on a Tuesday, so the decision is to hold gym inductions every Wednesday for the rest of the first term.

TP to draft an email telling people the new time for gym inductions. Students will be asked to meet at the GCR office, so that if no one turns up, the person on office hours does not have to check outside.

- b. FAQs Document for the College Group [TAB]**

This was proposed out of a discussion that was had on Saturday – should an FAQ be created that can be posted to the Ustinov College group answering questions that are asked over and over?

MR states that he fundamentally disagrees with this suggestion, and thinks that a problem is being created that does not actually exist. He will not create this file. JG points out that he has a whole communications team, so it would not be left just to him. TAB asks would it not be best to have this document rather than answering the same things multiple times.

MR says that this was perhaps brought up due to personal annoyance, but does not think that it is a problem. TAB points out that he does actually think it is a problem, separate from personal annoyance. He says that information such as getting a gym membership, gym inductions, office hours etc. should be put on the website, but TP points out that people are not aware of this section of the website.

VU suggests that the website link be pinned as a post on Facebook, but TAB says that the committee often pins posts advertising events that are coming up in the near future and only one post can be pinned at a time.

MR believes that the only way that people will become more aware of the website is if there is a constant churn of updates of some sort, so asks if the website should be made more active. TAB points out that there is an FAQ on the website that has everything in it already on the website. MR says that he would be willing to see how this page can be made more readily available, and how people can be made more aware of its existence.

CW suggests that it might be worth updating the FAQ section. For example, SP is not mentioned at all in it. TAB notes that this was an issue for a number of different parts of the website, and we still do not fully know what facilities will be available at SP in the end. AB says it would be worth adding something like 'When will the SP gym be ready?' This will be left to the communications team to look in to.

NQ says that it might be worth making the link more prevalent, for example by putting it higher up in the description for the Ustinov College Facebook page. MR will look into this.

c. Budget for Coach to Bonfire Event [CW]

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

CW has contacted Lee's Coaches about organising a 53-seater coach to pick people up from HF, SP, Gilesgate and the main bus station in town to take them to Framwellgate School for the Bonfire Night event. The price is £120 for one way, and £200 in total for a return journey. Another company (SMC coaches) was contacted, which charged £100 more for the return journey.

TP asks if the bus will return immediately, or later in the evening, to which CW answers 'later'.

AB asks how many people would be expected to take part in this event. JG points out that people seem to love fireworks, and lots of people attended the Grey fireworks display last year. He also says CW should get in contact with the person in charge to make sure they are ok with a coach being brought to the school.

JO asks how long the coach is being run for, as he was told that it was the 33 seater that cost £200, and a 53 seater would cost £250. It may be that CW is being charged a half-day rate, as opposed to the day rate JO requested.

JG points out that a place will need to be found for the bus to park to pick people up at SP. The A167 is not a good place for the bus to stop for health and safety reasons, as was found out during the GMIS.

JG says that there should be an even distribution of people from different accommodations, so a sign-up sheet should be put in place.

NQ asks if it is worth making people aware of the event during the formal ticket sales. JG, however, points out that would be biased toward livers in, when this is really supposed to be a livers out event.

AB suggests that it would be worth setting up a Google Form, and emailing it out so that people can sign up. There is some debate over how to distribute seats, as the committee are not sure how best to do this. JG suggests that, for example, thirty spaces be open to Gilesgate, twenty spaces be open to people in town, and if the

sign-up sheet does not get filled then the event can be opened to livers in. This is agreed upon by the committee.

AB points out that if this were a normal 'livers in' event, then he would consider it equivalent to a party. However, since it is an event specifically aimed at people who live out, an underrepresented people who ended up contributing quite a large sum this year to the GCR levy total, he is happy with this budget.

Motion: *To pass £200 for a coach to take people from Gilesgate and North Road to Framwellgate School to watch the firework display (with the understanding that if the sign-up sheet does not fill, then the coach will be opened to livers in).*

Questions: See the discussion above.

Vote: Unanimous for. The vote passes – CW to book the coach.

d. Halloween Budget [NQ]

Motion: *To pass a budget for £250 in order to buy decorations and treats for the Halloween party. The breakdown is as follows: decorations (£50), prizes (£30), candy (up to £25 due to the possible need to buy serving bowls) and DJ (£135) which totals around £240.*

Questions: NQ points out that there are already some decorations, and he will decide with the Social Committee what gaps need to be filled. For example, he was thinking of a Halloween themed background hanging on a wall which people can take pictures at. AB points out that there was one at a previous party, and it seemed very popular. The rest of the logistics will be decided at the Social Committee meeting.

NQ questions whether too much has been budgeted for prizes, but JG says that it is worth getting relatively good prizes for people.

MR asks if £50 is enough for decorations. JG points out that it would be very easy to spend more, and Fisher House may look better if a little more money is spent.

As far as the cost is considered, AB is happy if a little extra money is needed, in keeping with other parties. VU points out the bar would be expected to make around £4,000, so there will be a good return on the money spent by the GCR.

Change to motion: *Add an additional £50 for more decorations, bringing the total up to £300.* This passes unanimously.

Vote: Unanimous for (XM not present). NQ to organise the purchase of Halloween decorations and treats as soon as possible.

e. SP Office Furniture Budget [XM]

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

Proposed budget:

<i>Swivel Chairs x2 -</i>	<i>£65.98</i>
<i>Rectangular Oak Desk -</i>	<i>£109</i>
<i>Six Layer Drawers x2 –</i>	<i>£69.98</i>

Bookcase - £35
Office Ware - £50

Total - £329.96

JG will talk to management about this budget. JG asks if the furniture will be too big to fit in to the office. TAB points out that if it is from IKEA that it will be flat packed, so should not be a problem. However, the dimensions of the room itself may still be an issue.

JG asks if we should invest in more expensive chairs. XM says that she went for the cheapest chairs, but perhaps it would be worth getting something nicer. In the long run this may save money, as they may break relatively quickly, as is pointed out by AB. JG suggests that we vote on the rest of the budget now to start to get some furniture in the office, and the swivel chairs be looked into and voted on at a later date (very soon though).

TP asks what the bookcase is like. XM says it is similar to the one in the office currently with the DVDs on.

Motion [JG]: *To pass a provisional budget of £275 for furniture for the SP office, subject to AB checking the pricing of the items, and the dimensions of the furniture compared to the room (he will have final say on whether this passes).*

Questions: See the discussion above.

Vote: Unanimous for. XM to finish the office budget, and order the items after AB has given his final approval.

f. Pantomime [CW]

CW is looking for a free date for the Pantomime. There are very few tickets left so a date must be picked relatively quickly. The day after the Edinburgh trip there seems to be a big block of tickets available. This would be the evening of Sunday 26th November. Tickets are £10, and for groups of more than ten the box office must be filled. CW asks if there are any objections to the potential date. There are none from the committee.

CW asks if a block of tickets should be bought so that people can sit together. AB says that this will be very much based on demand; it could be a very successful event, but he points out that historically these events have had a poor turnout.

This event will be discussed at the Social Committee meeting.

g. Music Room Access [JG]

The question is, should access to the music room require GCR membership? TP asks how this can be enforced. JG suggests that we give the list to the porters, and they can check when it is booked. There are thousands of pounds worth of equipment in that room, so perhaps should be looked at along the same lines as the gym. NQ asks if money is spent on maintenance for the music room; JG says that there is, for example equipment is replaced and occasionally new musical instruments are bought.

JG says that for a band or a group, as long as one person part of it is a member of the college then they can all use the facility together.

MR is considered about if the porters will accurately check if students are members of the GCR. TP asks how the music room is bought. JG remembers that it goes through Sheila, so she would be able to check if someone is a GCR member or not. JG suggests that if we do enforce that only members can use it, perhaps the committee should make an effort to spend a certain amount of money on the facility each year. There is general agreement from the committee on these points.

XM to bring this up with Sheila.

h. Stash Order [TAB]

This was brought up at the very end of the meeting last week. When will the first call for purchasing stash be put out?

XM asks how the stash is usually done. JG states that it will be in the email history of the Vice President account. It is agreed that the GCR will stay with Phoenix Print for this stash order. Usually a link to the website is advertised to students, and they can pay for their stash through the website. XM to send AS an email to be sent out calling for stash.

i. Budget for Kids Halloween Party [XM]

(Note this was discussed earlier in the meeting as XM had to leave).

XM says that this budget would be for the photographer, for cupcakes, and other various things for the party. JG thinks that college pays for the photographer, but XM says last year the GCR paid for this.

JG points out that residents do not pay the GCR levy, and college has invited a number of non-Ustinov locals, so perhaps it should not be within our charity to pay for them.

XM would like to buy presents for the children, and around eighty pumpkins (£80). She asks if helium can be ordered, and there is general agreement that it can. JG points out that it is around £30, but is not on Prime so should be ordered as soon as possible. XM will use some of the Halloween decorations that NQ has budgeted for the Halloween party, but would like to buy face paint.

MR asks how certain Brenda is about the count of the number of children that will be attending. JG says that the resident tutor from Keenan House sends the number of families living there who will be attending, and there is a sign-up sheet for local residents which he believes is full.

JG says that College should be asked to pay since it was them who invited the local residents. XM points out the items may have to be bought now, and reimbursed later with College in order for it to arrive on time. She asks for a budget of £300 in order to cover the costs.

AB asks how much will be reimbursed, to which JG says he does not know. AB states that he is not happy to pass a budget without knowing what the money is going to

be spent on. TAB suggests that the committee vote on whether or not they are happy to vote outside of a committee meeting so that the budget can be passed in time for the party. AB asks what information will be found out between now and the external vote that is not already known. XM says that she will create a proper budget, and JG says he will talk to college tomorrow afternoon to find out what they will pay for.

Motion [JG]: *To allow the vote on the Kids Halloween Party to be held outside of a committee meeting.*

Questions: See above discussion.

Vote: Unanimous for. JG to chat to college ASAP about what they will pay for, and XM to present a budget which will be voted on in the Executive Committee Facebook page. JG has said he will be happy to buy helium for the party, so long as it is passed on a budget with, for example, the Bonfire Night formal.

5. Officer Reports:

a. Bar Steward [VU]

Both bars still exist! The interviews for the new staff should start later this week. The coffee and food training should also start soon. Majority of bar staff have voted for coffee and food training.

VU is currently trying to sort out an extra bar staff for Halloween night; currently there are only four people down to work instead of five. He will be talking to Trudie about shutting down SP bar, as he points out it will make no money on the night of the Halloween party, so that member of staff can join the other four at Howlands.

AB points out that the Sky+ box is currently not working in Fisher House. VU says that he will go and see Alex Papadopoulos (Video Master) after this meeting; he is working in the bar. VU to look into fixing the Sky+ box with Trevor.

TAB mentions that the pub quiz will be held in SP every other week, and so an extra member of staff will need to be put on then. TAB to message the dates of the SP pub quizzes to VU.

b. Clubs & Societies [TP]

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

TP collected financial information from all of the societies, and now just needs to check that it all makes sense/the correct things were sent. For example, the president of the Hairstyle and Lifestyle Society will have to be talked to as she sent a print out of her own personal bank account.

The Hockey Society gave a detailed report. They do charge students money to join. TP has checked the Standing Orders and the team constitution, and it seems they are allowed to charge members of their team. JG points out that it's not so much an issue – it *would* have been an issue if they kept the money in a personal account. AB

says that it has been going into a club account; they have managed to keep it open and everything seems above board.

TP asks what should happen if a team cannot access their old bank account. AB says that it is lost, and that is fine.

AB has placed a pack of old invoices that were never collected by clubs in the Sports and Societies Officer drawer for TP to give them back to them.

This weekend was the sports takeover in the ?? for Ustinov – TP did not know about this, so only Basketball was mentioned.

TP sent off the team details to the newsletter; a nice table was made of scores for matches that were played and of standings.

c. Communications [MR]

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

MR tried to do this today, but the internet cut out 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).

To be done.

MR has purchased a 500GB external hard drive to back up the GCR Google drive. It should have arrived today. When it arrives, MR will back the Google Drive up. He notes that there are multiple things that are unreplaceable on there, and so it should be backed up as soon as possible. After it is backed up, MR will look to scrub some of the older Google Drive documents.

JG calls for MR to be careful when doing this, and AB agrees. They are still using documentation from a few years back, for example financial documents and the Memorandum of Agreement. MR is asked to keep records of governance and accounting documents on the Google Drive. When the new computer is decided on for the SP office, it will provide another place for things to be backed up.

Hospitality has been emailed to get the Bonfire Formal menu, MR is just waiting for a response. Then an email will be sent advertising the event.

MR is waiting for Ian to get back to him with a date for training using the AV equipment. MR thinks that perhaps film night could be started there, and it should now be thought how that area can be utilised separately from the bar. He points out that the committee will need to find out who holds the key to the equipment, as a cupboard needs to be accessed.

MR played around with the section that can be closed off, by closing off different parts of the wall whilst playing BBC iPlayer. He notes that when the bar is busy, the whole wall will have to be closed off to hear what is being played. However, when all are closed it seems perfectly fine. MR suggests that another speaker be put in

the back of the room, but JG points out that College are unlikely to do this as they have already spent around £30,000 on AV equipment.

TAB states that the pub quiz was relatively successful, despite the mic being slightly quiet. The music round had to be played in the small area as that was the only way that they could get it to play through speakers.

TAB asks if MR can request that Sandhita (Press Secretary) posts the newsletter in the college group.

The Ustinovian now has a team of editors. They will be trying to get a couple of physical prints out this academic year (hopefully three), with one before Christmas. The editors get a stipend from College, but the Ustinovian has been split off from the media section of the GCP. About fifteen people turned up and were interested in it. MR calls for anyone who wants to advertise an event or get a story out to utilise this team. MR points out that Rebecca is the lead editor; JG mentions that this will unfortunately mean college have the final say on what gets put in the student run newspaper.

d. DSU [AH][Apologies]

This week, the University decided to raise accommodation fees by inflation, which AH points out is not good as the base price is already ridiculously high. Lots of students took part in an emergency protest at the Palatine Centre.

AH is going to the first DSU Assembly on Tuesday to vote for a load of assembly positions. A lot of members are not going as they are attending the colleges inter executive committee formal and are sending first-year proxies in their place. AH is going to mention that this means that in many ways this whole meeting is pointless if less than 50 % of the elected representatives turn up. Megan had a go at them at PresComm chat – they will have to leave the formal to come to the vote.

AH is going to run the University Challenge try-outs on Tuesday 31st October (this does not appear to conflict with any events on the Calendar). AH calls for this to be advertised via email – AS will do this as AH has already provided him with the text. At the moment only one person other than AB has shown an interest. AH would like a £20 budget to provide pizza for those who attend in an attempt to get more people to turn up. He will book a BOGOFF at Urban Oven based on the number of people who turn up. The committee approve of this budget (though it was not necessary as it is under £50). JG suggests that it should be better explained what University Challenge is, as a lot of people do not even realise that it is a TV show.

e. Facilities [XM]

XM and AB to go through treasurer drawer.

The drawer was looked through and cleared out by AB and XM. New receipt books are in that drawer.

XM sent out an email to call for volunteers for the Kids Halloween Party, and got 90 responses from people saying they will help. She has emailed the volunteers a plan

for the day, and booked Brian to take photos at the event. Brenda was also emailed to double check the plans for the event.

XM looked into the decorations for the kids' party. Helen recommended a lady selling candy who will apparently offer the GCR a good discount of £10 for four Haribo candies.

There is another lady who does body painting (she is a world champion winning body painter) who may be able to join the Kids Christmas Party. She would need to be reimbursed for the trip. XM clarifies that the person also does face paint, which is what she would be asked to do at the party.

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

The company is still fixing the TV. JG points out that when the TV was left with them months ago, the company said it was an easy fix. Yet, they have still not finished with it.

Trevor has said that nothing will happen at the moment regarding the gym – the opening date for it will be pushed back. He believes that nothing will happen until the end of October. Ian is back on the 25th of October; the state of the gym will be talked about with him then.

f. Finance [AB]

Figures from the treasurer:

Week start: £10,830.29

<i>Breakaway Pool (job 006437)</i>	<i>- £367.80</i>
<i>Breakaway Pool (job 006509)</i>	<i>-£30.00</i>
<i>Breakaway Pool (job 0066768)</i>	<i>-£354.00</i>
<i>Etienne Lisse (IW DJ)</i>	<i>-£135.00</i>
<i>Etienne Lisse (Leavers Party DJ)</i>	<i>-£135.00</i>

Carried forward: £9,808.49

All of the jobs that the pool table company charged the GCR for were indeed carried out over the last year and a half, and have now been paid (see minutes of 16/10 for discussion on this issue).

AB discussed the 16/17 cashbook with XM. As part of finishing the Treasurer handover, XM is completing the final update and completion of 16/17 cashbook (the year that she was treasurer). She is taking full responsibility of this.

Funding applications for Clubs and Societies have been received, and passed on to AB to be reviewed at the upcoming Finance Committee meeting. This will be held in the next two weeks. Many of the societies can no longer access their bank accounts due to signatories no longer being in Durham. TP is collating emails into a summary spreadsheet of the financial information of the Clubs and Societies.

Insurance documents were received for SU insurance (£828.84) and officer insurance (£1884.96) and forwarded to the President and Chair. These figures appear broadly consistent with the previous year. These figures do not need to be passed at a meeting since they are essential to operation. Barring any objection, AB shall reply and confirm these figures and arrange payment. There are no objections from the executive committee.

JG points out that we now have a list of assets and values for them, and asks if we should be insuring our assets now. He says that Tom, our ex-accountant, thought this should be done. This would be separate insurance to the above two mentioned. AB will look into this, and have a figure ready for the next trustees meeting.

AB is beginning to investigate options for online payments with the help of the new Assistant Treasurer, Ellen. AB is arranging a meeting with DSU to discuss feasibility and strengths/weaknesses of using the DSU payment system. AB points out that we know some of the problems of using their system, but it still might be easier for people who are new who have no experience in this (for example, when a new Treasurer is elected in the future). Independently, JG checked with other JCR/MCR presidents about card payments. Some of them use websites that people can book places for events through. The company takes a small cut, but it is outside the DSU and seems to work relatively well for other colleges. If AB would like to explore this as an option, JG will find out the name and pass it on.

AB is going to train Ellen up, and put her in charge of counting up the money in the pool tables and vending machine.

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.

Since the cost is the same, there should be no objections so the route will be extended.

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

Ongoing.

AB reiterates that if committee members want him to reimburse them for anything, a reimbursement form should be filled in and given to AB or left in the treasurer drawer.

g. Induction Officer [WG][Apologies]

WG is starting to work on an open day script/plan of some kind.

h. International Officer [JO]

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

The Beamish Trip is booked and social media is up. JO wrote a description of the trip to MR earlier.

JG asks if Lana Mattar, the resident tutor at Dryburn, has been asked about selling tickets to Dryburn residents. JO will do this. JO wants to also confirm with the bus company the price for a 53 seater for a day, as he and CW seem to have been given slightly conflicting information.

i. Livers Out [CW]

The trip to Comicon in Newcastle was a success. Nine people turned up, including four executive committee members. CW extends a big thanks to TAB and MR for helping out on the day.

Lumiere tickets are now all sold out. CW is looking into organising a group to go and see it, and will bring it up at the Social Committee meeting this week.

CW is thinking about setting up a semi-regular Livers Out coffee morning/meetup. The idea is that on Saturdays between around 10:00 and 12:00 there will be people meeting in town from Ustinov, and anyone is welcome to stop past and say hello. CW points out that it is not meant to be something particularly formal. TP asks if this will be for livers out only, but CW says that of course whilst it is aimed at livers out, people who live in college will be welcome too. TAB says that there used to be a monthly meet up at the Slug & Lettuce which seemed to be successful, so hopefully this idea will work.

j. Social Secretary [NQ]

The Diwali Party happened, and seemed to be a success. The Halloween party shall be held this Friday, and there is a Social Committee meeting this Thursday, with the Bonfire formal and after party being held the Friday after (03/11).

JG asks if the porter disappeared during the party again. NQ says that they did, though only for around twenty to twenty-five minutes. It is noted that the presence of the porters seems to have gotten quite a bit worse over the last month. JG will bring this up independently with College.

Etienne has a gig in Newcastle until about 11pm on 03/11, so another DJ may have to be found for that night. JG points out that we have had playlists before at parties, and they have been a success. TAB says there is a university DJ Society, so there might be someone interested in taking on the gig. NQ notes that a lot of people were not happy that they could not make requests when a playlist was being used.

TAB asks if the committee are happy just having two people on office hours at each site for tickets sales. JG believe that we will manage with that, but says that if there is anyone who wants to drop by to help out then it would be greatly appreciated.

The minibus/shuttle bus for going between SP and HF is still to be booked for the Halloween Party, but does not need to be included in the budget as the transition fund will cover it, not the GCR budget. NQ will speak to WG about booking the minibus, and then book one.

Sam Jackson is interested in having the choir perform at the Christmas formal. NQ to talk to him, and mention this to the Formal Secretary.

k. Steering [TAB]

The first general committee meeting of the year was held successfully despite a power cut happening in the middle of it. Almost all the new committee members attended. An office hours induction was carried out after this meeting, and again was attended by most of the new members. Remaining people, other than one, will be inducted on Thursday.

The new office hours rota will be drawn up imminently. People on office hours for formal ticket sales tomorrow have been sorted out.

i. University/College [JG]

XM attended the Presidents Committee meeting. The DSU is going to help set up a central forum for organising Inter-MCR formals so that we can set up an event through their website and students can make online payments to the DSU. They will transfer money to each college after the fact.

XM says Amr has volunteered to help walk people down from Howlands in the Uppsala delegation. JO and MR will be attending the workshop.

JG had afternoon tea with the VC and Owen Adams. A lot of words were said but very little action was taken. They accept that fees are expensive and are looking at differential pricing and bursary structures (something Megan's pushing). JG points out it seems quite a strange system – it is possible that if a household's income increases by say £500, then the bursary value can drop by £2,000 due to the stepped system that is currently in place.

Owen apologised for the situation with the GCR levy and said it was a good idea implemented poorly. It will be improved in future years. Other things regarding catering were discussed.

JG chatted with them about pay for demonstrating, talked about some standardisation and had a look at the rates of teaching in different places. JG expressed discontent with facilities at Sheraton and Owen Adams talked promisingly about the Observatory. The Council are coming for lunch at Sheraton Park – it turns out JG is not invited to this lunch.

JG suggested to them that research PhD students should be considered a separate class from students when applying for residential parking permits. They said that they will look into this.

JG will be talking to Ian when he gets back about a number of issues.

m. Welfare [JS] [Apologies]

JS to go through the Welfare Officer drawer.

Ongoing.

JS has been in touch with the Student Support and Welfare Office to organise an alcohol awareness roadshow. He has booked a tentative date for the event on 16th November, as was he told it gets booked up quite quickly. JS has also enquired about other dates available in December or February as he thinks it would be beneficial to have a roadshow at both Howlands and Sheraton (not so much Keenan).

DSU have been in touch regarding first Welfare, Equality and Diversity Committee meeting of the year – looks likely to be Wednesday 1st November (based on a doodle poll).

JS needs to sort out welfare email – a fair few people have been getting in touch on Facebook but he would like to get the email up and running.

JS has emailed a few more dog shelters in the area to enquire about January puppy event, and is awaiting replies. He has also started planning a welfare brunch for December, before Christmas and exam period regarding dealing with stress.

The welfare board still needs to be dealt with.

JG got an email a couple of hours ago about workshops on unconscious bias for student leaders. He says this might be interesting, and could be useful, so calls for committee members to let him know if they want to go.

6. AOB

a. Committee Board [TAB]

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

To be done.

b. Bank Run [AB]

AB is sorting out a count of the pool table and vending machine cash ASAP. He asks if a committee member would be able to deposit the money with Ellen at some point this week/early next week as he is unavailable during the day. AB calls for a committee member with a car, or someone with a friend who has a car, to help out if at all possible.

c. Committee Sweet Treats [MR]

Sweet treats were brought, and thoroughly enjoyed by the committee.

d. Formal Tickets [JG]

JG reminds everyone that committee members can put themselves and a guest down before formal tickets go on sale. The non-executive committee members will be reminded of this. TP will create two spreadsheets of 100 available tickets; one for SP and one for HF.

Alastair Stewart

GCR Secretary

23/10/2017