

# Ustinov College GCR Exec Meeting

## Minutes



### Action Points from 06/11:

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

*AB to buy an HDMI cable for SP.*

*AB to organise a Finance Committee meeting (e.g. to discuss money for societies).*

*AB to bring sweet treats for next week.*

*JG to submit his debit card and internet banking applications.*

*JO to chase up payment of the Dryburn tickets.*

*MR to sort out the new external hard drive.*

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

*MR to make an events for the Christmas formal, the Edinburgh trip and the pantomime.*

*MR to send an email out about gym inductions at SP.*

*MR to remind Sandhita to call for Newsletter items before posting it.*

*NQ to book in the bar opening event at SP for the 17/11.*

*NQ to liaise with Sam about what the choir want to do at the Christmas formal.*

*TAB to talk to Alex P about movie nights at Sheraton Park.*

*TAB to sort out the committee board.*

*VU to look into fixing the Sky+ box.*

*VU to sort out extra bar staff for the first big event at Sheraton Park (the bar opening).*

*WG to talk to the Steering Committee about his future.*

*XM to order the furniture for the GCR office at SP.*

*XM to draft an email about stash, and forward it to be sent on to UV-info.*

*XM to send out an email about the stash that has bene left, saying people have until a certain date to pick it up.*

*XM to look into the issue with the photocopier.*

*XM to look into buying another TV for Dryburn.*

### 18:30pm, 06/11/17

**1. Apologies:** JS, JO

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

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

Minutes from 30/10: passed on the general aye.

**3. Matters arising from previous minutes.**

No matters arising from the previous minutes.

**4. Agenda Items:**

**a. Office Budget [AB]**

XM to finish the office furniture budget, and order the items after AB final approval. XM proposed the budget below to AB, who approved the go ahead for it to be put to the Executive Committee.

**Motion:** To pass a budget for £405 in order to furnish the office at SP. This will be in addition to the £275 that was passed on 23/10. The breakdown is as follows:

Office Desk	£150
Office Chair x2	£120
Book Case	£35
Drawers x2	£100
<b>Total</b>	<b>£405</b>

**Questions:**

*Will these things fit in the office?*

The largest thing is from Ikea, so it will fit in the door as it will be flat packed. AB has checked the dimensions and says it will be fine.

*Is the desk big enough to allow two people to work at it?*

Yes it is.

**Vote:** Unanimous for. XM to buy the furniture given the passing of this budget.

**b. Licencing [AB]**

As was mentioned in last week's meeting, AB believes to the best of his knowledge that college is liable for the licenses. He says that it is not a trivial amount of work to assess the documentation for each one, and thinks this should be college's job, but states that helping them out as much as possible is necessary.

**Public Video Screening License (PVSL):** This is due in April and runs from May 1st - April 30th. The GCR have paid Filmbank for the license for Howlands this year (£298.00) already. Venues must also have a premises license in conjunction with this to show films (which we do through the bar). Films shown must only include those on the list of eligible titles - this explicitly excludes some notable films such as "The Force Awakens", "Batman Begins", "Jurassic Park" etc. This should be communicated to the Video Master ASAP. Furthermore, under this license, film showings must be "ad-hoc and unplanned". Single title licenses for individual planned film showings are available, but are expensive at over £80 per showing. The current Filmbank account is tied to the President's email. To the understanding of AB, PVSL is the recommended licence for film clubs, and there is a searchable list of movies that are covered by it.

**Public Performance License (PPL):** This is for recorded music; the money goes to record companies and performers.

For music in bars, restaurants and pubs, the fee is size dependent - charge excluding VAT starts at £133.12 for 400 square metres of 'audible area' and increases by £16.64 for each additional 50 square metres. Therefore, the total is going to be around £200.

For 'Specially Featured Entertainment' - fees are per event, based on the number of hours the performance goes on for; for example, a 5h event with around 250 people present would cost approx. £50 (excluding VAT) each time. This does include for example Etienne's DJ sets. NQ asks if there are songs that are not included on the list; to AB's knowledge there should not be excluded songs.

Also, charges apply for use of music in quizzes, at £4.04 (excluding VAT) for each quiz.

**Performing Rights Society Licence (PRS for Music):** This is basically for performing music such as use of a DJ or at Ustinov Live. Unfortunately, most of these require consultation with PRS to find out the correct tariffs. Fees are 50% higher if is applied for after music has been played without one at the venue.

For live music nights, PRS licenses must be obtained - they seem to want set lists for 'accurate tariffs', so AB doesn't know if there's a regular one that could also be purchased for this.

It also seems the GCR needs a "playing music at work" style license for the bar, in conjunction with the PPL - this covers songwriters etc. for the same content as the PPL. AB has not been able to get nice numbers for this licence.

As far as JG is aware, we've only played the 'playing music at work' in the past – JG points out that Joe F (Tech Officer) doesn't know what people are going to play at Ustinov Live until they start playing.

**Note:** The discussion on why licencing is an issue was discussed last week, see minutes for (30/10).

AB has given the links to all of the licensing on the exec page. It seems that as far as the 'ad hoc' rule goes, we follow that as we do not know what film is going to be shown until that night. The Film Night group shall be made private, and AB asks if Alex P (Video Master) will check the list of allowed movies before showing them.

JG points out that he is not sure how this would apply to the GCP. When the GCR are showing a film generally people are talking and socialising, but with the GCP people sit and specifically watch the film.

TAB points out that Ustinov will not be around Fisher House for the duration of the licence when it is renewed next year. JG says that the money will have to be reclaimed from John Snow and Stephenson Colleges.

TAB also points out that DJs to some extent are meant to respond to requests, so they cannot possibly give a set list. AB says they want an accurate list 'to try and see if they can reduce the price'; otherwise they will charge the generic price.

The concern is that if the GCR do not organise the licensing payments, College will refuse to do it since they do not hold events, which in turn means the GCR will not be able to hold movie nights, Ustinov Live, or play music in the bar, etc.

XM says she is quite sure that she paid for the PRS licence, but AB says he cannot find a record of it. AB states that he does not have time to pursue this further over

the next couple of weeks, but is concerned about the situation. He in particular does not want to phone the PRS licensing and negotiate on behalf of College when it is College that is liable, not him.

JG says that to proceed, AB should organise a meeting with Ian and Sarah about this, and discuss with them what has been paid already and what needs done.

(Update from later in the meeting)

It seems that the PRS licence has been paid, covering ten live music events for about 250 people, twelve disco events to capacity of 250, two karaoke events, forty cinema/video showings. This lasts from 15<sup>th</sup> April this year to 14<sup>th</sup> April next year. It seem that PPL has also been paid for.

AB to contact College about this issue and discuss his findings with them.

**c. The Role of Induction Officer [WG]**

*WG to consider what he will submit as an amendment to the SOs to give the role of Induction Officer some more meaning after IW has happened.*

This was brought up at last week's meeting. WG suggested having something to do with open days a while ago, but again points out that he would not be doing too much. WG questions if IO should be on the executive committee meeting after Induction Week. From this, the suggestion of having a new tier of committee position, a 'temporary executive committee' position is put forward. This would affect Induction Officer, and Ball Secretary.

WG to talk to the Steering Committee (i.e. TAB) about this, and come up with an amendment to the SOs before the General Meeting held this Wednesday.

**d. Pantomime [CW]**

The date is November 26<sup>th</sup>, and there are seats available in a block. CW highly doubts that 54 people will sign up, so a budget should not be required to be passed at the GM, though she would like the opinion of the rest of the committee.

Unfortunately, the only day that is not lunch time on a weekday is the evening of the Edinburgh trip. CW asks if buses should be organised to take people to the Gala Theatre; the committee agrees there should not be a need for this.

TAB refers back to the Rogue One trip, when people asked for a refund or did not turn up when they found out they had to pay for the ticket. He says that advertising the concept of a pantomime might be a good idea; addressing it as a British tradition may encourage students to attend.

CW will look into this more, knowing that a budget will not need to be passed at the General Meeting on Wednesday.

**e. Moving Executive Committee Meeting [TAB]**

There is a proposal to hold the Executive Committee Meeting on a different night next week owing to the accommodation fees campaign group meeting on Monday. JG, AH and JS are planning on going. The decision is that since TAB is not going to be attending it, he will be able to run the meeting as usual. The meeting will be held at the usual time next week.

**f. Sheraton Park Gym [XM]**

Gym inductions will be happening tomorrow for committee members at the SP gym. XM calls for as many people as possible to attend. The gym swipe system will not be working for some time. Ian and XM believe that it will be fine to have the gym open for free during this time, to give people a taste of the gym. Given that there are students living upstairs, the gym will have an opening time of 08:00 to 22:00

JG points out that people absolutely cannot use the gym without being inducted. He says a sign should be put on the door saying that in order to use the gym, students must have paid for a membership and be inducted to the gym. Every so often, whoever is on office hours should check if everyone in the gym at that time has been inducted. If they have not, they should be asked to leave.

**g. Pizza Budget for the GM [TAB]**

AB says that around £150 was spent at the last meeting on pizza, so perhaps the budget should be the same this time. The committee is in general agreement with this.

**Motion:** *To pass up to £150 to be spent on pizza for the General Meeting on Wednesday.*

**Questions:** There were no questions.

**Vote:** Vote passes unanimously.

**5. Officer Reports:**

**a. Bar Steward [VU]**

*VU to look into fixing the Sky+ box.*  
This will be looked into this week.

*VU to sign up bar staff for the pub quizzes held in the SP bar and for the first big event there (17/11).*

Additional bar staff have been assigned for all the pub quizzes at Sheraton Park. VU is still awaiting the final decision on extra staff required for the grand opening party at Sheraton. Worst comes to worst VU will jump in – Sarah suggested closing HF bar to get the staff, but VU is not happy with this so will jump in if necessary.

The Bonfire Night Formal went well, even though it was a relatively quiet night for the bar.

Interviews for the new bar staff were held and 8 new staff were added. Their induction and training should commence soon. 60 applicants applied, 22 applicants were interviewed, 22, and from that 8 were picked. Some of the recruits will be TLs very soon as they are very experienced. They will be trained by the end of the month.

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

*TP to check through financial reports from clubs, and organise the information for AB. This was put on the Google Drive and given to AB.*

*TP to sort out gym memberships (i.e. send names off to CIS).*

TP sent off as many names as he could find who have done gym inductions to CIS. They got back to him saying all of those students should now have access. TP calls for anyone who has some names left from inductions to give them to him.

**c. Communications [MR]**

*MR to advertise the Bonfire Night event at Framwellgate School by email.*

This was done.

MR to make an event for the pantomime. MR will send an email to UV-info about gym inductions at SP, which will be held from 6pm on Wednesday. MR to remind Sandhita to call for Newsletter items before posting it.

MR to make an event for the Christmas formal.

*MR to sort out the new external hard drive.*

MR asked for it to be returned to Amazon, but he has not had a response yet.

AB suggests that people who were put on the reserves list for Beamish should get first priority on the Edinburgh trip. The committee agrees that this is a good idea.

CW asks for her coffee event at Esquire on Saturday to be put in the update that MR will send out. TP also points out that the pool and darts leagues have not had their game results posted in the newsletter.

**d. DSU [AH]**

AH held the university challenge trials. The team was selected and submitted. Half the original team dropped out the morning of the trials, but now there are teams for the 11<sup>th</sup> and 18<sup>th</sup>. AH had six people email him about the event after the fact, despite a number of emails having been sent about it.

AH messaged Sabrina highlighting key bits of information from the welfare survey.

There will be a committee on accommodation fees that AH will attend.

**e. Facilities [XM]**

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

XM has tried to contact Sam multiple times, but they have been unavailable each time. XM will continue to try and contact the company.

XM says there is still old stash in the office, which historically has been sold for £5 if no one collects it. JG points out that was for stash that was unnamed. XM to send

out an email giving a final date for people to collect their stash – if it is not collected by then it will be sold.

*XM to get a list of regular music room users from Sheila and check if they are GCR members.*

Sheila has given the names of the regular users, but cannot find the membership list to check if they are members or not. JG checked the list; only one regular person decided to opt out of the GCR levy. XM will tell Sheila that if this person has not paid the GCR levy, then they should not be allowed to book the music room.

*XM to send AB all of the information about costs for the kids' party.*

This information was given to AB.

*XM to look into the issue with the photocopier.*

Now that the printer is a CIS printer, it requires an account and credit to use for printing and photocopying. XM to look in to setting up a GCR account with CIS so the printer can be used.

*JG to discuss what should be done about the Dryburn TV with XM.*

The TV from Dryburn could not be fixed. The part they need has stopped being produced so they can either return the TV or dispose of the TV for us. The GCR will get the money back from them. XM to look into buying another TV for Dryburn, however the committee agrees that if it is broken again very quickly due to mistreatment (as the last one was), another TV will not be bought.

XM cleaned the GCR office, and calls for committee members to help clear the rubbish.

**f. Finance [AB]**

Figures from the treasurer:

***Week start: £6,402.94***

<i>Adobe Creative</i>	<i>- £25.28</i>
<i>Colors Taxis (Bonfire Formal)</i>	<i>-£240.00</i>
<i>Lees Coaches (Bonfire Night)</i>	<i>-£200.00</i>
<i>Lees Coaches (Beamish Trip)</i>	<i>-£250.00</i>

***Carried forward: £5,687.66***

If the figure gets low, AB will transfer some money over from the savings account until the GCR levy money is put into the account.

On Thursday or Friday, there were people going to the GCR office requesting Beamish trip tickets but they were not able to get any. One member of the GCR committee put down a reserve list after the Dryburn issue (not being able to get in contact with Lana). The list was written on a bit of paper, so other committee members did not see this. Some people who were at the top of the list therefore

did not get their ticket. AB reminds the committee not to write down a reserves list on paper – put it on the Google Drive.

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

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

*JG to submit his debit card and internet banking applications.*  
Still to be done.

A Finance Comm meeting will be arranged now that the information has been sent from TP to AB regarding clubs and societies.

**g. Induction Officer [WG]**

No updates.

**h. International Officer [JO][Apologies]**

*JO to contact Lana Mattar again about selling tickets for the Beamish trip at Dryburn.*  
A couple of tickets were sold to residents of the Dryburn site. The Beamish trip was a success, and worth putting on. A number of students stated that they would like to go back at Christmas.

There was one minor issue. JO was telling everyone to get the £14 ticket, which gets the students a year pass. However, Ray the mentor was saying to get the group rate ticket, which does not give entry for a year. Some people were not happy about this, but JO apologised for the mix up.

XM says that Lana holds a Zumba class, a yoga class, two movie nights, and organised a Halloween party on Halloween. XM to find out whether she is willing to do ticket sales in the future or not.

AB asks JO to chase up payment of the Dryburn tickets.

**i. Livers Out [CW]**

*CW to book the coach for the Bonfire trip.*

The bus was booked and the trip went well. It looks like thirteen livers out signed up for the bus. CW would like to thank AB for his help. It was a good fireworks display, and well attended.

Some people seemed to sign up then not attend. CW had a message from someone saying they appreciated the bus being put on even though they were not there.

The new weekly livers out meet up in town that began this past weekend was quiet, but CW is hoping more people will be able to attend next week.

CW attended a meeting about living in college, which turned out to be specifically aimed at undergraduates. There will be a postgraduate aimed meeting in February. AH says there is no talk for postgrads – he says last year this was the talk that he organised.

**j. Social Secretary [NQ]**

*NQ to buy decorations for the Bonfire Formal ASAP, given the budget that was passed on 30/10.*

*NQ to contact the DJ Society about the formal on 03/11.*

*NQ to book the minibus for going between SP and HF on Bonfire Formal night ASAP.*

These were completed and the event was a success. NQ was upset with the serving staff. When they were setting up the centre pieces, they came in and put napkins in glasses, which made the centre pieces less impressive. Amr was the 'DJ' for about an hour, and asks for a formal thank you from Peter the Platypuss. He had Youtube on his phone and was typing in requests from people.

*NQ to book in the bar opening event at SP for the 17/11.*

NQ doesn't know how to book the event formally. NQ and JG to do this after the GCR meeting. JG says that it might be a good idea to run a bus from HF. He has warned the residents about the party.

NQ asks if there were any complaints from the last buses. AB says there were at the beginning, as it seemed to take a while for the driver to get up and running. Several people have complained about the wait at the start of the buses, from multiple different events. NQ says that next time he will organise for a committee member to be at the front of HF and SP in order to tell the bus driver exactly what is wanted for the evening. NQ will also define exactly where the buses should park at both sites. CW asks if a bus trip or two later in the evening could go to North Road and Gilesgate. JG suggests there could be two set times that it goes there, for example at 23:00 and 02:30.

A Social Committee meeting will be held this week; they will meet every two weeks.

NQ to contact Sam about the choir singing at the Christmas formal, and find out what they would like for doing this.

**k. Steering [TAB]**

*TAB to sort out the booking of the next GM.*

There will be a General Meeting on Wednesday at 19:00 in the Sheraton Park bar/café. The deadline for any motions, such as standing orders amendments, is Tuesday at 23:00. There are currently several candidates running for positions. TAB extends a reminder that exec officers need to attend and give a short report on what they have been doing, or send apologies to AS.

AB to buy an HDMI cable for SP.

TAB calls for some help to set up on the day of the GM.

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

JG got a reply back from Quentin Sloper saying Durham School and the archery and tennis club were still interested in starting from 17/18 thus avoiding problems with MC delay. The discussions will begin in the new year.

SPRA meeting led to not much new (despite being two and a half hours long). The GCP office can now be used as drop-in by GCR for smaller meetings (it's too small for say an exec meeting, but subcommittees could use it)

JG will discuss format of college honours and make it clear that people should not be "running" for the awards. Indeed, the format of the awards should change. He has asked for David Arkless to at least not be allowed to speak, even if Glenn still accepts his money. He has suggested a lot of amendments to Sarah; XM and JG will meet with her to discuss the formal.

JG will be meeting with SCA people as he could not make the meeting this week.

Uppsala visit happened and was fine as far as JG knows.

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

JS emailed Brenda regarding hiring more mentors, including contacting SPRA members. Rebecca responded saying it may be possible but they need to check the financial situation and whether they can afford the mentor stipend for new mentors. She told JS Brenda would get back to him with more information this week.

*JS to organise an anonymous poll for SP residents regarding feeling isolated.*

JS set up the Sheraton Park welfare survey to get feedback from students living there. Turns out the majority had complaints of some form. Since sending out the survey, JS has had a number of emails from students regarding welfare/facilities issues, including a broken toilet, lack of hot water after 23:00 and about a lack of fridge space. JG raised some of the issues brought up by the survey at the University Council lunch.

*JS to replace the first aid kit in the GCR office.*

First aid kit for GCR office has been ordered.

Welfare hours were run by JS at Howlands on Thursday and he has made a welfare hours rota for himself and the other welfare reps for the rest of term (hopefully to be amended to include an LGBT+ rep after the GM).

JS is going to just buy some tins (similar to ones at Howlands) for condoms, lube and feminine hygiene products – he plans to put these in the Sheraton Park toilets nearest the bar. This is a priority for this week. Exec is fine with this.

DSU had a Welfare, Equality and Diversity Committee meeting – JS did not attend as he wasn't told (an email was sent to vote when he was available; he filled this out, then never received an email confirming when the meeting would be). JS has emailed Rosa to find out what happened there, and states he was slightly irritated by the situation.

**6. AOB**

**a. Committee Board [TAB]**

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

**b. Committee Sweet Treats [CW]**

Sweet treats were brought and enjoyed. AB to do this for next week.

Alastair Stewart

GCR Secretary

06/11/2017