

# Ustinov College GCR Exec Meeting

## Minutes



### Action Points from 13/11:

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

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

*AS to make the Google Form for online Christmas formal ticket sign-ups.*

*AS to advertise the change in Christmas formal ticket sign-ups by email and Facebook, and XM to advertise by WeChat.*

*CW to book Pantomime tickets after the passing of the budget on 13/11.*

*CW to send MR a draft email advertising the pantomime.*

*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.*

*NQ to organise the SP bar opening party (e.g. book the minibus, book the DJ etc.) after the passing of the budget on 13/11.*

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

*TAB to organise poll for Christmas committee social.*

*TAB to sort out the committee board.*

*TP to prepare a budget for equipment and supplies missing in the SP gym, and talk to College about whether they will pay for any of it.*

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

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

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

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

*XM to organise a budget for a new TV for Dryburn.*

**18:30pm, 13/11/17**

**1. Apologies:** AH, JG, JS, XM, TP

**Present:** TAB, AS, AB, NQ, CW, VU, JO, MR

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

Minutes from 06/11: approved on the general aye.

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

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

Due to the passing of an amendment to the Standing Orders during the General Meeting on 08/11, the Induction Officer will no longer be giving a report at Executive Committee meetings until a couple of months before the next Induction Week.

**4. Agenda Items:**

**a. Christmas Formal Ticket Sales [CW/AB]**

There are two suggestions for how tickets sales for the Christmas formal could be done such that livers out are less biased against (amongst other benefits).

**i. Livers Out Tickets [CW]**

CW would like a proportion of tickets sales for formals to be allocated to livers out, to counteract the bias towards livers in when doing in-person ticket sales.

CW suggests around 20 tickets to be put aside. This would be for all formals up until the time that an online system is put forward. That would be 20% of the total ticket sales.

**ii. Google Forms for Ticket Sales [AB]**

AB suggests the possibility of using Google Forms for people to sign up to the formals. They will have to pay the money within two days, or else their ticket will be freed up. This would mean people can reserve spots before paying. The system would be for all students; livers out and livers in. Overall it would perhaps be a fairer system for everyone. A special number of tickets would not have to be reserved for Howlands/Sheraton/livers out. Everyone would have the same chance to reserve a ticket.

AB points out that at Aidan's College people could email first and then pay; he is keen on something like that being introduced at Ustinov.

The decision is to try the Google Form – AS to set this up. CW says that if this can happen by the Thursday ticket sales then she is happy to do this rather than her suggestion above. The form will be advertised by Facebook, email and WeChat. NQ points out that if the form is posted in the afternoon, then that may be unfair to PhD students. The form will be posted at 12pm on Thursday on Facebook and sent through email, in the hopes of catching people on their lunch break.

Committee members will be able to reserve their tickets before everyone else; the form will be posted first to the committee Facebook group. AB asks that the same payment rules apply to committee members – the must pay by the same deadline,

or their tickets will be put on sale. The decision is to give everyone until the end of office hours on Saturday to pay for their reserved ticket.

The committee notes that there may be complaints from people used to another way of getting their tickets, but NQ hopes that if they are given enough warning then it will hopefully be ok. This method will also make office hours lighter on the day of reservation.

It is noted that perhaps group making will not be quite as clear – people may end up not sitting next to the people they want to. AB says that at Aidan's, people could put down provisional groups then have them changed by emailing a request. Students will be allowed to do that for this formal.

Final recap: The Google Form will be made by AS and communicated to Ustinov students on Thursday at 12:00. Everyone who reserves tickets will have until the 20:00 on Saturday to pay for their ticket. Anyone who has not paid will no longer have their tickets reserved; these will then be sold during office hours from Sunday.

CW will talk to AB about talking a cash box to her coffee morning on Saturday in order to accept payments.

**b. Pantomime Budget [CW]**

**Motion:** *To pass up to £200 in order to buy 22 tickets to the pantomime, with the option to buy more if sales go well. These tickets will be sold during Saturday morning coffee, and then during office hours.*

**Questions:**

*When do these all need to be bought for?*

CW says they will need to be bought soon, or we risk not being able to buy seats together.

AB is concerned about pushing the formal, the Edinburgh trip and the pantomime at the same. He says historically that when events like the pantomime have been held, they have had poor uptake. It seems ok to arrange a group of people to go, but questions from a risk perspective why the upfront cost should be put forward.

AB says his personal preference would be to have a call for people to sign up to the event, have them pay as soon as possible and then buy the tickets.

CW states that she is worried that the tickets will sell out or at least the groups of tickets that would allow people to sit together will sell out. TAB points out that the Rogue One trip only sold around fifteen tickets.

NQ suggests dropping the number to eleven, with the option of buying more if they sell out. The committee agrees that this is probably a good idea. That would be £100, but the £200 will be passed in case the first eleven tickets sell out quickly. AB states he is happy with this conclusion.

**Vote:** Unanimous for. CW to look in to buying the pantomime tickets.

**c. Buses for SP Bar Opening Party [NQ]**

Colors will cost £40 per hour. NQ asks when the committee would like the buses to be running from and to. He suggests doing a couple of hours at the beginning of the party and a couple at the end, say from 21:00-23:00 and then from 00:00 to 02:00. This would cost £160.

The DJ will be £135 and will also need to be booked. NQ willing to look in to the second bar, but is unsure what the situation is with it. He will talk to JG about it. VU is unsure that our bar staff should be working behind the external bar.

VU points out that he is concerned alcohol will be brought in from outside. NQ asks if it is just the bar that people cannot bring their own alcohol to, but MR points out that technically that during the bar hours people are not allowed to bring alcohol even in to their own kitchens.

**Motion:** *To pass a budget of up to £135 for a DJ for the SP Welcome Party.*

**Questions:**

*Do we know where we stand with licences with college?*

MR says that it is on college; we have done everything we possibly can about this situation.

**Vote:** Unanimous for. NQ to book the DJ and the bus.

**d. Dryburn TV [XM] [Apologies]**

The TV was around 42 inches, according to Joe (Tech Officer). A wall bracket and protector will also have to be bought to protect it from children kicking footballs around. This is how the last one got broken. This may make the cost over £500. However, a smaller TV could be bought, so XM suggests a budget of under £500 for the TV.

There is currently no budget for this; XM will look to making one for next week.

AB asks for XM to make sure that she has a budget and quote. AS notes that he does not think it will be necessary to go over £500 even in keeping the size of the TV the same it was before.

**e. Christmas Committee Social [TAB]**

Everyone present agrees that it is a good idea. TAB will post on the committee page to find out ideas/when the committee are available. Historically this outing has involved going for a meal and then out to a bar.

**5. Officer Reports:**

**a. Bar Steward [VU]**

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

This is still being looked in to. VU to talk to Ian asap.

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

The party will have enough staff now; thanks to VU and JO for volunteering to cover the shifts.

Both bars still exist!

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

TP will be looking into missing equipment and supplies that are needed for the SP gym, with the intention of preparing a budget for next week.

If anyone has any suggestions or hears any suggestions, pass them on to TP. MR warns that this might go above £500 if the GCR are really going to kit out everything. Dumbbells themselves are around £200. TAB points out that the next GM will be after the Christmas holidays.

AB asks if the GCR should be paying for this at all. He notes we were promised a fully kitted gym. TP will bring this up with College, but MR notes that from what JG has said, as far as they are concerned they have spent enough money already on the gym.

AB states that it is researchable that this gym is in fact unfit for purpose, which would indicate that the promise of a fully kitted gym was broken.

TP will look into this further.

**c. Communications [MR]**

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

The company have been contacted to return the extended hard drive that has gone missing. MR is waiting until this one has been dealt with before buying another.

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

Events have been made for the Edinburgh trip and the Christmas Formal. MR found that emailing directly about events seemed to increase the uptake of people joining the Facebook event compared to just posting on Facebook. He notes that they should be advertised on WeChat.

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

The email was sent.

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

A call was put forward this week, so either Sandhita was reminded or she has now remembered this should be done.

Walter, the new webmaster, has contact MR already and seems keen to help.

XM will meet with the Deputy Social Secretary about letting her take charge of the WeChat group.

CW to send MR a draft email advertising the pantomime trip.

**d. DSU [AH] [Apologies]**

Ustinov University Challenge team won two rounds and lost two, but seem to be going through to the next stage as they had the highest cumulative score of the teams that won two out of four rounds.

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

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

Sam finally replied, saying the stash link should be ready by today; she will let XM know.

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

AB will now be ordering this. This is in hand.

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

To be emailed with the other stash email.

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

Ian forwarded the request about the printer to IT; XM is waiting for a response.

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

The TV company has refunded the GCR £149. (Also, see discussion under Agenda Items).

**f. Finance [AB]**

Figures from the treasurer:

**Week start: £5,687.66**

<i>Davison Taylor Photo (Halloween Kids)</i>	<i>- £126.00</i>
<i>Davison Taylor Photo (Bonfire Night Formal)</i>	<i>-£186.00</i>
<i>103350 (cheque for vending machine, last financial year.)</i>	<i>-£336.08</i>
<i>103351 (cheque for welcome packs)</i>	<i>-£113.43</i>
<i>Papa Johns</i>	<i>-£142.67</i>
<i>Netflix regular payment</i>	<i>-£7.49</i>
<i>Durham University College for Kids Halloween Party</i>	<i>+£200.00</i>
<i>Consumonics LTD Morden TV</i>	<i>+£149.00</i>
<i>Xiaoxiao Ma Kids Halloween Party</i>	<i>-£198.08</i>
<i>Alex Papadopoulos DVD</i>	<i>-£4.57</i>
<i>Thom Add-Bidd Pub Quiz Chocolates</i>	<i>-£12.00</i>
<i>Receipt Books</i>	<i>-£39.95</i>
<i>Two audio cables</i>	<i>-£9.80</i>
<i>Plastic box</i>	<i>-£6.40</i>

**Carried forward: £4,851.19**

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

*AB to buy an HDMI cable for SP.*

This has been purchased.

*AB to organise a Finance Committee meeting.*

A Finance Committee meeting has been organised for tomorrow. Everyone has said they can make it. The meeting will go through funding requests from sports and societies, and AB will present the accounts from last year, written up by XM. AB asks if TAB would prefer the amounts for societies to be passed as one lump sum, or individually. The decision is to pass them individually.

College Council will be held on the 4<sup>th</sup> December, where the accounts for 2016/2017 will be presented. AB is unsure why College Council get to see them before, for example, the trustees and the accountants. He has raised this with the chair of the trustees; JG is going to try and get the accounts distributed to the trustees before the meeting. Although, AB notes this does seem to be consistent with previous year.

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

Ongoing.

AB spent a long time on Saturday organising who owes what for formals. He says that it is almost getting to the point that the committee will not be allowed to reserve tickets.

CW found a really old receipt duplicate from last year. AB calls for the committee to make sure they do not use any of the used receipt books other than the current one on the desk.

**g. International Officer [JO]**

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

JO to send her another email. Lana seems to be happy to cooperate with ticket sales.

The Edinburgh ticket sheet will be created in time for tickets sales, starting today. JO is going to do ISO office hours next week.

**h. Livers Out [CW]**

Saturday morning livers out coffee went well, and Esquires seems like it is a good location. CW is working on trying to get more people involved. JG suggested asking Kirstyn and her house to go, and they might bring others so grow it that way. CW will be selling tickets there this Saturday.

**i. Social Secretary [NQ]**

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

Booked in.

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

NQ got an email from Sam about the choir but has not gotten back to him yet. AB says he has got all the information. The choir want to reserve some tickets, approximately fifteen. No discounts or anything will be given this year.

There will be a social committee meeting this week, which will include any new members who joined the committee this week. NQ is hoping that a lot of the planning for the rest of the events this term will be done during this meeting. Going to try and get the new committee members to be there.

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

No further, partly due to licence questions. This will be talked about after licencing has been sorted out.

**j. Steering [TAB]**

First general meeting at Sheraton Park took place with no major problems and a good turnout, though concerns remain about turnout from specifically Sheraton residents. Elections have been run, with ten candidates for nine positions. The following candidates were elected:

<i>Election Officer:</i>	<i>Kimberley Liu</i>
<i>LGBT+ Representative:</i>	<i>Ryan Ockenden</i>
<i>Ball Secretary:</i>	<i>Fernanda Oliva</i>
<i>DUCK Liaison Officer:</i>	<i>Coco Shi</i>
<i>Ecology Representative:</i>	<i>Sarah Williams (alongside Farah Samuel, our already elected Ecology Rep)</i>
<i>Howlands Representatives:</i>	<i>Vera Bieber, Mary Needham</i>
<i>Webmaster:</i>	<i>Walter Hong</i>
<i>Student Trustee:</i>	<i>Dela Attipoe</i>

The standing orders have been fully updated and the Google Drive folder containing them has been tidied up so it should now be much clearer what the current version is.

The Sheraton Park office is now regularly open owing to the gym opening.

TAB asks if a whole committee meeting should be had to introduce the new members. The decision is that TAB will just organise to meet them, and anybody who wants to come along can feel free.

TAB asks if the meetings should still be alternated between Howlands and Sheraton. There is general agreement that they should be.

**k. University/College [JG] [Apologies]**

JG attended lots of meetings with no real significant updates. PresComm was quite uneventful. Unconscious bias training was on this afternoon.

JG has been helping with the gym, and is still waiting to hear back from CIS regarding internet connections.

**l. Welfare [JS] [Apologies]**

There will be an alcohol awareness event this Thursday at Sheraton Park between 17.30 and 19.30. People can just pop along at any time to meet the trainers and grab some cool freebies and an advantage in the alcohol awareness pub quiz round this week. TAB to tell Sryonti it exists.

JS met with the Welfare Reps to plan more events and work on welfare board ideas. World AIDs day is coming up (1<sup>st</sup> December) so a campaign will be run to raise awareness about that.

JS met with a couple of mentors this week, who wanted to learn more about the welfare support for students and to know a bit more about the roles of other GCR members.

As of today, the GCR are supplying latex-free condoms for students too.

Brenda says there is no budget left for new mentors, but there are still a few spaces remaining – although these are not to be blanket advertised as she fears there will be more interest than capacity.

**6. AOB**

**a. Committee Board [TAB]**

*TAB to sort out the committee board (photos and new committee members).*  
Not done yet.

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

AB was busy.

Alastair Stewart

GCR Secretary

13/11/2017