

Ustinov College GCR Exec Meeting

Minutes



Action points from 20/11:

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

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

AB to organise buying the equipment for sports and societies after the passing of the budgets on 20/11.

CW to send MR a draft email advertising the pantomime.

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 look into getting a cabinet for the SP bar to be placed near the sound inputs.

NQ to prepare budgets for the Christmas Formal and the holiday decoration making event.

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

TAB to organise a poll for Christmas committee social.

TAB to sort out the committee board.

TAB to talk to Alex P about the decision on how to advertise film nights.

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.

VU to check with the bar staff/Hospitality about the Middle Eastern Night.

VU to talk to hospitality about putting a bar staff member on the door of SP during a party night to check student cards.

XM to look into the issue with the photocopier.

XM to talk to Ian about splitting the price of the television for Dryburn.

XM to order stash for the CW, NQ and the Welfare Committee.

18:30pm, 20/11/17

1. Apologies: JO, AB

Present: JG, TAB, XM, AS, TP, AH, MR, NQ, CW, JO, VU

2. Approval of minutes from last meeting.

Minutes from 13/11: approved on the general aye.

3. Matters arising from previous minutes.

4. Agenda Items:

a. Budgets for Society Funding [TP]

i. Gaming Society

Motion: *To pass a budget of £50 for this society to spend on high priority games, and an additional £100 if a plan for storage is agreed. The funding will go towards a selection of games, with the high priority ones being 'The Game' (£9.14) and 'Power Grid' (£35.21).*

Questions:

Where are they thinking of storing the games?

TP says possibly the community room; Ian will be asked.

Vote: Unanimous for.

ii. Football

Motion: *To pass a budget of £236.73 for this society to spend on the following things:*

1. Footballs x6	£89.34
2. Footballs x4	£70.62
3. Pink Football Tops x4	£48.05
4. Training Bibs x10	£15.87
5. Training Cones x50	£12.99.

The funding was approved by the finance committee to reimburse the money already spent by the Football team.

Questions: None.

Vote: Unanimous for.

iii. Darts

Motion: *To pass a budget of £3.60 for this society to spend on the following item:*

1. Blackboard Paint	£3.60
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Dartboards were requested but already purchased as part of GCR facilities.

Questions: None.

Vote: Unanimous for.

iv. Women's + Men's Basketball (request put in by women's team)

Motion: *To pass a budget of £300 for this society to spend on the following items:*

1. *Basketball Jerseys* £20 each

Originally £600 was asked for, but the Finance Committee decided to approve a reduced sum of £300.

Questions: None.

Vote: Unanimous for.

v. Hockey

Motion: *To pass a budget of £347 for this society to spend on the following items:*

1. *Goalkeeper Padded Shorts* £230
2. *Goalkeeper Kicker Straps* £25
3. *Training Bibs x10* £27
4. *Match Balls x6* £30
5. *Throat Guard* £35

The above amount was approved by the Finance Committee with the note that in future years more GCR members will be needed on the team to justify the funding. Most important things (most expensive things) are safety issues so should get it.

Questions: None.

Vote: Unanimous for.

vi. Frisbee

Motion: *To pass a budget of £95.19 for this society to spend on the following items:*

1. *Frisbees x6* £63.00
2. *Magnetic Whiteboard* £12.99
3. *Speed Ladder x2* £19.20

This funding was approved by the Finance Committee.

Questions: None.

Vote: Unanimous for.

vii. Cricket

Motion: *To pass a budget of £211.70 for this society to spend on the following items:*

1. *Indoor Balls x6* £23.70
2. *Gloves x1* £26.95
3. *Fabric Spray* £1.10
4. *Bat* £159.95

This funding was approved by the Finance Committee.

Questions: None.

Vote: Unanimous for.

viii. Choir

Motion: *To pass a budget of £25 for this society to spend on the following items:*

1. *International Carols Book* £13.99

The increased amount of funding was approved by Finance Committee in order to include costs to use the photocopier.

Questions:

Is the Choir a college run thing or a GCR society?

This is to be looked in to.

Vote: Unanimous for

Note – VU was not present for the above budget votes.

The equipment should now be ordered for the sports and societies.

b. Dryburn TV Budget

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

Motion: *To pass a budget of up to £399 for a fifty inch Hitachi television for Dryburn.*

Questions:

Joe previously purchased the television on Amazon, but XM looked on Ebay and found that it would be cheaper to purchase one from there. XM thinks Dryburn should be given a good TV, as that is one of the only things they have for day to day entertainment. They have another TV, but it does not allow Netflix and is very small.

XM asked Lana about the television situation. She said that they still have the old wall bracket which could be used. JG points out that the wall bracket will probably be for a specific size of television, but XM says that she looked at it and it should fit televisions between 40" and 50".

A screen protector will need to be bought. The last television was broken by children playing with a football in the common room. JG is worried that if another one is bought it will just get broken again; children should not be playing football in that room. He also points out that given the circumstances, College should be asked to split the price. XM will talk to Ian about this. It is decided that even if they do not split the price the GCR will pay for the new TV, but will specify that if it gets broken again by misconduct then another will not be bought.

Vote: Unanimous for (VU not present).

c. Children in Need [JG]

Motion: *To pass £132 to be donated to Children in Need, in order to match the amount raised at the coffee morning held earlier this week by College.*

Questions:

Are we allowed to give money as a charity to other charities?

TAB thinks a similar issue has come up in the past, and whilst he has no problem with the idea, he would like it to be checked that the GCR are allowed to donate to other charities.

Vote: Unanimous for, contingent on charity law/TAB checking on constitution.

d. A New Formal (Chinese New Year) [JG]

JG is suggesting adding in a Chinese New Year formal. Since formal tickets are selling out very quickly, it seems reasonable to try and hold more this year. It is not practical to hold a second Christmas formal due to time constraints, and for Burn's Night the piper and ceilidh were booked nearly a year in advance. Therefore as a compromise, JG suggests adding an extra formal; the Chinese New Year formal.

JG notes the trial menu for this looks awful, and he would like someone to look into this with hospitality if the suggestion is to pass. In terms of money, this would be the standard £500 budget to pass for formal subsidy and after party / decorations. This would also work within a larger day's event, with the GCP expressing interest.

VU suggests that the formal could be held the week after the Valentine's Day party, with it being held on the 9th February and the new formal being held on the 16th February.

JG suggests that XM and JO talk to Chinese students to find out what kind of after party would be appropriate for such a celebration. NQ notes that our Formal Secretary and Deputy Social Secretary are both Chinese.

Motion: *To pass a budget of up to £500 for a new formal – Chinese New Year.*

Questions:

Vote: There was no need to pass the budget now; this will be voted on at a later date, closer to the formal.

There is general agreement from the committee that holding an extra formal is a good idea. TAB asks if the formals were supposed to be booked in at the beginning of the year. JG says he has talked with Sarah and Ian who both agreed to it being held.

e. Movie Night Advertising [TAB]

See previous minutes for a discussion on the licencing issue (in particular, 06/11).

A final decision is to be made on how movie nights will be advertised, so that it can be communicated to Alex Papadopoulos (Video Master). TAB points out that from previous discussion it seems social media advertising is not permitted, but JG asks if emails would be ok. He points out that the mailing list UV-info only has members of Ustinov College on it.

AH points out that many people vote but then do not turn up to see the movie. He asks if the genre of movie can be advertised. TAB points out that AB said specific films are not allowed to be advertised, but there does not seem to be an issue with just the genre.

AH says the main thing is that it is not put on social media. TP asks if any of this affects, for example, showing sporting events on TV. JG says it does not; TV is covered by the BT licence.

The decision is to begin advertising movie night by email, and advertised a genre. TAB to talk to Alex about this.

TAB notes that Alex Papadopoulos will be leaving in January, but Amr seems keen to take on the organising of the movie nights.

f. Christmas Decoration Making [NQ]

NQ says the GCR will be holding an event on Tuesday 28th November to make Christmas decorations. The idea is to spend around £100 on materials for this (budget to be presented next week), and have people come and make paper snowflakes, and various other decorations. The people who make them will then help decorate Fisher House, and some of the decorations will be taken over to Sheraton Park. These can also be used as formal decorations, along with more lights and various other things. XM asks if the college order Christmas decorations; JG says that Christmas trees have already been ordered by them for Fisher House and Sheraton Park.

CW states that Amr wants to have an Middle Eastern night on the 6th December, with some decorations, music and food (VU to double check this with the bar staff/Hospitality). This will be held in Sheraton Park, therefore the Christmas decorations will be put up there after this event. So, both Christmas trees will be put up and Fisher House will be decorated first, then Sheraton Park will be decorated after the Egyptian Night.

MR states the UIF would like to get involved with the decoration making. NQ says this is a good idea, but JG asks that advertising is dealt with carefully as this is a GCR event not a UIF event.

JG recommends that mince pies be ordered for everyone, and points out there will be mulled wine available at the bar.

g. Stash for Non-exec [TAB]

XM checked a previous invoice, and believes the stash will cost around £18. The committee agrees that it would cost quite a lot of money for every member to get something, with CW and NQ also needing Executive Committee stash.

XM points out that maybe Welfare need it more than other committee members, and then others can buy something on their own if they want to. JS agrees and thinks his committee should get them for running welfare office hours. The committee agrees that Welfare should get stash. JG asks if Social Committee should too, but NQ thinks it is unnecessary.

It will be looked into getting Welfare Officers a different colour to normal Executive Committee tops. JG says the door should be left open to have a discussion on the wider committee getting stash, as it is a nice thing.

XM to look in to getting something cheaper for other committee members, for example a t-shirt, or look into perhaps changing company.

Motion: *To pass up to £90 in order to buy CW, NQ and the Welfare Committee stash.*

Questions: See discussion above.

Vote: Unanimous for. XM to order stash for CW, NQ and the Welfare Committee.

h. DVD Library [TAB]

TAB asks if the DVD library is restricted to GCR members only. JG says that the DVDs were bought with the money that we get from GCR members, so yes it should be. TAB requests that the DVD library be advertised more, and will be talking to Alex Papadopoulos about making people more aware of its existence.

i. Door Policy at Sheraton Park [TAB]

TAB asks what the GCR will be doing in the long term with regards to monitoring who enters the SP parties.

AH points out that all other colleges have someone checking people's IDs or campus cards as they enter the bar. JG asks who this is that does it, to which AH says it is usually the porter or the bar staff.

AH points out that at the SP party last week, a couple of people from other colleges tried to get in saying they had a friend in the party, but when asked to name the person they were not able to. A couple of them came back with the friend later to be signed in, while a couple of others did not. AH thinks the system worked quite well.

JG states that if every other college does this, then it is up to College to put a bar staff member on. VU to talk to hospitality about this.

Regarding the fire exit doors, JG has told Ian that they should have magnetic locks on. MR had to stop a number of people holding the doors open to talk to their friends in the courtyard. Various other committee members also tried to stop people leaving by those doors and were ignored. JG points out that this is not something that we should be dealing with; College should be dealing with this. He says that it is good the GCR looked after the doors for one night, but it is not fair on the committee to expect them to do it every time.

XM asks how much it would be for the magnetic locks. JG says Ian is not sure exactly how much they would be, but is sure it would cost more than £10,000 in total and is not willing to have them put on. XM asks if there is any chance transition funding can be used, but JG says unfortunately no.

It was pointed out that there were no complaints about noise, so maybe keeping the fire doors being closed is not such a big deal after all. It may be tested at the next party at SP whether it is necessary to have someone at the doors.

JG asks if any College staff members were there. VU says that Sarah was there but left at 20:00. That was all.

NQ also points out that there is a very bright light just outside the café/bar area which shines into the dance floor. JG suggests that blinds are needed.

This will be discussed again at a future meeting.

5. Officer Reports:

a. Bar Steward [VU]

VU to look into fixing the Sky+ box.

Still to look in to this.

The Sheraton Park party was a success when it came to the crowd, but was a nightmare for the bar staff. One, the PDQ machine was acting weird; post-midnight, the machine reset, and the bar was left with a deficit. However, on Saturday, the transactions that occurred post-midnight showed up, and the deficit was corrected. VU says a new PDQ machine is needed, which he will be reporting to hospitality.

The new machine resets at midnight, not when you press the button requesting it to. Jasmine and VU have emailed Hospitality and Ian complaining about this. JG says that Carol wants a wireless one, and asked Trudy when it would arrive but she did not know. JG will attend when Jasmine and VU debrief the SP party.

Secondly, one of the bar staff left with no prior warning at 23:00 because she said she had more important work to do. VU says they were already understaffed, and this left them with only 3 bar staff. He and Jasmine have already complained to hospitality and Ian about this, and VU is personally going to talk to Trudie about this. He will be recommending that this person not get any more shifts, as this is the fourth time that something similar to this has happened. VU also says another member of the bar staff would have taken the shift, so it was unfair of them.

TP asks if understaffing is going to continue, as it seems ridiculous that so many applications were received to work behind the bar but they still seem to be having staffing issues. VU says it should not happen, and there is no excuse for understaffing, yet Hospitality still manage to let it happen.

b. Clubs & Societies [TP]

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.

To be done. TP to budget this and ask Ian if College will pay half.

TP discussed women only gym times with JS. Plans have been put in place for them to be held on Tuesdays, and will be enforced by Welfare from 18:00-20:00. MR points out that there will be a lot of complaints about these times, as 18:00-20:00 is prime time when people are using the gym. JG asks if we should be worried about that, as it does not seem fair to put women only hours at unsociable hours. TP to

keep an eye on whether these hours are being used; if they are not, the hours will be moved to `worse' times.

The new Assistant Operations Manager has organised for frosting to be put on the gym windows.

c. Communications [MR]

MR to sort out the new external hard drive.

Ongoing.

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

The change was advertised on all the mentioned platforms.

MR attended the training for the SP AV system this morning, and saw how to do a couple of things that he had not tried before. He had conversation with Ian about the positioning of the bar tech, for example the inputs are badly placed if the bar staff want to plug in their phone to play music. Ian said he is happy to pay for some kind of cabinet to be placed by the inputs that can be locked so that the bar staff members do not have to worry about their phone being left out away from them. MR to look into getting this cabinet.

MR also found out how to cycle displays on the SP TV, so it can now be used to advertise events. TP asks if there is any way of individually controlling the volume of the speakers. JG says no there is not. MR says that the technician said that he was not surprised to hear that the high end frequencies sounded strange due to the limiter that they were told to put on the speakers.

d. DSU [AH]

AH picked up the boxes from the DSU with cards that people can put anonymous feedback about their thoughts on the high price of accommodation. Half of the cards will be put at SP half at HF.

He will write a summary of events coming up in the next 10 days and advertise to Ustinov students, particularly the protest next Wednesday. He and JG cannot find out accommodation costs for Ustinov for next year, so will try to find out from Glen.

CW will pick up a box and take it to her coffee morning for livers out to post their opinions.

e. Facilities [XM]

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

The link for students to order stash was emailed out. When the stash arrives, XM will send out another email to remind people to collect it. XM asked if students who missed the deadline and wanted to purchase stash could buy some themselves, but Sam from the stash company said no. XM says that four days was not enough, and

Sam should have given students at least a week. JG is going to send a link to XM about the companies that other colleges use.

XM to look into the issue with the photocopier.

Ian directed XM to the CIS person about the photocopier. She explained the problem, and was told that it would be looked in to and he would let her know. They put XM in contact with someone else, and so she is waiting for a response from the new person.

The Christmas shoe box donation was on both sites. The boxes have been put in the Howlands café and Sheraton café. XM will forward the pictures and information to be advertised in next week's newsletter.

The eco video has been put out; XM has uploaded it to the Google Drive, and will be requesting that it be put in this week's newsletter.

XM will be meeting with the Howlands Reps to organise an event for New Years for any students who may be around.

f. Finance [AB] [Apologies]

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

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

To be done.

JG to submit his debit card and internet banking applications.

JG has completed the debit card form, and will send it off. He does not think that the President should have online banking, and says they have not in the past.

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

JG put spec for a computer on the Google Drive. JG points out that the rooms are not wired in SP for internet access, though MR says that some of the offices are. JG has asked Emma to look into getting the gym machines wired access to the internet – CIS have said it is ok, and just need the port numbers for them to allow it.

The 2016/2017 accounts have been updated, thanks to XM. AB has written notes on them. Finance Committee (and the trustees, if JG wants to send the accounts on) are to update them with comments before AB gets back. The accounts need to be submitted on 1st December to College Council.

TAB says that College Council see them because they are required by the constitution to check them. Ellen has been fully trained, so if there are any urgent finance issues, the committee should talk to her.

g. International Officer [JO] [Apologies]

JO to chase up payment of the Dryburn tickets.

To be done.

Lana wants 9 tickets for Dryburn members for Edinburgh. XM to talk to JO about it.

h. Livers Out [CW]

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

The tickets were booked and are now on sale. Currently none have been sold, but there has been some interest expressed from two people plus CW herself.

CW to send MR a draft email advertising the pantomime.

To be done.

CW's 'Have Coffee with Me' had its first non-executive committee member turn up, and she took six payments for formal tickets – a positive for the event. CW asks if livers out can get access cards to SP, to which JG says yes.

CW says that she intends to go to Nando's with people who attend the pantomime.

i. Social Secretary [NQ]

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

This was done.

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.

The party was organised and people attended.

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

This will be done after the licencing issues are finalised.

The SP party happened last Friday and people seemed to enjoy it. NQ asks if the temporary bar can be put in another place. He says it seemed to cut the room off a little and wasted space. For example, he asks if it could be put in the seminar room area. JG says that the card machine was linked to the actual bar, so it would not have been possible at this party. He says this can be discussed with Hospitality on the day of a party.

The events coming up next are holiday decoration making on November 28th, a Middle Eastern Night on 6th December and the end of term party on the 15th December. There will also be the children's Christmas party on 9th December.

j. Steering [TAB]

TAB met and inducted all new committee members, who should now be able to start their responsibilities and do office hours.

TAB reminds all relevant exec to organise their subcommittee meetings and keep in touch with their general committee members.

A more permanent office hours rota is in the works. TAB had requests to create a permanent rota and to not, but he decided it might be best to create one and people can swap their hours if they happen to not suit one week. TAB says that he will use a level of common sense and try to keep people living near Howlands on

office hours at Fisher House, and likewise for SP, but does not guarantee it will always work out that way. He points out that for people living out both locations may be inconvenient (for example, if they live in Gilesgate).

k. University/College [JG]

JG went to the accommodation fees meeting; generally not masses of information apart from on the upcoming demonstration. Individualised Ripped Off posters are coming from the DSU, JG gave Megan some information to make it "Ustinovian". JG made sure accommodation came up in his dinner with the Vice Chancellor. One thing that did come out of meeting with the VC is that he'll look into the counselling service staff per student ratio to make it compliant with recommendations (not a promise, but a promise to bring to UEC). Since it is 0.6 FTE, JG imagines it will just get done. Reduced returns e.g., parried and ignored.

MCR PresComm has not been useful. JG made all of his priorities get put in to their strategy for the year since nobody else seemed to have any input. JG managed to avoid becoming chair of the committee. They flipped a coin between the brand new Aidan's and Trev's Presidents, resulting in the Aidan's SCR President becoming Chairperson.

Ian has sorted the music licenses. He says that if the GCR send an itemised and costed list of equipment we would like in the gym, then he would aim to split it 50/50 with the GCR, which JG thinks is fair given the GCR charge a fee. There should be no problems as the agreement with Matrix is just for one year and college do not intend to pay for further support.

TP asks if we have to keep the gym equipment this year, to which JG says we probably would not want to bin the brand new equipment, but we are allowed to add to it.

JG says he is going to move to dealing with more strategic things, and will deal with facilities related things less now.

TAB says that some people are angry about just the Palestine flag going up. JG points out that if anyone complains, they should be asked to speak to Glen as it was his decision to put it up.

l. Welfare [JS]

The alcohol awareness event was cancelled at the last minute – for no apparent real reason (Lumiere was mentioned previously and dismissed as not an issue). JS emailed to rearrange that but the lady who organises them is away on holiday until next Thursday. JS thinks the trainers just panicked and said they could not come

JS shared about an OCD support group on the Ustinov Facebook page.

JS met with Ryan (the new LGBT+ rep) to discuss his role with Thom. He has posted in the LGBT+ network and asked for ideas for events.

JS has been liaising with the Ustinovian about their #metoo article – he suggested the SurveyMonkey idea for more anonymity for contributors, but the writers provided an incorrect link in the email, he believes. JS is working on a few lifestyle/welfare articles for the Ustinovian and asked the Welfare Reps to think of some topics themselves if they wish to contribute. He asked Maryham to share the Palatanite story on how drunk groping is not acceptable (this was posted before the party at Sheraton to try and prevent any inappropriate behaviour – JS apologises for the ‘downer’!).

The Welfare Reps have also started creating some materials for HIV day. One idea was the red ribbons. JS says you can get 100 of them for free, and potentially sell them for a pound. He also says that during the movie marathon Krispy Kreme doughnuts could be sold. You can buy one hundred for £50; they tell you the price to sell them at to make money. This money would then go towards the fund for HIV day.

There is an Australian medic coming to Ustinov, and he contacted JS to try and get an event organised between the welfare team and the GCP.

6. AOB

a. Committee Board [TAB]

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

TAB calls for committee members to give him photos for the board.

b. Committee Social [TAB]

[TAB to organise poll for Christmas committee social.]

To be done.

c. Movie Marathon [AS]

Alex Papadopoulos would like to hold a Christmas movie marathon on the 3rd of December, and spend around £20 on popcorn. The committee is fine with this.

Alastair Stewart

GCR Secretary

20/11/2017