

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

JG to talk to Brenda about refunding GCR levies.

JG to sort the name tags for the formal.

JO to chase up payment of the Dryburn tickets.

JO to set out a budget for the next trip he is planning.

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.

MR to advertise the Christmas formal and RippedOff demonstration.

NQ to organise the Christmas formal and after party (taxi, DJ, decorations).

NQ to give MR information on the Middle Eastern Night so that it can be advertised.

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

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.

TP to update the SP gym induction form.

VU to look into fixing the Sky+ box.

XM to look into the issue with the photocopier.

XM to let AB know when the new TV for Dryburn can be purchased (after the next CMT meeting).

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

XM to get a quote for updating the mechanism in the vending machine.

18:30pm, 27/11/17

1. Apologies: JS

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

2. Approval of minutes from last meeting.

Minutes from 20/11: approved on the general aye.

3. Matters arising from previous minutes.

In the last minutes (20/11) it was stated that '(JG) does not think that the President should have online banking, and says they have not in the past'. AB would like to make a correction, saying the President should have online banking as per segregation of duties on the accounts. He says it is to keep things consistent with having two signatories for everything, and is what was stated should be done through Jesper's (previous Treasurer) accounts. AB recommends that JG do it. JG is unsure that it is necessary, but will do it.

4. Agenda Items:

a. Budget for Christmas Decoration Making Event [NQ]

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

Motion: *To pass a budget of up to £60 to be used on supplies for making Christmas decorations (£50) and on mince pies (£10).*

Questions:

Could the mulled wine heater be taken from HF to SP for the night?

VU says that it will depend on who the TL is at that time. CW says that she would be able to transport it to SP. VU will talk to the bar staff to see if this is practical.

Are you going to buy the things online or from shops in town?

We will buy the things from shops in town.

Vote: Unanimous for. The things will be bought from town in time for the event tomorrow.

b. Budget for Christmas Formal and After Party [NQ]

Motion: *To pass a budget of up to £285 to be spent on decorations and a DJ for the Christmas formal/after party. This will be used on the following*

<i>Battery powered lights x10</i>	<i>£52.90</i>
<i>Fake snow x3</i>	<i>£21</i>
<i>Mini Christmas trees x17</i>	<i>£17</i>
<i>Wrapping paper and boxes</i>	<i>£20</i>
<i>DJ</i>	<i>£135</i>

Questions:

The invoice has already been sent from DJ.

NQ says the bus will be requested to work from 17:30-19:30 going from SP to HF, and then three hours at the end of the night (midnight until 03:00) to take people back. This should cost around £240. CW is going to meet the driver at Howlands at the start to describe what is wanted from them.

Usually there are Christmas crackers at the Christmas formal. Could we look into purchasing around 220 crackers? This has been done every year before.

CW says the crackers are around £155 from Tesco.

Change to Motion: *To add an additional £155 to the proposed budget of £285 so that Christmas crackers can be bought.*

Vote: The new motion passes unanimously.

c. GCR Policy on Cancelling Levy Fees in the Event of Hardship [AB]

AB has responded to requests to cancel levy payment by saying *'It is GCR policy that we will not ask college for exemptions for optional college charges for members who received but did not read the emails on the matter in time.'* This response was decided on after a discussion with Executive Committee members. It was decided that cancellations would only be allowed if people had a good reason for not reading or receiving their emails. Therefore, living far out and/or finishing soon is not a good reason, based on the consensus on the Executive Committee thread.

However, a recent request on the grounds of hardship has been made via Brenda. AB believes it should be waved for this person, but would like rules to be discussed for precedent in future years.

JG chatted with Brenda about this today. He said the GCR are quite happy to refund in the case of hardship.

AB asks if anyone on the committee thinks the general response is wrong, and that livers out/people that are finishing early should be given a refund, even if they had access to their emails. There is general agreement that it should be kept the way it is.

CW points out that payment date is still a week and a half away. People may have wanted to pay it at the time, but realise now that it is not practical due to a change in financial situation.

The decision is that if the person goes through Brenda, then the levy should be refunded. If the levy has been used (e.g. formal tickets and tickets for trips have been bought) then in general it will not be refunded. Again, however, if the person goes through Brenda and the request is due to hardship it will be.

It is also decided that if the person has gone through Brenda, then College should refund them directly, and their name should not be specifically passed on to the GCR. It does not seem fair for their welfare issues or change in financial situation to be highlighted to the committee. JG will talk to Brenda about this.

d. Sheraton Park Gym Inductions [TAB]

Should a day be decided for gym inductions, similar to what was done for HF gym?

MR says that he is happy for people just to contact him, and he will run them through the gym induction. He says he has been doing that anyway, so is happy to continue.

TP to update the SP gym induction form with edits specific for the gym there.

e. Film Night Clarification [TAB]

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

Last week it was decided that the film night could be advertised by email. AB believes that it is still a problem if specific film titles are mentioned in the email.

MR asks if it would be worth going to speak to someone who does copy right law rather than GCR committee members trying to interpret what can and cannot be done. JG believe it is quite clear, and says there does not seem to be too much debate on what it means.

It appears that the film night can be advertised, but the actual film cannot be. This is consistent with what JG and AB have been looking at.

JG asks if a poll could just be done on the night with whoever turns up for the movie night. That also would solve the problem of people voting for a film then not showing up to watch it. MR believes this will lower turnout, and TAB worries this will kill movie night.

JG says that individual licences are £50, and perhaps a big discount could be gotten if many were purchased at the same time.

CW suggests that the genre is advertised, then people can make a comment about what film they would most like to see. The one with the highest number of requests could then be shown if the GCR own that DVD.

TAB points out that it is mostly the committee that go to film night. AH says that some of the people that go do not come for a specific film, but just turn up at the bar to relax.

JG says that if they decided that a film was shown out with the terms of the licence they would send an invoice for double the licence amount that should have been paid.

The final decision is to trial advertising the theme of the movi, then have a poll on the night to decide which film should be shown.

5. Officer Reports:

a. Bar Steward [VU]

VU to look into fixing the Sky+ box.

Still being looked in to. VU will check if it is still a problem, or if it has been solved now that the power outages have stopped at HF.

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

It should be fine, VU just wanted to make sure they were aware there may be more people than on a usual 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.

This will be brought up at the next bar staff meeting, which will be held just before term ends. It seems to have been positively noted by both Ian and Sarah. They are planning on having four bar staff behind the bar and one on the door to do ID checks at the next SP parties. VU says they did not realise that other colleges did this, so were happy to give it a go. Unfortunately, Sarah and Ian also do not have a solution

for the fire doors. VU does not think the GCR committee are needed, though. The bar staff will discuss what to do.

JG has been pushing Ian on the issue of extending SP bar hours and membership in the future. Ian has said he is going to talk to some of his friends in the police force to see what they would recommend. Owen is also being pushed to take a stance on this issue.

Both bars still exist! The Sheraton Park part debrief meeting happened. The new wireless PDQ machine is to arrive soon at SP.

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 has been looking into the types of mirrors to get for the gym with Jack (Male Sports Rep), and which dumbbells to buy. Once he has finalised what to get he will speak to Ian about splitting the cost.

TP will cost this up for next week - he calls for Executive Committee members to message him if they can think of anything that is needed.

AB to sort out the Clubs and Societies equipment. He is going to email the clubs individually to confirm order details.

c. Communications [MR]

MR to sort out the new external hard drive.

Ongoing.

The Christmas Formal is the only thing that MR is aware should be advertised this week, aside from the RippedOff demonstration. JG says the Children's Christmas Party has been advertised to the community and Lana will advertise it to Dryburn residents.

NQ to give MR information on the Middle Eastern Night to be held at SP so that it can be advertised.

MR asks if anyone on the committee has seen the thread on the SP community Facebook page about the 17.5m telephone mast. He says that he would like to bring it up as it seems slightly higher tension than previous discussions. There are plans to put up a telephone mast near the SP site, but some of the residents are not happy with it as they will be able to see it from their window. Furthermore, some incorrect science has been posted on the thread trying to justify why having it could affect the environment and people's health; this has caused some backlash. JG says, however, that it is a public group and is not something that the GCR should be trying to police. He also notes that SPRA have not paid us the same courtesy so far, and believes that if it is necessary then Dave (moderator of the group) will step in.

d. DSU [AH]

The RippedOff campaign boxes went out; AH to organise taking them back to the DSU. He would like to extend thanks to JG and CW for helping. The demonstration is happening at half past two on Wednesday afternoon.

AH says the DSU wants to build up a union of tenants. There is going to be an information/training session relating to it from 13:00-19:30 on Wednesday, with break for the demonstration. CW says that she should probably go to it.

After the fiasco regarding Trevelyan Rugby team that made national news, the rugby team has been de-ratified as a society. AH says that the team have been banned from their College bar after being associated with the event and talks are still happening regarding potential further punishment.

Durham Trans Campaign voted unanimously to become an Association, and is in the process of applying for ratification at the next student assembly. They messaged asking if the GCR would be willing to support this move. AH has read through the information; he says he supports the idea, but is wondering why quorum is half their membership. He is going to question this. TAB says that the LGBT+ Association has become a lot more active, and whilst the Trans Campaign may have small numbers, they are a very dedicated group. The Executive Committee agrees that AH should vote for them to become an Association.

e. Facilities [XM]

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

JS is still thinking about the design of the welfare t-shirts.

XM to look into the issue with the photocopier.

XM has not heard anything from them yet and will push them for a response again.

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

College have agreed to share the cost with us to buy another TV for Dryburn. Ian asked XM to wait until the next CMT meeting, where he will address the issue about using the TV. He agrees that we cannot keep buying a new TV for Dryburn if it gets broken through misbehaviour of the children living there. Once Ian gets back to XM she will let AB know in order for him to make the purchase.

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

MR has not yet found something that he considers appropriate.

XM met with the two Howlands Reps. Mary would like to organise crayon event for students next Tuesday during her office hours. In total it will cost £15.96, and will involve people drawing things. TAB points out that she does not have office hours then. He also says that during office hours committee members should really be concentrating on the office hours, so suggests that she hold this event afterwards. XM says if she does not have office hours that day anyway then it should not be an issue.

Vera will be organising an afternoon tea for students who will be staying in Durham during Christmas, and they will celebrate New Year together. Both of them will attend the Social Committee meeting next week. JG says that he would be happy to help organise something as he will be around over New Year. There is a suggestion to purchase Prosecco in order to toast in the New Year.

NQ (and members of the Social Committee) will think of rough numbers for the event, and propose a budget at a future meeting. NQ says that he would like this to be advertised before he leaves for Christmas; XM to create the Facebook event.

XM has talked to Joe (Tech Officer) about the speakers in SP after complaints at the last party. He has agreed to have a look at them when he returns from his conference. JG raised it with Ian, who said he will chat to the person who put the sound system in.

XM asks if it is worth talking to the company about the vending machine, as it currently does not accept the new £1 coins. She also asks if we are planning on buying a vending machine for the SP site. JG says that we are allowed to get a vending machine now, and space has been left for it near the door to the gym. XM to get a quote for updating the mechanism, with the intention of moving it to SP next year. However, JG points out that if it is approximately the same as buying a new machine then we could just get a new one and put it at the SP site.

f. Finance [AB]

Figures from the treasurer:

*Week of 13/11 start: £4,851.22**

Coach for SP party -£300.00

Carried forward: £4,551.22

***NOTE:** A correction is needed to the minutes from 13/11. Up to 'Thom Add-Bidd Pub Quiz Chocolates (-£12.00)' is correct. After this it should read:

<i>Receipt Books</i>	<i>-£42.82</i>
<i>Audio Cables x2 + box</i>	<i>-£13.31</i>
<i>HDMI Cable</i>	<i>-£2.99</i>

Therefore, the amount carried was £4,851.22, not £4,851.19 as stated.

TP asks when the GCR will receive the levy money. AB says historically it has been transferred over to the GCR account in December.

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

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

Ordered the bulk of the furniture for the SP office.

AB to order the equipment for the clubs and societies after the budgets passed on 20/11.

Ongoing. AB to contact the societies.

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

JG costed a potential computer but it came to more than £500. However, he thinks it is essential so could be passed through an Executive Committee meeting. He and MR note that a computer for less than £500 is not going to be good at all. MR will have a look over what JG created.

TAB asks if the computer would be considered a fundamental running cost. AB says it is slightly different from the insurance. Without the insurance, the GCR would dissolve, but this is not true of the computer. JG points out that an office is really needed, and so he would consider it a cost that could be passed by the committee even if it exceeds £500. MR states that the Google Drive has been taking issue with so many different people accessing it from their laptops. TAB is not sure about this, so will look into whether something like a computer can be passed at an Executive Committee meeting as a fundamental cost.

Ellen and XM will make a bank drop this week. JG points out that JO will be applying for one of the GCR parking permits, so perhaps they could ask him to drive them into town.

The accounts for 2016/17 are due this Friday. There is one payment of £13 that will be looked into, but otherwise they seem to be consistent. AB says that any other comments should be forwarded to him as soon as possible. JG will send the accounts to the trustees.

g. International Officer [JO]

JO to chase up payment of the Dryburn tickets.

XM got the money from the Edinburgh trip, but JO to ask Lana about the previous trips.

The Edinburgh trip was cost neutral and successful. One person was under the impression there was a coach from Sheraton and called JO at 09:10 wanting to know when it was leaving, just as the coach was leaving Howlands. JO points out that there would have been plenty people to fill three coaches, so this will be done for the trip to York.

There was a slight problem with music being played on the way back and students treating the driver of the coach as a taxi service. He did end up dropping them off on their respective roads. JO was at the back so could not prevent this, but will try and address it in the future.

The next trip JO is planning shall be to either Bamburgh Castle or Holy Island at the beginning of next term, with York at the end of next term. These will be budgeted shortly (JO is going to miss out a trip to Manchester, as no one mentioned it when he was asking where students would like to go on future trips).

JO will be looking to organise two trips during summer.

h. Livers Out [CW]

CW to send MR a draft email advertising the pantomime.

The pantomime has now happened and attendance was underwhelming.

Attendance at CW's 'Coffee With Me' was underwhelming this week; livers out showed no interest in the campaign box. CW is thinking about looking into organising a Christmas night out in town, but will discuss it at the Social Committee meeting this week. Two years ago TAB did this, but not that many people attended.

TAB points out that CW should not feel she has to hold the livers out coffee every week. He says during a previous year something was organised every month; perhaps more people would attend if this was done again. CW will consider this.

MR is interested in trying to lead a walk up to Finchale Priory and feels that livers out would be a good demographic to advertise this trip to.

i. Social Secretary [NQ]

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

TP will pass on the decision to Alex P.

There will be a Social Committee meeting this Wednesday at 17:00 in Fisher House. The Decoration Party will be held tomorrow at 19:00 in Sheraton House. On Friday the Christmas formal and after party will be held, with the DJ and shuttle bus to be sorted by NQ.

There will be a Middle Eastern night held on 6th December by Amr, who would like to spend £50 on food for it. Amr is planning on buying humus and other things to heat up and have it at SP. TAB asks if we are allowed to do that. NQ points out that it is not cooking anything, so should be fine. A computer will be hooked up to the sound system in order for music to be played.

NQ calls for committee member to help with the set up on Friday at 15:00. 3pm, formal set-up. NQ asks if anyone would be available on Thursday for some decorations to be put up in Fisher House. He will make a post on Facebook asking for people to come down.

JG to sort the name tags for the formal.

j. Steering [TAB]

The permanent office hours rota now exists; TAB would like to remind everyone to make sure they know when they are on and swap with someone if they cannot make it.

k. University/College [JG]

JG had an SVMOG meeting, during which it seemed Owen was being very harsh to Rosa (DSU Welfare and Liberation Officer) about the DSU's harassment reporting tool. There are approximately five reports regarding sports teams per weekend, almost overwhelming the people responding to them. JG notes that some of the reports were really bad, too. There was also a long discussion on naked calendars created by Colleges – the discussion ended with them deciding teams could probably not be stopped doing it, so it should be made sure that consent forms are signed.

JG has forwarded the details of a few of the Executive Committee (NQ and JS) to Cat May for a look at college discipline.

Castle inter-MCR formal is happening. The organisation of it caused many problems.

JG met with Megan today, who was asking what the DSU can do for Ustinov. JG said to her that lots of the issues are related to Facilities and Estates which she can't really influence, but asked her to look for PGT study space. Megan said she will look into this with Sabrina.

JG has been emailing Nick Benbow in order to organise a town hall meeting. Glen said it should be held in January, but JG has been pushing for it to be held before the end of term.

I. Welfare [JS] [Apologies]

JS ordered Krispy Kreme doughnuts to sell at the film marathon held on Sunday, which came to under £50. He also ordered red ribbons, which work on HIV/AIDS Day the same way poppies do on Remembrance Day. He will sell these throughout this week from as soon as they arrive.

JS finished Ustinovian articles and HIV day pieces. Adrian is going to share how people can request lighting improvements along the SP-HF walk to the council.

JS had another harassment claim, so would like to remind the committee to keep an eye out for inappropriate behaviour at the party on Friday. Again, he says people can feel free to tell him if they see anything inappropriate.

6. AOB

a. Committee Board [TAB]

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

A board will be put up at SP – Ian is ignoring Glen and putting up a board. TAB calls for committee members to send photos.

b. Committee Social [TAB]

[TAB to organise poll for Christmas committee social.]

A poll has been posted to decide on a date for the Christmas committee social. It looks like it will be held on Saturday 16th December.

Alastair Stewart

GCR Secretary

27/11/2017