

Ustinov College GCR Exec Meeting

Minutes



Action Points for 11/12:

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

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

AB to sort out online payments.

JG to talk to College about formals for next year.

JO to let Sheila know the date of the Bamburgh Castle/Lindisfarne trip so that she adds it to the College calendar.

JO to organise the Hanukkah event.

MR to advertise the New Years Eve party.

MR to sort out the new external hard drive.

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

NQ to organise buses and a DJ for the end of term party.

NQ to book in minibuses for all of the remaining events.

[TAB and AB to look into the best way to deal with finances for next year (i.e. whether a change to the SOs is needed).]

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

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 chat to Ian about the dartboard.

TP to update the SP gym induction form.

XM to sort out the printer.

XM to buy food for the vending machine.

XM to look into the issue with the photocopier.

XM to sort out purchasing the TV for Dryburn.

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

18:30pm, 11/12/17

1. Apologies: VU, XM, MR

Present: JG, TAB, AB, AS, TP, JO, JS, AH, CW, NQ

2. Approval of minutes from last meeting.

Minutes from 04/12: passed on the general aye.

3. Matters arising from previous minutes.

Nothing to discuss.

4. Agenda Items:

a. Introduction to Nic Mattock [JS]

Nic Mattock introduces himself to the committee. He is here to find out how student engagement/social engagement is run here. He will be looking at how students perceive they are involved in the community, and how they feel they involve themselves in Global Citizenship. The idea is the GCR may be able to help on the survey side of things. This will be a joint project with the GCP.

b. Bamburgh Castle and Lindisfarne [JO]

JO to find a date for his next trip, and create a budget for it to be presented next week.

Motion: *To pass a budget of up to £395 to pay for a coach to Bamburgh Castle and Lindisfarne. The suggested ticket pricing is £4/£6/£8 for kids/members/non-members to keep the trip cost neutral.*

Questions:

Details

The suggested date is Sunday 28th January. JO suggests leaving at 09:30 as the castle opens at 11:00. The Lindisfarne tide is out at 13:30, and people can see the attractions there until 16:00 then get the coach back. The coach will cost £250, plus £135 for petrol, and will seat 53. It is pointed out that a £4/£6/£8 ticket pricing would not make the trip cost neutral, so the decision is to change it to £4/£7/£10.

Do people have to pay for tickets to enter the attraction(s)?

Yes. The idea is that people will go on the coach, then pay to see whatever they want themselves. TAB points out that you do not have to pay entry to enjoy Lindisfarne; just walking around is quite nice.

Vote: Passes unanimously. JO to let Sheila know so that she adds it to the College calendar.

c. Budget for Hanukkah [JO]

JO to organise a budget/plan for the proposed Hanukkah event.

Motion: *To pass a budget of up to £75 for Hanukkah, with the option of increasing this by a further £25 for more food if SP residents and Dryburn residents are invited to the event.*

Questions:

Should Dryburn Residents/SP residents be invited?

As long as Dryburn residents are aware that it is not a party that a bus will be put on for then it is fine. As for SP residents, it is agreed that we should not be buying food for the residents (the GCR is a charity explicitly for students).

The suggested date is Wednesday 20th December, at 19:00. It is pointed out that the residents being around the bar area wouldn't be a concern as the bar is closed by that date.

JO points out his budget includes non-alcoholic drinks (water/juice).

Vote: Unanimous for. JO to organise this.

d. Budget for End of Term Party [NQ]

Motion: *To pass a budget of up to £135 for a DJ for the end of term party to be held on Friday 15th December.*

Questions: Etienne is apparently not going to be there for the formal on Friday to DJ, but AH says it is more that he does not want to do the full five hours. It is agreed he really needs to say what times he is happy to do. NQ to organise buses for the event to go between SP and HF.

It is decided the budget will be increased to £185 in order to accommodate for the purchase of UV paint and glow sticks. NQ was thinking if Etienne is not available then someone could just use their phone and put on a playlist. JG volunteers for this.

Vote: Unanimous for.

e. Dryburn TV and Budget [XM] [Apologies]

XM to finalise ordering the TV and sorting its installation.

XM will order the TV. She emailed Ian asking whether the porter could help setting up the TV and Ian suggested she find some professional help. The third party recommended by Argos charge £150. XM found another one in Durham which will be £60. She suggests going for that one, and notes that a screen protector needs to be bought. If the £60 can be passed today XM can contact the person and he can squeeze us in one hour to do the wall mount.

Motion: *To pass a budget of up to £60 to pay for the TV at Dryburn to be set up.*

Questions/Additional Information: AB got the report from XM. Ian said it was fine, meaning College is behind it. AB asks that the quote be sent to him before it is booked.

Vote: Passes unanimously.

f. Formals [JG]

JG to find out an estimate (even an order of magnitude) of how much funding the GCR will have to spend on formals next year.

This is the continuation of a conversation from 04/12.

There will be a budget available of £60,000 over four years for formals. The Radisson said they charge minimum £30 per head plus rental for the hall and decorations. We would probably have to increase our formal ticket price as £18 is a lot to subsidise per ticket. AH points out formals at other colleges can sometimes be as low as £6 for a ticket; £20 seems too much.

JG mentioned the situation at College Council and says he could pressure them to let Ustinov hold formals in other colleges. However, he points out Burns Night may not be possible, there might not be a convenient night available for the Christmas formal and we may not be able to hold Friday night formals due to catering of the colleges.

AB points out that Aidan's College, for example, has three big formals per year with around twice as many smaller formals. JG is unsure how formals can be kept as special occasions if this is done. AB suggests that formals could be replaced with a couple of other larger events; the idea of a Winter Ball is discussed. JG points out we have to be careful as the money may be very specifically for formals. Another problem would be that the events would not be big enough to justify the large spend of GCR funds. We would be paying for a small number of people to go to the 'formals' using a large number of people's GCR levies.

NQ asks if it would be possible to use the business school. JG points out that it only takes around 120 people, and could be quite expensive.

The decision about formals will need to be passed through CMT, so a decision will have to be made soon. AH suggests that a list of options be taken to them to see what they say, and find out if they would be willing to contribute anything more toward formals. AB points out they will probably try to make us use colleges.

The Assembly Rooms in Newcastle has a £28 per person dinner package, DJ included. TAB says the LGBTa society used to hold events there, and they were successful. AB says if we were only able to do larger, fewer events then subsidising more of the ticket price would be fine. However, it is pointed out that in order to get everyone to a venue further away they would have to be coached there. To not have people waiting around, four coaches would be needed which would cost around £800; this is too expensive for the GCR to pay.

The Business School is brought up again; a lot of the students in Ustinov who attend formals are Master's students, so will not have the old formals to compare the new ones to. There is still the issue of only being able to have just over half the number of people attending a given formal compared to this year, and it would not be possible to hold two of every formal.

JG will speak to College about this situation.

5. Officer Reports:

a. Bar Steward [VU] [Apologies]

Both bars still exist. There is a bar staff meeting scheduled for Wednesday 13th December at 17:00. Sheraton bar will be closed from 15th December for Christmas, and Howlands Bar from the 19th. VU is looking forward to the end of term party, at which there will actually be five bar staff members working.

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. Jack P volunteered to look into buying mirrors, and is planning on asking some local gyms about where they get theirs.

TP to update the SP gym induction form.

To be done.

Lara has asked if there is a second dart board at HF, and if one can be moved to SP. A space has already been decided for the dart board to be placed. Ian will have to put a bit of MDF on the wall, and some rubber matting will have to be put down. There is not a power socket where it is to go, but JG says that can be sorted. TP to chat to Ian about the dartboard.

c. Communications [MR] [Apologies]

MR to sort out the new external hard drive.

Ongoing.

CW to send MR information on the sanitary product collection so that it can be advertised.

To be done.

MR says if anything needs advertising then the committee should let him know; send him the information and he will advertise it. He created a poster for the UV paint party.

d. DSU [AH]

AH went to Assembly. He listened to the husts of the candidates for the NUS delegates. They were voting to recommend to academic affairs that students get written exam feedback. AH tried to block this, but they would not let him speak in defence as it passed 2 years ago. He contacted Stuart Goldie who has the PG seat on academic affairs and they are going to try and block this amendment before it comes back to Assembly to be voted through.

They also voted in favour of setting up the Trans association. AH will post a full report on Assembly soon.

Ustinov had a little less than 3% turnout in the vote. There have been some grumblings that one of the candidates spent over what they should have (£60).

They were nominating people for DSU president – JG stated he will not be running to be president of the DSU next year.

e. Facilities [XM] [Apologies]

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

The decision is the welfare team will have stash in a hot pink colour. XM will inform Sam about it tomorrow, and will ask her about the delivery of the other stash.

XM to follow up on the issue with the photocopier.

XM says the photocopier got sorted out. XM could either sign in using the VP account or swipe her personal student card. However, the committee points out that this could be done already, but costs money to print. XM to get some kind of GCR account for the CIS printer.

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

Ongoing.

XM and JS to organise a poll to find out why people are not using the SP café.

JS and XM basically finished the questions for the survey. XM will translate them into Chinese and post them in the WeChat group. She is hoping to do this during this week.

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

Ongoing.

XM met with Sarah (the eco rep) and they came up with several ideas. The Ustinov eco page is now online.

XM to purchase Christmas decorations etc. for the Children's Christmas Party.

The Christmas kid's party went well. Hospitality did not inform the porter about the party so it took everyone longer to set up. College did not order any candies this time and XM forgot to buy some so they ended up using the M&Ms and KitKats for the vending machine for the kids. Thanks given to Nigel Quinn great Santa work! JG points out that College never buy the sweets, the GCR do.

XM to buy food for the vending machine.

IKEA order was meant to arrive yesterday. It arrived, they found the site, but by the time AB went down stairs they had left again. They had instructions to go to the porter and tell them it was for the GCR. AB to contact them. AB says by default the GCR will have to pay the delivery fee again, and is very unhappy with this.

f. Finance [AB]

Figures from the treasurer:

Week of 13/11 start: £8,648.19

Durham University (unsure what for)

+£5,074.00

<i>Etienne DJ (SP Party)</i>	<i>-£135.00</i>
<i>Etienne DJ (Bonfire)</i>	<i>-£72.50</i>
<i>Etienne DJ (Christmas Party)</i>	<i>-£122.50</i>

Carried forward: £13,392.19

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

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

AB is still working through these. The Frisbee kit has been ordered.

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

Budget set out, MR to look at it. The budget will have to be passed at a General Meeting.

AB to sort out online payments.

Accounts up to date for 2017/18 now.

g. International Officer [JO]

JO to chase up payment of the Dryburn tickets.

Lana cancelled, so did not end up going. The committee agrees it might be worth reminding her that people cannot get away with not paying after they have reserved a seat, even if they do not end up attending.

h. Livers Out [CW]

CW unfortunately could not make it to the livers out Christmas night out on Saturday. As far as CW knows, nobody else went; it was not advertised.

There will be the final hangover brunch of the year on Saturday after the end of term party.

i. Social Secretary [NQ]

NQ to send MR information on the end of term party so it can be advertised.

To be done.

JG to give the dates of all parties and formals that have been booked in already to NQ, who will then look into booking buses for them.

To be done.

JG to ask PresComm for names of places that other colleges have held formals.

Collingwood offered their hall and Castle do external formals sometimes. That was all that came of asking PresComm.

NQ to sort out a DJ for the end of term party.

The New Year's event should be advertised before Christmas; MR to do this.

j. Steering [TAB]

[TAB and AB to look into the best way to deal with finances for next year (i.e. whether a change to the SOs is needed).]

Both offices are still there. TAB is thinking about starting to plan the next GM.

There will be a meeting of the trustees on Friday. TAB asks how early next term the GM should be held. It is pointed out that there are some important things that will need to be passed, so as quickly as possible. It is decided to aim for the second week of term.

k. University/College [JG]

JG costed up a couple of formals, and put the spreadsheet on the Google Drive.

JG asks if MR, VU and the bar staff could help with the information regarding Hospitality, then he will be able to set up a meeting with Ian.

At an MCR PresComm meeting with Owen, the only other person that spoke was Trev's President, who did not say anything too helpful.

Deciding what to do with the BBQ this year is tough. The question is, should a small BBQ type event at SP be held to test it out. Howlands cannot be used all the weekends around the end of term due to undergraduate open days and move out day. Last year it was on the same day as the open day, but that was fine as Fisher House had nothing to do with undergraduates; that changes this year.

JG dealt with college who were in the wrong relating to a situation with a student's girlfriend staying over. Students are not allowed to have a visitor stay for more than 3 consecutive nights. The student complained to JG. The contract still technically says that if you are going to have a guest then CMT should be told. There was a situation in the past that led to this rule having to be enforced, which is why the student has fallen foul of this.

JG is possibly going to a disciplinary event on Wednesday relating to tampering with a fire alarm. The fire alarm beeps, but it is claimed that it cannot be fixed. There are about ten rooms in Howlands that Ian has said has this issue.

l. Welfare [JS]

JS had his busiest week so far with welfare hours and 1:1 meetings. One thing that has been highlighted is a few self-funded PhD students are struggling to find necessary jobs (and apparently college are not being too helpful). It is pointed out that this is not College's job, and perhaps the Careers, Employability and Enterprise Centre in Durham should be used.

JS wants to start offering Paracetamol/flu meds during welfare officer hours, where students can come and collect a maximum of 2 doses of meds to help with flu season. The committee agrees that this sounds a bit risky, and perhaps is not something the GCR should be doing.

JS' drugs article for the Ustinovian was published. He has not had time to write up the survey on Sheraton café due to welfare office hours being busier than he anticipated. JS met up with Nic, Rebecca and Penn from the GCP to discuss Nic's project plans and how the GCR can help out.

JS had a WEDComm meeting this morning. He said he will be writing the DSU's policy on NHS sickness notes.

Maryham has been trying to coordinate the sanitary products collection. Massive thanks given to Clare for sorting this out and bringing it to the Welfare Reps attention.

JS has not had a chance to count up the money raised from selling doughnuts yet.

JO asks how expensive it would be to get latex free condoms, as he was speaking to a member of college who thought the GCR did not supply them. JS says that there are some already provided.

TAB asks if there are condoms now available for students at SP. JS bought the tins but they are too big for the space available. He will swap the tins with Howlands so they will be available on both sites.

6. AOB

a. Committee Board [TAB]

TAB to sort out the (Howlands) committee board (photos and new committee members).
Needs to be done.

Regarding the board at SP; Ian has been pushing JG on this, saying if it is not going to be done then Glenn may end up using the board for something else.

b. Committee Social [TAB]

CW to organise this, JG offered to help. It is pointed out that some of the committee may not want to do just drinks.

c. Gin Tree [NQ]

A gin company got in contact with NQ about having a gin themed Christmas tree in Ustinov. They want to run competitions with the prizes being alcohol. There is general agreement from the committee that this should not happen.

They also got in contact with VU about a gin tasting event; this is different as it is an event rather than advertising of their brand.

Alastair Stewart

GCR Secretary

11/12/2017