

Ustinov College GCR Exec Meeting

Minutes



Action Points from 15/01:

AB to sort out online payments.

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

AS to create the formal sign-up spreadsheet and form to be sent out to students.

JG to let the relevant people know about the late opening of SP bar for the Super Bowl.

JG to prepare a budget for the SP BBQ event in time for the next GM.

JO to confirm the booking of the Bamburgh Castle/Lindisfarne trip with Sheila, and advertise it.

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 sort out the buses and DJ for the Burns Night formal.

NQ to prepare a budget for the Burns Night formal.

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

TAB to organise the General Meeting.

TAB to organise a full committee meeting.

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 purchase weights for the SP gym and contact Ian about College paying for half.

TP to organise the dartboard getting put up in SP.

XM to create a Facebook even for the Burns Night formal, and post information in WeChat.

XM or AS to sort out free printing for the other GCR exec accounts.

XM to sort out purchasing the TV for Dryburn.

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

XM to send off some ideas for the menu for the Chinese New Year formal.

18:30pm, 15/01/18

1. Apologies: MR, JS, JO, VU

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

2. Approval of minutes from last meeting.

Minutes from 11/12: AS forgot to post the completed minutes, apologies.

3. Matters arising from previous minutes.

A number of APs have been removed that are out of date (i.e. referred to events held just before the Christmas holidays).

4. Agenda Items:

a. Burns' Night Formal [TAB]

There will be one table less than usual to make space for the piper, so there will be 186 places. The ceilidh is booked in. Tickets will have to go on sale from tomorrow. Office hours will have two people on at HF and SP on Tuesday and Wednesday to deal with the busyness of people coming to pay for tickets.

Tickets will go on sale at 18:00 tomorrow; AS to sort out the form. Everyone will have until 20:00 on Wednesday to pay for their tickets, and the release of unclaimed tickets will happen from 18:00 on Thursday.

We have glasses for the whisky, though they will have to be washed on the day. As far as existing decorations is concerned, there should be Scottish flags around. The piper is sorted. The table for the stabbing of the haggis will have to be set up. TAB will do the Immortal Memory, AS will do the Toast to the Haggis, Jasmine is happy to do her speech from last year so will do the Toast to the Lads and Liam Gallagher will do the Toast to the Lassies (this is to be confirmed). The speech makers will get a free ticket.

Nic Mattock is to have a ticket reserved on a 'normal table' (not the high table). JG will sort the tech for the evening. JG will contact hospitality about ordering the whisky and Irn-Bru. On the night, the piper will pipe over whoever is in Fisher House before the formal (an announcement will have to be put in for this). The buses will be needed from 18:00; NQ to sort this.

A DJ will be needed for after the ceilidh, from 23:00 – 02:00. Etienne will be given first refusal; AH to ask him if he wants to DJ. NQ to set out a budget for next Monday.

XM to set up a Facebook event and post information in WeChat.

b. Full Committee Meeting [TAB]

TAB says we should have another full committee meeting, but it should wait until after the General Meeting next week in case the role of Sheraton Park Rep gets filled. Instead, it will be held in week three. TAB to organise this.

TAB suggests the General Meeting next week be held on Thursday. It is supposed to be held at the HF site this time, but since we are looking for a SP Rep the decision is to hold it at SP instead.

c. Purchase of weights for SP [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.

TP has found a set of dumbbells which are 3kg, 4kg, 8kg and 10kg and a set of kettlebells that are 4kg, 8kg and 12kg. He asks if one set of kettlebells is enough, or if two sets should be bought.

Budget Proposal: *To pass a budget of up to £232.98 if one set of kettlebells is going to be purchased, or £277.97 if two sets are going to be bought. This will be for a set of dumbbells at £187.99 and sets of kettlebells at £44.99 each. Note: College have agreed to reimburse half of this amount.*

Questions:

Should one set up kettlebells be bought, or two?

General agreement that one set is fine.

AB is happy with the budget and thanks TP for sending it to him in advance.

Vote: Unanimous for. TP to purchase the weights and contact Ian about paying half.

d. Ratification of Table Tennis Society [TP]

TP has the relevant paper work; the y will be using the default constitution.

Proposal: To ratify the Table Tennis Society, making it an official Ustinov GCR society.

Questions:

Will they receive the £200 starting fund?

AB says that they should get it. TP says that there currently are no plans to have table tennis tables next year, so suggests the £200 be used next year instead. AB says they can just apply for funding next year again.

Vote: Unanimous for.

e. Meeting with Lynn and Mollie [JG]

JG received an email about organising a meeting with Lynn and Mollie from the Colleges Office, who support uni-wide promotion of collegiate things. They would like to organise a meeting with the GCR Executive Committee, so JG would like to know what sort of days and times are best for everyone. They have said they can do off-hours too. JG suggests pre-exec on Monday. JG will sort this out.

f. Welcome Party [NQ]

NQ asks if a Welcome Party should be held on Friday. VU points out that it is the bar staff social then. It will be external staff working that night, so he is unsure how a party would work considering a TL has still not been put down to work that night. It is decided that the Graduation Party also functioned as the Welcome Party; historically this is what has been done.

g. Super Bowl Party at SP [VU] [Apologies]

The Super Bowl takes place on 04/02, starting from 23:30. VU proposes using one of our available party slots at SP to keep the bar open late. Jack Pike knows quite a lot about the Super Bowl, so has some suggestions for the event.

There are lots of sofas at SP, so it would be an easy event to run there. Also, it is decided an effort needs to be made to use up all the allowed 02:00 openings for this year; the Super Bowl provides a good opportunity to use one slot.

JG will tell the relevant people that the event will be held there.

h. Summer Event at Sheraton Park [JG]

JG was approached by Stuart from the SCR. He was at a Neville's Cross members meeting trying to get the councillors to hold some kind of event at SP during summer. The idea is to have a small festival, with music from around 2pm – 9pm and invite food vans in a similar way that was done for the SP Christmas festival. The councillors are happy with this idea, and have volunteered to contribute £2,500 if the GCR match that. The councillors would sort the temporary events notice. The proposed date is 2nd June. JG checked with the trustee board to see if we can spend money on things that will benefit not just students; they said it is fine.

Councillor Liz suggested allowing people to drink outside, taking alcohol from the bar. This, however, is not possible as the application was blocked during initial discussions of the SP bar (her being one of the people that blocked this application). People will be allowed to drink if they bring their own alcohol.

JG is interested in making sure this event goes ahead as it acts as a prototype for the Summer BBQ that will have to be held at SP next year. Public liability insurance will have to be looked in to, and someone will have to be hired to do the tech. TP also points out we will need to have people checking IDs on the door to SP.

There was a concern that it was during the exam period, but it was looked up in the meeting and found out the exams finish before the proposed date for this event.

AB notes that £2,500 is a lot of money, and so feels there should be justification for why we would ask to pass so much. However, JG points out that it will be a very difficult thing to budget; there is an upper limit though of £2,500.

It is pointed out that some of the budget will have to cover a gazebo in case it rains, advertising and possibly payment for bands, as well as the things mentioned above.

A concern was brought up that it is relatively close to the summer BBQ, however there is some agreement on the committee that having two BBQs (this small one then the bigger one) does not seem like too much of a problem.

The land is privately owned, publically accessible land. Portaloos will have to be rented for outside. JG says we might have to step in as the responsible body for this event. AH asks why we are having to take the legal and financial burden of this event. He points out there are two ward councillors in charge of the event who are far more in the know that we are, so he suggests they take the lead. JG will bring up our concerns.

AB is fine with a rough budget being prepared for the event, provided everything is properly costed before it is purchased.

JG to submit a budget for the GM for this event.

5. Officer Reports:

a. Bar Steward [VU] [Apologies]

Both bars still exist. The graduation party was held successfully. External staff will be put on the bar on Friday 19th and Friday 26th January to cover the bar staff social and the Burns Night after formal party respectively.

One of the gas cylinders isn't working, Jasmine messaged tonight.

b. Clubs & Societies [TP]

TP to update the SP gym induction form.

The form has been updated.

TP to talk to Ian about setting up a dartboard in SP.

Ian is happy for it to be done; the second dartboard just needs to be moved to SP.

TP will organise a sports captains meeting in the coming weeks.

c. Communications [MR] [Apologies]

MR to sort out the new external hard drive.

Ongoing. It is decided that MR should just buy another hard drive.

MR will be going on a trip back to the US. He will try to coordinate remotely while in the USA but may need to see if Sandhita or Walter can help out. TP asks if we can ask Walter to update the website. TAB will talk to Walter to see if he can access the website.

d. DSU [AH]

AH advertised the DSU training sessions on how to run for a senior position in college/the DSU. There will be two sessions, which will go over how to run for a sabbatical position on the DSU. The information, however, would apply to people running for Common Room executive positions.

It is being investigated why the library is closing two hours early for four weeks.

AH will be attending Assembly.

e. Facilities [XM]

XM to look into the issue with the photocopier.

XM went to talk to IT service today; as long as the document is sent from the VP account then it is free. Ian put XM in contact with CIS and they sorted it without question. AS or XM to email Ian about getting the other GCR executive committee accounts free printing.

XM to sort out purchasing the TV for Dryburn

The TV originally proposed was not purchased as it went out of stock. XM sent AB details on another TV. £399, 50 inches, college will go for half still under budget. The screen protector will still be fine.

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

XM to chase that up.

XM to buy food for the vending machines.

The food was bought and is currently in the office. XM put down the treasurer account to get the invoice. AB to look out for this.

*MR to look into getting a cabinet for the SP bar to be placed near the sound inputs.
MR has sent AB a provisional link.*

XM talked to Jingtong and Ellen about the food for the Chinese New Year Formal and they have some ideas – it would just depend whether those ideas are possible or not. XM to send the chefs a couple of ideas and find out whether they can do it or not. The formal is being held on 16th February, so we will have to sell tickets for it immediately after the Burns Night formal.

The equipment for the SP office arrived and is now fully set up.

JG has asked Ian for a computer room, with a suggestion to convert the GCP office into an open access computer room. The GCP office is underused with around two meetings per week, and the future of the GCP seems uncertain due to Rebecca leaving and College not replacing her. It is suggested that the media suite be left in the room, and a password be put on it. People have been complaining about not having computer and printer access. College would be responsible for this; JG is just pushing them to do something about it.

f. Finance [AB]

Figures from the treasurer:

*Balance on 14/12: **£12,927.37***

<i>A Murray Travel</i>	<i>-£235.00</i>
<i>Davison Taylor Photography</i>	<i>-£200.00</i>
<i>Davison Taylor Photography</i>	<i>-£186.00</i>
<i>Argos</i>	<i>+£299.99</i>
<i>Argos</i>	<i>-£299.99</i>
<i>Lees Coaches</i>	<i>-£1,070.00</i>
<i>Recycling Posters</i>	<i>-£42.00</i>
<i>BT Group</i>	<i>-£356.75</i>
<i>Adobe</i>	<i>-£25.28</i>
<i>Cricket Direct</i>	<i>-£216.95</i>
<i>Netflix</i>	<i>-£7.99</i>
<i>One Sports</i>	<i>-£347.00</i>
<i>Ustinov A F C Equipment</i>	<i>-£236.73</i>

*Carried forward (14/01): **£10,003.67***

JG asks if we got our first and second instalments from the University. AB says we got the first instalment, but have not received the second yet. JG points out the total does not match up either; the GCR should be getting over £18,000 in total so £6,000 per term. However, we only received just over £5,000 in the first instalment. AB will be following up on this and other issues.

[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.

Club captains were queried for final payment details regarding the results of Finance Committee last term. Equipment for Frisbee, Hockey and Football has all been paid for/reimbursed. The Gaming Society has yet to respond and Darts request will be added on to the next Tesco order.

The Basketball Society has run into financial difficulties following referee subs doubling from £5 to £10 this year, and has run out of subs money to fund matches. They have requested the £300 allotted to them for club jerseys be transferred to pay for referees instead. AB is chasing up the number of current players and sub costs etc. to see exactly how sustainable their situation is long term. There is general agreement amongst the committee that the society seem to have not budgeted correctly. Other teams pay for their court hire etc. so it seems unfair if Basketball get funded from the GCR to do this. AB will follow up on what they have been spending their money on.

AB to sort out online payments.

An emergency budget of £135 was voted on and passed in the Executive Committee Facebook group on the 11th/12th December for a DJ for the graduation party held on 12th December.

g. International Officer [JO] [Apologies]

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

JO is going to confirm the date with Sheila, and advertise the trip tomorrow morning.

h. Livers Out [CW]

CW to chase up the Gala about having formals there next year; she is waiting for a response from them. CW will no longer hold Livers Out coffee mornings due to the lack of attendance, but will continue to do brunch after the formals.

CW put a post asking what events students would like to take part in, and received some (though not many) responses. She calls for committee members to let her know about events coming up in the Durham area that can be advertised to livers out.

i. Social Secretary [NQ]

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

NQ will be getting in contact with Tony from Murray's Travel to give him a list of all of the events that mini-busses will be needed for this term.

A St Patrick's night will be held, which will act as the end of term party.

NQ will organise a Social Committee meeting sometime in the next two weeks.

JG to talk to College about formals for next year.

Working this out has been difficult so far as Hospitality has not been here; Sarah is off until next week and Trudy has been ill.

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).]

Exec meetings have been booked in for this term, the schedule (i.e. which venue each meeting is at) is the pinned post in the exec FB group. Office hours start again on Monday 15th January, so please check the rota and make sure you know when you are on.

A general meeting will take place in week 2, exact date currently TBC, so if you have any standing order amendments or budgets over £500 to propose ensure AS has them. Also, TAB calls for the committee to encourage people to run for Sheraton Park rep particularly. Other roles up for election will be election officer (we have one but there are two roles), Dryburn Rep, GCP liaison officer, and Student Trustee (again we have one but there are meant to be two); and possibly video master.

k. University/College [JG]

JG has been meeting with other independent College presidents and Megan to go through our MoAs with the university and to talk about updating them. Apparently they signed ours, despite Glen thinking they had not. There are lots of little things that need work, but it will eventually be passing through college council.

There is a big CMT meeting coming up on Tuesday with lots to discuss, including JG's suggestion of creating a staff/student working group for SP development. It turns out this was suggested by College but never implemented. JG is going to organise it as he thinks it should happen. This would be something like fortnightly meetings on things like adding art and making Sheraton Park feel more like home. The plan would be to have a few GCR members, a few GCP members, Ian, Rebecca (or her replacement), Emma and Glen on the committee.

JG met with Keith Evans from Stevenson regarding what Ustinov would be bringing to SP and what would be being left. They revealed they want to renovate the bar while Ustinov is still on the HF campus. JG pointed out our opposition, and he has brought it up as an agenda item at the SP working group on Thursday. Unfortunately, it seems John Ashworth, the Principal of Stevenson, will be chairing that meeting. There are no official dates right now. JG points out that Ustinov did not have a functioning bar when we moved in, so the argument that it must be done before the undergraduate colleges move in seems once again unfair on us.

JG has pushed Nick about the Observatory and he had a meeting with Owen about it. In theory, this should have been passed or vetoed today.

JG pushed Quentin about Durham School and has been hearing worrying things (or has been receiving poorly worded emails) so is following up on this. The plan is now for prelim meetings towards the end of the month. He is having meetings without JG, who is worried about not being included (College is also not being included). Only sports halls were mentioned, whereas Anthony Long said tennis courts, a swimming pool, and an athletics track too. It turns out the athletics track does not exist. TP asked the clubs and societies what they would need; the requests include cricket nets, indoor space and a football field. Hockey have said they will sort themselves out. The question of when we would get access to these facilities has still not been worked out.

JG has a meeting tomorrow meeting with SPRA. The police will have representatives there, which will be important for the SP bar. There will also be an NCCA meeting at the same time to discuss JG's proposal about lighting the dark road near SP. Some community members (including Kevin Booth) are not happy with the proposed lighting as it will be near their houses.

JG put in a freedom of information request for college finances. For Ustinov, it is publically known that approximately £3,800 of the accommodation fees per student goes straight to the university, and is not spent on maintenance on site. JG would be interested to find out if this is the same for all colleges. He also put in a freedom of information request for the SP council business case. It will take around twenty business days to get a response for these.

I. Welfare [JS] [Apologies]

JS had a few eventful conversations relating to welfare over the Christmas period. He has provided the DSU with a s/sheet log of all welfare concerns raised with the GCR Welfare Team since August (at Rosa's request, DSU asked all the colleges to do this).

Alcohol awareness events will be happening on the 1st and 8th of February. There will be a #itsnotOK week 5th-11th February to raise awareness about sexual violence.

JS has written the DSU policy on NHS sick note charges.

6. AOB

a. Committee Board [TAB]

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

TAB has said he will ask Kimberly do the committee board; she has said she is keen to do this.

b. Treasurer Away [AB]

AB will be away from the 19th February for two weeks as he is attending a conference in South Korea.

Alastair Stewart

GCR Secretary

15/01/2018