

Ustinov College GCR Exec Meeting

Minutes



Action points from 22/01:

AB to buy a new hard drive.

AB to budget up buses that will be needed for the rest of the year.

AB to purchase the TV for Dryburn, then XM to organise setting it up.

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

JG to follow up on whether College paid for a bus last year or not for the International Dress Party.

JG and AB to look into sorting out online payments for next week.

JS to look into the results of the SP Café survey.

JS to sort out paying in the money made from selling doughnuts for World AIDS Day.

MR and Comms Committee to organise the posts for the takeover of university social media.

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

NQ to organise the DJ, photography and bus for Burns Night.

NQ to submit a reimbursement form to AB.

NQ to book in minibuses for all of the remaining events

TAB to speak to Kimberley about the GCR Committee board.

TP to organise the dartboard getting put up in SP.

XM to get printer paper.

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

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, 22/01/18

1. Apologies: MR, CW, JS

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

2. Approval of minutes from last meeting.

Minutes from 11/12: 1 abstention, approved on the general aye otherwise.

Minutes from 15/01: 1 abstention, approved on the general aye otherwise.

3. Matters arising from previous minutes.

Nothing to bring up.

4. Agenda Items:

a. Burns Night Formal & After Party Budget [NQ]

NQ to prepare a budget for the Burns Night formal.

Proposal: *To pass a budget for up to £275 which will pay for a DJ (£75) and photography (£186).*

Questions:

The whisky and Irn-Bru was not added to the above budget, so it is agreed that it will be amended to include an extra £152 for the whisky and £10 for the Irn-Bru.

Vote: Unanimous for. NQ to organise the DJ and photography.

b. General Meeting Pizza Budget [TAB/AB]

Proposal: *To pass a budget for up to £(AB input) for pizza for the General Meeting to be held this Thursday.*

Questions:

It is decided to vote on £100 for the pizza.

Vote: Unanimous for.

c. GCP UIF [JG]

GCP UIF has requested money from the transition budget for transport to the International Dress Party. MR told Connie, head of UIF, to ask College about the transition fund for buses, who responded by saying that money was allocated to the GCR.

The budget has approximately £2,800 left, and we have spent around £200 per event. It is pointed out that the BBQ will be double or thrice that. The main reason for having buses that day would be to transport people wearing their traditional dress; it would be a nice thing to do. A concern is pointed out that it blurs the line between the GCR and the GCP further. Other concerns include this may set a precedent for future events and why, for example, would we allocate some of the funding for the International Dress Party and not the Carol Service from last semester. As this is money coming from the transition budget and not from GCR funds directly, it is pointed out that setting a precedent is less of a concern. However, JG says his main worry is that at the end of the year there is £200 left in the budget that indeed could have been used for this event.

XM points out that she thought College bussed people from Dryburn to Howlands last year.

Two things must be found out before a decision is made:

1. If College put on a bus last year. JG to follow up on this.
2. How much money will have to be spent on buses for GCR events for the rest of the year. AB to budget this up.

Connie will be invited next week to discuss this request.

d. Advertisement of Common Room Activities [JG]

The university want to start a campaign to advertise the university based on Common Room activities, allowing a `takeover' of university social media accounts for a week. JG asks if we want to engage with it, or explicitly avoid doing it.

For now, they need a date that Ustinov would be interested in doing it, and a brief outline of what we would post. It is pointed out that we do not utilise our own twitter account very much. However, this would allow people to see that Ustinov is a good place to go, and would allow the international and postgraduate idea to be pushed. College would not be in charge of this; the GCR would be. It is pointed out that we would not lose anything by doing this, and in fact it may give future students an idea about what the GCR is before they arrive at Ustinov.

AS points out that if it is something that we choose to do, then it will have to be organised properly and not done at the last minute. MR and the Communications Committee to organise the posts.

e. GCR Heaters [JG]

JG has decided to withdraw this agenda item, and will submit it to be discussed at the GM this Thursday.

5. Officer Reports:

a. Bar Steward [VU]

Both bars still exist! It is decided that the Super Bowl party will probably not be that busy so only two or three bar staff will be needed; VU to discuss this with hospitality. Every year additional American beers are ordered by hospitality, and every year there are lots left, so it is decided that extra will not be ordered this year. The stock from HF will be taken to SP with some buckets that can be filled up with ice.

The bar staff social happened last Friday and VU says it was successful. A TL was not set up for the night, so JO opened up and VU closed down.

The SP bar will have to be moved around, and a decision will need to be made regarding where the darts board will go and where the pool tables will be moved to. JG points out that it might be a good idea to decide this before things are moved around for the Super Bowl party.

b. Clubs & Societies [TP]

TP to organise the dartboard getting put up in SP.

TP has emailed Ian about the dartboard. JG suggested the only place the board can realistically go to Emma, but she said it was too close to the windows. TP asks if it would be a problem getting some kind of backing that covers the window, but JG says Glen probably would not be happy with this.

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

TP contacted Ian about the weights and he confirmed that College will pay half.

TP has been through all of the gym membership forms. All the names he could find are now in the system and have been sent off to CIS. He also got room numbers off of the SP gym members and sent them to Faye.

Josephine Butler requested some time in Howlands Hall to practice for their fashion show; TP agreed to it.

JG has organised a meeting with Quentin on the second of February to discuss timetables regarding sports facilities. TP will also attend this meeting.

TP was at Maiden Castle for a Sports Captains meeting earlier today, where the main point of discussion was a Varsity event.

c. Communications [MR] [Apologies]

[MR to buy a new external hard drive.]

AB to buy a new hard drive.

d. DSU [AH]

AH will be attending some DSU meetings and Academic Assembly. He will be encouraging Ustinov members to run for positions in the DSU Officer and Trustee Elections, in particular for Postgraduate Academic Officer.

AH will be submitting an amendment to the SOs in order to give the role of DSU Liaison Officer a description that is more consistent with other colleges. The way it stands at the moment AH says there is no uniform description of what his role should be doing.

JG says that the student consultation framework that JCR PresComm came up with is really good. The DSU will be proposing it; Owen has said positive things about it.

The presidents have angrily written a letter to University Finance about the levy system, saying that it was not organised very well this year.

e. Facilities [XM]

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

XM messaged Ian about getting free access to the printer for GCR executive committee members and is waiting for his response.

XM to sort out purchasing the TV for Dryburn.

XM is waiting for AB to purchase the TV so that she can arrange installation.

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

XM sent some emails enquiring about pricing.

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

Glenn is happy to give over a small printer if we are happy to pay for the costs. The HF printer is out of paper; XM to get printer paper.

XM says that her meeting with SPRA went fine. One good thing that came from the meeting was that if students are facing any antisocial behaviour from the residents at SP, they can contact Rebecca Carey about it. Kevin got over the PSOs for a meeting and complained at them about parking; they were not so pleased about this. The President and the Chair of SPRA are now gone.

XM translated the SP café survey into Chinese and it was posted. JS to look into the results of this survey.

f. Finance [AB]

Figures from the treasurer:

*Balance on 15/01: **£10,003.67***

CCEP Great Britain +£199.93

*Carried forward: **£10,203.60***

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

[AB to sort out online payments.]

AB has not had time to organise this yet, as it will have to be micromanaged initially to make sure everything works smoothly. JG asks if it would be easier to use the DSU system for formals as of now. AB contacted them previously, but says they wanted to sit down and discuss it. Instead we could go through Eventbrite. JG and AB to look into sorting out online payments for next week.

AB chased up Breakaway and got the invoice for the work done in October £373.80.

Most of AB weekend was doing a count and dealing with expenses. A drop will be done with Ellen this week.

Regarding the payment of money made from selling doughnuts for world AIDS day, it is asked if it would be easier for JS to transfer the money to the charity and then get reimbursed or pay the money in directly. AB points out that the money taken for that has not been mixed with our own; it is sitting in the Treasurer drawer. He says that JS can either do it himself and keep that money, or add that money up and hand it in. JS to organise this.

TAB has heard from some members of the GCR committee that some people have been putting in their own money to make up the float during their office hours. AB says this should absolutely not be done; adding up the float is just to keep a record of the numbers daily, not to make sure it stays exactly the same every day.

TP asks how much the pool tables have made since the last count, as they need re-clothed. AB can find this out very easily. JG points out that the request to re-cloth is done separately from how much the table makes anyway.

g. International Officer [JO]

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

The trip is organised and the tickets document is set up. TAB and JO will be the volunteers for the trip. The trip is on Sunday – AS asks if the trip should be advertised a little more. It is agreed that it should be pushed; XM will post information about the trip on WeChat, and information and the event will be shared to the Ustinov 2017-2018 Facebook group.

JO says the coach will stop off at Dryburn to pick residents there up. He emailed Lana about selling tickets there, but she has not gotten back to him yet.

The Chinese New Year Formal will be held on 16th February. JG asks if JO has heard anything about arrangements for that day, since he is on the GCP (it is supposed to be a GCR and GCP organised day). JO has not heard anything about it so far, but says as far as decorations go we could reuse those bought last year.

h. Livers Out [CW][Apologies]

CW will look into some tenancy stuff this week. Brunch will be held this Saturday following the Burns Night formal.

i. Social Secretary [NQ]

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

This was done.

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

XM emailed the hospitality team about the menu choices for the Chinese New Year formal and has not yet had a reply from them.

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

This was done, people signed up and JG sent off all of the dietary requirements to Hospitality.

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

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

The buses not booked yet. NQ will be organising the DJ and buses in the next day or two. TAB requests that NQ makes sure someone is put on rota to clear up.

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

The budget is coming along, and will be passed at the GM on Thursday.

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

This has been done.

A Social Committee meeting was held last week. There will be a couple of events this term outside of the formals. Two weeks on Wednesday will be the next committee meeting. NQ requests that anybody who is free to set up the formal on Friday make themselves known.

NQ to submit reimbursement form.

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).]

This will be discussed this evening.

TAB to organise the General Meeting.

The General meeting will take place on Thursday. A reminder to everyone to attend if they can as we need quorum for this one owing to budgets and SO amendments, and to encourage others to attend as well. Apologies and Agenda Items for the meeting to AS by Tuesday night.

Someone asked about running for GCP Liaison Officer, but there does not seem too much point since MR is already heading up the GCP and is on the executive committee already. We have candidates for SP Representative, and someone is considering running for Video Master.

TAB to organise a full committee meeting.

The full GCR committee meeting will be held on Tuesday 30th January. It will be held in the SP seminar room at 19:00.

It is asked if it is possible to livestream the meeting to Facebook. JG responds saying this should be possible. Glenn will be attending the meeting and taking questions at the start of the meeting.

k. University/College [JG]

JG attended an NCCA meeting on Tuesday, at which he was told off for two hours about undergraduates being rowdy and shouting on their way into town. They seemed to think that he being the only student representative there meant he should be held responsible for their actions. They slightly panned the idea of lighting, but the minutes say they are ok with the path through to Westhouse being acceptable. Elizabeth Scott, one of our two councillors, is talking this week to the council regarding the cost (the council will not likely cover it), and what consultation would need to be carried out.

Sally McGill has pushed the money for the observatory refurbishment off to be found elsewhere. Glenn offered to put in some from the College pot, but Nick said

not to do this as it is not a lot of money. Apparently the difference between £5,000 and £10,000 is minimal once someone decides it's coming from their budget. He says the delay in finance is not a massive issue as not that much needs to happen to it; it just needs money, but that should not affect the timeline for October. JG has asked Glenn to give us a walk around the building, and he's going to organise it.

Owen agreed to a town hall meeting, but could not make our GM this week as he is out of the country. JG has asked about his availability for the 6th, 7th and 8th of February.

JG is waiting on John Ashworth (Stephenson College President) to get back to him regarding his "wish list" for Fisher House. He wants works to go throughout summer, but according to Nick a lot of it is very small and wouldn't require closing the bar. If it does not affect say, the end of year party, JG says he is generally ok with smaller things being done, as long as they do not affect the study space (café) and bar too heavily. John spoke to Adrian before the meeting, so Adrian offered for us to use Butler Bar / social space over the summer. He does not seem to understand that coming up with alternatives to using Fisher House during summer is not an acceptable solution.

College have not been giving the GCR executive committee what we deserve given the documents they have signed regarding information on people in College. The MoA specifically says what data we should have access to, but they have not been giving it to us.

JG will set up the first meeting of the Sheraton Development Working Group (name may change) regarding making Sheraton more homely. JG calls for any interested committee members to tell him if they would like to attend. His initial thoughts are to have himself, Glenn, XM, JS, the two Café des Arts people (they want to be doing art stuff), the Assistant Operations Manager and MR/Megan as the GCP lead. TAB suggestion, Sheraton Working Action Group.

JG is going to volunteer to be on the interview panel for the new college head.

There is a short list for the name of the 17th College. They would like it to be named after a woman who contributed to the North East or to Durham.

I. Welfare [JS] [Apologies]

Welfare office hours ran as per normal. JS dealt with a couple of welfare concerns, and has arranged a meeting with the Welfare Reps for this week to discuss plans for this term.

JS also shared Nic's GCP/GCR joint project survey.

The committee would like the Welfare Officers to note that during SP welfare office hours they are also responsible for the normal running of the office, including ticket sales.

6. AOB

a. Committee Board [TAB]

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

TAB will speak to Kimberley about the board.

Alastair Stewart

GCR Secretary

22/01/2018