

Ustinov College GCR Exec Meeting

Minutes



Action Points from 29/01:

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

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

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

AB to buy a new hard drive.

JG to purchase pool cues.

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

JS to reopen the SP Café survey and look through the responses.

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

NQ to purchase Super Bowl snacks after the passing of the budget on 29/01.

NQ to contact Dusk 'till Dawn about having Chinese songs involved in karaoke after the Chinese New Year formal.

NQ to organise the decorations for Chinese New Year.

NQ to organise a meeting between him, JG, CW and Jintong to lay out dates for the formals next year.

TP to organise the re-clothing and re-cushioning of the pool tables.

TP to organise the dartboard getting put up in SP.

TP to look into buying a new table football table.

XM to sort out free printing for the other GCR Exec accounts.

XM to organise set up of the Dryburn TV.

XM to look into getting a fairer way of allocating hours of the music room to students.

18:30pm, 29/01/18

1. Apologies: AH, XM, MR

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

2. Approval of minutes from last meeting.

Minutes from 22/01: To be approved next week as committee members were not given enough time to read the minutes before this meeting.

3. Matters arising from previous minutes.

None at the moment.

4. Agenda Items:

a. Super Bowl Party Budget [NQ]

Proposal: To pass a budget for up to £100 for snacks and hotdogs for the Super Bowl party.

Questions:

Are we allowed to provide heated food?

Technically no, however there is very little risk with hotdogs. CW has a slow cooker that can be used, and Glenn specifically asked for them.

Can we pay £15 to get access to the American stream of the Super Bowl?

This will be against the licence, as it would be shown in a bar (the SP bar). It is decided to just use the BBC coverage.

Vote: Unanimous for. NQ to purchase the snacks.

b. Chinese New Year Formal Budget [NQ]

Proposal: *To pass a budget of up to £100 to purchase decorations for the Chinese New Year formal.*

Questions:

How much is the photography for the night?

The photography will be around £200. NQ amends his budget to £300, to include the cost of photography.

NQ will contact Dusk 'Till Dawn (or ask XM to) about having Chinese songs at the karaoke. NQ was not allowed to use the step ladder the last time he was hanging decorations up. If this happens again, he should tell the porters that they will have to hang them up instead.

Vote: Unanimous for. NQ to organise the photography and decorations for the formal.

c. Chinese New Year Formal [JG]

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

AB to investigate Stripe, as it would be useful to have online payments for the formal. AB would like to work out whether just using Stripe or using the ticket tailor would be cheaper. It is £20 per month to use Stripe, and you only have to pay for the months that you are using it. This works out at less than £20 per formal. AB to look into whether or not the business card can be tied to Stripe. If it can, then card payments can be brought back in again. It is pointed out this system would still allow committee members to sign up early.

The GCP have not booked anything for that day, so it does not seem that they are organising anything for Chinese New Year. JG says it would be a shame if the GCP were not going to get involved, as this was supposed to be a joint event between the GCR and GCP.

There is a concern raised about the number of tickets that could potentially be reserved early due to the GCR having a very large committee this year. There could be up to 72 people who sign up before the tickets are sold to members of the GCR outside of the committee. There are not enough formals for every Ustinov member to go to one in the year anyway, so this seems a little unfair. JG explains the two ticket system was proposed last year as a way of stopping committee members signing up as many people as they wanted to for the formal. He also points out that one of the only, if not *the* only, benefit that someone gets from being on the committee is they get to sign up early for the formal, so it would seem a bit mean to not allow members to sign up in advance. There is also general agreement that it

would be unfair if the executive committee got to reserve tickets if the rest of the committee could not.

It is questioned whether or not this should be discussed at the committee meeting this week. A **motion** is proposed by JG; *to move this discussion to the full committee meeting and vote on it there*. TAB points out that the SOs do not go into the level of detail as to say whether motions can be voted on during full committee meetings, so by his interpretation he as Chairperson can decide to allow it.

Vote: Four against, five abstentions. The decision will be made during this executive committee meeting.

After much discussion (including whether or not partners coming from outside of Durham could have a ticket reserved for them and whether or not people who help set up the formal could get a plus one), it is decided that there are two options that can be policed easily; keeping the system the way it is (committee member + 1 can be reserved) or changing the system so that a committee member can only reserve a ticket for themselves.

A vote is proposed between the following two options; a committee member can only reserve a ticket for themselves and a committee member can reserve a ticket for themselves + one guest.

Vote: Two votes for committee plus one guest, six votes for just the committee member and one abstention.

It is clarified that this place for early ticket reservation cannot be transferred to a friend if the committee member cannot go to the formal.

AB proposes an amendment to the above; any person required to give a speech (meaning they are required to go to the formal) is entitled to an additional ticket plus any ticket that they should have had already.

Vote: 8 votes for, 1 abstention. The amendment passes.

Final decision: GCR committee members (executive and non-executive) may now only reserve a ticket for themselves for a formal before they go on sale to everyone. The only exceptions are speech givers, who are allowed to reserve one additional ticket to any they were already entitled to.

d. Pool Table Re-clothing and Re-cushioning Budget [TP]

Proposal: *To pass a budget of up to £492 to re-cloth both pool tables (£180 per table including VAT) and re-cushion one of the pool tables (£132 including VAT).*

Questions:

TP spoke to Yan, who was there when the pool tables were re-clothed last time. Breakaway recommended that one of the pool tables be re-cushioned as soon as possible. The second table is also in a bad state, but not as bad as the other one.

Jasmine (President of the Pool Society) asked JG if both tables were going to be taken to SP at the end of the year. JG points out that if one is not being brought, then it does not seem worth the GCR's money to re-cushion it before leaving the HF site. TP points out that pool is a big thing at Ustinov; the tables are used a lot, and the tables would attract people to the SP bar. There is an issue of space at the SP

bar; it is not certain that they would both fit with enough room for all the other furniture. TP believes it will be fine, and so the decision is to commit to taking both tables to SP.

AB points out that there has been a lot of money put into the tables this year, and so would be hesitant to do more work this year after this. However, it is pointed out that the pool tables do bring in a lot of money, and AB believe that they have made more money than has been spent on them given the trend from last year.

Vote: Unanimous for. TP to organise the re-clothing of both pool tables and the re-cushioning of one of them.

e. Pool Cue Budget [JG]

JG proposes two possible options (Source from Breakaway, who were previously used to supply Howlands):

1. Budget

Six cues at £5.40 each and wall mounting at £9 for a total of £41.40.

2. Mid-Range

More expensive cues (5 at £27.45 each and 1 at £24), retipping cues at £20-£30 and wall mounting at £9 for a total of £200.25 maximum. The retipping is for Yan or someone else to superglue the tips to the cues; Yan has pointed out previously that the factory glue used on them is not good.

Pros vs cons of the more expensive cues:

Cons:

- More expensive. Approximately five times as much per cue so would want them to last five times as long to justify the cost. This is very difficult to know before purchasing, but all the current cues at SP (around eight cues) were broken within a month of the social space opening. We would certainly expect a higher quality cue to last for several months.
- Loss of cues is not only through wear and tear; there is also some damage due to negligence/vandalism. This would be substantially more costly if cues were more expensive.
- Tips would not be screw-on with more expensive cues. It would be useful in future for members of the pool team to know how to re-tip (quote for re-tipping provided by Yan Birch). However, it should be noted that none of the broken cues at Howlands were ever re-tipped despite being screw-on and that we had the tips. This finally happened yesterday after 3 years because JG was bored and in the bar.

Pros:

- Higher quality cues for those playing in the bar, may lead to pool being more of an attraction.
- Cue damage is somewhat mitigated by the presence of CCTV and the proximity of the bar at Sheraton Park, but we might expect it to happen more often. At least with the CCTV, we would be able to track down those who caused the damage if it was through negligence or vandalism.
- Glenn would probably love it because they'll look nicer and more at home in the Sheraton bar.

- We could get different colours and that excites JG.

Only around two of the (approximately) twenty cues have been recovered over this year, and the rest have been binned. TP has been replacing the tips as they break, but they seem to break very quickly.

AB states that the GCR has enough money to get them if it is decided that we should. At the moment, the pool tables are the biggest draw for people spending time in the SP bar, so it would be good to support it. JG points out that the cues should be kept track of; if the more expensive cues are purchased and break as quickly as the cheaper ones, then there is no point spending the extra money on nicer cues. AB points out this would be a good trial. Part of the committee's remit is to encourage people to use the facilities provided in Ustinov; this would be doing exactly that.

Vote – unanimous for mid-range cues. JG to purchase the cues.

f. Inter-MCR Formal [TAB/JG]

There is an inter-MCR formal in the calendar for March. The discussion is about whether this should be cancelled or not.

It would be on the first of March in the Business School. Last year it was the least attended formal, and hardly any other MCRs signed up for it. Only around 110 people attended. The other Colleges could say that we are no longer invited to their inter-MCR events since we are not holding one, however that does not seem reasonable since Ustinov has the most postgraduate students by far.

NQ asks if we could put on a formal that requires minimum effort. However, it is pointed out that generally they have themes. A formal in Castle or Hatfield you can just rely on the experience of having a dinner there, however for Ustinov it is not an 'experience' eating in the Business School. It would therefore probably need a theme. There is a concern that if only our students attend and have a bad experience then they will not attend the Awards formal held later in the year.

It is decided to move the discussion to tomorrow's full committee meeting, where Social Committee will be in attendance.

g. Tech for the Summer BBQ [JG] – TBC

JG spoke to someone about tech for the Summer BBQ. We will need audio techs this year, and JG has received a quote of £1,200 for audio equipment rental and two audio techs to run the event for the day (this is an upper limit). This amount would not have to be paid now, but a £100 deposit would have to be paid to hold the date. JG is waiting for Joe (Tech Officer) to confirm if he thinks the rate is reasonable, but from what he has seen from other companies it seems like a good deal. Note this is for the outdoor equipment; we would be in charge of the stuff inside Fisher House.

JG says Joe does not want to run the BBQ this year as it is too much work. It is decided that if Joe and his friends are not doing it this year then we need to get people in who have the expertise. AB has no objections to the proposed amount.

Proposal: *To pass up to £100 to pay for a deposit for tech for the Summer BBQ.*

Vote: Unanimous for.

h. Buses for the International Dress Party

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

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

This may have to be taken to the trustees, as paying College for something is very different from paying money to another charity. Since the money was given to the GCR, there may be a governance issue. There are no updates currently on the amount that will have to be spent on buses for GCR events for the rest of term, so this discussion is postponed.

5. Officer Reports:

a. Bar Steward [VU]

Both bars still exist. The burns night formal was a success. Three bar staff members have been assigned for the Super Bowl party on 04/02 at SP, with the bar open until 02:00. The Super Bowl party will begin at 23:00.

b. Clubs & Societies [TP]

TP to organise the dartboard getting put up in SP.

College rejected the first idea of where to position the dart board so somewhere else will have to be chosen. TP will buy the rubber flooring to go down by the dartboard; JG says he should ask College to pay for half of it.

There have been Ustinov teams invited to the Varsity with York. Whether they will be able to go is unknown. This will be the same weekend as a pool tournament.

TP has heard back from Sam regarding ratification of the choir. He had questions about having three signatories; AB says this is optional but you do need three members on the committee for the society. AB points out that being choir master does not mean Sam has to be president of the society.

AB messaged the basketball team to see if they could get their members to chip in for court hire costs. The captain got back to him saying they were reticent to do this as they have had complaints from members about spending more money. As a follow up, AB asked what their strategy for next year is given this year they seem to be over spending by quite a lot. Their response was quite weak, saying they hope to get more members and may increase contributions from members. AB asks if we offer to cover the short fall for this year on the understanding they have sustainable pricing for next year. JG points out that cricket have to pay around £1.40 per person per game. The general agreement from the committee is that all teams should be treated equally, but this issue will now be delegated to Finance Committee.

c. Communications [MR] [Apologies]

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

d. DSU [AH] [Apologies]

AH is starting to sort things out for Assembly and is getting ready for the DSU election. There may be two Ustinov students running.

There is a job going at the DSU that JG advertised in the newsletter.

e. Facilities [XM][Apologies]

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

No update.

XM to get printer paper for the HF printer.

XM purchased A4 paper for the office and it arrived today. She will send an email to College so that anyone can collect it from the reception if it is urgent.

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

AB has purchased the TV. Ian asked for update from XM today but she hasn't responded yet. XM has all of the information.

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

The decision is that this is not worth doing any more owing to us moving out later this year, so this AP is to be removed.

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

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

JS had a quick look this afternoon; there were only 23 responses, so he is going to reopen the survey and will report back when more people have filled it in.

The college energy competition will start next week and Sarah already printed out some posters. XM messaged College to see whether they could get involved in encouraging students to save energy next week. She is suggesting College could see how much electricity each block uses, and give a reward for the students in the block that saves the most energy. XM points out that this is just an idea. If it is not doable, the competition will still be promoted on Facebook and in the newsletter. She will let Vera and Mary help Sarah with the poster. Sarah put in the post on FB that this is happening.

JG and TP have been planning out the SP common room, which should be getting reorganised soon.

There has been a request from a GCR member to switch off the lights during a movie in the Community Room. Unfortunately there is no light switch in that room, and there is no way to change this without considerable expense.

TP asks if we are planning on moving the table football table over to SP. JG says it is broken so probably not, however it is pointed out that it is very popular. TP to look into buying a new one for SP.

Ian has said the committee can pick up a printer for SP from him.

There has been a complaint from a student that it is very difficult to get music practice room time. XM to look in to limiting the number of hours that someone can get access to the music room in a given week.

f. Finance [AB]

Figures from the treasurer:

Balance on 21/01: £10,203.60

<i>Cash drop-off</i>	<i>+£5, 695.00</i>
<i>BT Group</i>	<i>-£356.75</i>
<i>Papa Johns (Pizza for GM)</i>	<i>-£97.95</i>
<i>Helen Paton DJ</i>	<i>-£75.00</i>
<i>XM Christmas Kids Party</i>	<i>-£152.92</i>
<i>Breakaway Pool</i>	<i>-£373.80</i>

Carried forward (28/01): £14,842.18

Tony from the taxi company has not been paid yet; AB chased him up but he has made some mistakes.

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

AB to buy a new hard drive.

To be done.

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

JS got the money; this is all sorted.

NQ to submit a reimbursement form to AB.

This has been submitted.

g. International Officer [JO]

The York trip is going ahead on 04/03 after the money was passed at the GM.

JO and TAB attended the Lindisfarne trip. There was an issue with over subscription duo to some committee members incorrectly filling in the spreadsheet. Around five people were refunded because of this, and JO apologised to them for the confusion.

A committee member put all of the ticket money into the flat, so NQ spent time putting the money into envelopes. Thanks to NQ from AB for doing this.

The payment from Dryburn has been sorted. Lana gave the money to Abed who passed the money on to JO and JG. They wrote a receipt out to Lana for the total amount.

h. Livers Out [CW]

Hangover brunch was a success. There were lots of livers out at the formal. CW knows of a few things happening in Durham this week that she would like to push.

i. Social Secretary [NQ]

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

Minibuses have been booked for both the Chinese New Year formal and the end of term party.

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

This was done. Burns Night happened and it was a success. There is general agreement that the DJ for the night was good.

There will be a Social Committee meeting next week, which will focus on budgeting the Summer BBQ and Summer Ball in preparation for the next GM.

XM contacted the Chinese Association about Chinese karaoke and is waiting for their response.

NQ to organise a meeting between him, JG, CW and Jintong (Lily) (formal secretary) to lay out dates for the formals next year.

j. Steering [TAB]

The general meeting happened with a good turnout (approximately 40 people were there for at least some of it). The standing orders were amended to change the DSU Liaison Officer role description to the standard model proposed by the DSU, with a couple of minor tweaks to fit our SOs, and all budgets were passed.

Hustings successfully took place, with four candidates for three positions. The vote concluded on Sunday night with a turnout of 74 (4.1%). Durgesh Pratap Singh was elected as Election Officer, Jono Wilson as Video Master, and Sophie Hill as Sheraton Park Rep. All have been invited to Tuesday's general committee meeting and added to the committee Facebook group (except Sophie pending her accepting TAB's friend request). TAB calls for committee members to say hello to and encourage the new committee members!

The general committee meeting is 19:00 this Tuesday in the Sheraton Park seminar room. Apologies and agenda items to Alastair please.

k. University/College [JG]

JG has been working with the Ustinovian on some things. They are going to publish a scathing review of the Christmas formal from a disgruntled customer, though the main complaints seem to be about hospitality. One of the writers on another article about the move to SP has been messing JG around.

I. Welfare [JS]

The first alcohol awareness roadshow will be on Thursday in the SP café, so JS will be organising and promoting that this week. JG requests that the locations be switched to HF this week and SP next week; JS will do this then advertise the events. There will also be the #ITSNOTOK sexual abuse and sexual violence week next week, so JS will be working with J (the Postgraduate Vice President of the LGBT+ Association) and Ryan (GCR LGBT+ Rep) to promote this. Adrian seems to be running for a welfare position on the DSU, so JS calls for the committee to support him. Purple Radio want the Welfare team on the radio.

JS will be meeting the GCR Welfare Reps on Thursday during the AA roadshow to plan for the rest of the semester.

6. AOB

a. Committee Board [TAB]

TAB to speak to Kimberley about the GCR Committee board.

The committee board has been delegated to Kimberley, who has started updating it.

b. Table Football [TP]

TP points out there are lots of 20p coins in the football table. It is pointed out that quite a while ago it was decided this could be used for free. It is decided it might be a nice thing to have in the SP café, and may encourage people to use the area. TP to budget up a new table football table.

Alastair Stewart

GCR Secretary

29/01/2018