

# Ustinov College GCR Exec Meeting

## Minutes



### Action Points:

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

*[AB to look into sorting out online payment.]*

*[AB/TP to buy the new games console, games and controllers.]*

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

*MR to speak to Walter about using and updating the website.*

*TAB to organise a committee social.*

*TAB to book the next General Meeting.*

*TP to organise the re-clothing and re-cushioning of the pool table(s).*

*TP to talk to choir about changing their constitution.*

*TP to organise photos of sports teams.*

*TP to speak to Ian about mirrors for the gym.*

*TP to buy some darts for SP.*

*TP to send out information about the next funding call for sports teams.*

*[TP to talk to Breakaway about moving pool tables from HF to SP.]*

*XM to talk to Ian about being able to put up student art in SP.*

*XM/MR to advertise the York trip be WeChat/email respectively.*

*XM to find out the HF café opening times.*

*XM to find a new screen protector then organise installation of the Dryburn TV.*

*XM to send out link for Ustinov stash.*

*XM to get a photo of the vending machine mechanism to CW.*

### 18:30pm, 19/02/18

**1. Apologies:** VU, AB, JO, NQ

**Present:** JG, TAB, XM, AS, TP, AH, JS, CW, MR, FO

**2. Approval of minutes from last meeting.**

Minutes from 12/02: Approved on the general aye.

**3. Matters arising from previous minutes.**

The Fire and Ice photography competition mentioned last week was not held in the end. Social Committee did not do it when CW said she would not be here.

**4. Agenda Items:**

**a. Date for General Meeting [TAB]**

This General Meeting is particularly to allow budgets for the Summer Ball and Summer BBQ to be presented. TAB suggests the week before the end of term may be a good time to hold it. It is decided that the meeting will be held on Thursday 15<sup>th</sup> March; TAB to book this.

**b. Art Workshop [XM]**

XM is considering organising an art workshop. The idea would be students could paint or take pictures of HF, and the winner's work could be put somewhere in SP next year. The hope is there will be some other kind of prize too. A couple of people have already expressed interest in helping organise this event. Jenny drew a painting of Fisher House, with all the flags. XM thought it looked really good, so maybe it would be a good idea to let other students do that kind of thing. She suggests that a poll could be set up for students to decide which painting(s) or photo(s) is (are) the best, which could then be put up in SP. XM to talk to Ian about whether student art can be hung in SP. It is pointed out that College and the local community have put art pieces up; it seems about time that Ustinov students are allowed to have some things of their own put on the walls.

*What will the art focus on?*

It is pointed out that people who come new to Ustinov from next year will not know what Fisher House is, and will not have a connection with it. However, there are several photos of the College through the years and of previous Ustinovians up in Fisher House currently. Having it part of a rotating gallery is suggested, but JG points out that generally the rotation does not happen. For example, the same flags have hung on the roof of Fisher House for the last four years. XM suggests the theme could be Ustinov, or home. It is also suggested that some of the art pieces could be put on the GCR website, in the office, or maybe in the Ustinovian.

Some suggested prizes include cash, amazon vouchers and free tickets to the Castle formal. The prize could be presented at the College awards if it is done before then. As runner-up prizes, Ustinov memorabilia (for example, a mug) is suggested.

**c. DSU Elections [TAB]**

It is assumed that the GCR as a body will not be endorsing anyone, though it is pointed out that technically Common Rooms can do this. However, TAB questions whether a committee member can say e.g. 'As President of the GCR I endorse...' or 'As Chairperson of the GCR I endorse...'

AH says that while he is the only one who must remain impartial, he would encourage the committee to endorse people personally rather than using their title to throw some weight behind it. He is concerned that candidates will bombard people who seem willing to show support with requests to back them if the title is used. It is pointed out that people will probably already know who, for example, the President is if he were to say he endorsed certain candidates.

AH will post information on the Ustinov College page giving people information about the election.

**d. York Trip [JO] [Apologies]**

So far the York trip has not sold very well, though it has also not been advertised very heavily. JO asks if once coach should be cancelled. It is pointed out this was one concern that some members of the committee had about pushing York back to term two; people are more likely to have visited York by now than, say, Edinburgh.

The decision is to have XM advertise the trip on WeChat and have MR send out an email specifically for the trip, then wait until Thursday or Friday to see if sales improve. If not, then JO should cancel one of the HF coaches.

**e. Ratification of Choir [TP]**

The Choir have filled in all of the relevant paper work, so TP calls for the committee to vote on ratifying the choir. There is a concern brought forward that College are already paying for a scholarship for the choir, so they seem to be 'double dipping' into College funds and GCR funds. Furthermore, due to them using the default constitution they have no mention of this 'special role', which is slightly problematic in terms of governance. It is pointed out that the only thing college pays for is the scholarship for a Choir Master, which TP believes the funding for was donated by an alumna/alumnus. They have still asked for GCR funding in the past, for example to buy sheet music. TAB points out that a society does not have to have submitted a constitution before the point of affiliation.

The decision is to take a vote on ratification of the choir, then have TP speak to them about changing their constitution to better represent how their society is run.

**Vote:** Unanimous for. TP to talk to the Choir about changing their constitution.

**5. Officer Reports:**

**a. Bar Steward [VU] [Apologies]**

Both bars still exist! The Chinese New Year formal happened and seems to have been a success. The bar staff are of the opinion that there should be a minimum card spend for party nights at HF as card payments are significantly slowing down sales. VU will meet with Ian to discuss this matter.

It is pointed out that lots of people ask for cash back anyway, and some people do not have cash on them so it may result in people just not buying a drink. JG highlights that the way to solve this is to fix the problem, not the symptom of the problem; get management to fix the card machine properly. The committee understands that sometimes the connection does not hold, and if the payment fails to go through then someone may just walk off. However, JG brought this issue up with Trudy at the bar staff meeting before Christmas, at which Trudy said she would look into it; she has not.

It is acknowledged that the bar staff have most experience with the bar so if the majority of them think it is a good idea there must be reasoning behind it that should be taken into consideration. However, there is general agreement amongst the committee that this would be a bad idea.

**b. Clubs & Societies [TP]**

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

TP contacted Breakaway, who said they are waiting to hear back from the company that custom make the cushions for the pool table. JG requests that TP ask Breakaway if they can move the pool tables over to SP when the time comes.

*TP to fill in a reimbursement form to give to AB to allow AB to order the weights and flags.*

This was done and the weights and flags have now been ordered. TP to buy some darts for SP.

*TP to speak to Ian about mirrors for the gym.*

TP emailed Ian about mirrors in the SP gym. He is waiting for a reply from Emma.

JG asks about getting some pictures of sports teams, with the suggestion that an award for the best photo could be free tickets to the Sports and Societies formal (with the caveat that we are allowed to use the photo). The photos can then be put on the GCR website and the walls of SP. TP to look into this; he points out that the Festival of Sport might provide another good time to get some photos.

**c. Communications [MR]**

*MR to speak to Walter about using and updating the website.*

MR to give him the username and password and tell him about what updates are needed.

JG has been considering doing a weekly blog to keep Ustinov students updated on what he/the GCR Committee have been doing. He says this is something that a lot of Presidents do, though they are sabbatical officers. The committee points out this would be even more work for him, but the idea itself is good.

MR has started to back up the Google Drive on the new external hard drive. He asks that the committee do not delete any of the files off the drive yet until we get a PC up and running in SP, so the stuff can also be backed up on it. TP warns that he had that make of hard drive and it crashed.

MR has not checked in on the various social media accounts, though it is pointed out that Sandhita seemed quite happy to do this.

**d. DSU [AH]**

The DSU decided on its policy to support the strikers, none of the amendments passed. Those running for sabbatical positions have been announced; AH will remind people to vote. AH is in contact with the election support officers to try and arrange a time for them to come. They have already dropped things off at both HF and SP. There already seems to be some campaign drama.

On the email for College Election Coordinators it said voting will be open until 17:00 on Friday, however it will actually be open only until 17:00 on *Thursday*.

AH is going to send an angry email to Sabrina about the discussion with Owen Adams, as people who were watching online seem unhappy with his responses.

**e. Facilities [XM]**

*XM to tell the SP Rep to collect the printer for SP.*

Ian pointed the printer out to JG; it is by Lynsey's desk. XM told Sophie (SP Rep) to collect the printer).

*XM to find out the HF café opening times.*  
Ian has not replied to XM about the HF café yet.

*XM to organise installation of the Dryburn TV.*  
XM called the TV installer (Nigel) who said he is really busy until the middle of March but will try to squeeze in our installation. It will happen either on the 21<sup>st</sup> of February or next week. He will call later to confirm the details.

*MR to email Ian about the cabinet to go into SP bar.*  
The cabinet has been ordered, though it did not give a delivery date. It will be delivered under Faye's name.

*JS to reopen the SP Café survey and look through the responses.*  
Still to be done.

XM ordered more things for the vending machine as Vera pointed out that more stock was needed. It is pointed out that there may be more chocolate lurking behind the bar. The stash order should come online soon. XM asked Sam to extend the time available to order to the end of this month, but she said she could only do until the 25<sup>th</sup>. XM will send out the link tomorrow. It is decided that from the next order we will switch to someone else; JG has been given some good suggestions of companies that can be used instead.

CW says that if we would like the mechanism in the vending machine fixed, then she knows a friend of her Dad who spent a lot of time going around updating mechanisms for various pieces of equipment. There is a place for the vending machine at SP, so XM to get a picture of the mechanism and send it to CW. It has been pointed out that the Coke vending machine is not working properly, but students have already contacted the company complaining about this.

The darts board has been installed in SP. A decision will be made tomorrow about moving the furniture around the SP café.

**f. Finance [AB] [Apologies]**

Figures from the treasurer:

*Balance on /02: £*

*No account update owing to the Treasurer being in Korea.*

*Carried forward (/02): £*

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

*[AB to look into sorting out online payment.]*

*AB/TP to buy the new games console, games and controllers.*

TP will ask AB to do this once it is known when the cabinet will arrive in SP.

*XM to fill in a reimbursement form to give to AB.*

TV screen protector does not fit, so need to look for another one.

Cricket gloves are now on their way to Ustinov. This was an outstanding order from the last funding call. AB calls for TP to send out information for the next funding call. It will work in the same way as last time.

AB is waiting for an invoice from Tony regarding the shuttle bus from Friday night.

**g. International Officer [JO] [Apologies]**

*JO to contact someone at Dryburn about selling York tickets there.*

JO contacted Lana, who is now on the case. He will update the spreadsheet this week accordingly.

York tickets are currently on sale but they need a big push. JO and a couple of other Ustinovians took part in a runway show for CNY.

**h. Livers Out [CW]**

Three livers out came to the Pancake Café last week.

AS received an email highlighting a concern that the term 'Liver Out' could be seen as offensive to people who already feel disadvantaged about not living in College. He responded to this email looking for more information but unfortunately the follow up email has still not been responded to.

**i. Social**

**i. Social Secretary [NQ] [Apologies]**

The Chinese New Year celebration went well; XM would like to thank the Social Committee members who helped to organise it, in particular Jintong who went to Newcastle twice to buy things for it. She has been told to contact AB about getting reimbursed.

NQ will be thinking about how to mobilize the Social Committee more for future, bigger events. A Social Committee meeting happened on week before CNY without JG or CW.

The next event is the end of term party on the 17<sup>th</sup> March, which will be held in SP. The pancakes in HF/SP went very, very well. TAB has said to the HF/SP Reps that if they would like to organise something similar then please do.

MR is thinking about organising another walk for Students around the area.

It is suggested that Good Friday Fish and Chips could be a Livers Out event. There will also be an Easter Kids party on 25<sup>th</sup> March.

**ii. Ball Secretary [FO]**

A date has been set for FO, JG, NQ and CW to visit Beamish Hall; this will be next Tuesday. It is highlighted that a budget for the Ball will be needed

before the next GM. The total cost for e.g. food is already known from Beamish Hall.

**j. Steering [TAB]**

There is still one committee member who needs trained (the new Election Officer, Singh) as he did not turn up for his training yesterday. TAB is making adjustments to the office hours rota. For now, office hours will remain daily at both sites.

TAB to organise another committee social.

**k. University/College [JG]**

JG had a meeting with Nick Benbow last week and discussed lots of things. JG pointed out that we have a lot of assets in HF and have been provided with equivalents in SP, but we do not own them anymore. Therefore, on our accounts it looks like the GCR has lost around £15,000 in amenities. Nick said JG should speak to Ian, who told him to write up a proposal. JG is going to write a document saying that College will sign over a £15,000 stake in the UV/gym equipment, so in effect the GCR would own that equipment. This would be some percentage association of the items. Things could get complicated regarding who pays for what when, for example, a piece of equipment needs to be fixed. JG will discuss the details with AB. JG points out they are basically paying us off for the assets we cannot take with us, for example the curtains, the MUGA lighting etc.

Stephenson College has said that before they move in, the café needs to be shut down and turned into a staff kitchen. The current staff kit needs to be renovated and turned into a toast preparation area. The right hand side of the bar needs to be provisioned with the right things and moved around. At some point the café will be shut down, while Ustinov is still there, but probably only around a week before the summer term ends. Concerning the right hand side of the bar, JG has asked if this can be done at the start of August and has requested the left hand side of the bar be left open. This may have to work by making the bar a bottle bar during this time, however the beginning of August is generally a really quiet point anyway in Fisher. JG has said that as long as we can pick and choose certain dates that our bar is open/closed then he is not so bothered about the renovations being done.

JG asked Nick if they have the money to do these renovations; it turns out they do not. For example, replacing the CCTV itself could cost around £30,000. They seem to be being very fussy over things like the colour of walls and flooring, and are coming up with a lot of plans but are not going to be able to execute them. The bars may not be open in time for Freshers' Week.

JG will be looking around the observatory on Thursday if anyone would like to join him. There are old collections being stored there by the library; they quickly came up with a reason why these could not be moved. However, they were given a piece of paper telling them they must be moved. There are three shelves worth of books that took three months to move previously. JG has said that our deadline is the start of the next academic year for them to be moved, but earlier would be better.

Nick listened to what was being said at the meeting. He wants to meet with people from last year's GCR Executive Committee and some people from this year's committee in order to find out what should be done differently in the future. This will be a 'lessons learned' type situation.

JG has asked if we can have around another £10,000 for lighting and has asked if Nick can sort it out. He said he will try and get something done.

**I. Welfare [JS]**

JS has organised for Clarissa Humphreys to come in and talk about sexual harassment on 6th and 7th March (at Howlands and SP respectively). NB: Clarissa may have to change these dates due to potential other duties, but currently she is booked in. The idea will be for her to touch on cultural sensitivities, alcohol fuelled situations, university policies and UK law. He has heard that she is very good. JS considered purchasing some kind of snacks for the event.

JS and Maryham have started brainstorming ideas for an event for International Women's Day (8th March). They will meet on Tuesday 20th Feb to finalise details. FO is doing the pub quiz at SP for IWD.

JS and Ryan have written an initial proposed event plan for Ustinov Pride. They are making good strides, Ryan is just trying to find a performer who is free that day. The basic outline would be to have a performer then a party afterwards, perhaps with some seminars through the day.

JS has emailed Sarah Litt about using £200 of bar reserved for budget to either subsidise soft drinks at future events or to obtain ingredients/equipment for mocktails. JS has received the mocktail recipe book from the alcohol awareness trainers. JS left it with Trudy and Sarah.

JS has chased up condom order, which still has not arrived and has been told he will be refunded full (as well as get the order) if they don't arrive by Friday this week. They found out some of the condoms were defective. The order will consist of latex and latex-free condoms.

It's LGBT+ month this month. JS has spoken to Ryan about it but he has not done anything yet. There is a suggestion that one week's film night could be LGBT+ themed, and a pride flag could be hung up.

**6. AOB**

**a. NX Egg Day Hunt [MR]**

Mandeep has sent an email asking if anyone wants to volunteer for the Neville's Cross Egg Day hunt. XM got an email asking about it too, but she said she is doing something already for it for Ustinov.

It seems that College are not very keen on doing joint events between College and the Community. The committee agree that the Halloween Party seemed to go really well, but for some reason Sarah Prescott does not seem to be happy with the idea.

**b. DSU Communities and Colleges [JG]**

The DSU is running a series of talks on integrating communities and colleges. Roberta Blackman is supposed to be speaking about it, and Megan and George are doing talks.

Alastair Stewart

GCR Secretary

19/02/2018