

Ustinov College GCR Exec Meeting

Minutes



Action Points from 05/03:

AB to send in the banking form that JG filled in regarding the debit card.

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

[AB to look into sorting out online (ticket) payments.]

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

AB to set up a system for borrowing decorations/equipment that the GCR owns.

AB to look into renewing the Microsoft Office account.

AH to continue pushing the Don set survey.

AS to organise Castle Formal online ticket reservation form + emails.

CW to organise a Good Friday Fish & Chips event.

JG to contact the Radisson regarding holding next year's Induction formal and Burns Night formal there.

JO to organise budgets for the next couple of trips in time for the GM.

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

MR to create a calendar of events for the rest of the year.

NQ to take the new flags to Ops and ask them to replace the current ones; JG to follow up on this.

NQ to book the equipment/DJ needed for the silent disco.

TAB to organise a committee social.

TP and JS to organise a central store of first aid items for the sports teams.

TP to organise the fixing of the pool table mechanisms.

TP to talk to choir about changing their constitution.

TP to organise photos of sports teams.

XM to talk to Glenn about the art workshop/competition.

XM to get a new screen protector for the Dryburn TV.

XM to create a Facebook event for Castle Formal and advertise ticket sales on WeChat.

18:30pm, 05/03/18

1. Apologies: MR, JS

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

2. Approval of minutes from last meeting.

Minutes from 26/02: approved on the general aye.

3. Matters arising from previous minutes.

Nothing to discuss.

4. Agenda Items:

a. Request by GCP to Borrow Flags [TAB]

The GCP have requested to borrow the new flags purchased by the GCR for the International Dress Party. Should this be allowed?

MR (apologies): The request came about in part due to issues with what had been the original plan. UIF had looked for the flags we had previously used for the International Dress Party (i.e. the same ones that are used at the beginning of term for the pub quiz). They searched both of the storage sites, and were unable to find those. Jiunn, I believe, approached members of the social committee and asked if UIF could use the new flags that had just been acquired. They thought that it had been okayed, and the request was made under that belief. UIF would be perfectly happy to use the old flags, if they can be located.

Moreover, decorations previously purchased by UIF have been used by the GCR for formals, and vice versa. Delaying putting the flags up for one week does not seem like an unreasonable request, as part of this spirit of reciprocity.

JS (apologies): I have no issue with the GCP using the flags providing they replace any damaged ones and that we can put up the flags in the bars for the World Cup afterwards.

The flags were used by the GCP last year, and they have been used previously without the GCR being asked. It seems the GCR own all of the items on the list above. A couple of issues are highlighted with giving the GCP the flags.

Firstly, the Palestinian flag is currently hanging up in Fisher House, but the Israeli flag is not. This could be seen as the College/GCR taking a side. However, taking the flag down could also be seen as an insult. A way to resolve this would be to put the World Cup team flags up as soon as possible; all current flags in Fisher House would be taken down at the same time to allow only the new flags to go up. College received a formal complaint about having only the Palestine flag, so it is suggested that this be rectified soon.

Secondly, the GCP now charge for the International Dress Party, which makes it a different kind of event compared to what it was when it was free. It is pointed out, however, that according to Connie all of the money goes toward catering and around £1 out of the £10 ticket goes to charity; the GCP do not make any money from the event.

It is highlighted that the budget for the year has gone down from around £1,000 to £800. The flags that the GCR bought were very expensive, so really it would not be possible for them to buy a new set. One suggestion put forward is to allow them to borrow the flags but the UIF reimburse us a little, for example by charging them a small amount per flag.

A compromise is suggested; get the new flags put up in Fisher House as soon as possible, then give the flags that are currently up to the GCP to borrow. Some of them are stained, but they will be able to get a free wash from College to clean them.

It is agreed by the committee that there seems to be some confusion as to what items belong to whom. There appears to have been instances where one group has borrowed equipment from another group without asking, and then members of that group have assumed that the things belong to them. It is suggested it should be highlighted to the GCP which storage rooms belong to the GCR, as they may not be aware which storage rooms belong to whom.

It is pointed out that there has never been a formal system for borrowing equipment and decorations the GCR owns. Up until now it has been entirely ad hoc. Some members of the committee are sceptical that a system of signing out would be followed, however it is agreed it would make it more clear who owns what. Furthermore, other groups may look to borrow things in the future; this is not just a GCP/GCR issue. Therefore, it is argued a proper system should be put in place similar to the system used for people borrowing DVDs.

Regarding the flags, it is decided that the compromise described above should be followed through. NQ to take the new flags to the Operations Team and ask them to take down the old ones; JG to follow up on this.

AB to set up the system for borrowing items belonging to the GCR. The idea is an itinerary of items taken will be made, and then it can be easily checked that everything is returned. If anything is broken or damaged it should be replaced. It is asked if the key for the storage room can just be kept in the office (rather than with the porters, but the key used is the master key that the porters need to e.g. let Committee members into the GCR office.

b. Castle Formal [TAB]

It is not going to be possible to set up online ticket payments by the time tickets go on sale, so AS to set up the usual form. The number of seats per group is a lot larger due to the layout of the formal. We get charged around twice the price of a normal formal for Castle formal. Last year the tickets were the usual £12/£17 for members/non-members but two years ago it was £15/£20. It is pointed out that we should not be subsidising more than usual formals, as this would benefit only a small number of GCR levy payees.

Having looked at the numbers, it seems the Burns Night formal and Christmas formal cost around £2,500 each, while the Castle formal will cost around £3,500. However, decorations will not be bought for Castle formal and a DJ will not be required, which altogether is around £500 that would be spent at the other formals. This gives around £18.50 per head on average. The average percentage of GCR members is around 70%, so it is decided that £15/£20 should be fine for members/non-members.

The form will go live this Saturday; XM to set up an event for the formal and put the information in WeChat. The information will also be put in this week's newsletter. The choir may be singing, meaning they would get half price or free tickets; this is to be confirmed though. JG will attempt to get the menu before the event is created.

c. Committee Social [TAB]

TAB to organise a committee social.

TAB requests that the committee put forward any ideas they have for a social other than going for a meal. Suggestions given are trampolining and going for drinks. The

committee in general seems quite happy for it to be another meal, so that may be what happens. TAB to organise.

d. Budget for Pool Table Mechanisms [TP]

Motion: *To pass a budget of up to £160 in order to fix the broken mechanisms on both pool tables (£79 per table).*

Questions: There are no questions.

Vote: Passes unanimously. TP to organise getting the pool mechanisms fixed.

e. Budget for Silent Disco [NQ]

Motion: *To pass a budget of up to £415 for equipment for a silent disco to be held at SP. This includes £150 for 100 sets of headphones, £90 for a lighting rig and £175 for one DJ.*

Questions/Discussion:

It is pointed out that one of the good things about a party like this is that you can switch channel between DJs, however we are only going to have one. It is suggested that playlists can be added, so even if only one DJ is hired, we can sort out the other channel ourselves.

The lighting is there to flash in time with the music, so the atmosphere is less awkward.

A problem from the last party is highlighted; there is one big light which shines into the café/bar area. NQ and the Social Committee will find a way to either turn it off or cover the window.

Have decorations been factored into the budget?

No. The decision is to change the motion to £499.99 which would give nearly £85 for decorations.

Vote (on amended motion): The vote is unanimous for. NQ to organise the decorations/party.

f. Budget for Audio Deposit [JG]

Motion: *To pass a budget of a further £150 to go towards the deposit for audio for the Summer BBQ. (Note: A budget of £100 was already passed for this previously, however it turns out the deposit costs a total of £250).*

Questions/Discussion: The final price will be the same, but the deposit is more than what was initially thought.

Vote: Unanimous for.

5. Officer Reports:

a. Bar Steward [VU]

Both bars still exist! A bar staff meeting will take place before the end of term. VU will sort out card payment issues for parties this week. Some of the bar staff have

been underpaid and JG kindly made a spreadsheet in which the bar staff could fill in their paycheques and whether they have been underpaid or not. VU will forward JG the spreadsheet.

The bar staff has mentioned that they would like a £5 minimum spend on card payments, so VU is going to speak to Ian about it. It is pointed out that the card payments have not been an issue at SP; it is at HF that they are more of an issue.

JO will be the TL at the SP party. The bar staff will make sure there is one person at the front ready to sign non-Ustinovians in to the party.

b. Clubs & Societies [TP]

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

This has been done. TP will chase them up for an invoice after the mechanisms have been replaced.

TP to talk to choir about changing their constitution.

TP will be discussing this with Sam tonight. He will ask him about the choir performing at Castle Formal too.

TP to organise photos of sports teams.

TP will chase up a photographer. He has asked for clubs and societies to send in any photographs they already have.

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

The information was sent out.

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

Breakaway gave an estimated cost of £120 to move both pool tables at once. What has to be decided is whether they will both be moved at the same time or one at a time.

TP and JS to organise a central store of first aid items for the sports teams.

TP has asked the teams about what sort of first aid equipment they have.

TP has arranged a captains meeting for Monday 12th March. He was invited to Purple radio to discuss Ustinov sporting societies.

The basketball team have collected all their subs, and made it clear what they want in the second funding call.

c. Communications [MR] [Apologies]

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

Walter has been tasked with the website update; he seemed enthusiastic about it.

Ustinov Live has been advertised by email and via social media.

XM to put the Fish and Chips question on WeChat.

MR to create the calendar of events still to be held this year. It is suggested that MR should hold a Communications Committee meeting.

d. DSU [AH]

The don set survey was created and sent out, but needs more promotion. A response has been put in saying couples should not live in together. The main result so far is that people have been saying they would pay less than £7,500 for a don set room. The main problem seems to be that a lot of people do not believe the current studios accommodate for couples. College seem to be on board for having some don sets if there is some vague interest for a price of around £8,000, however it will cost them around £15,000. It is pointed out that there is not a university wide costing for don sets as Ustinov is the only College with them.

It is suggested that perhaps it is not worth going through the effort to save don sets as there does not seem to be a demand for it. Currently the people that have said they are interested want to pay less than the don sets at HF currently cost. At the moment there are only two couples living in don sets in HF, so perhaps people are just not interested in this facility.

The decision is to keep the survey open for now. If it is decided in the end to not fight for them at SP then it should be pushed for the university/College to stop advertising Ustinov is 'couples friendly'.

e. Facilities [XM]

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

XM met with Glenn (after he was cc'd into the communication with Ian) and his wife on Thursday, and they are being supportive of the art event. Glenn is willing to offer £250 for the prize winners (which he is still willing to increase) and has offered to order nice painting paper, paints and brushes for the students to use. He has said the students can paint in the upstairs meeting room. The rough plan is to issue an email about the event, giving students until the end of May to create the art. The pieces will then be shown in SP during the time when Glenn's art exhibition takes a break. People can vote during this time on their favourite piece, and on the 7th September Glenn is willing to do an opening ceremony in SP to give awards to the winners. XM believes if the GCR contributes some money toward the prizes we could include more students.

They were considering the prizes being in the form of amazon vouchers. It is questioned where Glenn got the money to give these prizes, however XM is unsure. The committee agrees that it is good Glenn is being so supportive of this idea. He will be renting somewhere above the bus station for his wife to paint; he suggested that perhaps Ustinov students could use it. His wife would like to pick a winner from an artist's perspective.

The decision is unanimous that the GCR will also put £250 into prize money, in order to match Glenn's offer. It is questioned whether it is just going to be paintings that can enter the competition; XM says it is any type of art.

XM to discuss the HF café situation with Ian.

XM emailed Ian, who said he will look into the situation and make sure the sandwiches will be sold in the bar during the weekend. VU will double check this.

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

The TV has now been installed. It cost £60; originally we had said £50 but Nigel said the bracket was broken when the people moved the old one away for repair. XM points out it definitely needs a screen protector as children were trying to climb up and poke the screen. Lana is going to measure the TV tonight again and if the screen protector XM has looked out fits, she will ask AB to buy it. AB will pay Nigel the installation fee.

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

Not done yet.

MR will get an update on the SP cabinet delivery date this week from Faye.

Sean (friend of CW family) is currently trying to get a different new mechanism for the vending machine in HF. The mechanism he brought did not give change. Sean is going to see what he can do. It is decided to give Sean a crate of Stella as a thank you (not Guinness as previously stated).

One of the bass speakers was broken while Joe was trying to fix it. He has gotten in contact with a company to see if they can fix it/to get a quote. As will update on the situation when more is known.

TAB and TP rescued the 20ps from the Fussball table; there were a lot of 20ps in there.

f. Finance [AB]

Figures from the treasurer:

*Balance on 14/02: **£18,341.46***

<i>Yan Birch (pool cue tips)</i>	<i>-£30.00</i>
<i>Fitness Supers (Round Spinney)</i>	<i>-£232.98</i>
<i>Flags</i>	<i>-£231.23</i>
<i>BT</i>	<i>-£356.75</i>
<i>Adobe</i>	<i>-£25.28</i>
<i>A Murray Travel</i>	<i>-£215.00</i>
<i>Davison-Taylor Photography</i>	<i>-£186.00</i>

*Carried forward (04/03): **£17,064.22***

JG proposes a motion to take the figures as ready; this passes unanimously.

NQ could not do the bank drop last week; he and Ellen will be going tomorrow. Thanks are given from AB to them both.

AB to send in the banking form that JG filled in regarding the debit card.

Not yet done. This form is to give the President their own debit card for the GCR accounts.

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

Ongoing.

AB to look into sorting out online (ticket) payments.

Ongoing.

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

TP to submit a form and forward a price quote to AB.

JS to submit a reimbursement form to AB.

It has been submitted.

AB has received a College sport invoice for the first term totalling £874.50. This will have to be paid, but will be brought to the GM for transparency.

There is a possibility that the President could be added as a 'sub-account' to the GCR online banking account. This would mean the Treasurer could put on certain restrictions, but the President would be able to at least see the accounts online. AB is currently looking into this.

g. International Officer [JO]

The York trip went ahead yesterday. Almost all of the tickets for two coaches were sold. Overall the trip went well. There were a couple of things left on the coach; the bus company said that they had not found anything when JO phoned them today. JO will chase them up again tomorrow to check nothing was found, and will post on Facebook to check someone else did not accidentally take the stuff.

JO is currently organising the next trip; the current plan is to go to the Lake District. He has been liaising with Phoebe (President of the Durham University Hillwalking Society), who is more than happy for a couple of people from her society to go on the trip and lead a walk. Each guide can take around 8-10 people. It is pointed out that the trip should be popular, as the Lake District is quite difficult to get to other than by bus. It is highlighted that anyone wearing jeans or inappropriate footwear will probably not be allowed on the coach by the Hillwalking Society.

h. Livers Out [CW]

CW to organise a Good Friday Fish & Chips event. At the moment the plan is to go into town and have a meal, or get take out to HF.

i. Social

i. Social Secretary [NQ]

JG to contact the Radisson regarding holding next year's Induction formal and Burns Night formal there.

JG asked but got no response from Hospitality.

NQ is going to hold a social committee next week. They will discuss a theme for the inter-MCR party and a theme for the beginning of the term party; this may end up being a decades theme, like last year. A suggestion of a My Chemical Romance (MCR) theme is put forward for the inter-MCR party.

ii. Ball Secretary [FO]

FO, NQ, JG and CW will be going to see Beamish hall next Thursday. FO is going to talk to AB about the cost of last year's ball.

j. Steering [TAB]

The General Meeting is booked for 15th March at Fisher House. TAB would like to remind all Executive Committee members to attend or send apologies to AS. Reports should be sent to AS, along with any Agenda Items such as motions.

Kimberly is still organising the committee board; TAB to remind her about it.

k. University/College [JG]

Most meetings were cancelled because of the snow. JG liaised with Ian throughout the whole snow storm that hit Durham.

JG attended MCR PresComm, but it was quiet; six out of sixteen members were in attendance. A description needs to be written about what the GCR levy is, which will be put on the opt-out system. It should be a maximum of 500 words, and will largely include what AB wrote up previously about the benefits of membership. This needs to be sent to Lynn Anderson. JG will send off what AB wrote at the beginning of the year.

They want to restart the Postgraduate Ball; JG is trying to make sure they do not book it on the same day as the GCR Summer BBQ.

The SPRA AGM is tomorrow; JG and JO will be going.

l. Welfare [JS] [Apologies]

JS spent the week preparing for a busy week of welfare events this week. Event pages for the discussion events have been made. JS met with Clarissa to tailor the discussions for Ustinov; it looks like they will be good. College have confirmed they will reimburse the GCR for pizza at these events.

A request for Ustinovians to put forward their female role models has been made, and there have been a few responses so far. This will aid the planning of International Women's Day on Thursday 8th March. VU and JS will perfect the cocktail/mocktail on offer for IWD this week. International Women's Day – pub quiz on Thursday, Film tonight, movie marathon on Sunday.

There will be a community coffee morning run by JS and the Welfare Reps on Wednesday in SP and Thursday in HF for the university's Mental Health Day (it was

this week but the welfare reps were too busy to organise coffee at the last minute and hospitality could not help due to the weather).

JS has ordered new tins for condoms etc. in SP; delivery was delayed due to the weather.

6. AOB

a. Meeting [TAB]

The next three meetings will be in HF due to the SP Community room being booked.

b. Filmbank Licencing [AB]

It turns out the email put down with Filmbank was a fictional account, which is why it was not possible to reset the password. AB has spoken to them about this; they will get back to him.

c. Microsoft Office [TAB]

The Microsoft Office account needs to be renewed; AB to do this.

Alastair Stewart

GCR Secretary

05/03/2018