

Ustinov College GCR Exec Meeting

Minutes



Action Points from 19/03:

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

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

CW to advertise that the vending machine is not going to be in use while the mechanism is being updated.

CW to organise a Good Friday Fish & Chips event.

JO to contact Emma about putting the flags up in SP.

JS to buy new condoms after the passing of the budget on 19/03.

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

NQ to run a poll on whether or not people enjoyed the Silent Disco.

TP to email Emma/Colin to organise a time to pick up the weights in HF and take them to SP.

[TP to organise photos of sports teams – next term.]

TP to get in contact with Emma about connecting the gym machines to the network.

TP to sort out the sports and societies funding applications.

XM to confirm the final details with Glenn about the art event.

XM to buy the stuff for the Kid's Easter Party.

XM to talk to College about data protection.

XM to get in touch with Coke about moving the vending machine.

18:30pm, 19/03/18

1. Apologies: CW, JS

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

2. Approval of minutes from last meeting.

Minutes from 05/03: Passed on the general aye.

Minutes from 12/03: These can be passed at the next meeting since they were put up rather close to this committee meeting.

3. Matters arising from previous minutes.

It is asked what the conclusion was from the discussion about funding for the leaving President of the GCR. As was stated in the minutes from last week's meeting, the thoughts/concerns/reasons for rejecting the proposed funding are to be passed on to Glenn.

4. Agenda Items:

a. Summer BBQ Committee [JG]

The budget for the Ustinov Summer BBQ is the biggest budget passed at the GM. The event is going to be huge, so is going to be very difficult to plan. JG would like to form a BBQ Committee to bring people in and help get things done. JG would like to talk about the constitutionality of this and who exactly can be part of the committee i.e. can GCR members not on the Committee be brought in to help. He does not want to organise this through Social Committee; he would like a separate committee with him as the Chairperson.

It is questioned if this is a way of JG trying to bypass the Executive Committee and Social Committee. It is pointed out that really this should be organised through the Social Committee. JG argues that this is an exceptional circumstance, and given that in previous years it is the President who took lead on the BBQ he would be doing so this year. However, it is pointed out that last year there was no Social Secretary.

AB strongly opposes this idea, and puts forward the point that it would be reasonable for someone outside of the committee to question if this is some sort of power grab by JG. JG says that NQ has said in the past that he is fine with him taking over the organisation of the BBQ.

One of the biggest concerns put forward is that this will become an exclusive committee where only a couple of people are invited to the meetings. There are already committees in place, so it seems unnecessary to create another that could become exclusive. However, JG says that as the President he is the overarching person in charge, but of course the meeting would be open to all committee members and perhaps GCR members from outside the committee. He points out that planning will have to start as soon as possible, but other events will also have to be focussed on by Social Committee like the remaining formals and parties.

It is argued that the constitutional way to do this might be for Social Committee to create a Working Group for the BBQ. JG says this would mean NQ is the Chairperson of the meeting but JG wants to Chair the meeting as he wants final say. It is questioned why JG would get final say, and why it would not be a Committee decision. It is highlighted again that the structure is already there in terms of committees so there is no reason to set up another group.

It is asked if the Social Secretary could nominate a different Chairperson for the Working Group. There is nothing in the SOs about subgroups.

After much discussion, the final decision was for Social Committee to meet and NQ to propose creating a BBQ Working Group. Then, if he is happy to do so, he is allowed to nominate someone else to chair the Working Group. This was determined to be the most constitutional way to create a group outside of Social Committee by TAB. The committee then agreed this is what should be done.

b. Summer BBQ Bar [VU]

VU and JG received an email about Sarah regarding the bar arrangement for this year's BBQ. There is the option of having a portable draft outside for the BBQ, providing a 240V diesel generator and gazebo can be provided. Pretty much any keg could be attached to the outside bar, including a draft Pimms. The person offering this would have to be contacted soon as the summer is a busy time.

VU will contact hospitality saying the GCR are interested in this option, and ask them to find out a quote and if a deposit is required. Dusk 'til Dawn can be contacted about the generator.

c. Art Event [XM]

Glenn is trying to only give 3 people awards for the art competition, with the rest of the awards being decided by the judging panel but XM is not so happy with this. It is questioned whether the GCR would put another £150 toward awards for this. Glenn has said he would be happy to pay the same. If this is agreed on, XM will send the email out this week describing the competition.

The concern is that the judging panel will decide on more prizes than the students. It is pointed out that a lot of students are not artists, and in fact may just end up voting for their friends. Therefore, it is decided it is fine the way it is, so no more money will be put toward prizes.

d. Executive Committee Scholarships [TAB]

TAB to discuss with the Steering Committee funding for Executive Committee roles for next year.

It was decided at that meeting the best people to comment on this issue are the members of the trustees board excluding the officer trustees. The plan is to present them with a couple of different options, and ask them to make a recommendation about which would be most appropriate. That option will then be taken to a General Meeting. This idea will be suggested to the next Executive Committee, as it will take time to prepare.

e. Budget for Condoms [JS][Apologies]

Motion: *To pass up to £100 to spend on 2x latex free 144 pack of condoms at £49 each. One pack will be for SP and the other for HF.*

Questions:

It is noted that the reimbursements of the last batches have been put through; around £400 has been spent on condoms this year.

Vote: Unanimous for.

5. Officer Reports:

a. Bar Steward [VU]

Both bars still exist! The end-of-term party was a success. VU was told that the cocktails were a hit. Unfortunately, we did not make much money from the mobile bar, so we might have to come up with alternative suggestions since hospitality is most likely to say no to the mobile bar next time. It was suggested that instead of Amstel or Summersby perhaps another keg of Guinness should have been put on the mobile bar. The Summersby was not working; some money should be getting refunded because of this.

From today, the bar in Fisher House will be open from 20:00-23:00 until next term starts. VU has advertised the new hours. It is questioned why, as a postgraduate college, the bar closes early during the holiday since most students are not on vacation. It is pointed out that a number of students are not on vacation, but a lot

of them go home. VU says that if it gets busier on a Friday or Saturday then it may be possible to have the bar open until 00:00, at the discretion of the TL that evening.

It is noted the float system has changed now to keep track of the café and bar separately.

b. Clubs & Societies [TP]

TP to email Emma/Colin to organise a time to pick up the weights in HF and take them to SP.

TP emailed Emma about getting the gym weights. These will hopefully be moved from Fisher to Sheraton this week some time.

TP to organise photos of sports teams.

TP got in contact with the Ustinovian photographer and will arrange for some team pictures to happen next term.

TP has collected all of the clubs and societies funding request forms and will be sorting them out soon. AB requests that TP contacts the basketball society to make sure they provide all the relevant information.

TP is going to try and set up the games console in SP this week. It is noted that the key for the cabinet is in the GCR office.

TP to get in contact with Emma regarding the networking of the gym machines.

MR will be looking into making sure the receipts and spreadsheets for the gym are in agreement.

c. Communications [MR]

The notice board in SP will need updating. It is suggested that something is written up about each of the societies and sports teams, and those pieces plus photos are put up on it. This would be a good way of promoting societies in Ustinov.

It is suggested the video advertising Ustinov is updated in the coming year or two. However, it is pointed out that College organised the current video through one of the video teams. This will have to be thought about more after the move is complete. It will be mentioned to next year's Executive Committee as various events may be held where it would be worth having someone video some of it. It is highlighted that College will most likely want to run the video making and have the final say on it. It is suggested that if this is true, College could be approached to see if they are willing to fund it. It is pointed out that the last video took quite a lot of effort to organise.

Walter has said he's happy to update the website.

d. DSU [AH]

AH attended Assembly, the Vice Chancellor Town Hall meeting and the Assembly members meeting. He is in talks with Megan about trying to get some heating during the summer holidays and is looking at the possibility of using the DSU night

bus. Owen Adams has agreed to let the GCR use it; it has to be decided whether this is practical or feasible. The GCR would be able to use it until 21:00, but would have to pay for petrol and the driver; it is not clear if it would be insured already. It is questioned if allowing Ustinov to use this bus is a way of trying to avoid sorting proper public transport links from SP to the university and town.

AH has been pushing for a change in the times the heating is on in Ustinov. It is pointed out a wider university discussion is needed for this, but ideally with Ustinov representation since Ustinov students are in their accommodation for longer than the undergraduates are in theirs.

e. Facilities [XM]

XM to look into getting a new bunny costume for the Easter Kids' party.

See AOB.

XM to speak to Glenn about the art event.

To be done.

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

Ongoing.

JO to ask Colin for the flags to be put up in SP.

JO tried to speak to Colin but he is on nightshift at the moment so is not available.

JO sent an email to Emma and hopes she will get back to him soon.

TAB (or someone at SP) to print off the information regarding the printer and put it in the office in SP.

This will be done after the meeting.

Farah has gone through the whole risk and assessment form and is talking to Ops about details. Farah and Sarah also organised an unwanted food collection. There is a box in SP and a box in HF for students to put their unwanted stuff.

The stash has been delivered, however it seems a lot of students had their stuff mistakenly delivered to HF, and one student did not have their name embroidered on the front even though they requested it.

XM will check with Brenda about the location of the Easter Kids party and then will send out an email to call for volunteers today.

CW heard back about the vending machine. The mechanism can be fixed for £25, but it will have to be sent away for a week. CW will put a notice on the vending machine saying it is out of order.

It is pointed out there is a lot of information the GCR Executive Committee is supposed to have access to according to the Memoranda of Agreement, but not all of it is being passed on. It is up to the Committee to make sure the information is gotten rid of after the year the students are part of Ustinov. XM to talk to Lynsey about data protection.

XM to talk to the Coke company about moving the vending machine from HF to SP.

f. Finance [AB]

Figures from the treasurer:

Balance on 11/03: £20,249.75

<i>Amazon (PS4 + Fifa)</i>	<i>-£253.94</i>
<i>Amazon (COD: BO2)</i>	<i>-£20.49</i>
<i>Amazon (Rocket League)</i>	<i>-£19.97</i>
<i>Amazon (Two Controllers)</i>	<i>-£93.98</i>
<i>Dusk 'til Dawn</i>	<i>-£640.00</i>
<i>Papa Johns</i>	<i>-£153.52</i>
<i>Etienne DJ (Grad Party)</i>	<i>-£85.00</i>
<i>DU GCR Vending</i>	<i>-£126.05</i>
<i>College Sport</i>	<i>-£874.50</i>

Carried forward (19/03): £17,982.30

It is asked if the cost of the snacks for the vending machine should be passed as a budget. The uncertainty comes from the fact the GCR gets most of the money back from people buying things from the vending machine. In principle this is the same as the question of if bus budgets should be passed given most of the money is earned back from ticket sales. This should not be a problem in future years if a full budget is passed for the whole year. The decision comes down to AB and TAB, who are both inclined to say the budgets should be passed.

The levy cheque has not been received yet.

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

The debit card application has been sent off.

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

Ongoing.

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

AB is going to try and get this sorted for the next formal. It is pointed out that the payment problems could be solved if the GCR becomes a different type of charity. AB is not sure this is necessary if the system is set up through the DSU. However, one benefit of changing charity type is that VAT can be claimed back.

AB to look into renewing the Microsoft Office account.

This has been done. The GCR email account does not have access to the suite. Historically it has been the Treasurer account, so AB will just add this to the handover document.

The final count of the term has been done.

A reimbursement form was given to AB for the pancake event at both HF and SP, but altogether it comes to around £65/£70. This was not passed at a GCR meeting. However, since it was for the event over both sites the committee agrees that it is ok and should be reimbursed. A vote is held, and the budget is passed unanimously for up to £70 for this.

Sol from Dusk 'til Dawn was seen trying to find one of the sets of headphones from the headphone party that got taken to HF. It should be in the porters office. NQ to find out about the £200 deposit.

g. International Officer [JO]

The trips to Whitby and the Lake District will be going ahead after the passing of the budgets last Thursday at the General Meeting. The date for the Lake District trip is still to be confirmed with the Hillwalking Society. It is pointed out there was a suggestion at the GM to lower the ticket price for each of the trips.

h. Livers Out [CW] [Apologies]

CW to organise a Good Friday Fish & Chips event.

No update.

i. Social

i. Social Secretary [NQ]

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

This was done, and the party happened.

The party on Friday was a success; people seemed to be having a good time. NQ is considering running a poll to see if students enjoyed the headphone party.

There will be a social committee meeting this week. It is noted that social committee is actually supposed to be open to all GCR members.

There are very specific instructions for the Castle formal that need to be communicated to the people attending. AS will send out an email.

Buses will not be organised for the inter-MCR party, but will be for the start of term party.

Joe (Tech Officer) has said that it might be a good idea to buy a set of headphones in order to have more headphone parties in SP in the future. He will be talking to the Duke of Wellington about potentially holding Ustinov Live there.

It is suggested that the Eurovision event be held at SP.

ii. Ball Secretary [FO]

FO is waiting to hear back from Beamish Extras. FO is going to try and see if the chair covers can be bought from somewhere else since they are very expensive from Beamish.

j. Steering [TAB]

The General Meeting happened last Thursday, with all budgets being passed. Glenn's appearance was a little pointless insofar as all the questions came from TAB,

JG, and MR - next time (and for future, for the next chair) TAB is going to ask people to submit questions ahead of time if they cannot make it to the meeting. It may be worth considering the value of Glenn doing this every time when it adds 20 minutes or so to the meeting and at the moment, anyway, does not really add much since the Executive Committee talk to Glenn regularly anyway. It is noted however that it does galvanise Glenn to look into things that are asked about.

TAB will be away for the next two weeks, so JG will have to chair the meetings.

k. University/College [JG]

JG has received some updates regarding questions that Glenn was asked at the last General Meeting:

- i. Glenn is looking into subsidising formals, and is comparing to how much other Colleges subsidise etc.
- ii. Glenn shared the petition regarding the two academics that are being thrown out of the university.
- iii. There has not been much movement on the consent matters course. This may take some work from JS with Lynsey to follow up on.
- iv. Glenn is powerless regarding College trusts. Other colleges put money in directly to the trusts and top it up. They say it comes from certain income streams e.g. the College café, washing machines etc.

JG talked with Lynsey regarding a few things, and helped show some people around the College. They talked about separating the College and GCR awards.

Hospitality organised a meeting with JG then failed to show up.

The new VP position (maternity cover plus Rebecca's old job) is being interviewed next week. Lynsey has got it.

JG has organised to meet/talk to people for each of the lighting/entertainment/graphic design/staging for the BBQ.

JG had a meeting with Stephenson College Operations team regarding changing the bar. It seems Ustinov will keep full amenity of the bar front until the end of term, but lose a couple of fridges. JG has made sure their work begins on 16th July (after the BBQ and World Cup final), so it should provide very little disturbance. All rebranding will be done after the bar closes for good after the 7th September.

Glenn sent out the clarifying email about the flags.

l. Welfare [JS] [Apologies]

JS made contact with the Guide Dog Association regarding a puppy event and is currently awaiting their response.

JS is creating a S/sheet for when condoms are restocked by the GCR committee; this is being done due to a slight concern at the rate at which the SP condom jars have

been emptied (after one and a half days, both ordinary and latex-free condom jars in the men's toilets were totally empty). The S/sheet will be put on the Google Drive under Welfare. JS will also post regarding condoms at SP and encourage people to be considerate when taking them (i.e. do not take 100 condoms for yourself).

JS had a busy week with messages and 1:1s due to it being deadline week. He also had a quick discussion with Clarissa (Humphries) regarding Active Bystander training for Ustinov students, in particular GCR Executive Committee and Committee members, and will be arranging this with her.

JS will look into the consent matters module and work with College to find ways to boost student completion rate (initial ideas include a reminder email from College, Facebook posts from JS stressing the 'mandatory for first year as a Durham student' description and a set deadline to 'scare' people into completing it before a certain date. It is pointed out that College should be pushing this, not the GCR.

6. AOB

a. Committee Board [TAB]

TAB to organise the Committee Board.

Kimberley and TAB sorted some of the committee board.

Alastair Stewart

GCR Secretary

19/03/2018