

# Ustinov College GCR Exec Meeting

## Minutes



### **Action Points from 26/03:**

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

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

*AB to sort out the forms HSBC want.*

*CW to send AS information about the Fish and Chips event to send an email out advertising it to Ustinovians.*

*JG to forward the list of participants of the Bonfire Night formal to AB.*

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

*NQ to book out the bars for the World Cup games.*

*NQ to book all the remaining events that will be held this year in the College calendar.*

*NQ to prepare a budget for the inter-MCR event for next week.*

*NQ to create the inter-MCR event and send the information to JG, who will send it to the other MCR Presidents.*

*NQ to chase up the refundable deposit from the silent disco party.*

*[TP to organise photos of the 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.*

*TP to contact Breakaway to get the broken mechanism fixed.*

*XM to talk to College about data protection.*

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

### **18:30pm, 26/03/18**

**1. Apologies:** TAB, XM, JO, MR

**Present:** JG, AB, AH, AS, NQ, TP, FO, VU, JS

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

Minutes from 12/03: passed on the general aye.

Minutes from 19/03: Not yet available.

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

The printer in the SP GCR office is now working.

#### 4. Agenda Items:

##### i. Pool Table Budget [AB]

The amount quoted to TP for the re-clothing and re-cushioning of the pool tables either did not include VAT, or has increased in price since the budget for it was passed. The total cost has gone up to £530, meaning it is over the £500 that we are allowed to pass as the Executive Committee. This was not known before the work took place. It is acknowledged by the committee that there was some miscommunication between the parties, but it is decided unanimously that the £530 should be paid.

#### 5. Officer Reports:

##### a. Bar Steward [VU]

Both bars still exist! VU has notified Hospitality about Ustinov Live and the inter-MCR party. Fisher House bar will be open until midnight every Friday and Saturday out of term time; last year's policy has been put in place.

Sarah said that they are significantly short on bar staff, so VU has said he can work the party. It is pointed out, however, that there are options. For example, other members of the bar staff could have been contacted or external staff could have been brought in. It seems as though Hospitality has not tried to find other people staff to work for the party.

It is decided that all of the World Cup games will be booked in to be shown in the SP and HF bars. All the games will be shown on terrestrial TV so Sheila just needs to be sent the list. NQ says there will be a party for the opening game and a party for the final game; one at HF and one at SP. NQ to book out the bars for all the games.

##### 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.*

The weights and kettlebells are now in the SP gym.

*[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 has emailed Emma and is waiting for a response. Emma is waiting on CIS to get back to her.

*TP to sort out the sports and societies funding applications.*

This will be done. The funding applications are in a folder on the Google Drive now. TP to collect the information in a spreadsheet. TP to follow up on the basketball team, who did not give the correct payment information.

The mechanism on the match pool table is broken – TP will contact Breakaway to get this fixed. TP has set up the PS4 in SP but a PSN account still has to be made.

##### c. Communications [MR] [Apologies]

CW to send AS information about the Fish and Chips event to send an email out advertising it to Ustinovians.

NQ to make the inter-MCR event and send it to JG, who will send it to the other MCR Presidents.

**d. DSU [AH]**

It is time for the SU annual awards; AH will start advertising them.

**e. Facilities [XM] [Apologies]**

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

This was done. The event went really well. XM gives a special thanks to all the volunteers and to FO for being the Easter Bunny. Thanks are given from the committee to XM for organising it.

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

This was done, the competition is going ahead.

*XM to talk to College about data protection.*

XM sent an email to Linsey about the data access, but has not heard back from her. She will go to SP this week some time to have a chat with her about it.

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

XM sent an email to the Coke company and is waiting for their reply. She will give them a call if they have not replied to her by the end of the week.

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

JS invited the Ustinov College Gmail account to be a collaborator/editor. Once that is accepted, all of the Executive Committee should be able to see the results of the survey. The outcome is that the café is viewed as being pretty average in all areas. JS suggests everyone takes a look and the committee discusses the results in the next meeting. Staff got a high rating for friendliness.

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

Emma will ask Colin to do it today when he has time. JO asked her to follow the World Cup groups, and sent her a picture of the teams in their groups.

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

CW has the mechanism. Sean will phone the relevant person tomorrow then CW will post it off. A note has been left on the vending machine saying it is currently out of order. CW and AB will discuss what is needed for payment.

The Earth Hour event went very well. Around twenty people attended and lit candles together.

**f. Finance [AB]**

Figures from the treasurer:

*Balance on 19/03: £17,982.30*

*James Smith Welfare*

*-£104.35*

<i>James Smith Welfare</i>	<i>-£83.38</i>
<i>James Smith Welfare</i>	<i>-£152.97</i>
<i>James Smith Welfare</i>	<i>-£131.32</i>
<i>Cash Drop</i>	<i>+£6,860.00</i>
<i>Durham University</i>	<i>+£33,800.00</i>
<i>A Murray travel</i>	<i>-£228.00</i>
<i>James Board Game</i>	<i>-£150.93</i>
<i>Jono Movie Night</i>	<i>-£40.48</i>
<i>Jono Movie Night</i>	<i>-£35.49</i>
<i>Jono Movie Night</i>	<i>-£15.30</i>
<i>Vera Pancake Day</i>	<i>-£64.40</i>

*Carried forward (25/03): £57,635.68*

The total levy payment is still under what was expected. It is pointed out that if people are not paying the levy then College/the university need to tell us which members are not paying so we can take them off the list. If they are not paying but still getting discounts, the GCR are losing out twice on money. It is highlighted that the university promised the GCR a certain amount of money from their system that they made; it does not seem fair for the GCR to have created their budget then be short-changed by £6,000.

It is questioned what should be done about the BBQ if the GCR do not receive the rest of the money. The headliner will have to be booked soon, which will be the most expensive part of the BBQ, but there is a fear that a lot of money will be spent on it then the rest of the BBQ will suffer. AB points out that even without the rest of the money, £30,000 could still be spent, but it would be a bit of a nightmare for the overall budget and would mean the GCR may not be able to get other things at the moment like a computer for SP. It is also pointed out that 'up to £30,000' was passed, so if needed we can spend a little less than the maximum amount that was passed.

JG will take this issue to Owen Adams. The committee is in agreement that the GCR should not suffer due to mistakes made by the university. They should be liable, not the GCR.

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

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

AB has updated the binder containing physical copies of invoices. The accounts are now (almost) entirely up to date. AB tried to pay for the formals, but the payment is too large so a signature is needed from JG for a cheque.

The bulk of the levy payment has arrived. Thanks to TP and Ellen for doing the last cash drop of the term.

HSBC got the debit card form but they want the previous forms again. AB to sort this.

JG to forward the list of participants for the Bonfire Night formal to AB.

AB is trying to get a presentable version of cash income for the trustees to show the GCR are keeping better records.

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

No updates. JO to give AB his bank account information for reimbursement.

**h. Livers Out [CW]**

*CW to organise a Good Friday Fish & Chips event.*

Fish and chips will happen on Friday; the event needs to be advertised. JG will walk people down from SP to the event.

**i. Social**

**i. Social Secretary [NQ]**

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

NQ will not be running a poll, but may run one after the next silent party. It seems that people enjoyed it. The refund of the deposit has not been received yet; NQ to chase this up.

The Castle Formal was held last week and seemed to go well. The remaining events of the year are as follows:

*6<sup>th</sup> April – Inter-MCR party (Heroes and Villains theme)*

*20<sup>th</sup> April – Welcome back party (High School Homecoming theme)*

*4<sup>th</sup> May – College Honours Formal (19:00 – 21:00)*

*4<sup>th</sup> May – Silent disco (Star Wars themed)*

*11<sup>th</sup> May – Middle Eastern Night*

*25<sup>th</sup> May – Pride Party*

NQ to book in all the above events. Buses will be booked for three parties next term; it is pointed out there is still around £2,000 left in the budget. The after party of the awards formal will be sold as its own thing to encourage people to attend.

It is asked if there will be early access tickets available for the sports teams, to which the response is there should be.

**ii. Ball Secretary [FO]**

A theme for the Summer Ball has been chosen. The theme is Medieval/Lords and Ladies. The tickets for the event will have to be sold four weeks before the date, so the start of May.

**j. Steering [TAB] [Apologies]**

No updates.

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

The SP/HF Working Group took place

- Ustinov/the GCR will not have to pay for a new gym to go into Howlands for the Colleges moving in.
- JG has agreed for the works in Fisher to happen the week beginning 16<sup>th</sup> July. They will not affect the opening of the bar after some planning with Keith Evans (Stephenson/John Snow Operations) and their bar design people. It is pointed out that week is after the end of the World Cup and we have no events planned. It is long before dissertation deadlines so while noise may be annoying, it could have been at a much worse time.

Glenn asked JG about the £2,000 in CMT. JG relayed all of the Committee's concerns about it, and said he would go away and think about it.

JG has been pushing again to make the Consent Matters course "compulsory". College sound like they might be willing to get behind this for next year, but there is no drive for them to do it this year.

Glenn is fine with doing separate GCR and College awards at the College Honours Formal. Unfortunately, the £3,000 from the university fund cannot be used toward the College Honours formal.

JG approached CMT about attending the Summer Ball. Traditionally they get an invite "on the GCR" as they do to formals.

JG has been invited to SFAAG (Scholarships, Fees, Awards Advisory Group) in place of Sabrina (PG Academic Officer in the DSU) as she is unable to attend. He has accepted that invitation.

**l. Welfare [JS]**

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

The condoms have arrived. More latex condoms may need to be ordered soon.

The Guide Dog Association are willing to do an event; they just need the dates and locations. JS booked for the Welfare Officers to go on a training weekend from the 20<sup>th</sup>-22<sup>nd</sup> June. JS will be in handover at this point, so it is pointed out the two spaces may be best taken by him and his replacement.

James emailed Lynsey to start planning how to improve Consent Matters module completion.

**6. AOB**

- a. AB will be away for a couple of weeks. Any big payments should be sent to AB this week to do, while he is still in the country.

Alastair Stewart

GCR Secretary

26/03/2018