

Ustinov College GCR Exec Meeting

Minutes



Action Points from 16/04:

AB to look into insuring our assets

AB to look into sorting out online (ticket) payments

AB to make a final decision on the cost of the Summer Ball tickets

AS to create a list of all the events that will happen in the rest of term and post it in the Facebook group.

CW to set up an event on Facebook about livers out drinks and send the information to be put in the newsletter when the term starts.

FO to design and print the Summer Ball tickets (before they go on sale)

JG to complete the forms for a GCR debit card

JO to follow up on the SP World Cup flags with College

MR to advertise the Summer Ball

NQ to organise the Welcome Back Party (DJ + prizes)

NQ to chase up the refundable deposit from the Silent Disco Party

NQ to arrange buses for upcoming events, including for the party on 20/04

TP to ask captains for nominations for the Awards Formal

TP to send information to MR about the Awards Formal so he can make a Facebook event

TP to pick a day for photos to be taken of the Ustinov sports teams

TP to follow up on connecting the gym machines to the network

VU to confirm with Hospitality that they know the Pride party is happening

XM to find out about moving the piano from HF to SP

18:30pm, 16/04/18

1. Apologies: JS, CW

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

2. Approval of minutes from last meeting.

Minutes from 19/03: To be discussed next week.

Minutes from 09/04: To be discussed next week.

3. Matters arising from previous minutes.

There was an AP last week for 'photo booth' and AS was not sure what it was referring to. It was regarding photos for the committee board in Fisher House that is not yet complete as some committee members did not send a photo in.

AS to send off the committee's thoughts to Glenn on the funding for the outgoing President of the GCR. Apologies from AS for not doing it yet, he was under the impression that it had been done already.

4. Agenda Items:

i. Budget for Welcome Back Friday [NQ]

NQ to come up with a budget for the Welcome Back Party.

Proposal: *To pass a budget for up to £165 for the Welcome Back Party this Friday. This will cover the DJ (£135) and crowns/prizes (£30).*

Additional Information/Questions:

Helen (the DJ from the last party) is away; NQ has asked Etienne but he has not heard back from him yet. If Etienne does not want to do it JG will DJ or create a playlist instead.

Will a shuttle bus be put on?

Yes, a shuttle bus will be put on for this party, but the funding will come from the transitional fund and does not have to be passed.

Vote: Unanimous for. NQ to organise.

ii. Awards Formal and Summer Ball Tickets [AS]

The Awards Formal numbers and dietary requirements must be known by next Friday (27/04). These will go on sale next Monday. The Summer Ball tickets have to be sold by 11/05, so these can be sold after the formal tickets. If the DSU do not get back to AB this week, AS is to sort formal tickets using the usual system. There are 120 tickets available for the formal, and around 20 or 30 have been requested by sports teams. There are 200 tickets available for the Summer Ball, with four of these going to College staff.

TP has opened the tickets up to societies that are not sports. NQ recommends advertising this as 'the last formal' to try and encourage people to go.

Lynsey was away all last week. She suggested since time is getting short that instead of opening nominations until Friday then voting and presenting the

awards at the formal, this be made a Sports and Societies formal and the awards be given out at the Summer Ball. The committee agrees for JG to tell her we do not like the idea of the awards being given out at the Ball. Captains need to nominate people from their team; TP to ask captains for nominations.

A ticket price is needed. This can be discussed online, but AB will make the final decision. It is decided the Summer Ball tickets should be covered by 40% of the levy for members. AB is to assume the ball will sell out, and that the meal costs £42.50 per head.

TP to send information to MR about the Awards Formal, after which he will create a Facebook event for it.

5. Officer Reports:

a. Bar Steward [VU]

Both bars still exist! Ustinov Live happened and was a success; the bar made around £700. The bar staff have been assigned for the Welcome Back Party this Friday. There will be a minimum of four, but there may be five (there was some mix-up which means the fifth bar staff member may not be able to work the party).

Does Hospitality know when the Pride party is and are they remembering to put on the rota the correct number of staff?

The rota for May will be done this week. VU will email hospitality and make sure they know.

b. Clubs & Societies [TP]

TP to pick a day for photos to be taken of the Ustinov sports teams.

To be done. TP is thinking of getting some of the photos put up in the bar.

TP to follow up with Emma about connecting the gym machines to the network.

TP has still not heard anything back from her; she said it is still in the hands of CIS.

TP to forward the invoice to AB once Breakaway send it.

Breakaway have sent the invoice.

TP to find out how many tickets each sports team would like reserved for the awards formal.

TP has asked for teams to give the number of tickets they want reserved for the awards formal. AS asks for TP to give him the number of tickets that needs to be reserved for the clubs and societies on Saturday at the latest.

The funding for the Ustinov clubs and societies is now sorted, so a meeting is required ideally this week to sort it.

TP asks how access to the cabinet in SP should be given. He will ask Emma about getting a key for the porter to give out.

c. Communications [MR]

MR to advertise the Summer Ball.

The Summer Ball needs to be advertised this week by email and Facebook. Before it is advertised, the ticket price must be worked out.

MR to highlight GCR policy regarding surveys on the Ustinov 2017-18 Facebook group.

This was done.

MR/AS to create a list of all the events that will happen in the rest of term and post it in the Facebook group.

AS will do this.

MR to make an event for the College Awards formal.

MR will do this.

MR to advertise the Welcome Back Party.

This was done.

MR will message Walter again about updating the website; it is highlighted that he can message TAB to find out what needs to be updated.

d. DSU [AH]

Most students are still away at the moment for the holidays.

JG enquired about access to Durham University Business School for Ustinovians. Nick Benbow eventually replied and said that Ustinov members should have access, but they are waiting for CIS to do it.

e. Facilities [XM]

XM to organise tuning the piano and find out about moving it from HF to SP.

It was decided to move the piano first then get it tuned. This week someone got in contact complaining it was very out of tune, but it is still decided to wait and move the piano first since it will happen in only a couple of months' time.

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

They have not yet gone up; JO will follow up on this.

XM to contacted Ian and Emma about setting up the aerial for the TV in Dryburn for the World Cup. XM will tell her to fix it for the beginning of June. She sent the Coke company the date the vending machine should be moved from HF to SP. They will not move our other vending machine.

f. Finance [AB]

Figures from the treasurer:

Balance on 19/03: £42,894.33

<i>Netflix</i>	<i>-£7.99</i>
<i>Photography (Kids Egg Day)</i>	<i>-£126.00</i>
<i>Photography (Castle Formal)</i>	<i>-£188.50</i>

Carried forward (25/03): £42,571.84

The photography for the Egg Day is cheaper as College paid for some of it. It is pointed out that it seems College should maybe pay a larger proportion of the cost.

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

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

NQ to chase up the refundable deposit from the silent disco party.
The GCR have the set of headphones, NQ has to get in contact with them. AB would prefer this deposit comes back before the next one is paid.

JG to complete the forms for a GCR debit card.
Still to be done.

The Trustees meeting was last week; AB has the all clear to send off the 2016/17 accounts to the accountant. AB will be attempting to find out any remaining GCR documentation on loan to the university, as he wants to either get it back or remove it from the accounts.

AB chased up reimbursement information from the basketball team. Information for the women's team has now been provided, so they will be reimbursed for £50 as soon as possible. The men's team want to be reimbursed £47 but have not given the proper financial breakdown yet.

AB emailed DSU about online payments again. They have not yet replied.

AB will be sending out a poll to organise a Finance Committee meeting this week.

g. International Officer [JO]

JO to advertise the Whitby trip.

The Whitby trip has been booked and it will be advertised soon. The spreadsheet has been put up. Lana has been emailed and has said she will advertise the trip tonight. Tickets will be sold on Wednesday this week, then every day next week when the office is open again.

h. Livers Out [CW] [Apologies]

CW to set up an event on Facebook about livers out drinks and send the information to be put in the newsletter when the term starts.
This will be done soon.

i. Social

i. Social Secretary [NQ]

NQ will arrange the buses needed for social events for May soon, and will organise the DJ for the party this Friday.

ii. Ball Secretary [FO]

Beamish Extras replied to FO today, saying that she has to go there to discuss the decorations with them. She will be following up with them to see if she can get some pictures instead of having to go there.

On the Dusk 'til Dawn website that are a number of medieval theme entertainment things; FO will call them this week to get a quote. Social Committee are to make a decision on the name of the event/theme so that it can be advertised as soon as possible. The tickets have to be designed and printed before they are sold. FO to do this.

Update from AB regarding cost of ticket - at cost, the Summer Ball would be £70 per ticket (with no adjustment made yet for livers in/out).

j. Steering [TAB]

TAB to book the AGM and advertise it and the elections by email.

TAB attended the trustees meeting, who approved the timetable for the AGM and elections. The first email about the elections has been sent out to Ustinovians. AGM will be at SP.

k. University/College [JG]

JG has received a draft of the data management policy for GDPR which he will forward to XM.

There was no big outcome from JCR PresComm; most of them are now in handover. They talked about consent workshops and sorting them out with JS for next year. They have been letting alumni know how high the fees have become.

A couple of the residents tried to hijack the community relations event last week rather than taking part, which made people very angry.

JG walked around with Sarah at the Radisson and walked the Radisson staff through a usual formal. They should be fine for both the formals that the GCR are asking for. They wanted numbers quite early, but JG said dietary requirements could not be given until the week before; they said this should be fine. He also scoped out for 2019/20 assuming Mount Oswald will not be done for then.

JG had a health and safety meeting. He needs to check some things with College regarding the BBQ, but there are no issues in general.

Part of the accommodation at Dryburn is currently University College's, next year it will be Stephenson's then it has been said that after that it could be Ustinov's. JG would recommend the GCR tries to stop College from doing this.

There will be a BAG (BBQ Action Group) meeting tomorrow at half past seven in SP bar.

I. Welfare [JS] [Apologies]

JS sent off information about the Ustinov alcohol awareness events and resources to the DSU.

JS is gearing up for the exam period now, during which there will be lots of information posts and welfare hours.

6. AOB

Alastair Stewart

GCR Secretary

16/04/2018