

Ustinov College GCR Exec Meeting

Minutes



Action Points from 23/04:

AB/TP to sort out kit for sports teams after the passing of budgets on 23/04.

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

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

AS to organise ticket sales for Summer Ball.

FO/NQ/CW/MR to organise initial Summer Ball advertising.

JG to complete the forms for a GCR debit card.

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

JS to chase Ryan up about the Pride party.

NQ to organise the Silent Disco.

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

TP to buy the trophies for sports teams who won their league.

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

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

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.

XM to budget vending machine snacks to be passed at Exec.

18:30pm, 23/04/18

1. Apologies: VU, MR, XM, JO

Present: JG, TAB, AB, AS, TP, AH, NQ, FO, JS, CW

2. Approval of minutes from last meeting.

Minutes from 19/03: Passed on the general aye.

Minutes from 09/04: Passed on the general aye.

Minutes from 16/04: Passed on the general aye.

3. Matters arising from previous minutes.

Glenn has been emailed about the ex-president £2,000.

4. Agenda Items:

i. Budget for Silent Disco [NQ]

Proposal: *To pass a budget for up to £420 for the Silent Disco to be held on 04/05. This covers the cost of hiring the headphones, DJ and lighting, plus a £200 refundable deposit if everything is returned in one piece.*

Questions/Discussion:

It is questioned if anything can be done to make sure all of the headphones are returned, for example if student cards should be taken and returned when the headphones are returned, or if a sign out book is created. People were swapping headphones at the last party so a sign-out system would not work too well. Only one pair of headphones left the building after the last party, and it was found and returned after a little confusion about pick up so it is decided that nothing needs to be done. If GCR committee members see people with headphones at the end of the party they can remind people to return them.

It is asked if the £200 deposit from last time will just be transferred over to this booking as it has not been returned yet. It will be returned and a new deposit will be paid, or it will be transferred over; whatever is easiest for Dusk 'til Dawn.

Vote: Unanimous for. NQ to organise the silent disco.

ii. Budget for Trophies [JG]

It is pointed out that it might be nice for the GCR to give out trophies or medals to a team who won their league. This would allow them to keep a trophy in the trophy cabinet. Since the trophy would be a record of achievement, it is decided it should be passed as a separate budget to the Awards Formal and after party budget discussed above. It is highlighted that if the precedent and one year ten teams win their league, that would cost a lot of money. It is acknowledged, however, that this is unlikely to happen. Furthermore, this would be up to future committees to decide if they want to do something like this again.

It looks at the moment like three teams could win their league; a couple of matches are being played this coming weekend that will determine one of the teams. Frisbee and Pool A have both one their leagues already.

Proposal: *To pass a budget of up to £120 to buy sports teams who won their league this year a trophy to be presented at the College/GCR Awards Formal.*

Questions/Discussion: No further discussion.

Vote: Unanimous for. TP to buy each sports team who won their league this year a trophy, and have them engraved.

iii. Budgets for Clubs and Societies [AB]

Proposal: *To pass the following budgets which were discussed and approved by Finance Committee for the stated society/sports team:*

a. *£300 for jerseys for Men's and Women's Basketball.*

This replaces the previous budget request after the issue with subs etc. was sorted.

Questions:

Vote: Unanimous for.

- b. *£375.76 for shorts and socks, replacing five year old kit for Football.*

Questions:

Vote: Unanimous for.

- c. *£47.88 for bats, balls and kit bags for Table Tennis.*

Questions:

Vote: Unanimous for.

- d. *£175 for board games for the Gaming Society.*
The Gaming Society have a good storage plan for the games.

Questions:

Vote: Unanimous for.

- e. *£93.45 for various equipment and balls for Cricket.*

Questions:

Vote: Unanimous for.

The only society that has still to have their funding passed outright by Finance Committee is Hairstyle and Lifestyle Society (£291.73) as there are still questions regarding storage and use of what they are requesting. TP will be getting further information for a future funding discussion.

iv. Ticket Price for Summer Ball [AB]

This was discussed at length in the Financial Committee meeting. It was raised that the Summer Ball has been historically heavily subsidised for both members and non-members. Last year it was £40 for members and £50 for non-members.

Tickets at cost this year (assuming the £5,200 budget is used that was passed at the General Meeting) will be ~£70 at cost. The cost of the food alone is £42.50 per person. It was also noted by various Finance Committee members:

- Last year around 25% of the attendees were non-members.
- We are one of the cheapest Summer Balls.
- Too high a ticket price will deter people from attending.

- Large member discount relative to non-members would mean attendees would receive almost all their levy back in subsidy for the single event, which is potentially unfair to non-attendees.
- Ticket price of non-members is possibly linked to member experience, as the majority of non-member attendees are likely +1's.
- However, it is also potentially unfair to subsidise non-members using members' levy money.

A range of price points were discussed from ~£40m, £60nm up to £50m, £70nm. All in principle are affordable given the budget passed at the last GM.

There was a vote in Finance Committee between recommending a ticket price of £45/£65 or £50/£70; £45/£65 won by three votes to two.

Motion: *To pass Finance Committee's recommendation on Summer Ball ticket pricing of £45 for members and £65 for non-members.*

Questions/Discussion:

The main argument against this ticket pricing is that non-members should not be subsidised by GCR funds. However, it is highlighted that the experience members will have at the event will be enhanced by having friends/partners there who may be non-members. There is an argument made that for every non-member attending, they are taking the seat of a member who could have benefited. Members would get around £25 of their levy back in one go.

The idea behind £45 for members was to say that the tickets are less than £50; sounds better so may encourage people to buy tickets. It is asked if the GCR gets money from any other source that could cover the non-members pricing, rather than the levy money of members covering it. It is said that it would all be coming from levy money.

After a long discussion on most of the points made above in Finance Committee, it is decided to vote on the recommendation.

Vote: 4 for, 4 against. It seems there is nothing in the SOs about a tie vote; Steering Committee should look into this. It is decided to continue the discussion to see if a decision can be made.

There are three main points of view in this discussion:

1. **£45/£65 for members/non-members.** This gives members a reasonably priced ticket, the £20 difference between the prices seems acceptable and from a psychological point of view £45 feels cheaper than advertising £50 a ticket. Non-members enhance the experience of members, so it does not seem unreasonable to subsidise them a little, considering it will be a very small number of non-members attending so will not cost much at all. However, it does not seem fair that non-members get money from levy paying members since they have already actively opted out of becoming a GCR member.

2. **£45/£70 for members/non-members.** This has the positives of the £45 member ticket discussed above, and means that GCR levy payers are not subsidising non-members for going to the Summer Ball. However, £70 is very expensive for a ticket to the Ball, and the £25 difference between members/non-members seems a lot.
3. **£50/£70 for members/non-members.** This keeps the ticket price difference to £20 again, and means non-members are not being subsidised. Furthermore, less of the levy money will be used to cover GCR members (~£20 out of £40 levy instead of ~£25), which seems fair to members who would like to go to the Ball but will not be able to due to the limited number of tickets.

There is further discussion on each of these options, and the advantages and disadvantages brought up by Financial Committee listed above. There is agreement from everyone that any of these ticket prices are much more reasonable than the £40/£50 for GCR members/non-members that was charged last year.

Proposal: *To make the ticket price for the Summer Ball either £45/£70 or £45/£65 for members/non-members.*

Vote: 4 for £45/£70 and 4 for £45/£65. Again, a tie vote.

After more discussion it is decided to allow the Chairperson to break the tie.

Final decision: The tickets for Summer Ball will cost £45/£70 for GCR members/non-members.

v. **Summer Ball [FO]**

FO got the budget for the entertainment for Summer Ball; it came under the budget that as passed at the General Meeting. This was for a string quartet for when people come in, a photo booth and various medieval entertainments from Dusk 'til Dawn. It is pointed out that last year there were a couple of other things, including two side shows and a fire show outside that were popular. FO will look into getting more entertainment.

Tickets have to go on sale soon in order to maximise the chance that the tickets sell out. Before this, the Ball needs to be advertised and physical tickets need to be printed and delivered. It is decided to use the online system that has been used for most of the formals this year. The online reservation was supposed to be from this Friday, but it is suggested that this is postponed to Monday in order to advertise the Ball properly and get the physical tickets in time. This is agreed to. AS to organise ticket sales.

A Facebook event must be made, an email must be sent out and the physical tickets must be designed and ordered tomorrow. The name of the Ball must be decided before this. FO/NQ/CW/MR to organise initial Summer Ball advertising.

It is pointed out that the person on office hours on Monday (the first day of ticket sales) has not turned up in the past. It is decided to cancel next

week's Executive Committee meeting so members of the committee can take over office hours that day. TP to do SP office hours; he should get a key to the cash box from AB or from CW who still has a key from doing ticket sales in town to livers out. JG to be at HF. TAB to decide when the meeting will be moved to.

5. Officer Reports:

a. Bar Steward [VU] [Apologies]

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

VU will check later this week. It was booked in so Hospitality should know.

Both bars still exist! The Homecoming Party seemed to be a success but VU is not sure how much money the bar made.

b. Clubs & Societies [TP]

TP to ask captains for nominations for the Awards Formal.

This was done. Next week TP is going to get some trophies for sports teams that have won things. TP will pass on the names of nominated people for Greatest Contribution to College Sport (male and female) to JG.

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

Still to be done.

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

Still to be done.

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

This was done and MR made the event.

AB will be trying to contact the sports teams first about their successful funding applications, but says if anyone contacts TP then they can either get the stuff themselves or give AB a full breakdown and he will get the stuff.

c. Communications [MR] [Apologies]

MR to advertise the Summer Ball.

To be done.

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

This was done.

XM promoted the College Awards formal on WeChat.

d. DSU [AH]

Glenn is not responding to Megan's emails regarding heating; AH will give him a gentle reminder when he sends the data from the survey about don rooms. It looks like the university has no plans to make a bus route up to SP.

e. Facilities [XM] [Apologies]

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

To be done.

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

To be done.

XM had a meeting with Lynsey about data protection. Given that the GCR is an independent charity, College has to get the university to sign the data share agreement, which still has not happened. We are not the only College this is affecting, so she is pushing this.

CW has put the vending machine mechanism back in, it is now working. XM to budget vending machine snacks to bring to the next Executive Committee meeting.

f. Finance [AB]

Figures from the treasurer:

Balance on 16/04: £42,571.84

<i>CCEP GB (Coke)</i>	<i>+£322.20</i>
<i>Basketball Society</i>	<i>-£50.00</i>
<i>Vending Machine</i>	<i>-£50.40</i>
<i>Dusk 'til Dawn (BBQ)</i>	<i>-£700.00</i>
<i>Dusk 'til Dawn (BBQ)</i>	<i>-£200.00</i>
<i>Castle Formal</i>	<i>-£3,325.00</i>
<i>Easter Kids Party (XM)</i>	<i>-£205.21</i>
<i>Helium (XM)</i>	<i>-£28.45</i>
<i>Printer Paper (XM)</i>	<i>-£19.99</i>
<i>Audio Cable (JO)</i>	<i>-£4.97</i>
<i>Dart Mats & Board (TP)</i>	<i>-£108.66</i>
<i>Durham University Frisbee</i>	<i>-£20.00</i>
<i>Durham University Football</i>	<i>-£30.00</i>
<i>A Murray Travel</i>	<i>-£228.00</i>

Carried forward (23/04): £37,923.36

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

Ongoing.

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

AB has been liaising with the DSU about online ticket payments, but they have been slow to respond. He has sent them a wish list of features the GCR would like in an online payment system. They got back to AB saying they would be unable to provide such a system regularly for the GCR as their team is too small to commit to this. AB will look for other possibilities e.g. to set precedent for future years.

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

This will be done this week. NQ will call them and sort it out.

JG to complete the forms for a GCR debit card.

To be done.

AB sent the 2016/17 accounts with notes off to Bryan and asked when it would be most convenient for him to collect the physical copies of invoices/statements/receipts. AB has also now worked through most reimbursements he was asked for.

Someone left the cash box open in the SP GCR office, and the door was unlocked. AB was able to see nothing was taken thanks to his last float count and the receipt book.

AB should be able to sort out the HF float after Whitby.

g. International Officer [JO] [Apologies]

Tickets are being sold for Whitby. There are around forty people going from Dryburn, so around twenty tickets are available for HF and SP.

It is pointed out that self-reporting the number of members/non-members is generally quite inaccurate. The form used for ticket sales was sent to Lana – it is highlighted this information should not be shared to someone not on the committee. It will need to be checked whether or not people are GCR members.

h. Livers Out [CW]

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 was done.

i. Social

i. Social Secretary [NQ]

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

The Homecoming party happened and seemed to be a success. It is pointed out that it might be better having it the first week of term rather than the last week of Easter as there are still submission deadlines then.

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

This has been done. AB should be getting invoices soon. NQ to send another email to make sure everything is going to work.

NQ will be helping Amr work out a budget for the Middle Eastern Night this week. NQ will call a Social Committee meeting this week to sort out the events for the rest of term. They will be checking through the remaining events this year to make sure they make sense regarding deadlines.

ii. Ball Secretary [FO]

FO has received the prices for decorations and entertainment.

j. Steering [TAB]

Kimberley has largely finished updating the noticeboard. TAB has spoken to potential Executive Committee candidates, and has reminded everyone that office hours begin again this week starting with Week 1 on the schedule.

k. University/College [JG]

JG attended CMT. Nothing new came from that meeting that was not discussed at Council last week and reported at the last meeting.

The first three requests for locations of Ustinov formals for next year were accepted; they are Aidan's, Van Mildert and Hatfield. They will be happening on Thursdays. There is uncertainty about what will be done about after parties. On principal it would be best to go back to Sheraton, but there are a limited number of late openings. People can easily go into town from Hatfield, but the other two are further away. It is possible to book the bars, but this would have to be done at the level of the Principals of the Colleges. For now, JG will tell Glenn that the committee are leaning toward not having the College bars where the formals are being held, but the final decision can be delayed.

JG points out that our formals will be a topic of discussion at the next MCR PresComm. They may try and turn them into an inter-MCR type of event so their members can go to our formals. If the GCR do not allow that, they could lower the number of tickets for Ustinov students for their own inter-MCR formals. After some discussion, the committee agrees that initially JG should insist that the formals are only for our students. If this is argued against by the Presidents, it could be agreed that only a certain (small) number of tickets may be given to their students.

l. Welfare [JS]

JS promoted the Graduate Forum on tomorrow. He had a one on one Welfare meeting.

JS has messaged Ryan regarding the Pride party but has got no reply; he will try and chase Ryan up.

6. AOB

- a. If an Executive Committee meeting happens next Monday or Tuesday AS will be away so XM will do the minutes.

Alastair Stewart

GCR Secretary

23/04/2018