

# Ustinov College GCR Exec Meeting

## Minutes



### **Action Points from 07/05:**

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

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

*FO to discuss with Beamish timings for the entertainment to let Dusk 'til Dawn know.*

*JG to complete the forms for a GCR debit card.*

*JO to contact the buses for the Summer Ball to organise pick up/drop off.*

*JS to chase Ryan up about the Pride party.*

*JS to organise a puppy welfare event.*

*MR to create a placeholder event for the Summer BBQ.*

*MR to create a Facebook event for Eurovision.*

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

*TAB/XM to organise an Honorary Lifetime Members board for SP.*

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

*VU to talk to AB about fixing the BT box.*

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

*XM to change supplier for Ustinov stash before she leaves office.*

*XM to push Lynsey on the data protection stuff.*

*XM to organise moving a couple of BBQs over to SP.*

### **18:30pm, 07/05/18**

- 1. Apologies:** AB, XM  
**Present:** JG, TAB, AS, CW, TP, JO, VU, MR, AH, FO  
**Absent:** JS, NQ
- 2. Approval of minutes from last meeting.**  
Minutes from 23/04: Not yet available.
- 3. Matters arising from previous minutes.**

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

*AS to organise ticket sales for Summer Ball.*

The Ball was advertised, the tickets were designed and printed, and the Ball has now sold out.

#### **4. Agenda Items:**

##### **i. Budget for Vending Machine [XM] [Apologies]**

**Proposal:** *To pass a budget for up to £250 for snacks for the vending machine.*

##### **Questions:**

XM did not have the breakdown away with her. AS asked her if she is remembering to get the correct size of bags of crisps; XM said she will make sure of it.

It is highlighted that a number of bags of crisps went out of date after the last order. Since it is next day delivery a suggestion is made that only £100 or £150 is passed; it might make more sense to do more orders for less money, as opposed to big orders that lead to some things going out of date. However, it is pointed out that there is no chocolate and there are no crisps left so this may be why the budget is quite high.

**Vote:** Unanimous for on the condition that AB approves of the breakdown before it is purchased. It is also emphasised that the vending machine should be continually restocked to try and avoid wasting food.

##### **ii. Budget for PVSL [AB] [Apologies]**

**Proposal:** *To pass a budget of up to £300.00 for the renewal of the PVSL licence.*

##### **Questions:**

AB received a quote of £298.00 from Filmbank about the PVSL. Even though the total number of people at both sites has increased, given there are fewer people watching at each site at the moment they were happy to allow the license to cover both sites until we move at no extra charge (we are currently covered for 750-1,250 people per week on average).

**Vote:** Unanimous for.

##### **iii. Budget for College Sport [AB] [Apologies]**

**Proposal:** *To pass a budget of up to £130 for College sport charges raised by Team Durham, namely Durham Cricket school hire, summer team entry and cricket balls.*

##### **Questions:**

It is pointed out that the GCR do not seem to get any notice about these charges in advance. However, a list should be available at the beginning of the year.

**Vote:** Unanimous for.

## 5. Officer Reports:

### a. Bar Steward [VU]

*VU to confirm with Hospitality that they know the Pride party is happening.*  
Staff have been put on for the Pride party.

Both bars still exist! The Star Wars party was a success, though less people turned up than last time. The bar staff have been assigned for the Middle Eastern Night party; the bar will stay open until 02:00 for this.

The Eurovision Song Contest is being held this Saturday. VU will talk to AB tomorrow about fixing the Sky box.

A staff meeting will be held before the World Cup. It is pointed out that it is a requirement of the licence to have a Bar Management Committee meeting, yet there was not one last term. VU will talk to Ian about this.

### b. Clubs & Societies [TP]

*TP to follow up on connecting the gym machines to the network.*  
To be done.

*TP to pick a day for photos to be taken of the Ustinov sports teams.*  
Photos have been taken of a couple of the sports teams in action. TP will get the login from MR to the Dropbox to share the pictures. TP will try to get pictures of other teams taken during the Festival of Sport.

*TP to buy trophies for the sports teams who won their league.*  
This was done. Unfortunately the awards did not arrive in time for the College Honours formal; they will be presented to the sports teams when they arrive. It is decided these awards can be presented to teams at the AGM.

TP is going to sort out team entries for Festival of Sport.

### c. Communications [MR]

The Facebook event for the Summer Ball needs to be updated with more logistical details, including the menu, arrival, use of the ticket etc.

MR suggests creating a placeholder event for the BBQ even if the designs are not ready yet. People may start to think about booking to travel during summer; advertising the event may encourage people to be there on the 7<sup>th</sup> of July. The BBQ will be highlighted in the newsletter.

An event for Eurovision is needed. MR will check with Amr about his Middle Eastern Party and check with JS what is going on with the Pride Party about advertising.

XM promoted the Summer Ball, College Awards Formal and Whitby Trip on WeChat.

### d. DSU [AH]

A DSU Rep meeting happened. AH is going to be handing out ripped off posters at a UEC (University Executive Committee) meeting on Tuesday. Open nominations for DSU roles will be held at the next assembly, not in October. This gives people more training time. AH will advertise this.

'Pincident' will be going live on 4<sup>th</sup> June; this will give people a place to report sexual violence and harassment.

There may be a change in club licences around the city. NUS is looking at ways of getting the delegates reports out to people in the university. It seems the person leading the idea of a donor naming the new college is Steve Harman, head of College Council. The time that Council can look for a donor will be limited to a year. They are rebranding the non-sabbatical DSU roles in an effort to make them more transparent and show people what they actually do.

**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.*

Most are up now. Emma said she will try to put the rest up. Unfortunately some have been hung behind the projector screen, so when people are watching the football they will not be able to see some of the flags.

XM sent out an email reminding students to collect their stash before the Easter holidays. XM to look into changing supplier of stash before she leaves office.

The data protection stuff does not seem to have been sorted by Lynsey. XM to follow up on this.

XM to organise moving some BBQs to SP.

It has been noticed the porters at SP have had to spend time cleaning chalk off the ground that kids have been playing with. This is not really our issue, this is College's issue.

**f. Finance [AB] [Apologies]**

Figures from the treasurer:

**Balance on 22/04: £37,923.36**

<i>Durham University (Composition Fee)</i>	<i>+£5,074.00</i>
<i>BT Group PLC</i>	<i>-£356.75</i>
<i>Farah Samuel (Earth Hour Candles)</i>	<i>-£7.50</i>
<i>Adobe</i>	<i>-£25.28</i>
<i>Dusk 'til Dawn</i>	<i>-£440.00</i>
<i>Lees Coaches</i>	<i>-£700.00</i>
<i>A Murray Travel</i>	<i>-£228.00</i>

**Carried forward (06/05): £41,239.83**

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

Ongoing.

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

AB to look into this, perhaps leaving something in handover to his successor so the next Treasurer can implement it.

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

AB emailed the clubs and societies with funding request results; most have yet to reply, but AB is working through those who have.

*JG to complete the forms for a GCR debit card.*

JG could not find the form.

AB included all the statements with the 2016/17 accounts and arranged for Bryan Horvath (the accountant) to pick them up for review. They have been with him since Monday.

AB received the ball entertainment budget from FO, however the numbers quoted in the email did not add up to the sum of those in the invoice. AB would like to confirm with FO that the deposit is £575 and the total entertainment budget is £2,875 compared to the £600/£2,650 in the email, and that there has not been a deposit accidentally swapped. This has been sorted.

AB requests an updated ballpark BBQ budget. Currently there is ~£40,000 in the account and the bulk of that is earmarked for the ball. Any revision would be useful to budget feasibility of ideas such as reducing levy next year. JG points out that depending on what acts quote, there is currently a +/- of around £3,500 so the budget is still not certain. The approximate ballpark figure is £20,000 (+£5,000/-£2,000), with sources of uncertainty including t-shirt prices, the stage and whether it is decided to get furniture/ground covering for the day or not.

Regarding the 'loan to university', AB indeed found a reference from an uncashed cheque that was received in August for 'Loans Pool Interest', albeit for the account's old name, for ~£20. Therefore, they do hold a record for it. The idea is to get the loan back out, but AB is unsure how to do this.

**g. International Officer [JO]**

The Whitby trip went ahead and was very well attended. Only a couple of people didn't turn up. Talks are still going ahead for the last GCR trip of the year to the Lake District. Phoebe has told JO she will get back to him shortly with dates and the number of volunteers that will attend the trip.

**h. Livers Out [CW]**

Livers Out drinks happened and it sounds like they went well.

**i. Social**

**i. Social Secretary [NQ]**

*NQ to organise the Silent Disco.*

This was done.

The Eurovision final is happening on Saturday 12<sup>th</sup> May. It will be put on the screens in both bars.

**ii. Ball Secretary [FO]**

FO has received the invoice from Dusk 'til Dawn. Decorations and entertainment has been decided for the Summer Ball. FO is still to hear back from Beamish about a vegan menu. Overall, the Summer Ball seems to be under budget. FO will discuss with Beamish timings for the entertainment from Dusk 'til Dawn and let them know.

JO has booked the buses for the Summer Ball; two will be leaving from SP and two from HF. On the way back it looks like two coaches will have to leave the venue at 23:00, then one will have to come back and leave again with the other two at 01:00.

**j. Steering [TAB]**

TAB is planning to start emails advertising the Executive Committee roles up for election this week, so asks the committee to send role descriptions as soon as possible. A reminder to the committee to consider if they want to propose any standing order changes, motions, or honorary life memberships. The meet the Executive Committee event will be in two weeks. TAB/XM to organise an HLM board for SP.

TAB to organise a final committee social for the outgoing GCR committee.

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

SVMOG is re-focusing because the student representatives thought it had lost its way a little bit. They are going to be meeting more regularly now and are going to be trying to push things forward.

JG has organised a joint meeting of VP Comm and PresComm in order to try and sort a few outstanding issues, mainly regarding consent workshops and the appalling turnout of the consent matters course.

Most Presidents at MCR PresComm understood the position Ustinov has been put in regarding formals, though some were annoyed because they think we are stepping on their toes. JG clarified what the exact situation will be, so now most are happy. The GCR have all three formals at our first choice colleges (Aidans, Van Mildert and Hatfield).

JG went along to the estates consultation regarding the new Maths site and the "superhighway". No real concerns for the GCR were picked up. JG spoke to a couple of local residents about it; there was not really much opposition from them since it is all a bit out of the way.

JG missed the JCR PresComm. Megan is trying to push a more enforced role for Presidents with PresComm because people have not been attending much this year. This would even extend to enforcing Presidents to report back to their JCRs that they missed PresComm at their next JCR meetings. JG is not sure it is a good idea as it would be self-enforced, so if there is an uninvolved President they just will not tell their JCR they did not attend.

JG has been part of the panel to decide who should win the DSU awards. JG was also nominated for an award.

JG had lunch with Owen Adams. A few issues came up, but none that were too Postgraduate specific. The discussion was largely about open days, how payment went to the Common Rooms, and how ambassadors were paid. The one interesting thing was regarding the alcohol policy and late openings. Given how few clubs there are in Durham, with the addition of two Stockton colleges and 2-5 new colleges, Induction Week is going to be a struggle. They suggested keeping college bars open later throughout the week would be a much more suitable suggestion, but this is forbidden by the university's current alcohol policy. It was also pointed out that most colleges currently break the university alcohol policy (e.g. "No College drinks", "No more than three units in a ticket price", etc.). Owen suggested they rewrite this policy together in conjunction with Common Rooms, because there is no point having the policy autocratically handed down if people are just going to ignore it. Owen also wants to re-evaluate what training is given to Presidents and Executive Committees.

Glenn acknowledged receipt of the message from AS and says he is dropping the "ambassador" position. The money will probably become another GCP scholarship (which is rebranding to a Ustinov Scholarship) for next year.

Lots of College Honours things happened, but the event is now all done. JG points out it might be worth having a discussion about how College Honours will work in the future, but College are quite set on the democratic-ness of it. JG's suggestion would be a panel, but he points out that having sat on the DSU one there are some significant flaws to this approach.

There are two licences to apply for before the SP mini-festival/BBQ is held. The council were supposed to do it but they have not, so JG is doing it. One of them might be needed at Howlands for the Summer BBQ too, although one has not been applied for in the past.

A BAG meeting will be held on Tuesday or Wednesday.

JG points out that the art competition should be pushed, especially since the GCR have put quite a lot of money in for prizes.

#### **I. Welfare [JS]**

*JS to chase Ryan up about the Pride party.*

JS to organise a puppy event.

**6. AOB**

**a. Silent Disco Deposit [AB] [Apologies]**

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

Are Dusk 'til Dawn planning on paying the deposit back this week? NQ was not here to answer this question.

**b. Domain Mapping [AB] [Apologies]**

AB received an email about the domain mapping for *ustinovgcr.com* expiring, and asked Walter (webmaster) if we should pay for it or not. It is the domain mapping for that name to the WordPress site that is expiring, not the website itself.

Alastair Stewart

GCR Secretary

07/05/2018