

# Ustinov College GCR Exec Meeting

## Minutes



### **Action Points from 14/05:**

*[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 email the LGBT+ Association to ask if they will advertise the Ustinov Pride Party in their newsletter.*

*MR and JG to discuss budgeting a computer for the SP GCR office.*

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

*TAB to compile a list of people who are allowed entry to the GCR office and send it off to the porter.*

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

*TP to get an up-to-date list of which teams pay for pitch hire and how.*

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

*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.*

*XM to order the vending machine food and fill the vending machine.*

### **18:30pm, 14/05/18**

**1. Apologies:** JG, XM, AB, NQ, FO, VU, JO

**Present:** TAB, AS, TP, CW, MR, AH, JS

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

Minutes from 30/04 & Minutes from 07/05: These have been completed, but will be posted tonight and passed next week to give those interested a chance to read them.

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

Nothing to discuss.

**4. Agenda Items:**

**i. Budget for Men's Football Team [AB] [AS on behalf of AB]**

**Proposal:** *To pass a budget for up to £380 for use of the rubber crumb pitch hire.*

**Questions/Information:**

This money is for pitch hire for their practices, not for their league matches. There is a question of whether the GCR should be paying for pitch hire for teams for their practices. This will be discussed next week; TP to get an up-to-date list of exactly who pays for pitch hires and how.

There is some confusion as the football team ask for subs, but this money is mostly going toward buying new football kit and not to the pitch hire. The football team did not put this money in a funding application. However, around the same time last year the GCR paid £394 for facilities hire so it may be that they just assumed the GCR would pay for it.

AB recommends we pay for it this time, but make it clear that this should not happen. It seems an understandable mistake given how clubs and societies finances were not run consistently last year.

TP confirms that the pitch hire was for training. He will message Angus (captain of one of the football teams) and ask if the pitch hire was already paid for. It is believed that football take money on the night.

The proposal is changed to pass the money **only** if the money must be paid before the next Executive Committee meeting. If it does not have to be passed before then, it will be discussed again next week when the committee has more information.

**Vote:** Unanimous for.

**ii. Budget for Royal Wedding [AS on behalf of AB]**

**Proposal:** *To pass a budget of up to £51.08*

**Questions/Information:**

AB received a budget from Mary (Howlands Rep) for £51.08, but wondered if a budget could be passed with some headroom just in case. The items are orange juice, a couple of bottles of Tesco prosecco, cupcakes and some royal wedding themed cake toppers.

It is decided to vote on a budget for £65.

**Vote:** Unanimous for.

**iii. Overspend by Social Committee [AS on behalf of AB]**

**Proposal:** *To pass a budget of up to £394.80 that will be used to reimburse Lily (formal secretary) for various costs for the Chinese New Year formal. This includes £191.94 for decorations, £189.16 for Chinese snacks and chopsticks and £13.90 for transportation.*

**Questions:**

A budget of £500 was passed for the Chinese New Year formal; however, when this reimbursement request is added to the £200 for it is clear the budget has been exceeded. Lily has provided receipts for the total amount.

It is highlighted that the GCR should not be setting precedent with this; a budget should not be ignored and then reimbursed anyway. It is pointed out that Lily did a good job with getting the stuff for the Chinese New Year celebrations, and that it was probably a miscommunication regarding how much she could spend. In the future, Executive Committee members should make budgets very clear to Committee members. This should be discussed during hand over with the new committee.

**Vote:** Unanimous for.

**iv. Budget for the SP PC [AB][Apologies]**

The discussion is about who is responsible for costing this. AB requests the budget be forwarded ASAP to him so it can be passed at the AGM. He also needs it for budget estimates for next year.

A budget for a computer was put up previously, but it may be a little outdated now. It is pointed out that there is less and less difference between individualised and already made-up computers. Each component individually was looking to be very expensive. A good computer is necessary in the GCR office for image editing.

MR to discuss this with JG.

**v. GCR Office [TAB]**

People have been asking the porter at Howlands to access the GCR office, and they have been let in. What should be done about this?

It is decided TAB should compile a list of people who are allowed access to the office and send it to the porters for them to check if people who ask to get in are actually allowed access.

**5. Officer Reports:**

**a. Bar Steward [VU] [Apologies]**

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

This was done and the BT box is now working again.

Both bars still exist! There will be a bar staff meeting later this week to discuss the World Cup parties.

**b. Clubs & Societies [TP]**

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

TP spoke to Kimberly about the Hairstyle & Lifestyle society funding. She seemed to have a plan for the things that she ordered and has spoken to JG about storing them at SP. TP told Kimberley not to buy the items before the funding application is made in the future.

**c. Communications [MR]**

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

This was done.

*MR to create a Facebook event for Eurovision.*

This was done.

MR asks if anything needs advertised then information is sent to him about the event so he can create the events on Facebook.

MR made an event about the art competition. An idea is put forward that mini events could be held in order to encourage people to create art and submit entries; perhaps this could be a job for the HF and SP Reps. There is some confusion as to why the art is to be submitted to the GCR office; this was not passed by the Executive Committee. There is general agreement that the committee do not want to be responsible for artwork being damaged because people have handed it in to the office.

It is suggested that the deadline for the artwork be pushed back since there have not been many submissions, and it is a very busy time for most students. It is highlighted that there are quite large cash prizes being put forward by College and the GCR so more people need to be encouraged to enter the competition. AS will pass on these thoughts to XM who can then communicate with Glenn to decide what is best to do.

**d. DSU [AH]**

It seems the move from Stockton to Durham of a couple of the colleges is not going to go as smoothly as the university expected. This is affecting other colleges now too. AH has a list of things from the DSU to promote; he will do that this week.

The DSU members did not go to hand out cards during University Council.

It is pointed out that there was an article in the Palatinate about Archaeology getting rid of the last Postgraduate space in their building. The university seem to have responded with an attitude of 'we don't have to provide these things for you'. There is very little room for PGR students to work. AH will talk to Megan about the situation.

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

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

To be done.

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

To be done.

XM to push Lynsey on the data protection stuff.

XM will do this tomorrow.

[XM to organise moving a couple of BBQs over to SP.]

To be done.

XM will send the breakdown of the vending machine food order to AB before ordering it today or tomorrow. When the food arrives, XM will fill the vending machine.

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

Figures from the treasurer:

*Balance on 06/05: £41,239.83*

<i>Dusk 'til Dawn</i>	<i>-£325.00</i>
<i>Dusk 'til Dawn</i>	<i>-£250.00</i>
<i>Filmbank PVSL</i>	<i>-£298.00</i>
<i>Netflix</i>	<i>-£7.99</i>
<i>Durham University Sport</i>	<i>-£128.00</i>
<i>CW Refund (Vending Machine)</i>	<i>-£13.14</i>
<i>Breakaway Pool</i>	<i>-£84.00</i>

*Carried forward (13/05): £40,133.70*

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

Ongoing.

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

Ongoing.

JG to complete the forms for a GCR debit card.

Ongoing.

A cash count has been done; AB will be arranging a drop at first opportunity. A second candidate has enquired about running for Treasurer.

AB has received the PVSL license.

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

Nothing to report.

**h. Livers Out [CW]**

It is pointed out that some livers out attended the walk that MR arranged. There seem to be some livers out who are happy to attend the walks, especially if they start off in town. It might be worth promoting these walks to livers out more.

There is a Dine in Durham event this week where you can eat a meal in Durham restaurants for £5/£10/£15. There is not much information on the website, but CW has promoted it in the newsletter.

**i. Social**

**i. Social Secretary [NQ] [Apologies]**

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

The Pride Party is coming up. NQ to organise a Social Committee meeting to discuss it later this week. A DJ maybe needs to be booked, or a playlist organised, and perhaps a few more decorations can be bought. The Pride party in Ustinov was popular amongst undergraduate members of the LGBT+ Association in the past. It is suggested that the association be emailed to ask if they will advertise the party in their newsletter. JS to do this.

The Middle Eastern Night did not happen. A request is made from the committee to be told about cancellation of events further in advance.

TP would like to hold a FIFA tournament using the PS4. He will decide on a date and propose it next week.

**ii. Ball Secretary [FO] [Apologies]**

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

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

FO still has not heard anything from Beamish about the total price or the vegan options.

**j. Steering [TAB]**

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

Ongoing.

The first Executive Committee spotlight email was sent out for the elections, and other advertising was done for them. TAB reminds everyone to keep an eye on the office as some people are not turning up for their office hours.

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

After pushing Ian all year, JG convinced Ian to apply for an extension to the bar license over the summer. JG and Ian are currently meeting with various relevant

councillors/movers and shakers in residents associations to tell them in advance and get a head start on any opposition. So far, they have received support from the local county councillors so far. JG and Ian are meeting with the police in the coming weeks to ensure their support.

This will have to be a full reapplication, not just a variation. Therefore it will cost £1,500 to advertise in newspapers and make the application. They will be applying to extend opening hours until midnight on Friday, Saturday and Sunday. JG has managed to get Ian to promise that next summer he will reapply once again for midnight every day, twelve late openings a year and access for postgraduates from every college.

JG requests that the art competition be advertised.

**I. Welfare [JS]**

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

JS will try to contact Ryan again. He has said that Adrian (Male Welfare Rep) should be told when the Social Committee meeting is happening that will discuss the Pride party.

*JS to organise a puppy welfare event.*

One of the charities who do this will not do another one in May as they just did one with Durham University. They said they can do one in June or July, so this may be left to the next Welfare Rep.

JS bought condoms for Howlands. However, he is worried that a full packet of latex free and normal condoms may have been stolen from the Howlands office, especially given the new revelation that people have been getting access to the Howlands office. It was in the Welfare drawer, and is not anymore. It is suggested that a sign be put up by the condoms asking people to be considerate when taking them.

**6. AOB**

Alastair Stewart

GCR Secretary

14/05/2018