

Ustinov College GCR Exec Meeting

Minutes



Action Points from 21/05:

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

AB to write about sorting out online (ticket) payments in his handover document so the next Treasurer can attempt to sort it.

AS to talk to AB about the tech equipment that should be taken next year so things that are not being taken can be stricken off from the GCR's assets.

JG to speak to AB about organising an official transfer of assets from the College to the GCR.

JO to put information on the National Trust membership in his handover document for the next Executive Committee.

MR to create a Facebook event for the Pride party.

MR to update the art competition Facebook event.

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

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

NQ to organise a budget for the World Cup party.

TP to send MR the information about how the PS4 works/does not work so it can be put in the Communications Officer handover document.

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

TP to book the FIFA tournament and come up with a budget for the event.

VU to push Ian about having a BMC meeting.

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, 21/05/18

1. Apologies: VU, JS, CW

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

2. Approval of minutes from last meeting.

Minutes from 30/04:

Minutes from 07/05:

Minutes from 14/05:

The passing of these minutes is delayed until next week. They have all been published on the Facebook group.

3. Matters arising from previous minutes.

Nothing to discuss.

4. Agenda Items:

i. Budget for Men's Football Team [AB]

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

Questions/Information:

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

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.

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.

This was voted on last week and was passed only if it had to be paid before the meeting today. It turns out it did not, so the budget must be voted on again.

There are two options. Either the committee can agree that the GCR will pay for money this year but make it clear this will not happen in future years, or they can be asked to put some of the money that they requested for kit purchase toward the cost. The team were to pay for half of the kit and the GCR the other half. However, it is pointed out that they have most likely purchased their half already, so it would not seem fair to withhold the other half.

Football do not seem to be charging subs, they just charge a small fee at the beginning of each match. It is highlighted that when the teams were asked to give their financial breakdown earlier in the year they made it clear the money taken at the beginning of matches would go toward kit purchase. The current kit was bought around five years ago, so this will not be a yearly purchase.

It is pointed out that next year after they have the new kit they can be asked to spend that money on pitch hire. There was a little confusion in moving away from the individual club accounts; some mistakes were made in the past from GCR accounts side. One of the captains had thought the GCR get a discount, however this is not the case.

It is decided to pay for their pitch hire this year, on the condition that the team are told next year they will have to charge subsidies for pitch hire or apply for GCR funding for it through the proper funding call.

It is asked if the GCR authorise captains to book pitches at Maiden Castle, or if Team Durham just assume that they are captains then charge the GCR for the booking. At the beginning of the year, the Clubs and Societies officer sends off a list of captains to them.

The proposal is amended to pass a budget for £400, as AB has received notification of another pitch hire charge from Team Durham.

Vote: Unanimous for, the proposal passes.

It is pointed out that a discussion should be had at a future date about whether pitch hire can be put through society funding requests or not.

ii. National Trust Membership Renewal [AB]

Proposal: *To pass a budget of up to £125 to renew the GCR's National Trust membership.*

Questions/Information:

Last year, membership renewal was passed by the previous Executive Committee with a note that it should be used more this year. However, it was forgotten about and not used.

The limit on the number of people that can use the card is 500, which is far more people than attend trips organised by the GCR. It is noted that it could have been very useful if we had known about it. JO to put information on the National Trust membership in his handover document for the next Executive Committee. It is also noted that one trip will make up the cost for the card.

Vote: Unanimous for.

iii. Bongo Bingo Reimbursement [AB]

Proposal: *To pass a budget of £93.66 to reimburse Jasmine for prizes that she bought for the Bongo Bingo event held last Friday.*

Questions/Discussion:

JG and NQ talked about Bongo Bingo at Social Committee; they both forgot to submit a budget as it was Jasmine organising the event not Social Committee.

AB requests that budgets are submitted before the events are held.

Vote: Unanimous for.

iv. Hairstyle & Lifestyle Society [AB]

Proposal: *To pass a budget of up to £291.73 for the Hairstyle & Lifestyle Society.*

Questions/Discussion:

During Finance Committee, the funding for Hairstyle & Lifestyle was not passed as more information was needed. She spoke to JG, who told her to come up with a storage plan and tell Tom; he gave where the GCR storage is.

It is noted that the society seems to be quite active, and people do attend the events they run. TP is satisfied with the plan that has been made for storage. It is also noted that the GCR is mandated to have as many international events as possible, and this certainly goes toward that quota.

Vote: 2 abstentions, 9 for. The budget passes.

v. FIFA Tournament [TP]

TP was planning on running a FIFA tournament on Sunday 17th June. Neither the GCR nor the GCP have something booked. TP notes that if the event is run at Sheraton, the FIFA can be played on one screen and the World Cup matches can be put on the others. TP to book the tournament and come up with a budget for the event.

vi. Pride Party [TAB]

The Pride party is happening this Friday. Buses have been booked for it and hospitality have put five bar staff on for the night.

TAB messaged JS about it; he proposed a budget of £200 but said he would aim to be under this (the budget was not specific as JS is currently at a conference). It is pointed out that there is a box of pride flags in the GCR office. TAB will ask Nicolete if last year's playlist can be used. Face paint needs to be bought.

Communications need to be done as soon as possible. Sandhita (Press Secretary) will be asked to advertise the party in the Newsletter and MR will create a Facebook event for it.

It is noted that the majority of the turnout last year was from undergraduates; the LGBT+ Association are not holding events just now due to exams, but some people have finished exams so may want to come.

5. Officer Reports:**a. Bar Steward [VU] [Apologies]**

Both bars still exist! Bongo bingo was a tremendous success with the bar making over £500.

VU is organising a bar staff meeting as per Ian's suggestion to discuss the bar situation when works start for Stephenson. VU would like JG to attend this meeting as well. It should take place in the next ten days.

Despite it being part of the bar licence, the Bar Management Committee did not meet last term. VU to push Ian about having a BMC meeting.

b. Clubs & Societies [TP]

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

TP fixed the PS4 in SP, and is going to get Emma to give one of the keys to the porters for general use; the other key will be kept in the GCR office. There is some copy right protection setting that does not work with the splitter so needs to be turned off to use the screens in the SP bar. TP to send MR the information about how it works/does not work so it can be put in the Communications Officer handover document.

TP is trying to get Ustinov teams to participate in the Festival of Sport.

c. Communications [MR]

MR requests that the committee let him know if anything needs advertised. MR will update the art competition event. The office upstairs is available for people to use for the competition; they should be encouraged to use it.

For the SP BBQ, JG has advertisement in physical form such as leaflets and posters. The hope is that the council will pass the money this week. The Facebook event page will probably be made jointly between the GCR and the Neville's Cross Council. It may be useful to have volunteers; they will be needed for litter picking and setting up in the morning. There will be a stage and a tech team will come in, there will be six hours of music, three food stands, adult and child bouncy castle and a magician.

d. DSU [AH]

AH needs to push running for DSU positions at Assembly next week to Ustinov students. The 'Not OK' event also needs to be pushed.

e. Facilities [XM]

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

XM will send an email to College to see if they can help move the piano.

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

JG has a list of stash suppliers; he will pass the names on to XM.

It is asked if a letter should be sent to Moet to tell them the GCR are considering switching supplier to see if they will do things better in the future. It is decided XM should look into a couple of other suppliers (Motiv8 and Custom Planet) to see what they would offer as a supplier.

XM to push Lynsey on the data protection stuff.

XM sent an email to Lynsey again about data protection stuff but she has not gotten a reply yet. There is some confusion about what this is with respect to; it refers to finding out what must be done given the GDPR (General Data Protection Regulation) to be enforced from 25th May 2018. Sarah Prescott wanted some data management policy from the GCR. It is noted that this needs to be sorted by the start of the next academic year as when an email is sent out asking information from students they need to know what can be accessed by the GCR.

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

To be done. It is questioned what should be done with the remains of BBQs since there is no longer a fire road where the remains can be left (like at HF). XM to speak to College to see if they can get a couple of special bins put in for the remains of BBQs.

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

The food has arrived and XM restocked the vending machine with Adrian.

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

To be done.

People still cannot watch the TV in Dryburn so XM reminded Ian again. He said he will send a request to Colin; XM will keep an eye on it.

XM talked to Glenn about pushing the deadline of the art competition back; he is fine with this. The competition is now open to staff too. It needs to be promoted more. XM asked Glenn to promote the event at the Ustinov painting event that was held yesterday, so hopefully more people will respond to it. Glenn was at the event for parts of it, but not for the whole thing as it was an ongoing event throughout the whole day.

AS met with Joe (Tech Officer) who went through what tech equipment he would recommend be moved over to SP and what equipment should be gotten rid of. AS to talk to AB about the tech equipment the GCR should take next year so he can strike off from our assets things we don't need.

f. Finance [AB]

Figures from the treasurer:

Balance on 13/05: £40,133.70

<i>Paypal (Cricket)</i>	<i>-£100.80</i>
<i>Jintong Reimbursement</i>	<i>-£394.80</i>
<i>CW Reimbursement</i>	<i>-£37.24</i>

Carried forward (20/05): £39,600.86

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

Ongoing.

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

AB to write about sorting out online (ticket) payments in his handover document so the next Treasurer can attempt to sort it.

JG to complete the forms for a GCR debit card.

JG will not be doing this as is time as President is nearly over.

AB is writing up budgets for the AGM. AB notes we may end up with too much money in the GCR account at the end of the year with the reduction in the BBQ budget.

JG to speak to AB about organising an official transfer of assets from the College to the GCR.

g. International Officer [JO]

JO has not had any further communication with Phoebe yet regarding the trip to the Lake District.

h. Livers Out [CW]

Nothing to report. There were livers out at the Full Moon Market that was advertised.

i. Social

i. Social Secretary [NQ]

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

AB chased up Dusk 'til Dawn about the deposit they should pay us but they have not replied yet. They said once they have confirmed they have all of the headphones they will send the deposit.

NQ to organise a budget for the World Cup party.

ii. Ball Secretary [FO]

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

JO will do this after Wednesday.

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

FO has emailed Beamish with details of the external entertainment.

j. Steering [TAB]

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

This is going to be given to the next Chairperson.

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

The porters now have a list.

The remaining Executive Committee spotlight emails have been sent out and the 'Meet the Exec' event being held after this meeting has been advertised. TAB reminds the committee the deadline for nominations for elections is 23:00 on Friday, as is the deadline for motions. The AGM itself is next Thursday, 31/05. TAB asks committee members to bear in mind that they will have to report on the whole year this time.

TAB will have a look at the SOs to remove any references to Howlands Farm.

k. University/College [JG]

JG has been away this week. Most of his updates will be gone through at Social Committee or BAG as appropriate.

JG was talking to Ian who met with Alan Doig. He sent an email to NCRA to hold a meeting; JG will be in transition so will take his predecessor to the meeting.

JG booked in a stage and tech for the SP BBQ.

A BAG meeting will be held on Wednesday. JG had a meeting with the lighting company who said it would cost more than it is worth to light the outside stage. It also turns out that another generator will definitely be needed, despite Dusk 'til Dawn saying only one would be required.

The first three people that JG contacted to get a stage for the BBQ could not get in the path to the field. JG then went to the same company as last, and managed to get a stage for around the same price as last year's stage. It turns out, having looked at other companies, this stage is very affordable as they are a local company so do not charge to have the stage built days in advance.

A risk assessment needs to be done; JG will talk to David Embleton about this. For lighting inside Fisher House JG would like to get a hazer, but to do this the smoke alarms need to be turned off so a risk assessment needs to be completed. Graeme from Vortex (the lighting company) deals with the police and fire brigade regarding it; they point out that the main reason you have smoke detectors is to tell you there is a fire, but if you have two hundred people in a room it will be pointed out very quickly. The porters could also be asked to walk around every ten minutes as a precaution. University security may be brought in.

Things like t-shirt pricing will need to be discussed with Finance Committee.

l. Welfare [JS] [Apologies]

JS to chase Ryan up about the Pride party.

Discussed above.

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

Discussed above.

JG was invited to the Vice Principals Committee where it was agreed that it should be set as the standard that all Colleges must do consent workshops. JG proposed to Lynsey, Brenda and James that a set of 10-15 students be trained up who can then run sessions for the rest of the students in College. These sessions would be run during Induction Week.

6. AOB

a. Extra Summer Ball Ticket [JG]

It is asked what should be done with the Summer Ball ticket that has become available; should it be given to Jono (GCR Committee member who did not manage to reserve a ticket) or to the new Assistant Principal (AP)? The new AP starts on the first of June.

It is decided to give the new Assistant Principal first refusal on the ticket.

Alastair Stewart

GCR Secretary

21/05/2018