

Ustinov College GCR Exec Meeting

Minutes



Action Points from 28/05:

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 contact Phoebe regarding the trip to the lake district.

JS to order more condoms.

MR to update the art competition Facebook event.

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

NQ to organise a budget for the World Cup party.

TAB to ensure new exec are aware of the need to co-opt an acting chair and hold a GM in July.

TAB to pass on the budget comments to AB immediately after exec so the motion for the AGM can be amended.

TAB to post in the college group from the GCR page about not abusing the free condoms.

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.

TP to send MR the information about how the PS4 works so it can be put in the Communications Officer handover document (in particular, the copy right setting that does not work with the splitter).

TP to contact relevant team captains so they know they should be at the AGM to receive their trophies.

VU to push Ian about having a BMC meeting.

XM to contact Ian about providing bins for hot ashes at Sheraton Park.

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.

18:30pm, 28/05/18

1. Apologies: AB, AS, JS, XM

Present: TAB, JG, AH, FO, JO, TP, NQ, MR, VU, CW

2. Approval of minutes from last meeting.

Minutes from 23/04: approved on the general aye.

Minutes from 07/05: approved on the general aye.

Minutes from 14/05: approved on the general aye.

Minutes from 21/05: Not available.

3. Matters arising from previous minutes.

Nothing to discuss.

4. Agenda Items:

i. Pizza Budget for AGM [TAB/AB]

Proposal: *To pass a budget for up to £200 for pizza for the upcoming AGM.*

Questions/Information:

There are no questions.

Vote: Unanimous for.

ii. Handover Arrangements [TAB]

Should full handover be delayed until the Monday after the BBQ? This is one week after handover is currently supposed to happen.

It is decided that JG will officially stay on until the day of the BBQ, but will only attend Executive Committee on 2nd July if there are any major issues with the BBQ to be discussed. Otherwise handover will proceed as normal, with the new exec taking over as per the constitution on 1st July. During handover both outgoing and incoming exec attend exec committee meetings, though individual office holders may choose to complete their handover earlier than 1st July. JG notes that there may be a constitutional issue with there being no chair; it is decided that the new exec should co-opt an acting chair until such a time as a new one is elected. It is agreed that the GCR should hold a general meeting in July to elect the remaining positions, at which VU may run for chair.

TAB to ensure new exec committee are aware of the need to co-opt an acting chair and hold a GM in July.

iii. Budget for 2018-19 [AB]

AB has created a budget for the GCR for 2018-2019. Given how much is in flux next year, he has tried his best to allow money to keep things flexible for next year's exec.

AB calls for all of the exec committee to read their own section and comment on any alterations that should be made. This budget is to be put forward at the AGM; next year's exec committee are welcome to pass any additional money for anything that is not on this list. This budget will not restrict their freedom to choose different events or use money differently; it is to provide a guide for them and a fall-back in case they fail to pay for something before an AGM.

A number of questions arise during the discussion of this budget:

- Should the accountants' fees be included?
- Should we specify that money for the BBQ/Ball can be distributed amongst other social events if one or both do not happen? This would allow for flexibility of moving money if necessary.
- Should pool table income/budgets for reclothing and fixing be included?
- Does another party need to be added, in particular the leavers' party in September.
- JG suggests doubling the welfare budget so we campaigns can actually be run next year.
- It is pointed out that the vending machine income seems to be missing.

TAB to pass on the budget comments to AB immediately after exec so the motion for the AGM can be amended.

5. Officer Reports:

a. Bar Steward [VU]

VU to push Ian about having a BMC meeting.

VU will have a word with Ian about BMC.

Both bars still exist! Pride party was a great success where almost £1,200 was made. The Champions League final screening was also a success.

A bar staff meeting is to be held later this week, where the works over the summer at Fisher bar will be discussed. It is pointed out that the bar will be understaffed for the first few weeks of next year.

b. Clubs & Societies [TP]

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

To be done.

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

Will be done next week.

TP to send MR the information about how the PS4 works so it can be put in the Communications Officer handover document (in particular, the copy right setting that does not work with the splitter).

To be done.

TP will drop the keys for the video cabinet off with the porters tomorrow. Everything is in place for people to get the key for the cabinet, it just needs advertising. The trophies should have arrived at Sheraton finally and the plan is to award them out at the AGM. TP to contact relevant team captains so they know they should be at the AGM to receive their trophies.

c. Communications [MR]

MR to make a Facebook event for the Pride Party.

This was done.

MR to update the art competition Facebook event.

MR is waiting for confirmation on the extension date before advertising this further. It is reiterated that the upstairs meeting room in Fisher House has been booked every Wednesday evening for making artwork, and the GCR should arrange a specific event for this.

d. DSU [AH]

Currently no one is going for the open DSU Assembly places reserved for postgraduates, so given the lack of candidates for DSU Liaison Officer as well Ustinov may have no representation on DSU Assembly next year. JG points out that the GCR President would then need to attend. The university rent guarantor scheme is looking good.

e. Facilities [XM]

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.

XM has sent emails to Custom Planet and Motif8 and is waiting for their reply.

XM to push Lynsey on the data protection stuff.

Lynsey has replied and one suggestion is that the GCR may need to update the MoU/MoA they have with the college/university. This is the approach adapted by St Cuthbert's and they have been liaising directly with Jennifer Sewel (University Secretary) about this. Lynsey is waiting to hear back from the member of University staff who is dealing with this.

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

Ian has moved some of the BBQ stuff to Sheraton Park and the college will also distribute three waste bins between the two buildings so that the students can dump *cold* waste in them after they finish. It is pointed out that coals can take up to six hours to cool down and people cannot reasonably be expected to wait this long. XM to contact Ian about providing bins for hot ashes at Sheraton Park.

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

AB will be proposing a budget of £800 at the AGM for a new office computer based on MR's research.

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.

To be done.

f. Finance [AB]

Figures from the treasurer:

Balance on 21/05: £39,600.86

<i>Jasmine Cross Bingo Night</i>	<i>-£93.65</i>
<i>Durham University Football</i>	<i>-£380.00</i>

Cash Drop	+£11,350.00
Kimberley Liu H&L society	-£291.73

Carried forward (28/05): **£49,804.72**

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

Ongoing.

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

Ongoing.

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

To be done.

Summer Ball money was banked by NQ, for which AB thanks him.

AB has a draft breakdown of money from various tickets (with GCR/ non GCR rates) present in the Google Drive. He will be polishing it up a little still, but is hoping to show a version of it at the next Trustee meeting. It is what was gleaned off envelopes when they were submitted, but most of these were very incomplete. If some tickets from one formal have been accounted to the next one, it is because someone did not put anything on their envelopes. This breakdown has been very useful in planning the budget for next year though, particularly with the ratio of GCR members to non-members.

AB is erring on the side of caution regarding the levy price rather than recommending lowering them to £30. It is pointed out there are a lot of fluctuations that can happen when Ustinov moves to one site, and it could be slightly risky before to decrease the levy before knowing what the one-site equilibrium would be. AB will be recommending it for review next year.

CW notes she is owed some money for Summer Ball expenditure, such as stickers for the ball ticket envelopes, and asks if this should just be claimed back as normal. This is confirmed to be the case, as these items were already covered by the overall ball budget.

g. International Students' Officer [JO]

There is no update on the Lake District trip yet, but JO will resume organising this trip over next week. TAB points out that the trip is meant to be taking place in week 8, and it is now week 6, meaning time is very tight to organise this and sell tickets. JG notes that the trip is however likely to sell quickly. JO says he will get on to Phoebe from DUHWS ASAP.

h. Livers Out [CW]

CW will aim to do a livers out event over summer, and at least one brunch after the Ball, BBQ, or World Cup/midsummer parties. TAB mentions that several livers out attended Durham Pride.

i. Social

i. Social Secretary [NQ]

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

To be done.

NQ to organise a budget for the World Cup party.

To be done.

ii. Ball Secretary [FO]

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

This was done. There will be three coaches leaving Beamish at 01:00.

FO will inform Beamish tomorrow about the times of the entertainment.

j. Steering [TAB]

Nominations have closed for the AGM. There are candidates for President, Vice-President, Treasurer, Bar Steward, Clubs and Societies Officer, Communications Officer, and International Students' Officer. Conversely, there are no candidates for Secretary, Chair, DSU Liaison Officer, Induction Officer, and Welfare Officer. It should be noted that the substantial publicity push undertaken this year does not seem to have made any difference to candidate numbers: in 2016 there were three candidates, in 2017 there were eleven while this year there are only nine.

TAB reminds everyone to send AS AGM motions tonight **with seconders**, and that each committee member (other than Secretary) will need to give a report on the whole year at the AGM.

k. University/College [JG]

Alan Doig is actually fine with the bar licence for SP being extended. It is being taken back to NCRA on Tuesday 19th June. JG suggests that he go as well as his successor and JG introduces them to make sure there's continuity with the residents' associations. This would give the GCR a voice to explain why the bar licence is looking to be extended, though there will not be opposition.

JG has chatted to Martin Brader (the new Assistant Principal), who will be coming to the Summer Ball. He was fine with taking the ticket and was very thankful to be invited.

JG has begun sorting health and safety with Kevin and David at Howlands. They were actually very supportive.

The planned community party in Sheraton Park has been cancelled as per JG's updates to exec last week, owing to funding from the local council not being passed.

I. Welfare [JS]

The Pride party went very well, with a larger turnout than last year and some people from other colleges. The rainbow face paints were once again very popular. A number of Ustinovians attended Durham Pride on Sunday.

It is noted that the condoms have essentially run out again; they seem to be disappearing somewhat rapidly. JS to order more condoms, and TAB to post in the college Facebook group from the GCR page about not abusing the free condoms.

6. AOB

a. Thanks to everyone [JG]

Whilst outgoing exec will continue to attend meetings during handover, this is the last meeting before the new exec committee are elected! JG extends a huge thank you to everyone on exec this year for their hard work.

b. Thanks to JG [TAB]

The exec wishes to thank JG for his incredible efforts as President this year. TAB points out he has thanked JG by nominating him for the DSU awards, for which he was shortlisted, meaning he has to attend the awards dinner.

c. Honorary life memberships [AH]

AH enquires if Honorary Life Memberships of the GCR confer actual membership benefits such as member rates for formals, and if recipients are required to be people about to leave the college. TAB confirms that neither of these things are the case.

Thom Addinall-Biddulph

GCR Chair

28/05/2018