

Ustinov College GCR Exec Meeting Minutes



18:00pm, 30/10/18

1. Apologies: KL, PM

Present: AS, JO, MR, TP, SL, VB, AM, SS, EJ

2. Approval of minutes from last meeting.

Minutes from 24/09; 01/10; 09/10; 16/10; 23/10 *All passed unanimously.*

3. Matters arising from previous minutes.

AP [Everyone]: Committee photos to VB. *Covered*.

Any progress RE choir issue? *Position advertised in college newsletter. Also advertised on GCR FB page and group. Applications through college so no further details yet.*

4. Agenda Items:

i. [VB] 1. Clubs & Societies Ratifications

Some issue surrounding running of the cricket club, but they have now been resolved so we have a full cricket team and committee!

Cricket = *passed unanimously.*

Mens' Football = *passed unanimously.*

Womens' Football = *passed unanimously.*

Hockey = *passed unanimously.*

Table Tennis = *passed unanimously.*

Pool (Soc) = *passed unanimously.*

2. Items required for Observatory kitchen:

- First aid kit
- Water kettle
- Paper cups
- Tea
- Coffee

Ask college about how the building has been stocked previously – any help available in upkeep/maintenance? May be able to simply ask college for some of these. VB will investigate.

- ii. [JO] **Wooden pool top:** the pool tables recently are receiving more and more spillages, including now orange juice, on top of all the beers, from yesterday's Halloween children's party. It's on Colin's list but that might need to become triaged. [Exec polo shirts and vending machine – potential update?] *Should arrive next week. No responses on Exec polo shirts or vending machine as of yet. TP hasn't yet managed to get the key.*

Ustinov Live a popular suggestion for a further event. MR suggests a visit to the Cathedral/climbing one of the towers, has been an event run in the past. Tends to garner more enthusiasm earlier in the academic year...

30th November = Mandeep's Xmas festival, need to avoid clashing. TP suggests 7th December. EJ notes that DramaSoc Improv night can be used as a GCR event. JO suggests another karaoke midway through November. Possibility of Thanksgiving GCR event a no-starter=food. Ustinov Live and another GCR event pencilled in for November. Karaoke for 23rd? Potentially save Ustinov Live for Xmas = leaves big window for advertising. December 7th Ustinov Live? Karaoke on a Friday in November. 'Black Friday Bingo' suggested by MR? 6 permitted 'late night'/2am openings already pencilled in, but plenty of scope for 12am events. AS suggests calling a SocComm meeting ASAP. TP will sit down with SS and organise whilst doing official handover.

November = Karaoke and BFB.

Friday 7th December = Ustinov Live. Decorate then = prepared in advance of kids Xmas party.

[AP] – SS and TP to look over all of this.

[AP] – TP to resend reimbursement forms to EJ.

[AP] – TP will get new keys to the GCR office to all of us.

- iii. [TP] - **Events for November:** We currently have no GCR events for November after the Bonfire firework display with our next event being the kids party in December. It would be good to stick an event in November, either a Ustinov Live, a Karaoke night or Bingo or anything that the Social committee can think of, would be good to discuss the options and come up with a plan for the next few weeks. This will be a good opportunity to run through event planning with our new social Secretary.

- **Pool Table re-cloth:** We need to pass the money to re-cloth the pool tables, there is no point getting this done until we have covers for the tables, however they should be ready in a week or so and it would be good to get them back in a good condition as soon as possible. Should be similar cost to previously ~£400 for both tables to get recovered. A re-cloth is £150 plus VAT per table so in total would be £360.

*Regular occurrence, tends to happen twice a year. AS emphasises that re-clothing should happen ***after*** the covers turn up! Playing later in the evening shouldn't be an issue = lack of space during events. EJ suggests painting them with the Ustinov crest? VB notes that the Observatory pool table is missing a ball. **[AP] – VB will compare ball sizes to solve issue by obtaining a new ball from elsewhere.***

Vote to pass a budget of up to £360 for pool tables = passed unanimously.

- iv. **[EJ/AS] Associated Membership for Charles Walker/Dominic Birch:**
Charles Walker is the Opportunities Officer at the DSU, he and his partner Dominic Birch would like to apply for an Ustinov GCR membership. Dominic is studying in London, however they are living together at Sheraton Park in a house next to the College. According to Charles, there is no problem with the DSU about him being part of our college. Both would like to participate in the GCR activities and are willing to pay the GCR membership in order to be able to do it. According to our Constitution, the president is the only person entitled to allow them to be associated members. Therefore, the case is brought to this meeting to further discuss the allowance or rejection.

MR notes that we cannot be sure if college can grant them a key/key access.

[AP] – TP will investigate?

Already a member of the University; can be used as a trial run for associate membership. No objections – AS has spoken to AH (former DSU liaison) to clarify and he's supported the idea. Ian not happy with non-members trying to use the gym... emphasise lack of affiliation to avoid conflict.

Unanimous support.

5. Officer Reports:

- i. **Bar Steward [AMH]**

The profit the bar made during the Halloween party was nearly £2400. The party shift went well even with the inexperienced external staff working. Roughly equivalent to last year. Direct any Qs to AMH.

- ii. **Clubs & Societies [VB]**

Gym:

- Gym chair was ordered, assembled, and placed in the gym. Shout-out to AS, MR, and SL for their help! Already received lots of positive feedback about it.
- Coat hangers for gym – what could we do? **Free hanging, or discuss w. college the possibility of fixed ones on the wall? Potentially by the jump rope boxes, but still not ideal. VB and MR will look at the gym later and assess.**

Observatory:

- Observatory room naming poll has received two serious and one weird submission so far. Still waiting... **Keep poll open for a while to gather a few more ideas – put poll in the newsletter?**
- There are now two Observatory keys that people can borrow, Colin has been very efficient
- Next step is to look into getting the pianos tuned. **[AP] – JO to look into getting the pianos and fix respective broken keys.**
- Helen Luke emailed me yesterday saying that college is taking over the booking system for the Observatory, so I went to see Ian this morning and he was already sold after my first argument, so it's back with us now. **Already resolved by VB.**

College Sport Officers meeting:

- We now have the final financial breakdown for the year and I have forwarded it to EJ. Ustinov has 19 teams (including pool).
- Photography of floodlit matches is strongly encouraged.
- Date for Festival of Sports has been set: 9th June 2019 (Sunday after exams)
- There was a complaint that about half the colleges barely submit any hockey umpires, but praise for Ustinov in that regard! **VB has received a question asking if JCRs/MCRs/GCRs would subsidise first aid training for sports teams and how much we would be willing to spend. Last year cost £7pp for minimal training, so inevitably more this year. Discuss again next week to give us chance to think it over?**

iii. Communications [KL]

1. Did group photo shoot for Frisbee & basketball team. **Also visited football team.**
2. Posted the firework advertisement.
3. Created "Overheard @DurhamUniversity postgraduate" Facebook group to make other college students post different information (not in Ustinov GCR group).
4. Gather Chinese teaching volunteers for the college.
5. Helped at the children's Halloween party.
6. Helped mentors to create WeChat groups.
7. Did the comms 1st off line meeting & handed over things to press secretary.

8. Remind people for different GCR events.
9. Welcome to Alastair back to GCR!

MR will order the new platypus. EJ and VB suggest a costume making competition for the mascot for the next major college event. MR suggests getting an extra platypus as a giveaway/prize for the end of the year. Limited to GCR members in order to boost membership! Stash would require finding a producer, but worth thinking about/asking supplier...

[AP] – EJ to sort out branded beer mats.

EJ and TP have spoken about branding of GCR membership cards – maybe find a different provider?

iv. DSU [PM]

1. At the Durham City Parish Council: They discussed several matters for the neighbours in the Durham City Area but the most relevant is A) they have voted unanimously to commit to write to Durham University to express their opposition to the rise in accommodation fees and to express their belief that only freezing the fees will be sustainable for the city. B) They are concerned that the City Centre will become students' homes because it is becoming very profitable. C) They are investigating the possibility of opening a skateboarding park in Durham. D) They mentioned the Durham City Youth Project to help people from 19-25 year old that left home for difficult situations. They require volunteers.

2. De-Matriculation rally: apparently good turn-out. Not sure the number of Ustinovians that attended. No official numbers or relevant news published so far.

v. Facilities [JO]

*Children's party was a success; coaches for the Bonfire formal and fireworks have been booked; will look into what's happening about Exec stash as that's now late and actually do a student stash order this week; Halloween party was well decorated and the night was a success - 2.5k behind the bar!; Keenan require a new floor and chairs for their common room which is a big thing to look into. This might need to become fundraised if college can't afford it; Dryburn also want some classes run there, so that's something for VB to consider as they should have something, even just yoga for now. **86 people have signed up for the coach and the bonfire, can shuttle back and forth for excess numbers so won't interfere with budget. Children's party was a success. Halloween party also a success, but something does need to be done about furniture arrangement on these occasions. JO is liaising with Ian on this as it is technically college's job. AM notes that yoga can be run externally, use previous contacts to find a yoga instructor? VB can also talk***

to Team Durham about potential Pilates sessions. EJ asks about GMIS coach prices = still at an impasse. EJ also asks about splitting the price for the tables for near the pool tables = split cost between GCR and college.

Questions about if the coach will stop off in town before going to fireworks in order to pick up Livers Out? Easy to do = arrange a good place to stop with the company and advertise appropriately. JO will also speak to the Res. Tutor at Keenan.

vi. Finance [EJ]

1. Got an email from Tom Briton to reimburse the NT membership. Made it without supporting evidence of the payment because (in his own words) "Brenda Ryder informed me she had passed this to the GCR, so examination of that documentation will reveal the National Trust's receipt or proof of my payment." EJ doubts this strongly – payment made against his will. Briton didn't and won't send any supporting documentation, claiming that we can use the card as a proof. No evidence but the card seems to work, so make a note in advance of committee meeting to clarify. Disagreement w. National Trust over if GCR or non-GCR members can use it.

2. Received an email for the insurance renewal. Will amend the payment during the day (30/10/18). As long as renewal is accepted, this is sorted.

3. Paid for the York Xmas market trip.

4. Helped with both Halloween parties.

5. Possible trip to the bank later this week, unless S/O else volunteers. EJ will likely ask the assistant treasurer, but ideally a finance committee meeting needs to happen asap – VB notes that several societies have been asking about finances.

6. How much change is required for the York trip ticket sales? MR recommends around the same as we had for formal ticket sales. Mostly £5 and £10 notes required – 10x£10, 10x£5.

7. Still no news from BT. TP suggests EJ should push for contact = documentation available elsewhere? Potentially cancel current account then reopen... currently using Freeview so difficult to justify cost atm. EJ should phone BT if unable to find account details. [AP] – leave this w. EJ?

8. Bidfood? Providers of the vending machine food, JO will recontact them about supply. Need to pay for food that we already have?

Balance brought forward (22/10/2018) £16630.61

Ryan Boden (Halloween Party DJ) -£195.00

BT Group -£373.99

Durham City Coaches (York Trip) -£960.00

Vera Bieber (IW Bingo Prizes) -£20.00

Vera Bieber (Observatory Equipment) -£30.97

Vera Bieber (Gym Weighing Scale) -£14.98

Vera Bieber (Clubs&Socs Equipment) -£125.10

Tom Briton (NT Membership) -£144.55

Balance carried forward (29/10/2018) £14766.02

Reimbursements need to be submitted asap!

vii. International Student Officer [MR]

Confirmation of the Durham City Coaches booking for the York trip.

- Forwarded the cover letter with bank details, deposit, and final payment information to EJ.

*- Need a contact for Keenan House, to organize the ticket sales there. 30 tickets? **MR will create a spreadsheet and be present on Monday. 3x volunteers required for the actual trip, to be sourced from the committee.***

viii. Livers Out []

*Nothing to report. **JO looking into arranging coach route to pick them up.***

Walks well attended and had positive feedback – potentially restart? Social committee responsible for talking this through.

ix. Social Secretary [SS]

- Participated in making /putting up decorations for the Halloween party.

*- **[AP] Check with TP about next steps in preparing for Bonfire formal.***

Potentially organising a meeting with SocComm tomorrow? (31/10/18)

x. Steering [AS]

Organised office hours training for the final new Executive Committee

member and all of the newly elected Committee members. Training will be

held this Wednesday evening over three time slots. Once this is complete, a

poll will be made to find out what nights the whole committee (exec and non-

*exec) can do office hours. **[AP] - Make an office hours rota. Fill out poll asap***

when AS posts it tomorrow in order to sort out office hours/pair up experienced members and newbies. EJ will make a sample envelope, and VB has printed a new sheet outlining the proper cash handling process.

xi. University/College [TP]

*- Decorations for the Halloween party were bought, a DJ hired, and the party was a success. **EJ reports that several complaints were made about the DJ, poor music choice and poor arrangement of the space. Not a major issue but still significant. VB suggests moving tables and chairs away from the bar to clear space. Couldn't get enough volume. Stick to silent discos in the future unless using external sound systems? TP agrees.***

- Table plan for the Bonfire Formal has been made and sent off to Hospitality and TP will print out table place cards.

*- Trustees introductory meeting has been scheduled for November the 15th in the Community room and will be communicated with the members of the trustees. **TP will remind all relevant members tomorrow (31/10/18).***

- #rippedoff campaign happened, there were 4 members of Ustinov there at least; however, overall turnout was good with the DSU happy with the turnout there. I think a point that I will bring forward for the next round of discussion of the campaign will be more Ustinov specific concerns for example the cost of accommodation for international students arriving and having no choice but to go into college accommodation. This may raise engagement and hopefully next time the DSU proposes action on accommodation fees we can have a stronger Ustinov turnout.

- MCR Prescomm meeting: The first meeting of MCR Prescomm, this was mainly introductory but had a discussion about levy sign up and uptake mainly the effect of the levy on other MCRs and how they were coping with the changes. There was also a discussion of upcoming inter MCR events, I made it clear that we would struggle to organise an inter MCR event as we have no formal space however I could look into the Business school as a possible venue.

*- Inter-MCR formal has been advertised in the college group and via email and hopefully we have a strong Ustinov turnout. **Scheduling in future will hopefully avoid booking excessive events as has happened in the past.***

- Bonfire night fireworks display needs advertising again with a Google form sign up for coaches and making it clear that the entry to the event can be paid in cash on the door, or online prior to the event.

xii. Welfare [AM]

1.) Meeting organised for Wednesday with Rowena and Bryony. Will discuss the welfare webpage and the anonymous form. Will also confirm a regular time for welfare office hours and come up with a calendar of welfare events for the year. Aiming to start with Welfare Coffee Morning, and looking to get the dogs in before Christmas! **Need to rethink pregnancy test stocks so that they don't go out of date/so that we don't lack them at any point.**

2.) Have an appointment arranged on Wednesday with a student.

3.) Restocked the condoms for the party (thanks TP and VB).

4.) Welfare board? Is there one at Sheraton? **Used to have one in old location but don't currently have one here – assess space and think about getting another one? AM will discuss with committee what to put on board. Lack of quiet space for welfare hours an issue – office? Observatory? Guest room in Neville's House? Several options: AM will talk to college and try to find another room that's quiet, in which case it can run at the same time as office hours. Alternatively AM suggests putting it outside of office hours, which would exempt her from office hours. EJ suggests advertising free testing services – unable to advertise specific clinics but spread awareness of free sexual health (and also direct to NHS website).**

AM also purchased 20 pumpkins from Tesco.

6. AOB

VB – will student IDs be checked at the formal? Last formal had one more person than there are seats, hence was difficult to track who was sat where. AM concerned how long this might take if people begin arguing... VB suggests having two people checking, and sending people to one side to get sorted out, then waving through the people with appropriate ID. VB to make a post about this in the Exec Committee page... email can be sent out today reminding people to contact us with information if they have sold their ticket(s) in order to avoid confusion.

Sam Littlewood

GCR Secretary

30/10/2018