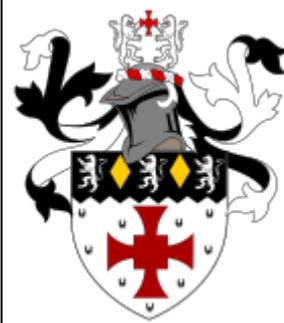


Ustinov College GCR Exec Meeting Minutes



18:00pm, 13/11/18

1. Apologies: AMH, PM
Present: AS, SL, KL, SS, MR, TP, VB, AM, JO, EJ

2. Approval of minutes from last meeting.

Minutes from 6/11 need approval. ***Passed unanimously.***

3. Matters arising from previous minutes.

[AP] – EJ notes that AMH needs to remind Sarah to do the chalkboards by the end of the month. ***EJ has emailed hospitality, TP and EJ will get in touch with Ian.***

[AP] – Remind Sheraton Rep. that the vending machine is her responsibility. ***Done.***

[AP] – JO to hold Facilities Committee meeting. ***Meeting has been held.***

4. Agenda Items:

- [AS] GCR Committee T-Shirts. ***Polo shirts £15, T-shirts £8.50. £312 in total for full committee, cheaper to get T-shirts. Might be useful for social and welfare committee = TP notes this will aid signposting at events. 26 in total plus these specific ones? Worth asking company which provides stash to get embroidered names? Stick with one per person (26 inc. exec)? AM suggests everyone has a specific named T-shirt plus some generic committee ones. £300 for 14 committee T-shirts. It would perhaps be better to have name and role on T-shirts (this would be significantly cheaper), can do committee-specific colours. shouldn't cost over £310. Can ascertain multiple T-shirt requests from Executive Committee with a poll. EJ raises the question of recruiting a Livers Out representative first – AS notes that this will cause a significant delay, so better to order now rather than stalling.***

Motion to pass a budget of up to £310 for colour-coded, named, and role-specific T-shirts for entire committee = passed unanimously.

- [TP] - Request a change to the money passed for Karaoke to £200. ***Forgotten to include booking costs, £180 without lighting or £200 with it. General consensus is that we'll use our own lights. Request to change budget from***

£150 to £180 = passed unanimously.

- Discussion on the dates for the social calendar, Karaoke 23rd, Bingo 29th, Movie Marathon 2nd, Kids Christmas Party 9th, Christmas Formal 13th, End of Term Christmas Party with Late opening 14th. ***TP hopes to have decorations up in advance of Ustinov Live, as this will be Christmas themed. VB notes that decorations cannot be stuck to walls, but plenty of windows in bar so shouldn't be an issue. VB suggests a Christmas decoration making event? pleasant and successful event last year. TP recommends SS has another SocComm meeting next week? TP suggests decorating on 1st Dec, but will discuss at SocComm and will report back in next Exec meeting. Pencilled in for Monday 26th. No problem with formal and party being on different nights. EJ reminds the committee to submit any budgets to him in plenty of time!***

- **[VB/EJ] Funding request voting: *[All passed with a £10 margin for excess expenditure]***
 - £160.56 for Badminton. ***PASSED UNANIMOUSLY.***
 - £455.65 for Basketball. ***PASSED UNANIMOUSLY.***
 - £137.10 for Cricket. ***PASSED UNANIMOUSLY.***
 - £220 for Football (comment in meeting). ***TP encourages keeping an eye on finances. EJ also notes that the Men's team should consult with Women's in the future. TP advises double checking what subscription fees are being used for, either being saved up or put towards this – need justification for doing it for one team and not another/all. EJ and VB = we can cover up to half if team show that they can afford to cover the other half in their own finances, and prove that they need it. Also double check that they've considered referee fees. Delayed until next week so VB and EJ can gather more information.***
 - £340 for Hockey (comment in meeting). ***Request for entire year at once, rather than requesting on a termly basis. Male and female teams, for umpire fees and pitch hire = VB notes that pitch hire is not on us, should be covered by subs. Primarily asking for umpire fees. Invoice-based, not directly granting money. Can discuss in finance committee if further issues arise. Passed unanimously.***
 - £22.50 for Table Tennis. ***PASSED UNANIMOUSLY.***
 - £72.52 for Tennis. ***PASSED UNANIMOUSLY.***
 - £119.34 for Volleyball. ***PASSED UNANIMOUSLY.***
- **[VB] Re-ratification of Hairstyle & Lifestyle society. Delayed until next meeting – still need to work out a few details.**
- **[PM] Approval of £150 with the idea of using less than £100 for pizza for University Challenge recruitment. *TP recommends asking Alex H. to get an idea of numbers = turnout unlikely to justify spending this much. MR notes that PM should try and get a rough idea of numbers prior to the event. TP suggests £50 instead based on last year's turnout, pass £75 just in case. PM***

needs to let the Committee know exactly what the event is! Passed unanimously.

- [JO] £68 for three new Executive Committee members to have their polo shirts (and subsequent budget?). **PASSED UNANIMOUSLY.**
- [AM] Best date for dog day? ***AM suggests 8th December, no apparent conflicts. Most likely less than £50 if any funding will be required. Some posters for around the neighbourhood would be good, as dogs sourced from residents. Pencilled in for 8th December.***

5. Officer Reports:

i. Bar Steward [AMH]

Nothing to report. ***TP notes that Bar Management Committee is happening soon. Currently organised for 5th December at 5pm.***

JO notes that we are currently waiting for correct Carlsberg delivery, should hopefully arrive next week. New opening hours begin on 19th, opening at 6pm – advertising?

[AP] - TP WILL DISCUSS HEALTH AND SAFETY PROBLEMS WITH MULLED WINE CONTAINERS WITH THE BAR/IAN, ALTHOUGH IT SHOULD BE FINE.

[AP] – AMH TO BECOME GCR MEMBER.

ii. Clubs & Societies [VB]

- Plan for future gym inductions only to run on Tuesdays (Christos, Thesi, Georgios), Thursdays (Alastair, James, Benedetta), and Saturdays (Sam, Phoebe, Giuseppe). I will make sure that these nine committee members know how to do good inductions. ***Not exclusive – any problems then people can email VB. Covering hours shouldn't be a problem given availability of the Committee.***

- A suggestion came up to get an ankle strap for the cable machine (https://www.amazon.co.uk/s/ref=nb_sb_ss_sc_1_10...). Any thoughts from the gym users among you? ***VB will buy.***

- Coat rack question: Is everyone fine if I bring this to college? The most promising ideas for locations are either behind the rack holding the long weights or above the fitness equipment box if one of the wipes dispensers is moved. ***TP will ask College about this tomorrow. Behind the weight rack seems to be the better option.***

- College didn't get any applicants for choir conductor and want to reopen

applications. ***Struggling to recruit from within college, TP suggests advertising outside?***

iii. Communications [KL]

1. Sent a box of the handbook for Sheraton Park residents.
2. Did the office hour on Sunday & Cleaned the GCR office with Sumien.
3. Organised social event for two sports teams & one society
4. Updated the social media for different matches
5. Met local community people for the Neville's Cross Christmas festival
6. Keep on updating the information for Bring Chinese to English school project

KL suggests making a calendar for the GCR committees. Online would be more efficient? TP notes that this is a lot of work, and people could equally make their own. AM suggests a calendar making event outside of term instead? KL will discuss this with AM and Phoebe.

EJ asks who will be responsible for Peter Platypus costume competition – EJ to take charge? Can attend SocComm on Monday to discuss/find others who are interested in helping out.

TP will run through using photoshop with Phoebe on Sunday, and the Tech Officer may well attend also.

iv. DSU [PM]

1. Attended the Assembly and voted.
2. Communication: nominations, assembly points, university challenge, participation in poll for strike money. ***TP will have more information about poll for strike money soon.***

v. Facilities [JO]

- The Facilities Committee have met and have work to be getting on with. ***Meeting on Friday about what to put in vending machine. JO hopes to make it cost-neutral, but will discuss this further in said meeting.***
- The new stash arrived for Exec.
- New confectionary order will be going out this Friday. A stationery order will also be being made end of week.
- Stash order for students will soon be going ahead, I'm just waiting on a reply from John on how to go about doing this.
- Coke vending machine update: the second contract was collected a week ago but Nigel hasn't replied to my message about an estimated time of delivering the coke machine. ***Hopefully this will be resolved soon.***

TP notes the importance of reminding people that the vending machine is there and functional! Worth advertising on Facebook/WeChat/social media.

JO will be taking an itinerary of tech for the observatory after the meeting. AS will also attend.

EJ asks where keys for machines and pool tables are – TP notes that they are all in the office on the shelf.

TP notes that Ian says there is a computer part shortage, so they are struggling to refurbish the computer room. Also related to the lack of a printer, as raised by EJ. [AP] – JO TO GET SUPPLIES FOR PRINTER IN GCR OFFICE.

vi. Finance [EJ]

1. Endsleigh and Bidfood pending issues: As you can see in the figures, everything is paid now!

2. BT Box! After a really long conversation with the BT staff (Explaining the same situation several times), everything is sorted out now! What we agreed was this

a. The previous contract (The one related to the other box/card/different name) is cancelled now. We still need to pay for the “days of service” (Since the last payment till this Friday) but that’s better than a cancellation fee, to be honest.

b. The new contract would be under my name and have to last at least for 12 months. There is no issue about me being away because everything would be by Direct Debit.

c. I will need to sign a different person as a “secondary person in charge” later this year (Maybe next treasurer).

d. The Tech Team will come this Friday (16th) and somebody else should be here with me to deal with them (Especially because I don’t really know how to explain how the bar TV system works). They could come from 9 to 5 and will call me 30 mins before coming. ***TP notes that this should only involve HDMI port, so this shouldn’t be overly complicated/difficult.***

e. I will give Alastair the number of the Tech Team to explain them the situation and see if we can handle it on advance.

3. Deposited all the money from the envelope safe with Giuseppe (09/11/2018), the big total was £4355.00!

4. Upload possible budgets for the GCR Card on the Facebook Group. Any other suggestions are welcome, but the budget shouldn’t be over £400 (more than 10 GCR memberships). ***EJ will make a table outlining this.***

5. The Finance Committee meeting happened! We need to have another one starting the next term.

6. Getting ready for Trustee’s pre-meeting/Trustees (Real) meeting/Bar Management Meeting

7. Need the keys for the Vending Machines/Pool Tables to take out coins, count them and deposit them before the month finishes (Possible another trip to the bank next week?). Also, need to take out Etienne payment for accountability issues. **Key question answered above – see minutes under Facilities. Etienne transfer was in cash, hence this need.**

Balance brought forward (05/11/18) £14731.07

Vera Bieber, Gym Chair -£79.99
BFS Group (Bidfood, Vending Machine) -£124.07
Endsleigh (Insurance 1) -£952.00
Endsleigh (Insurance 2) -£876.44
Cash In +£4355.00
Annie Moore, Welfare Lunch -£118.58
Davison Taylor, Halloween Party Photos -£126.00
Breakaway, Pool Tables Refurbishing -£360.00
Durham City Coaches, Bonfire Formal -£600.00
Durham City Coaches, York Trip (Third Coach Hire) -£480.00

Balance carried forward (12/11/18) £15242.99

vii. International Student Officer [MR]

York trip spreadsheet has been updated based on names from Lana, and with the unclaimed ticket reservations removed. The people who sent in a request for a ticket have been put into the sheet as a reservation, and there are currently three open spots (and potentially two reservations that can be overwritten if they don't show up tonight). **Probably paying around £340 for the trip. Parking in St George's might be an issue (it would cost an extra £200 given Christmas festival). Sets off at 9am, volunteers should be there by 8:30am. Coaches will drop off at Memorial Gardens, which is still a central location. Coaches will be leaving at 5pm at the latest, one can perhaps stay behind a little if necessary. TP notes that we could disseminate info on how to get back to Durham just in case. Can cross-reference names with student cards. Perhaps stagger picking up, rather than having all 3 at once, 2 first and then the 3rd? Lana has sent MR her spreadsheet so everything is organised on this front.**

EJ asks if Durham City Coaches have sent a receipt – MR confirms that they have, and has submitted this to the treasurer's email account.

viii. Livers Out []

N/A. Need to think of an event at some point. Anything discussed/raised in SocComm? MR has found a certified local tour guide for those interested in touring the city, so could do a walking tour focused on Durham itself (e.g. Castle or Cathedral). The difficulty is that we can't do both with a single guide!

ix. Social Secretary [SS]

1. Held 1st social committee meeting on Nov.7th and fixed the upcoming events in November & December.
2. Joined the meeting of Finance team to know the budget requirement for holding events
3. Will join communication team to discuss advertisement issue tomorrow. **Will talk about this with KL.**
4. Team members present initial decorating ideas for Movie Marathon on Dec.2nd.

x. Steering [AS]

The office hours rota has now been made for the first term. The rota runs until Sunday 16th December; after this the office will be closed for Christmas, which is in line with when the office closed last year. A discussion can be had nearer the time about if the office should be opened one day a week or so during the Christmas holidays. I have requested that the General Meeting be booked in for Tuesday 27th November, and will advertise it this week. The Exec meetings have been booked in until the end of term - take a look at my Facebook post as we switch between the Community Room and the Seminar Room. I will update the Standing Orders this week before the Trustees meeting with the changes that were supposed to be made after the AGM during summer.

MR notes the particular importance of being available as ISO. TP notes that closer to the time he and MR can meet with SocComm and sort something out/find volunteers.

EJ asks when open roles will be advertised – AS has already done so! Will also send an email tomorrow and ask KL to post in WeChat.

VB notes that we need to make sure new members have opted-in to the GCR.

xi. University/College [TP]

- Met with Quentin Sloper for a feedback session along with some other presidents, the topics of this meeting were: First Aid, Student led design of decoration the new sports hall dedicated to college sports, and a discussion of the Durham Award. **TP notes importance of focusing on first aid, as we are likely to see more common rather than extreme injuries.**
- Will have met with the head of Student music to show her around our new room at the observatory. **Also has a mailing list of people who may be**

interested in the position of Choir Master.

- Student Survey for a University wide college climate assessment, this will need to be advertised. ***Committee need to check these questions/raise any issues they notice with them. Also ISBS (International Student Barometer Survey) is something which we can actively advertise, TP will push this on social media once he has obtained more information.***

- Matriculation boards to hold matriculation photos have gone up and have previous years photos hung up in the next week or so. ***TP will try and chase this up, and raise in the meeting tomorrow (14/11/18). Enough space on boards for almost all matriculation photos, plus additional space for future pictures. Also leaves space for the memorial shirt. Can get Miranda to write an accompanying plaque.***

AM asks if we will get a GCR board, TP believes that we will eventually!

Scheme for pooling bar funds to the University? A phenomenon raised in another college, does this also affect Ustinov?

AM and AMH will hopefully communicate and organise something pertaining to alcohol awareness. Serving mocktails or alcohol-free beer in order to support accompanying events?

TP asks if we have a time for full Committee meeting, as will raise this at a later time.

xii. Welfare [AM]

1. Welfare breakfast and lunch happened successfully. I'm pleased with the turn out to both but lunch was much better attended. In future I think doing lunch at the science site is a good idea and brings people together - I met plenty of people I'd never seen before.
2. Welfare office hours start today (13/11/18) before exec - will report on how they went.

Alcohol awareness week is next week, with 'alcohol roadshow' and a quiz. If we are eventually able to stick things on the walls then there will be an advertising campaign too!

6. AOB

AS – full committee meeting, ideally held before GM? Can explain GM and tackle any issues raised before it. Can be held in the Seminar Room, but failing that it can just be held in the bar. Potentially 6pm on a weekday, could be earlier if on a weekend. AS will post in Exec Facebook group to get opinions, then do a poll in Committee group to see which time works best/would be best attended in order to pin down a date.

EJ – where should the change from the pool table be kept? Can't really be kept in the safe because of access, as the pool team require a lot of 20 pence coins. TP recommends sending a message out to the teams/captains so that they can notify EJ in advance, so that the required amount can be left out for use. VB notes that we could also use the old float box? Always having 5 bags at a time would work well!

Sam Littlewood

GCR Secretary

13/11/2018