

# Ustinov College GCR Exec Meeting Minutes



18:00pm, 20/11/18

1. Apologies: JO, PM

Present: SS, SL, AS, EJ, AM, TP, VB, MR, AMH, KL

2. Approval of minutes from last meeting.

Minutes from 13/11 need approval. *Passed unanimously.*

3. Matters arising from previous minutes.

[AP] JO to get supplies for printer in GCR office. *Ongoing.*

4. Agenda Items:

- [VB] Observatory room name. *Need to decide between 'Fisher Room' or 'Fisher Common Room' to go on the poll. Fair range of name suggestions. Fisher Room voted through to be on poll, 5 in favour with one abstention.*
- [VB] Re-ratification of H&L society. *Passed unanimously.*
- [VB] Ratification of Tang Soo Do society. *Passed unanimously.*
- [VB/JO] Broken drum in music room. **[AP] – JO TO LOOK INTO REPLACING THIS.**
- [KL] A charger for students (Ustinovians asking) in cafe/bar to charge their phone. Charger £9.99 +Cable £4.26 =£15.25. *TP suggests that it could be placed in a cabinet and an extension could be used. AS notes that Livers In can use their own charging cables. Is this actually necessary? Could only really work if placed in the media cabinet and students used an extension. TP can speak to bar about the possibility of installing USB ports with plugs as an alternative solution. Motion to buy communal charger = 5 against, 1 for, 3 abstentions. Motion rejected.*
- [TP] Children's party – we need some exec volunteers for the event, who is around for this and able to assist on the 9<sup>th</sup>? Anna is happy to help again. We also need a volunteer email to go out again. *Anna keen to run this again but having an Exec member on hand would be helpful = discuss ideas, generally assist with set-up and running of the event. Helping to plan, organise*

***volunteers, supervising volunteers. Also useful in case of illness. Allocated to TP and the Social Committee. EJ also volunteers.***

- ***[PM] Wednesday 21<sup>st</sup> November SU reps meeting – any replacements? Important to have Exec representation. The meeting will be at 6pm. TP will most likely go = will communicate with PM to organise.***
- ***[EJ] Badminton Funding Request (Part 2!): I received an email from Yao Li (Badminton Captain) about his funding request. Seems like some of the items they are requesting funding for require "Postage and Packing" payment. I'm happy to pay for it but before allowing it has to be pass on EXEC! The proposition is to increase the amount from the already passed £170 to £200 (+£30). This amount is still under the new societies budget. **Forgot to include postage and packaging in their previous calculations. EJ fine with it. Budget increase passed unanimously.*****
- ***[EJ] GCR Membership Cards: Continuing with the topic discussed before, I would like to suggest up to £400 for at least for 500 cards. (Note from 19/11/2018: Will upload during this night the providers and comparisons). Only two differences between the cards – this is the signature strip, which is obviously necessary. This means the most expensive ones are the best ones. There is also an option for eco-friendly cards. £210 for plastic people, £212.50 for bio-degradable. 500 cards cost £128 + £25 for signature strip according to an alternative company TP has found. £294 in total for eco-friendly option, including custom design and signature strip, which seems generally preferred, given duty to opt for environmentally friendly options. Free delivery? £350 budget should be adequate. Budget of up to £350 passed unanimously.***
- ***[EJ] Peter Platypus competition. Use deadline for formal tickets as an arbiter for timings. 5<sup>th</sup> December for submission of costume, 9<sup>th</sup> December as deadline for closing. this has to be a hard deadline as it is a week before the formal. TP observes issues with sorting out free tickets, so first weekend in December needs to be the deadline. voting will be done via Facebook. could reward instead with Burns Night formal or chocolates? Needs to be advertised as well as possible. Could also be a Google form in order to include those who aren't on Facebook? Own plush peter platypus as a prize, MR will order this. He will also get Phoebe to include this in the newsletter. Ustinovians only. Can measure the Peter Platypus in GCR office for size! Can use as a test run prior to reusing the competition for other celebrations/formals. Wait and see how well this works before deciding on future plans.***
- ***[JO] Issues arising from last Thursday. Addressed. TP suggests sending out a message that groups of more than 10 gathering for an event requires notifying the Exec so we can judge attendance. MR volunteers to take care of this. AS notes that lack of people monitoring means no-one is taking care of the bar space when it is closed but students are still there. Difficult given***

*that we have only one porter on duty. Worth raising in a college meeting as an official issue? Pertaining to this, the porter's number should be more widely advertised, encouraging students to call this in case of an emergency/issue at night. TP will liaise with college and see what they suggest.*

- [JO] Discussion about media facilities in the Observatory. *Is this where our game consoles will live? Ian has observed that it's far away and not frequently checked by security so not a good idea to keep valuable items there. Potentially doable if we can find a cheap TV. Leave this with JO to come up with a plan which the committee can discuss at a later stage.*
- [JO] Budget to be passed for the vending machine, and discussion of stock levels. *AS has sent the budget to EJ. Could break even more easily by selling pipers crisps rather than McCoys. TP argues that it's best to aim to break even, and the safest way to do this is to get the pipers crisps. Could include a single flavour of McCoys to test the water? It is decided to vote on a budget of £170, with the understanding that it will be slightly less given that we will buy pipers and not McCoys. Budget of up to £170 passed unanimously.*
- [JO] Budget for stationery. *Suggested budget comes to £68.39, not including duct tape and scissors mentioned by VB. A budget of £100 can be passed to cover extras (e.g. the Observatory). Motion to pass a budget of up to £100 – passed unanimously.*
- [AS] Budget of £200 for pizzas for General Meeting. *Shorter than the last meeting, but worth overbuying to test for next time, so that we can work out an appropriate amount for future meetings. Motion to pass a budget of up to £200 – passed unanimously.*

## 5. Officer Reports:

### i. Bar Steward [AMH]

There was a situation at the bar after the bar closed. An individual was very aggressive with a group of students. Official complaints are going to be submitted. *Issue occurred on Thursday night, not a Ustinov student and not signed-in, so responsibility is impossible to establish. Resolution is that it should be enforced that anyone who is not a member of the college must be signed in if going to the bar when it is open. TP also suggests requesting that anyone hosting an event with 20+ people in the bar needs to inform the exec. AS also suggests covering pool tables, as mistreatment of them was part of this issue.*

*ADDENDUM 1 FROM TP = café now opens at 5:45 serving food, this needs to be advertised, as it was achieved with difficulty and this is only a trial run. Post on the bar staff Facebook page, share on social media, share in newsletter. Ideally promote tomorrow daytime/evening (21/11/18)?*

**ADDENDUM 2 FROM TP = alcohol awareness week, can we organise mocktails? Do we have sufficient stock? AMH will find some mocktails to make for Thursday. We also need to promote awareness = AMH will liaise with AM to organise/brainstorm/promote. We also need to continue pressuring Trudie about getting mulled wine in the bar!**

**TP will also pressure Trudie on getting the blackboards done.**

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

- A suggestion came up to get a new triceps rope for the cable machine because the current one does not have rubber ends. Planning to purchase this one. **Current tricep rope not fit for purpose. Everyone approves of buying a new one. AS requests that VB write down everything she has bought for the gym so that the Exec can keep track.**

- Full C&S committee meeting has been planned and invitations have been sent out. **Booked for 17<sup>TH</sup> December.**

- Questions to Tom: Any news about swimming pool? Any news about a coat rack for the gym? **No information on swimming pool so far, but TP will keep pressuring. [AP] – VB TO GET IN TOUCH WITH QUENTIN REGARDING THIS.**

**iii. Communications [KL]**

1. Volunteered in the York Trip.
2. Help DSU liaison sending information emails.
3. Organised & took pictures of two social events for Ustinovians.
4. Updated Twitter & Instagram accounts.
5. Answering different questions related to the hospital information from we-chat.

**DSU already sends a weekly update, but KL suggests putting it in newsletter also. TP agrees, but is unsure if it should be a weekly thing – depends on the volume of information. We will instead include a link to the DSU page, unless it's a particularly big/important bit of information.**

**iv. DSU [PM]**

Nothing to report. **EJ notes that the University Challenge event occurred, attended by around 10 people. EJ suggests speaking with PM later regarding success.**

v. Facilities [JO]

- I have spoken to college about the observatory and we are in a position to request a media cabinet if we want to go ahead with this. Full details to be supplied in the agenda item. **Already discussed: see agenda items above.**
- There is as yet not a response from Nigel about the coke machine, I shall keep trying with this.
- Before the next art exhibition I am going to ask college to put up the flags, even for a little while, as this is a nice and multicultural aspect of Ustinov college. I have also spoken to college, quite sensitively, about requesting more diverse art to be put up and will be meeting with someone on Wednesday to choose some art work with the cafe des arts team so that we can help the next exhibition be a little more varied.
- I have a stationery order to go ahead, and the committee shirts shall be ordered this week.
- I still need to do a stash order, this is now quite late but shall do this week.
- A full inventory of the tech room, observatory and the GCR storage room is now complete (or shall be by tonight). I will look at the assets list, see what we have remaining from this list, and include the price of each item for the next trustee meeting. **AS has a more detailed tech list/can get the Tech Officer to provide one.**

**EJ also mentions GMIS coach payments. There is still an ongoing debate over payment. can defer to trustees at some point? can discuss properly with jo at future events. [AP] – JO TO GET OBSERVATORY PIANO FIXED.**

**Exec will try and get tea/coffee supplies from college for observatory. Talk to Trudie?**

vi. Finance [EJ]

1. Pre-Trustee's meeting happened! A lot of good information about what does involve to be a Trustee. Need to check that the Charity Commission is updated about the people who are Trustees now (Remind Tom to check his email for the password change request). **TP will look into this/sorting out password.**
2. Updating the GCR Accounts document for the next Trustee Meeting. **This will be before December. [AP] – TP TO ORGANISE TRUSTEES MEETING.**
3. Assisted in the Social Committee Meeting.
4. Talked with Ian about the music licensing, he will take a look at last year's arrangement and come back to me with detailed information of how I should pay for it. As some background, this is the first year the GCR will pay for it and it is the first year for Sheraton as well. **Based upon arrangements made last year. EJ will discuss this with Ian soon.**

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**Balance brought forward (12/11/18) £15242.99**

Dusk Til Dawn (December Karaoke Night) -£180.00

James O'Neill (Pub Quiz Chocolates) -£6.00  
Vera Bieber (Gym Equipment – Ankle Straps) -£11.99  
Vera Bieber (C&S – Table Tennis funding request) -£18.50  
Matthew Roberts (30cm Platypus Plushie AKA Spare Peter Platypus) -£18.99  
Custom Planet (x3 New Exec Polo Shirts) -£65.22  
Anna Kranz (Halloween Kids' Party) -£162.19

**Balance carried forward (19/11/18) £14780.10**

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**vii. International Student Officer [MR]**

Trip to York went well; minor issue getting them to the right stop for Keenan House (needed to specify the roundabout was the one directly in front of the hospital, not nearby roundabout and bus stop. We also were unable to disembark at the planned location, due to the parking permit the coach driver had received not being recognized as granting access to Leeman Road. Fortunately the driver was able to find a backup location, and everyone was able to make it back. Overall I would say a successful trip.

*Specify pick-up locations a little more next time following Keenan House pick-up issue? MR recommends having volunteers who know where Keenan House is located. We have received an invoice confirming all payments. MR may try and run a smaller trip in December after the end of term aimed at those still in college, most likely to a local hall decorated for Christmas. Perhaps Beamish? There are 3 possible locations, MR will look at them and begin organising soon.*

*AS asks when the next major trip is. This is currently undecided, but it will be next term.*

*EJ suggests sending information about alternate paths for next major trip. MR notes that lack of interest on previous trips led to this being abandoned. Could try in future depending on popular opinion? MR still in touch with local guides, can email about available group opportunities in December.*

**viii. Livers Out []**

*N/A. EJ asks when the next Livers Out event will be? Last events have all been drinks. We may struggle to do events before Christmas given that things might be booked up. TP recommends exploring options in Durham city centre. [AP] – **EJ TO LOOK AT THEATRE EVENTS TO THIS END.***

**ix. Social Secretary [SS]**

1. Will get list of items for Movie Marathon and calculate budget tomorrow. ***Expects this to be £60. Need to double check that we have all Harry Potter films, as TP isn't sure that we do. The event will be run across December 1<sup>st</sup> and 2<sup>nd</sup>. Request to pass a budget of up to £50 for decorations, £50 for films, snacks etc., hence £100 in total. Motion to pass a budget of up to £100 – passed, 7 in favour, 1 abstention.***
2. Deputy social secretary will check the store room and compile list of items for Christmas Party.
3. Advertisements for Movie Marathon, Bingo and Karaoke were finalized.
4. Will finalize planner after the times for Movie Marathon were fixed. ***Dates which are taken up with other events will naturally narrow these down. EJ's event potentially on the 10<sup>th</sup>?***

***TP notes that we can check all details of events on Google Drive, and recommends doing so for clarity.***

#### x. Steering [AS]

The Standing Orders and Constitution were updated and the latest documents have been put on the website and in the 2018/19/Governing Documents folder on the Drive. About to put a poll up to see when the committee is available to have a full committee meeting. Will continue to push the GM/elections through the week by email/Facebook.

***AS has put updated versions on website and in the governing documents file on the Google Drive. Saturday or Sunday at 7pm are currently most popular time for committee meeting. Need to vote tonight!***

***EJ asks when the first social will be. It is likely to be a week or so after we have a full committee.***

#### xi. University/College [TP]

- Children's party has been opened up to local residents and college will be ordering in extra food for the party to accommodate. ***Opening up to local residents' children is a good idea, Brenda will add on an extra £50 accordingly. AS notes that it's worth running this past college to be safe.***
- Mulled wine is a possibility behind the bar: Ariam to follow this up and pressure Trudy to get this sorted. ***AMH will continue pressuring.***
- Trustee introductory meeting happened and had some useful bits of information, main things were that we need to do an asset register, to change the trustee details and there is some money that needs chasing up from the transition for our previous assets. ***EJ has a receipt for how much the university owes us, but needs to talk to someone in the University Finance Office to sort this out. EJ will follow up if we ever had assets repaid, and TP will also talk to college about this.***
- Good and bad news about the venue for the summer BBQ, Van Mildert are happy for us to use their space, however they may be scheduled in for work over

the summer that could make it impossible to run a BBQ there. We have made a preliminary booking there and will look to contact other colleges to have a backup just in case. ***Uncertain situation. If this doesn't work, we can look at St. Cuthbert's and Hild Bede. AS requests that we double check if we can use money from transition fund for formal buses to pay for buses to BBQ.***

- Looking to book in the silent disco for the 14th of December
- Next round of event pictures have been made, feel free to check out the banner images on the google drive. I am thinking of getting posters for the Formal and the party, will have to finalise the dates for ticket sales for the formal. ***Thinking of doing posters for party and formal.***

JCR Prescomm

- Incidents of racism have been reported, mainly seem to be related to locals. Current course of action is to push Pincident reporting and to make people aware of the hate crime survey to fill in. Reporting of these incidents should push action from the university though their powers are limited outside of the uni. Also make sure that these incidents are reported to the police. Might be worth having a look at this along with AM and MR to see if there is anything we can do to help push reporting. ***Pincident being rebranded next week – not just for sexual/racial harassment. Need to advertise so that students know that this is a resource they have access to.***

- I have been sent a copy of updated University wide bar SOPs for review by myself and AMH.

MCR Prescomm

- In future the DSU will let other colleges use their online ticketing system for organising inter MCR events. I am still trying to think of a date that might work for a Ustinov inter-MCR event possibly at the business school. ***Following the last event payments are still being chased up, so it is important that MCRs have a coherent way of processing them.***

***Second advertising of climate survey and promotion on social media. [AP] – SL TO FINISH CLIMATE SURVEY ASAP.***

## xii. Welfare [AM]

- Welfare Office Hours have had a grand total of one visitor... who wanted to pay for the gym... and it was JO. So that's going well. ***AM suggests having office hours once every three weeks and holding appointments. Perhaps a more effective method of boosting numbers? This has proven to be an effective solution at other colleges in the past.***
- Gave out the fruit that was left over from the breakfast/lunch event.
- Went to the trustees pre-meeting.

## 6. AOB

***AS requests that those individuals with budgets put them in a day before the meeting so that the committee have time to read/ask questions about them. Make***

***all points in reports readable/understandable by other committee members in case of absence from the meeting.***

Sam Littlewood

GCR Secretary

20/11/2018