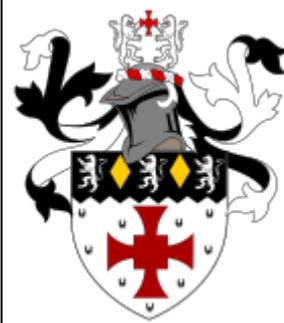


Ustinov College GCR Exec Meeting Minutes



18:30pm, 6/11/18

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

2. Approval of minutes from last meeting.

Minutes from 30/10 need approval. *Passed unanimously.*

3. Matters arising from previous minutes.

[AP] SS and TP to look at social arrangements for November onwards. *Social Committee meeting will be held tomorrow (7/11/18).*

[AP] TP to send reimbursement forms to EJ. *TP will do so ASAP.*

[AP] Keys for GCR office? *We will receive our keys tomorrow.*

[AP] Balls for Observatory pool table. *In progress.*

[AP] TP to look further into associated membership for Charles Walker and partner. *Both are now fully associated members. Ian is looking into getting member cards for them. Similar situations to this will be assessed on a case-by-case basis in the future.*

[AP] JO to look into getting the pianos tuned and fixing broken keys. *In progress.*

[AP] EJ to look into branded beer mats? *In progress.*

[AP] AS to make an office hours rota. *In progress.*

[AP] EJ to contact BT. *See EJ officer report.*

4. Agenda Items:

- a) [TP] Submitted a request for a quote from Dusk 'til Dawn for the karaoke on the 23rd, so may have a budget to be passed. *They have gotten back and confirmed they can do this date. This will probably cost £140, but a budget for £150 can be passed to be on the safe side. SS will consult TP about filling in the booking form. It is noted that the current date clashes with Black Friday Bingo. This will be raised in the Social Committee meeting tomorrow so that dates can be rearranged accordingly. Agreement to delay passing a budget until after the Social Committee has discussed the issues, as there will be ample time to pass a budget next week.*

- b) **[AM]** Budget of £125 for food and drink for the Welfare breakfast and lunch. *For Welfare breakfast with Women's and LGBT+ Welfare Officers. EJ has no issue with passing the budget but would like a breakdown of exactly what AM will be buying. Motion to pass a budget of up to £125 for this purpose – passed unanimously.*
- c) **[VB]** Badminton ratification (and possibly Tennis). *No issues raised, Badminton and Tennis both unanimously ratified.*
- d) **[AS]** Date for next GM? *AS would prefer it to be earlier rather than later. He has spoken to TP and established two potential dates – Tuesday 27th (Executive Committee meeting scheduled for that day could be rearranged) or Sunday 25th. It will commence at 7pm and voting will close on the Friday following the meeting. A 'mini-exec' meeting could be held beforehand, around 6pm. This GM should be shorter than the previous one, given that there are fewer positions to fill. A movie could be shown afterwards to boost attendance? GM pencilled in for Tuesday 27th.*

5. Officer Reports:

i. Bar Steward [AMH]

Nothing to report. **[AP] - EJ NOTES THAT AMH NEEDS TO REMIND SARAH TO DO THE CHALKBOARDS BY THE END OF THE MONTH.**

ii. Clubs & Societies [VB]

Nothing to report.

iii. Communications [KL]

1. Made all the GCR exec as the admins and moderators for the Ustinov 18-19 fb group.
2. Photographing the basketball team (female & male).
3. Trained for the new office hours rules (thanks to Alastair!)
4. Mobile phone updated for GCR Twitter, Instagram and email account—can update quicker (thank to Matt)
5. Gradually learn exec rules from previously exec members
6. Helped organising the Ustinov college new project "Bring China to English classroom" Tuesday evening the 1st training session
7. Helped DSU for sending voting emails to Ustinovians by Comms account ~Feel free to message /email me if any event need to be promoted
8. Social media (Instagram, Twitter) upgraded mentor tour, clubs game, the Ustinovian Mexican event Day Of the Dead

ADDENDUM 1: KL is concerned about online communication of surveys relating to academic research. MR suggests sending out an email at the beginning of the week with a collection of surveys (which will also ease message congestion

on the Facebook page). The code of conduct for the Facebook page states that any posts about surveys etc. need approval from the Executive Committee before posting, so those wishing to post should email KL or message a request to the GCR Facebook page with a link to the survey. As a general rule, things like this should always be run past the Exec to be checked beforehand, given its repeated appearance in the code of conduct.

ADDENDUM 2: *Chinese institution bombarding MR with emails. These are from a group supporting students travelling to China for the summer. It has a history of working with the College, and has previously messaged the Communications Officer and President asking them to promote the opportunity. They are, however, asking for an unreasonable amount of information to be posted. MR has abridged the information provided in previous years, and included it in the newsletter. Continuing to do so may be the best option?*

ADDENDUM 3: *EJ notes that the Peter Platypus Facebook page has been accepting friend requests from fake/spam accounts. MR recommends only accepting accounts with a picture or a reasonable number of mutual friends to verify that the accounts are those of Ustinov students.*

EJ also enquires when the Committee will begin advertising the Peter Platypus Christmas costume competition, ideally leaving plenty of time before the Christmas formal on the 13th. MR and AS suggest including it in the newsletter, and issuing a specific post about the competition from the Facebook account.

ADDENDUM 4: *KL asks if it would be possible to create a message group for all society/club presidents. VB responds that she already emails them all weekly, as regular reports and other information are required.*

PHOEBE WILL POST NEWSLETTER TOMORROW MORNING (7/11/18).

iv. DSU [PM]

1. I covered the event for the Alcohol impact award to the DSU for its campaign to raise awareness on the habits of alcohol consumption between DU students.
2. The email advertising the nominations of for assembly positions at the SU was sent.
3. SU Assembly takes place this Thursday and motions and agenda items was sent. We will have to vote for:
 - a) Ratify the decisions of the Board of Trustees regarding budget, new framework and decisions made at its meeting in September 2018.
 - b) Ratify Clare Powne as member of the Board of Trustees appointed by the Board on June 2018.
 - c) Motion to alter the duration and flexibility of assembly (Procedural motion).
 - d) New Student Group Constitution, Student Group Agreement and the transition of student groups to the model over the next year. This means a general set of

rules and framework for all societies inside the DSU. This includes one bank account for all societies (Unless otherwise specified by Finance Committee). **will be discussed with student reps tonight (6/11/18) so hopefully PM will have more information soon.**

e) Affiliation with Tyne & Wear Citizens (part of Citizens UK), this is an organisation focused on leadership to facilitate the participation of society and strengthen its institutions for decision making process. The DSU would have to pay an affiliation between £1200 and 1700 and in return it would receive leadership workshops and access to nation-wide campaigns such as the Living Wage Campaign.

ADDENDUM 1: EJ asks if anyone has applied for the role of the postgrad representative at the DSU. information will be obtained from PM tomorrow.

v. Facilities [JO]

Nothing to report.

ADDENDUM 1: we now have a working vending machine with keys! [AP] - SHERATON REP TO BE REMINDED THAT THIS IS HER RESPONSIBILITY. [AP] - JO TO HOLD FACILITIES COMM MEETING.

vi. Finance [EJ]

1. Called Endsleigh, BT and Bidfood for pending issues.

a. Endsleigh: Paid the two insurance invoices without a problem.

b. BT: Basically, it was useless. They said the number would be at the bank statement (Which is not true) and I request a copy of the last invoice, which they said they will send to Stephenson by post (I couldn't even change the address because they didn't allowed me to do any kind of change without the account number). At least I got the business number, so will try to give them a call again...

c. Bidfood: The payment was taken and they said we don't have any problem for that. Also, seems like every time (From now onwards) we make an order I will need to pay by phone. Note: The bank statement doesn't reflect those payments yet, so I will wait till tomorrow in the morning (06/11/2018) to see them reflected, otherwise, I will call HSBC and them again. ***in case something goes awry EJ will get in touch with them, but otherwise fine.***

2. Counted all the money from the Bonfire Formal. The number of the tickets at the envelopes doesn't match with the list at all. Will deposit them tomorrow (06/11/2018). ***99 GCR and 81 non-GCR members attended, but only 97 and 77 payments appear to have been processed. EJ has counted money in the envelopes and float and the total does add up to the number of tickets sold according to the spreadsheet: this is most likely the result of an administrative***

issue/miscount during office hours. EJ suggests changing the financial process during office hours to address persistent problems such as this.

3. Re-arrange the float money, so now we have more £1 coins! Still need to take out the pennies.

4. Left 10x£5 notes and 10x£10 as possible change for the York Trip. **MR notes that this is being used. can be left as possible change until all York tickets have been sold, since they could still be necessary.**

ADDENDUM 1: EJ reminds the committee that invoices should not be sent to his personal email, but to the official email account of the treasurer, and that any reimbursements must be submitted before the end of the week!

Balance brought forward (29/10/18) - £14766.02

Adobe Licensing -£24.96

Netflix -£9.99

Balance carried forward - £14731.07

vii. International Student Officer [MR]

- First Day of ticket sales went well. Sold out, took several about 30 reservations and ordered a third coach. Keenan house has used 38 of 40 tickets, and provided a breakdown of prices.

- Third coach was booked, invoice sent to Treasurer. **Total cost for the coach was £1440, we have currently taken £909. With ticket sales at the moment we will have paid about £300 for the trip overall.**

- With first day sales, expected reservations, and Keenan House ticket sales, right now trip expense is about 386 pounds, with 13 more tickets to sell. **Need to compile a list of names in order to check who's getting on the coach. Livers out will have to board in college, as there is no extra stop. MR may send an email allowing people to request drop off points, but the main focus is on picking up/dropping off in college. Convenience of livers out could be considered more in future?**

AS notes that it's worth calling the coach company shortly in advance of the trip to clarify that the trip is good to go ahead. The company has been professional and helpful so far, so we shouldn't encounter any of the issues which have occurred in previous years.

- Have ordered another Peter the Platypus from Amazon.

ADDENDUM 1: MR has also investigated cathedral tours and found a potential guide for a tour of Durham itself? This is a work in progress, will hopefully provide updates in the near future.

ADDENDUM 2: VB asks if there is anything to be added to our list of DVDs but MR doesn't believe so. he will add current ones to the list.

viii. Livers Out []

N/A. Potential livers out event to be organised near/in advance of Christmas? Options can be left to social committee – SS will raise the topic in the upcoming meeting.

ix. Social Secretary [SS]

First social committee meeting will take place on Wednesday 7th November. Will meet members to see how to prepare for the upcoming events in November. ***SS will remind members of their duties and TP will be present. Can update next week? SS should also be present for the finance committee meeting this evening (6/11/18).***

x. Steering [AS]

All new committee members, except for one, have been trained in office hours. The timetable for the next week and a half or so is currently in progress and will hopefully be done by the meeting.

ADDENDUM 1: AS observes that with the number of committee members we currently have, there are around 21 people who will be doing office hours. He is looking to pair experienced members with inexperienced members, and wonders if pairing should continue? MR notes difficulty in making this a long-term plan, so it could just be implemented for Michaelmas? This system also means illness/absence/etc. can be covered. AS is happy to arrange this. He will post office hours for next term and post again weekly to remind members in order to keep track of availability.

ADDENDUM 2: EJ enquires who will cover the holiday period. The office has been closed in previous years. MR notes it could possibly open one day per week depending on availability/demand? AS will post to see which members are available when the time comes.

EJ also enquires when the latest changes to the constitution will be implemented. The issue with trustees has been sorted (the treasurer is not

technically a trustee), so AS will speak to trustees regarding College Council but otherwise there are no further issues. AS will ask TP to inform trustees.

ADDENDUM 3: *KL enquires if there are any election officers, but there are none as of yet.*

KL also enquires about committee board for photos - might be one of the new ones outside the toilets, but failing that TP will try and get another board set up somewhere.

xi. University/College [TP]

- Bar will trial early opening times for a month starting on the 19th, this will consist of the cafe opening at 6pm before the bar opens properly at 7:30. This won't change when we sell alcohol but should allow anyone looking for food around that time to get some. It might be worth putting some advertising out there from either the GCR itself or bar steward on behalf of the bar as this would be a good opportunity to show that the cafe can make money around that time of day and would let us push for more useful cafe hours. ***AS will ask AMH to promote through the bar page, but will leave until next week.***

- Neville's Cross Community association meeting happened and contained lots of issues concerning the local area but nothing really for Ustinov. I gave a report on the success of Induction week in terms of there being little disturbance in the area and had nothing from anyone about it.

- Bonfire Night Formal has happened and while there were a few teething issues with this being the first formal we have hosted at Hatfield the formal itself was a success and people had a good time. There were some lessons that we can apply to our next formal at Aiden's for Christmas. For example signposting where students should head for the formal and the need for a few more marshals to direct people. ***AS recommends having a few Exec/committee members arriving early in order to guide people to the right places: this is something to be mindful of at future events. We also need to remind the host college that students will be attending a formal dinner a few days in advance. AS and VB agree that the spreadsheet layout should match the layout of name tags/seating plan in order to minimise disruption. We should make clear to guests that they must stay in their groups, tables are max. 10 people, and they must book to be in the same group if they wish to sit with their friends.***

- The kids party was a success and I would like to thank Anna Kranz for her help organising the event, can buy her some GCR chocolates or similar thing as a show of thanks? ***EJ will buy these soon. Very minor cost so no budget necessary.***

- Photos from the kids party and the Formal have been sent out via email and to Facebook.

- Pool table re-cloth should be happening 11am Tuesday morning so should be done by the time the meeting happens, and the hard covers for the tables should be ready for Friday. ***One hard cover will be here on Friday, one will be here early next week. Be vigilant so that they remain clean/free from drink spillage!***

ADDENDUM 1: EJ has found some possible options for GCR membership cards. He will upload to the Facebook page so that the committee can review them. They will have space to write name and/or student no. on them. The committee can vote on a budget for them next week, all being well.

xii. Welfare [AM]

1. Welfare breakfast and lunch is a-go for 8th November 8-10am and 12-2pm. There will be croissants and subway platters.
2. Met with Rowena and Bryony, got some good ideas together for events which she will discuss at the next meeting.
3. Dog day is definitely on the cards – there might even be a raffle with a prize for the best boy.
4. Welfare Office Hours are starting next Tuesday and will be Tuesday 5-6pm and Thursday 8-9pm. ***These will almost certainly be in the GCR office, as this won't affect office hours and provides a suitable space. This means that welfare officers will be exempt from covering normal GCR office hours.***

6. AOB

N/A

Sam Littlewood
GCR Secretary
6/11/2018