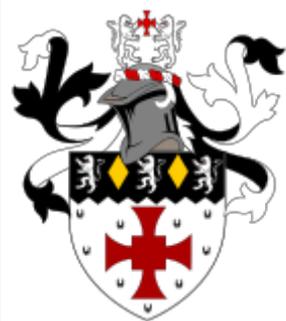


# Ustinov College GCR Exec Meeting Minutes



18:00pm, 11/12/18

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

2. Approval of minutes from last meeting.

Minutes from 27/11 need approval; minutes from 6/12 need approval. **27/11 passed unanimously. Minutes from 6/12 will be passed at the next exec meeting.**

3. Matters arising from previous minutes.

[AP] VB to get in touch with Quentin regarding swimming pool (any further information?). ***Still no response.***

[AP] JO to look into setting up online portal for college stash. ***A stash order will be sent out in the near future.***

[AP] EJ to meet with Ian to discuss BT sports issue. ***Ongoing.***

[AP] AM to advertise sessions in the Palatine Centre next term. ***Ongoing.***

4. Agenda Items:

- [TP] Graduation party/start of term party, do we have one, do we use a late opening and what kind of event would people be interested in. ***VB notes that graduation party would have to be just before the start of term. TP believes it would be Friday 11<sup>th</sup>. Ustinov's distance from town could pose a problem – reception will be at Hatfield but what about the party? VB suggests that we could have the final late opening party after the Honours Formal on Friday 3<sup>rd</sup> May. Could also do an end of Easter term party at the beginning of Summer? TP suggests not using a late opening for graduation and instead just requesting an extra member of bar staff.***

- Burns night, we have tickets that need selling probably on the first weekend of term, we need to be aware of selling the tickets as fast as possible. We will need strong advertising, probably to start after New Year's. ***Tickets need to be sold by the 14<sup>th</sup>. TP will check dates and numbers surrounding this given quick turnaround between the sales, the payment deadline, and the formal, due to the proximity to the beginning of term.***

- New Year's, who will be here to arrange, we need a budget for this to hopefully pass next week. Need Prosecco, snacks, possibly some decorations. ***TP notes that we need to make it clear that the bar won't be open so people are free to bring their***

***own alcohol and to use the café and bar.***

- Trustees meeting next Tuesday, therefore exec next week will be another day, which day works best?  
- Trustees meeting means that we need to have a good inventory of GCR assets (JON), a estimation of how well we are sticking to the budget that was passed at the AGM (JL) and if anyone has trustees matters that need discussing let one of us know before the meeting.

- [VB] H&L Society is asking if they could apply for funding now to purchase wigs to create hairstyles for Chinese New Year. These would have to be brought over from China by visiting friends and cannot be bought online. KL will bring figures. ***£38.99 in total. KL happy to donate them to the GCR after graduation if the H&L society ceases to exist, as they could be used for International Fancy Dress parties etc. It is noted that in a given year Ustinov don't actually know whether any society will continue the following year due to Ustinov's quick turnaround of MA/MSc students.***

***However, the last two years have seen some CNY celebrations, so it is likely that the wigs would be used again, although it is noted that there could be some issues with storage. Motion to pass a budget of up to £40 for this purpose – passed unanimously.***

- [AS] Exec will need to be moved next week – which day? ***Unsure if we will have quorum – depends on the availability of Exec members. AS will put a poll on Facebook to gauge who will be able to attend.***

- [AS] Office hours during Christmas. This week is the final week of the office hours rota, what will we do afterwards? ***MR volunteers to have concerns directed to his email so that he can respond online or in person. Could also open them up to the whole Committee via a Facebook poll? The Welfare Committee could do one impromptu session?***

## **5. Officer Reports:**

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

Nothing to report. ***TP notes that we need to make sure Trudie follows through with free soft drinks. TP also asks where we have decided to put the temporary bar. AMH says it is set to be in the corner by the dartboard. It can also be decorated with lights to catch attention. Tables, chairs, and pool tables can be moved into the Seminar Room and close it off in order to maximise the available space and avoid previous issues with space which have arisen. AS suggests posting to ask Committee members to help move things from the bar on Friday in advance of the event.***

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

- Joe Farrow suggested getting a pull down bar for the cable machine in the gym. This would cost £20. **General consensus that this would be a good idea. Given the go-ahead.**

- Still contacting Quentin about the swimming pool but no update yet.

- Still contacting Hospitality about getting us tea and coffee for the Observatory but no update yet either.

- Had a first meeting with both of my sports reps! They had some ideas including:

- Getting some lighter and heavier weights for the gym

- Arranging a trip for people to view a football match in Newcastle at some point (could be organised in cooperation with MR?)

- We want to start a Facebook page and an Instagram specifically to advertise the Clubs & Socs, called "Team Ustinov". The Facebook page will also be used to create events for featured Ustinov matches that we want to invite people to go and watch.

- We want to do another Clubs & Socs Fair after Christmas. Question to Tom: will we find out when new arrivals come? **TP will try to find out tomorrow.**

Question about BT Sport: even if we do not have the hardware, could we use it via an online account on the GCR laptop? **This should be alright.**

### iii. Communications [KL]

1. Photographed the Ustinov Christmas mentor dinner.
2. Posted reminder about Christmas tickets and the silent disco on WeChat, WhatsApp.
3. Added new GCR people in GCR committee Facebook group.
4. Designed a special Christmas edition for Peter Platypus cloth closet & photographed some outfits.
5. Help the local community for the Christmas costume return.
6. Helped the environmentally friendly seminar in Ustinov college.
7. Post different city centre events for Ustinov livers' out.
8. Did office hours.

**AS requests that VB expand on details for the Burns' Night formal in the GCR newsletter. KL will get the Press Secretary to send the newsletter to SL for proofreading.**

### iv. DSU [TP]

**TP has received an email about Pincident. He will speak to AM about promoting this (potentially getting some signs/posters). AS notes that we need someone to babysit the DSU email account until we find a replacement DSU Officer.**

**v. Facilities [JO]**

-Coke machine is set to arrive today. **Arrived today, but no-one was around to pick it up.**

-Children's Christmas Party was a success. **The Exec sends its thanks to Anna Kranz (and to Santa and his elves!)**

-Ustinov Live was a success.

**Stash portal should be open imminently (hopefully within the next few days), and JO will advertise it after this.**

**TP notes that he's heard complaints that the pool tables are in an awkward location – is there anywhere else that they can be moved to? It isn't practical to put it anywhere else as it would be nearer to the bar or obstructing the far end of the room. Will keep an eye out for any further complaints – ongoing.**

**Vending machine may need refilling – TP notes that it's worth restocking it more often if this is the case.**

**vi. Finance [EJ]**

1. Called BT to sort out the Box issue with Ian. They said they will call today (12:22 pm and they haven't done so).

2. Trying to find a way to use the BT online account to watch it. However, the treasurer email is connected to the old account. Can I connect the new account with the Ustinov Gmail? **Worth looking into but TP isn't sure, given that it needs to be licensed for a bar.**

3. Counted the money from the envelope safe and the vending machine. We got £3441.00 during the Christmas Formal period (28/11/2018 to 10/12/2018) at the envelopes. The vending machine (That hasn't been collected for a while) has £761.50. **EJ still has plenty of 20p bags of change, but needs societies to actually request them in order to hand them out. VB is asked to promote this.**

4. Pool tables still need to be collected, but I will wait until I go to deposit the coins from the vending machine (They are super heavy!)

5. There is one ticket payment missing... **Booked on final day, but didn't pay. VB has sent an email pressuring her to pay for it. We also appear to have a surplus of £33 following formal ticket sales...**

6. The coin counter is not working properly, can I request a new one? **Given the high cost of a new one this would need to be brought to a future meeting as a motion for funding.**

7. Does our shredder work? **It should do!**

8. Peter Platypus Costume Competition. The winner is Clare Wallace and it was the only entry. I will submit the info to the Press Sec for the next Newsletter.

***TP asks about GCR cards as we will need them soon, and to make sure that their design is finalised and the order submitted soon [ongoing AP].***

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Balance carried forward £14059.01 (04/12/2018)

Dusk Til Dawn (Christmas Party) -£300.00

Yao Li (Badminton Equipment) -£178.01

Ying Shang (Referee Payments - W Basketball) -£20.00

Pedro Martínez (University Challenge Free Pizza) -£41.97

Balance Carried Forward £13519.03 (11/12/2018)

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

Nothing to report. ***Still looking into running Durham City Tour – if attendance goes above 12 the MR may have to consider asking attendees to pay, but currently this doesn't seem like it's going to be an issue. Can also run smaller scale events to keep people busy depending on the level of interest. Next trip will probably be in January. MR is considering Bamburgh Castle or Lindisfarne. He notes that we can promote the event on the basis that bulk orders should get a discount. TP emphasises that it needs promoting in the Livers Out group, and also in this week's newsletter.***

**viii. Livers Out [EJ]**

It's a Wonderful Life Projection: The tickets cost £10 each, with the possibility to get mulled wine and mince pie for +£4.50. Should I book some places or ask first at the Livers Out page and then book? The event is the 20th of December.

Snow White (Pantomime): There are tickets for almost every day but 14th, 20th and 25th for December. They have two options 13:00 and 19:00. And Student's tickets cost £15. Same question as with the previous event. The only dates with around 10 spaces still available are 12<sup>th</sup> and 13<sup>th</sup>. The rest are 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> of January. ***TP notes that attendees can buy tickets themselves rather than us taking responsibility and thus having to pay in advance, in which case we risk people not turning up.***

**ix. Social Secretary []**

***AS is taking care of finding marshals to walk to Aidan's prior to the formal. The bar will be open from 6pm so we still need to finalise logistics and timings. TP will double-check if Helen is able to run two channels at the Silent Disco.***

**x. Steering [AS]**

Connor (Webmaster) has been trained in office hours, the rest of the new committee members will hopefully be trained soon. A committee social is in the process of being organised! It will be this Saturday at whatever time the restaurant can be booked for (probably around 7). Let me know if you can make it. ***Festive dress will be compulsory!***

***The next GM will probably be in early February. Can try and secure a new Social Secretary at this time?***

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

- Sorted the silent disco, will need some help to move things in the room around before the event about 8pm Friday ***TP will post in the Committee group to try and get volunteers.***

- I have PresComm meeting on Wednesday will update about what is discussed there.

- Kids party seemed to be a success, thanks again to Anna, and Matt for being a reluctant Santa we had engagement from the locals which is positive.

SPRA Meeting

- Local students in Houses of Multiple Occupancy (HMOs), always a problem, I need to get the DSUs livers out information and send it round, though the problems they seem to be having are with students in general and probably not a lot we can do about that.

- The results of the field survey are published and can be found on the SP Facebook group, decided to go for a basics first approach and look into getting the field drained and a few smaller changes, they will now need to look for funding for this.

- The lights from the Christmas festival will be staying up until after Christmas and then they should be being removed.

- I am going to look into other lighting options for the paths around the area that might not be as intrusive, i.e. LEDs along the path. ***Important and most likely necessary, given the upcoming cold and icy weather.***

- Thanks to Thesi for sitting through the meeting!

***EJ has a suggestion regarding the Easter party – is it worth involving the local community in our kids' event by combining it with them? TP notes that we can't realistically run a combined event in College due to limited space, and Neville's Cross as a whole is less involved with Ustinov than our closest neighbours. It is definitely worth avoiding a scheduling clash, but it is unlikely that a combined event will happen.***

***EJ also suggests buying cheap LED lights. TP notes that specifically outdoor lights would be a good idea. We can suggest it to the community and pressure the council because cheap lights aren't an ideal solution – not currently our problem to solve. Would also be worth pushing for soft engineering on the pavement in order to improve grip, as it can sometimes get quite slippery.***

**xii. Welfare [AM]**

Nothing to report.

**6. AOB**

N/A

Sam Littlewood

GCR Secretary

11/12/2018