

# Ustinov College GCR Exec Meeting Minutes



18:00pm, 6/12/18

1. Apologies: AM, AMH, KL

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

2. Approval of minutes from last meeting.

(Mini) Minutes from 27/11 need approval; minutes from 20/11 need approval. **20/11 passed unanimously, 27/11 will be passed next week.**

3. Matters arising from previous minutes.

[AP] JO to get broken drum and Observatory piano fixed. **Ongoing.**

[AP] VB to get in touch with Quentin regarding swimming pool (any reply?). **Has gotten in touch – waiting for information on how to access Freeman’s Quay pool.**

[AP] EJ to request GCR cards. **Ongoing.**

4. Agenda Items:

- [VB] First aid training costs. In a surprising turn of events, signups for first aid training have now been opened to captains of all college teams after all, not only football and hockey. So we'd have up to 8 additional captains who can sign up for these. I propose passing another £90 to cover the cost of £11 per person. I also asked Frazer and he said that if we have other people (e.g. committee members, society presidents...) wanting to take a first aid training course, they can also sign up as long as there's still free space. Should we cover the cost for any more people and if yes, for who? **Motion to pass a budget for up to £90 to cover first aid training for all sport captains = passed unanimously. Concerns that the training is a little basic, no fixed date for training as yet. May be good to have a number of people on the Committee also attend training = TP and VB will be attending regardless, and MR may do also. TP notes that this would be particularly useful for the Welfare Committee. Resolution is that we will leave four spaces free and consult the wider Committee/discuss in due time. VB and TP will contact the welfare team.**

- [TP] Silent Disco Budget, I am waiting on D2D to get back to me about the silent disco, I am looking for fewer headphones this time and the budget will hopefully be about £400-£500, If D2D reply I will have a budget if not this can wait till next week. **D2D only providing the headsets, £1.50 each for 200 pairs or about £1.65 each for 150. DJ secured for friday = Helen requesting £25 per hour. £425 for DJ + 200, £372.50 for DJ + 150. 1 in favour of 150, 4 in favour of 200. Thus, motion to**

***pass a budget of up to £425 for the Christmas party = passed unanimously. University college ('Castle') system wouldn't work given that non-Ustinovians have to sign in anyway. TP notes difficulty with the location of the temporary bar. Place by the dartboard to reduce congestion at the bar?***

- **[MR]** I've got a preliminary Durham City Walk pencilled in with Graeme Logan, a Blue Badge Guide (same kind of guide as the Newcastle folks, and comes recommended by the folks at the heritage centre). The tour itself can be tailored for international students: "The aim is to try to explain how and why Durham is the way it is. So with regards to an international group, I would make reference to various aspects of British Culture and History, and try to work in aspects of seasonal reference." He's not available for the two weeks around Christmas, but could do on 28 December. For us he would be asking for £5 per head based on a party of 12. **MR suggests making a Facebook event and potentially a Google form sign-up sheet in order to advertise the event and gauge possible attendance. If turnout is low it can be opened up to other MCR's. Recommends running as a subsidised/free event. TP agrees, given that this could also be considered a Livers' Out event. Motion to pass a budget of up to £60 to pay for 12 places on a Durham city walk = passed unanimously.**

- **[JO]** What do people think about Trudie's complaint about the vending machine selling stock which the café does? Shall we see whether it affects café sales over December then decide in the New Year? **JO notes that this means bar food will now be available outside of opening hours, which is a strength. TP doesn't see a problem with this continuing. JO can look into similarly priced nuts/crisps as a possible alternative. Given that we now have the stock, we need to wait before implementing a change anyway. JO will raise the issue again prior to ordering next batch of stock. TP notes we can keep track of stock to decide which crisps/nuts to change.**

- **[EJ]** I received an email from the Volleyball team captain. She said that they need a net because the one that they're currently using is for Badminton (and not really helpful). They already have it for training but didn't send that concept for the finance committee funding. Shall we accept that payment as well under the other list? If yes, shall we increase the accepted amount (as the net costs £19.99)? If no, what's the procedure if they only want that item? **TP notes that this could be included in their set-up fund, rather than a separate funding request, but this still needs to be processed as a funding request. Next round of funding requests will not be until January. Unanimous vote in favour of increasing the amount.**

#### **CHRISTMAS FORMAL:**

- Potentially hiring a coach/mini bus to shuttle attendees to and from Christmas Formal. **VB notes that proximity means that this isn't essential.**

***Distance from Aidan's makes it difficult to justify cost (£400). TP notes that volunteers will be essential if we do not get a coach. This money would likely come from the transition fund. Unanimously against getting buses. Committee***

*members will be required to act as marshals to escort groups to Aidan's, so we will need to source volunteers to walk attendees over.*

## 5. Officer Reports:

### i. Bar Steward [AMH]

*Nothing to report. Bar Management Committee meeting yesterday. decided on placing temporary bar by the dartboard. Tables will be moved into other room for the Christmas party.*

*Noise after one of previous parties from people waiting for taxis. With worse weather and porter on patrol, this hopefully won't be an issue in the future.*

*Significantly falling short of profits outside of term time, but the bar seems to be doing quite well on the whole. Aiming for gold accreditation on the bar next year.*

*Provision of water needs to improve, as students are consuming a lot of alcohol without any means of rehydration. It is noted that this is a welfare issue, so Trudie should be encouraged to provide easier access to water at the bar.*

*Alcohol awareness posters will be put up soon in relation to this.*

*Need to be stricter with acquiring details when signing in external students. TP will speak with AMH and ensure that people signing in on the door are briefed properly.*

*All new staff will be trained regarding allergens etc.*

*Will push for a mocktail/cocktail/comprehensive drinks list.*

*JO notes that at Sheraton Park a minimum card payment does not seem to speed anything up, and with soft drinks being free at the next party that will take away a lot of 70p charges that may slow things down.*

*Need to get a bell for the bar! JO will speak to Ian about this so that he can purchase one and get it refunded.*

*Associated members need to be signed in, as licensing covers Ustinov students rather than GCR members.*

### ii. Clubs & Societies [VB]

*Coat rack is up! We've also moved the kettlebells and two of the aerobic steps that were brought over from Keenan into the gym, but the rest of the aerobic*

steps are a bit much. I'm looking into storing them either in the Community Room cupboard or in the Observatory.

Still asking Quentin about the swimming pool but no real update yet.

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

Formal signups have been taken care of. Online signup was surprisingly slow; the form stayed open from Saturday 6pm to Monday 6pm. By the end all but 2 tickets were reserved, but there were also a lot of duplicate entries, so we were left with ~40 to resell on Tuesday.

Question: What's the status with BT sport? ***Final point delayed until later, and addressed by EJ in his officer report.***

### iii. Communications [KL]

1. Helped the Neville's Cross Christmas Festival at Sheraton Park as Ice Queen & photographer
2. Posted Bingo, Harry Potter marathon movie, Peter Costume competition in WeChat etc.
3. Photographed the art of traditional Japanese Urushi seminar at Sheraton park
4. Got in touched Durham University social media— official Weibo, oriental museum & Durham visitor attractions for advertising the lives of Ustinov students.
5. Found one popular Chinese restaurant for booking Chinese New Year formal food & got the electronic menu. ***Not viable, as food has to come from hospitality. TP happy to put KL in touch with Trudie and hospitality at Van Mildert. [AP] SOCIAL SEC TO SEND NEWSLETTER TO ME PRIOR TO SENDING FOR PROOFREADING.***
6. Did the office hour for collecting Christmas formal money.

### iv. DSU [TP]

Assembly on Tuesday, I will have an update for this once I have been. ***Minutes and agenda for assembly are all available online. Three motions proposed, which TP voted for as part of Ustinov. Voted in favour of UCU motion, voted in favour of amendment to standing orders regarding election expenses, voted in favour of altering policy for supporting associations. Next meeting will be on 31<sup>st</sup> January.***

### v. Facilities [JO]

Coke machine ordered and will be installed on Tuesday afternoon. The children's kids party is organised by Anna and I'll be present on the day to make sure everything runs smoothly. Vending machine restocked and advertised. Ustinov Live will be run by Alastair, Yorgo and myself helping. Spreadsheet with committee t-shirts complete, now with the newbies, so ready to get sent off. As of last exec meeting there is a table created with the current vending stock, their cost of purchase, sale price, and margin of profit per item. The previous round of exec polos have arrived (the order of three so these will be brought to exec). The

stash online portal isn't yet set up, I'll chase this up. In addition, the food bank boxes and clothing donation boxes should now be out in Sheraton and Neville's House and there will be an advertisement post this week. **[AP] JO TO CHASE THE SETTING UP OF ONLINE PORTAL.**

**vi. Finance [EJ]**

1. Went to the bank to deposit money. The total was £2570.
2. Received an email from TreasComm, possible meeting in January.
3. Attended to Bar Management meeting.
4. Still preparing the docs for the next Trustee meeting by the 18th of December.
5. Talk with Ian about the BT Sports issue. Will call BT soon to organise a meeting between them. **[AP] EJ TO ORGANISE THIS MEETING FOR NEXT WEEK.**
6. Ian contacted the guys from the Music Licensing, he suggested that in case they require Howlands payment again we should let him know.
7. Need to empty the pool table and vending machine mechanism. Giuseppe is away, anybody volunteers to help me?
8. Also, next envelope counting at the beginning of next week.
9. Trudie wants me to ask you if you are interested in helping to decorate the boards at the bar/café area. She wants to have a sketch of what we want to put there. Any volunteers?

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**Balance brought forward £14780.10**

BT Sports -£115.56  
BFS Group (Bidfood) -£118.51  
Papa John's (GM Pizza) -£191.29  
Adobe Licensing -£24.96  
College Levy Payment +£4704  
Cash In (York Trip time) +£2570  
Netflix -£9.99  
Joel Lopez (Stationery) +£114.62  
Joel Lopez (Protein Bars – Vending Machine) +£13.69  
Vera Bieber (Gym Equipment) -£10.78  
Vera Bieber (Coat Rack for the Gym) -£17.69  
Closgate Radisson (Radisson Formal Payment) -£7378.00

**Balance carried forward £14059.01**

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

Nothing to report.

**viii. Livers Out []**

*EJ suggests using movie night at the Gala as an event.*

**ix. Social Secretary [TP]**

- Harry Potter marathon appeared to be a success and the committee worked well together to plan and decorate the room for the event.
- Looking to see if there are any members of social committee that want to take up the social sec position while there is no-one in the role.
- Aiming to run a decoration event on Thursday (6/12/18) so the place should be decorated by Thursday. **Also a Ustinov Live on Friday. Other upcoming events are the silent disco and formal. Martials required for the formal and we also need help setting up the silent disco. Tables and chairs will need more moving around this time, given the previous problems at Halloween party.**

**TP meeting with Trudie on Monday to discuss upcoming Burns Night formal at the Radisson Blu.**

**x. Steering [AS]**

The General Meeting was held last Tuesday, and the elections have happened. The positions that have been filled are:

Dryburn Representative: Xiaoxiao Ma  
Election Officer: Zhongyu (Ingrid) Tong  
Female Sports Rep: Kristine Kivle  
Press Secretary: Yan Xinxin  
Student Trustee: Jamie Graham  
Video Master: Matthew Roberts  
Web Master: Connor Armstrong

The new committee members will hopefully be inducted into the office before Christmas, and will then be part of the new office hours rota that will start after the holidays. **AS has also updated the charity commissions website with all trustees (exempting Jamie, given that he is brand new). The next general meeting will most likely be in early February. The first trustees meeting will be on the 18<sup>th</sup>. AS will also remind new committee members which meetings they do and do not need to attend.**

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

- Printer in the college should be arriving in 4-6 weeks, it will be a black and white printer and should be connected to a networked PC I have asked for college to try and arrange some advertising for how to connect a computer to the print pool as it isn't something people knew could be done. **Will probably be located in Room 005 in Neville House opposite the laundry. there is also a project room in Neville House Room 007, this will have a computer and will work as a bookable space, originally envisioned as a GCP room but is now used by the GCR also.**

- Porter availability is being looked into, at the moment college is trying to find out the times the porters are away by getting these times logged.

***Will send GCR survey feedback to Martin to look at/run through.***

#### JCR Prescomm

- A new chair of colleges is being chosen as the current chair is stepping down, student consultation will be happening to find the new chair. ***Also will be pushing for a student vote to elect new PVC for colleges.***

- Update on Racism and other issues, this was raised at DURF (Durham University Residents Forum) so hopefully something will come of that, currently reporting is encouraged through college welfare to be passed to university. It was noted that this process can take a long time however.

- Bar SOPs have been passed to Bar steward/Sabb group for review and for them to pass them off.

- A strong objection was raised about exam toilet policy (extending the time you have to wait to go to the toilet in an exam from 30mins to 1hr) and Prescomm are opposing this.

- I should have arranged a trustees meeting by the time the meeting happens.

***Arranged for just after the end of term.***

#### MCR Prescomm

- I discovered that the library will be having work done (upgrading the Wi-Fi) over the summer this is being looked into by the DSU but I will follow up to ensure a good solution is reached for students to still use the space there.

- I found out how the composition fee works (we get 2.5% of a pot plus an amount calculated pro rata on student numbers).

- Found out that other MCRs run food based events, possibly the rules on food and food prep are more flexible than we thought, it would be good to confirm this though.

#### Afternoon Tea with the VC

- Several issues were raised here by MCR presidents the main points that will be looked into are circulating information to International students about Brexit details and looking into how the university allocates postgraduates to colleges. Postgraduate consultation was discussed as something to aim for upcoming staff hiring due to changes, i.e. Chair of colleges and replacement of the PVC.

***Postgrad college allocation method possibly being extended to apply to undergrad also.***

## xii. Welfare [AM]

I went to the bar management committee meeting and found out we have a £250 hospitality budget for welfare events. We also asked College to provide free soft drinks from the gun at the Christmas party, which they said yes to. Another welfare lunch will be planned for the beginning of next term. ***[AP] AM TO ADVERTISE BRENDA'S SESSIONS IN THE PALATINE CENTRE NEXT TERM.***

6. AOB

*TP notes that we need to make a decision regarding graduation party prior to Christmas.*

*It was decided not to have a late opening for the graduation party (as there are only three more late openings available). However, it would be fine to encourage people to come to Sheraton bar, as it will be open until 00:00 as usual.*

Sam Littlewood

GCR Secretary

6/12/2018