

Ustinov College GCR Exec Meeting Minutes



18:00pm, 15/1/19

1. Apologies: AMH

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

2. Approval of minutes from last meeting.

Minutes from 8/1 need approval; minutes from 11/12 need approval; minutes from 20/11 need approval. ***Last week's minutes passed unanimously.***

3. Matters arising from previous minutes.

[AP] VB to report on any information from Quentin regarding swimming pool. ***Still not heard anything.***

[AP] JO to look into setting up online portal for college stash. ***Sent an email, awaiting a response.***

[AP] EJ to buy a new coin counter. ***Done – should arrive tomorrow.***

[AP] AS to report on any reply from Adam the external trustee about his trip to the football. ***See Steering Officer Report.***

[AP] TP to check with College who owns the piano that was moved from Fisher House to the music room in the Observatory. ***Ian will investigate.***

[AP] VB to make sure that the application process for societies funding is clear and on the website. ***VB has spoken to Connor about sorting this out.***

[AP] JO to sort out piano tuning and drum skins. ***In progress.***

4. Agenda Items:

- [KL] Chinese New Year formal – we need 4-5 Chinese students for performers and a speech, similar to the model of the Burns Night formal. ***TP is going to talk with the SocComm and brainstorm some Chinese traditions to be incorporated into the***

formal. TP notes that 4-5 could be excessive, even if jointly performing. 4 at most generally agreed to be a reasonable number. KL will attend Soc Comm with TP in order to discuss what entertainment should be provided, and situation with free tickets can then be discussed in the next Executive Meeting.

- **[AS] Chinese New Year formal – confirmation of ticket sales/provision of buses/decorations/miscellaneous. Ticket sales will be held on the same time scale as sales for the Burns Night formal. VB will be told how many speeches are being prepared for following the SocComm meeting so that she can account for this. 200 tickets, potentially with a staff table if ticket sales are low. Not quite as tight in terms of sales as Burns Night, but TP will double check when dietary requirements need to be sent to the host college. Committee sign-up form will be posted tomorrow. The formal will be held at Van Mildert. Given relative proximity, it is generally agreed that buses are not necessary for transport, but weather reports will be consulted prior to the formal. Bar will be open prior to the formal, but only selling wine and soft drinks, and wrist bands will be checked. Attendees should then be encouraged to bring student ID, and encouraged to arrive early – set off earlier to walk groups over? TP notes that the Hairstyle and Lifestyle Society could get involved in making decorations and decorating the dining hall. For now, buses are a no, and decorations will be discussed at SocComm. Reselling tickets to students from other colleges can be discussed in the next Executive Committee Meeting (guests are welcome, as ever), as we will have an idea of numbers, although having a staff table seems more likely.**

- **[VB] Pass £100 for Super Bowl snacks (hot dogs etc.), same amount of money as last year. VB will make a Facebook event in the next few days, and a poster can be prepared in order to advertise the Super Bowl. Identical to the corresponding budget passed last year. Fridge at the end of the bar can be used to store drinks (BYOB). VB will pass the breakdown of the budget onto EJ to keep track of expenses. General agreement that £150 allows for flexibility depending on price and quantity of items, hence the budget is amended to £150. Motion to pass a budget of up to £150 for this purpose – passed unanimously.**

- **[JO] Quite a few Indian students are asking about a Bollywood party, as we didn't celebrate Diwali, and are suggesting possibly one for the Holi festival in March? TP agrees that this is a good idea. Doesn't clash with any other events/holidays (for the time being), and this also means that we are boosting the number of events which we are holding in March. TP will raise this again in SocComm.**

- **[AS] Football game (from external trustee Adam) – more details perhaps to follow when a response is received. This would not be a GCR event, but an opportunity promoted to all students and staff, to attend subsidised football games. Successful in previous years, and college management have offered to pay for the coach on this basis. The game is on Saturday 2nd February, and coaches will likely leave at 13:30. No expenses will be required from the GCR, but payments would need to be taken during office hours. This will be held on a first-come, first-served basis (apart from some tickets saved specifically for Keenan House). Ideally advertisements will be put out tomorrow, so the event will ideally have sold out prior to the Chinese New Year formal ticket sales beginning. Money will have to be kept separate from GCR funds, so EJ will discuss how best to keep/use this money. Google form can be**

sent to staff members and payments organised separately, as they may not be able to attend office hours to pay in person.

- [AS] Burns Night formal. Discussion of any final details needed for the formal next week. ***JO has booked the buses and the cost will be £385 for two coaches (one shuttling there and back). JO will send VB the exact bus times so that she can distribute this information. TP needs to be on one of the first buses. EJ will send figures from previous formal to JO, given discrepancy in prices, and JO will contact the company in order to discuss this. Motion to pass a budget of up to £385 for this purpose – passed unanimously.***

- [TP] Drinks for Burns Night formal. ***The Radisson can provide a toast of whiskey for £2pp, and this would be Famous Grouse. Could potentially be covered using the Transition Fund? Also need to incorporate those involved in carrying/toasting the Haggis! A budget of around £370 should be sufficient – TP will check with Ian tomorrow about any potential issues (e.g. alcohol). Motion to pass a budget of up to £370 for this purpose – passed unanimously.***

Photography - TP has received invoices from Brian for the photography at previous formals, so the cost of this in relation to the Burns Night formal has been taken into consideration. Christmas children's party cost £188.50, the Christmas formal cost £202.50. Budgets for both expenses passed unanimously.

5. Officer Reports:

i. Bar Steward [AMH]

Nothing to report.

ii. Clubs & Societies [VB]

- Brought the extra aerobic steps to the Observatory - who knows the code for the storage cupboard locks? ***TP will pass these on to VB so that she can gain access.***

- Meeting with sports reps: they will help me to organise the Super Bowl viewing (3rd Feb) and C&S Fair (10th Feb). C&S Fair will go from 4pm to 6.30pm, followed by a half hour break to rearrange the room for the GM, hope that works!

- Working on preparing a poster listing all Clubs+Socs with their contact details, training times, and so on.

- Starting up the blog again and making plans for featured matches that we will encourage students to go and watch.

VB and EJ will hold a finance committee meeting once funding proposals are finalised.

iii. Communications [KL]

1. Arranged Comms Committee meeting this Tuesday.
2. Posted Burns Night formal information in WeChat, WhatsApp.
3. Photographed the graduating Ustinovians & uploaded to the Instagram & Twitter GCR account.
4. Answered different questions in GCR WeChat group & individual questions.
5. Planning to gather Chinese costume models for Chinese New Year.

TP enquires if anyone on the Executive or wider committee would be interested in helping with the Twitter account. Generally agreed that it is worth opening up to the wider committee, but for the time being Comms Committee are happy to continue running it.

iv. DSU [TP]

Nothing to report.

v. Facilities [JO]

- I have ordered new vending-stock with Joel and Thesi, with regard to concerns raised by Trudie, for the vending machine which has been restocked. ***TP notes that it may be worth restocking cheaper items which sell out rapidly more frequently.***
- Lees Coaches have been contacted requesting final reduced invoice for the GMIS service they, kind of, provided on September 29th. As have Knightingale Coaches who never sent their invoice for their services. ***Agreed that payment should be delayed until after the next Trustees meeting, at which this issue can be discussed properly. Vote on whether to pay £500 upfront to the company, or wait until we have consulted with the Trustees. Second option chosen unanimously.***
- Durham City Coaches have been contacted for two coaches for Burns Night and an invoice shall be sent shortly.
- The order for the committee T-Shirts have been finally sent off.
- I have contacted John at Custom Planet regarding Stash orders and am awaiting his response.
- Vinay and I have spoken to Trudie and a bar staff meeting shall be organised for the end of the month, with a date TBC - the result of which I shall take to Exec. ***TP notes that it would be worthwhile talking to Trudie during this meeting about the new food purchased for sale on the bar.***
- Update on buses: Lees coaches invoice £500. Durham city coaches for burns night: £385.

vi. Finance [EJ]

1. Received the cards from the Plastic Card People. We should try to tell people to pick them at the Office. When would it be the best option?
2. Ordered the Coin Counter, it should be arriving by today.
3. Got change for the Burns Night Formal. Should I get more for CNY? Does the float system work for you? **TP notes that no more is needed for Chinese New Year.**
4. I will provide TP the bank details of our account to get the GCR levies payment tonight.
5. Topics for the TreasCom. I can submit any agenda items for the meeting by the next week. Is there something that you would like me to discuss during the meeting? **Meeting will be held on the 1st February. EJ will make a post in the Executive Committee Facebook group so that suggestions can be shared.**

Any payments to be made in the first few weeks of February need to come to EJ before 7th February, as after this he will not be in college for a few days.

TP believes that college will foot the bill for costs incurred by BT dish.

Balance Brought Forward £15814.30 (08/01/2019)

CCEP (Coke Vending Machine) +£106.41 (15/01/2019)

Balance Carried Forward £15920.71 (15/01/2019)

(Note: The figures could change during the day due to some pending payments).

vii. International Student Officer [MR]

Checked to see if Beamish had any special events in February. Special artist installation in the middle of the month which could be good. Also possible to look at a Suffragette march being held in March. Dragon for Chinese New Year hasn't yet been purchased.

viii. Livers Out [EJ]

I've contacted Infinite Air, every person who wants to go should fill in an online form for safety reasons. Apart from that, this seems to be a good option to do. Possible dates? Will ask James the cost per person.

ix. Social Secretary [TP]

- Posters have been made for the upcoming formals and have gone up in the bar.
- Social Comm meeting is being arranged for this week.

***EJ will attend upcoming Soc Comm meeting to discuss running another Peter Platypus clothing competition for the Chinese New Year formal.
TP will make posters for the upcoming array of events.***

x. Steering [AS]

The office hours rota has now been made! This will hold for the foreseeable future. The final three office hours inductions will be done tonight after this Exec meeting. ***AM may advertise office hours run by Bryony and Rowena as 'welfare hours', given that they are in the office together every second Friday.***

xi. University/College [TP]

- Graduation happened, the party seemed like it was popular despite some reservations that people may not come to Ustinov for a party. Does anyone know how the bar did that evening?

- Thanks to everyone that helped to clean the office and sort out the last of the Christmas decorations.

- Burns Night planning is currently happening, we are checking the Ceilidh and piper plans, and I am also doing my best to make sure that we have whiskey for the evening, however this may have an associated cost, I might know this by the time of the meeting.

- Chinese new year, we have organised a slot for a speech and we should begin advertisement for this as soon as the Burns Night formal tickets are sorted.

- I have asked Glen to look into streaming the Chinese new year coverage on the TV, I believe this will fall to the GCP, however if they do not get anything sorted it wouldn't be a huge effort for us to put it on ourselves. ***Can also be streamed from YouTube if absolutely necessary, as this has worked with movies in the past.***

- We need to start pushing people to pick up their membership cards, and I will speak to college about getting the porters to check for the cards when getting keys.

Also need to think about potential prizes for college 'Photo of the Week' competition – a drink from the bar (with alcohol-free options)?

Recent noise complaint to EJ from the bar, most likely resulting from people coming in and going out. Also from fire doors being opened. TP notes that this is a recurring issue but ultimately the Porter's responsibility out of hours, as there is little that we can do.

xii. Welfare [AM]

Nothing to report. *TP notes that it would be good to run a couple of welfare events this term, so encourages any suggestions to be passed on to him or to AM.*

6. AOB

N/A

Sam Littlewood

GCR Secretary

15/1/2019