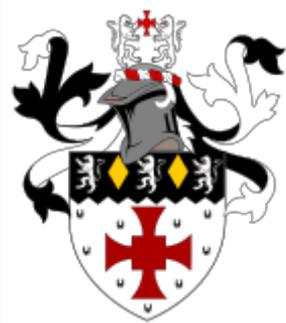


Ustinov College GCR Exec Meeting Minutes



18:00pm, 22/1/19

1. Apologies: AMH, AM

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

2. Approval of minutes from last meeting.

Minutes from 11/12 need approval; minutes from 20/11 need approval; minutes from 15/1 need approval. ***Will be processed in future minutes.***

3. Matters arising from previous minutes.

[AP] VB to report on any information from Quentin regarding swimming pool. ***Still no response.***

[AP] JO to look into setting up online portal for college stash. ***John will email JO back on Monday about setting this up.***

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

[AP] VB to make sure that Connor makes the application process for societies funding clear and accessible on the website. ***Working on it.***

[AP] JO to sort out piano tuning and drum skins. ***See Facilities Report.***

[AP] VB to get all the timings for the Burns Night Formal from TP/JO, and send out a final info email. ***Done.***

4. Agenda Items:

- [KL] Co-opting of new Social Secretary. ***Resolution is that a GCR Exec appointment of a new Social Secretary is possible in compliance with the standing orders. KL notes the candidate's enthusiasm for working on the Committee and her suitability for the role. She would occupy the role until the GM on February 10th. This does not mean that she gets the role full-time, and will still have to campaign against others in the GM. Vote on co-opting new Social Secretary = voted unanimously in favour.***

- [VB] Observatory: We currently have a rule that people can only book each room for 1h per week, but I keep getting students who want to book the Music Room more frequently. At the same time, the total number of students trying to make bookings is not very high yet. Should we allow students to book more time? ***TP notes that it may be worth placing a limit on consecutive bookings, as this could cause issues. If demand for the room begins to cause problems then we can consider imposing time restrictions in future Exec meetings. General agreement that this is the best approach for the time being. Resolution is that the time restriction will be raised for now. But VB will keep an eye on it.***

- [VB/EJ] Cricket umpires: cricket umpire fees were initially set to £7, but Joel just received an email from Team Durham asking if the colleges would be fine if the fees are increased to £9 because they haven't been raised for five years and the national average for indoor cricket is at £10. We think it's reasonable (also because referee fees for most other sports are in the range of £10 anyway), but wanted to hear if you have any opinions? ***This would come into force immediately. No objections raised.***

- [EJ] Refunds Policy: We have been dealing with refunds on a case-by-case basis and that have been working really well. However, it should be considered that we don't have any real back up document were we state we have the ability to do it or to describe how it is done. For this reason, I propose the incorporation of a brief section in any of our official documents (Constitution or Standing Orders) were we stated this power of the Exec in case it happens in the future. Please Discuss. ***This would need to be brought to a GM and argued for by EJ, and suitable questions answered. TP doubts that this needs to be formally included in the standing orders – more a case of good practice, rather than something essential to the running of the GCR. Putting something specific about refunds in the standing orders prevents it from being due to discretion, unlike most other issues pertaining to cash handling. Could be included in handover documents, to ensure that it is recorded somewhere? Also in GCR website FAQ. Case-by-case basis makes refunds more manageable. EJ is happy with this arrangement.***

- [EJ] BT Sports Payment: We got an email from Ian about our Landlord's answer. They accepted the procedure (with some restrictions which I will tell you during the meeting but they seem reasonable to me) and we can continue with the process. The college will pay half of the installation fee, however it would be around £870 (£718+VAT) and we have to pay that first so that the college can refund us. Should we pass this in Exec or at the GM? If we consider that the college will pay half of it, can we vote on this without going through a GM? ***May be worth investigating if College would be willing to pay the full price and we refund half, as this could allow for reduced expenses by avoiding VAT? College have guaranteed that they will pay 50%, so given that the other 50% is below £500 and cannot be lost (unlike possible situations with buses and tickets) the Exec should be able to pass this in an Exec meeting, rather than waiting until the next GM. Can also be discussed in EJs officer report in the upcoming GM. Motion to pass a budget of up to £435 (half of the installation price, but this will be paid for in full and we will instead be reimbursed) on the basis that college will refund the other half of the BT dish, and that TP will consult College regarding the VAT situation = passed unanimously.***

- [JO] Discussion on the possibility of changing the Chinese New Year formal to Lunar New Year formal (as other colleges do) for next year. **JO has noted that current naming excludes other countries which celebrate Lunar New Year.**

Recommendation that next year's Executive Committee change the name of the Chinese New Year formal for the next time this event is run – raise this point in handover documents. Resolution is to emphasise that this is an issue for the next Committee, and encourage them to consider how to approach this in the future (presumably on a case-by-case basis for different celebrations). Concerns and feedback are greatly appreciated, and apologies are offered for any offence caused. This is only the second time that this formal has been run and we hope that future Executive Committees will continue working to be accommodating in this regard.

- [KL] 1. Apply 5 performers free tickets instead of 3—(totally 8 performers for 3 performances, Kimberley, Giorgio & Karen are happy to volunteer for the performance). **All three performances should take less than 15 minutes. The concluding comedy routine should take less than 6 minutes. Needs to be more clearly organised in future – X number of free tickets are available, so X number of performers can thus be provided with them. Volunteers should be asked for, and an incentive provided afterwards. For this year, we pass a motion of up to £55 to cover the costs of tickets for 5 performers (price per head) at the CNY formal – passed unanimously.**

- [KL] 2. Apply 2* £3.5= £7 bobby pins and 1* £2.3 = £9.30 in total from Boots for the outfit of CNY performers. Did the outfits for them last Friday evening & really need more of this for their outfits! It is the website price, want to apply *£10* in case have good conditions of the hairpins (Bobby pins and clips). **To reimburse KL for hairpins used in finishing the hairstyles of CNY performers. Motion to pass a budget of up to £10 for bobby pins for hairstyles – 3 against, 4 abstentions.**

- [AS] Burns Night Formal Tickets for Speech Makers. To pass a budget of £120 (£30pp) for free Burns Night Formal tickets for the speech givers. Note, £72 will be returned to us from the transitional fund (£18pp) so in the end the tickets will cost the GCR a total of £48 (£12pp). **To pass a budget of £120 (£30pp) to cover Burns Night Formal tickets for speech givers – passed unanimously.**

- [TP] Budget for CNY formal + decorations. **Received a list of different options from Deputy Social Secretary. TP suggests some decorations within college, and decorations in the hotel. Sweets, pigs, red envelopes etc. Motion to pass a budget of up to £150 for all of the above – passed unanimously.**

- Approval of the upcoming plan for events (TP has list). **TP will post this list in the Exec Committee group. Disco booked 11:30-01:00 after upcoming Burns Night formal. TP will discuss shortening this with Trudie, but, equally, changing the time that the bus arrives is easily done. College are paying for the ceilidh, so we aren't doubling up on paying for entertainment. Motion to pass a budget of up to £225 for a disco after the Burns Night formal – passed unanimously.**

- BT sport payment for installation. **Addressed previously.**

5. Officer Reports:

i. Bar Steward [AMH]

Nothing to report. ***Bar meeting scheduled for 5pm next Wednesday, and resultant information will be brought to the next Executive Committee meeting. The Super Bowl also needs to be advertised as soon as possible. Blackboard issues will be addressed in the bar meeting.***

ii. Clubs & Societies [VB]

- Question to all: Should we invite a local community choir to the Clubs & Socs Fair? ***General consensus that this would be a good idea.***

- I have started to use one of our free-standing blackboards for a bit of C&S advertisement. Sunday was the first “featured” match: only two of us ended up going to watch but it was still fun because our volleyball team smashed Grey in their first ever league match, yay! This week’s featured match is tomorrow night (Women’s Football Floodlit Cup). I’ll do these for a while and see if attendance picks up eventually...

- Attended Team Durham meeting about inter-college cross country competitions yesterday. Will send out information to all students who showed interest in running at the first CS fair, though I’m not terribly optimistic any more that we can form a running club. ***Information can be included in the newsletter and on social media.***

iii. Communications [KL]

1. Keep Ustinovians updated about the Burns Night formal & Chinese New Year formal.
2. Put different GCR, GCP events in Ustinov live out group;
3. Put career service information on Instagram and Twitter;
4. Created the Chinese New Year volunteer group in WeChat;
5. Selected the performances for the CNY;
6. Photo using for Neville’s House. ***Use of photo for the website is fine.***

TP requests promoting GCR cards on college Instagram (once formal ticket sales have concluded) to ensure that all members are aware and can get hold of one.

iv. DSU [TP]

Upcoming Assembly, is anyone interested in going to this, it will be the 31st (I believe). ***TP happy to attend this if no-one else can make it.***

v. Facilities [JO]

- There is not much that has been done this week: I have supervised the 3 hour tuning of two pianos, and the fixing of one at the observatory, the rough estimate at the beginning of the job was £65.00. ***JO will obtain an invoice so that we can pass a budget to cover expenses. Both pianos successfully fixed! Will send to EJ. Actual amount is £85. To pass a motion of up to £85 to cover the cost of repairing the pianos – passed unanimously.***

- I have been monitoring stock levels in the vending machine: The Cadbury's and Bueno bars are selling the best, being not far away from needing to be re-stocked; the crisps are selling more slowly than in the previous term, and the rest are going relatively slowly. Once certain items have ran out of stock, I'll reconsider the amount of certain items that we purchase termly.

- Drum skin still needs to be bought.

- I have reminded John at Custom Planet and am awaiting his response concerning the setting up of the online portal for stash. He has, however, processed the order for the committee t-shirts, which shall be delivered in three weeks (ish).

EJ has received a complaint about people not wiping down equipment in the gym once they have used it. A post will be put up at some point reminding users to be respectful and wiping down equipment after use.

vi. Finance [EJ]

1. Received the new coin counter, test it and seems that everything is fine.
2. Will count all the money Saturday or Sunday.
3. Still need to have the meeting with AS and TP for the budget before the GM.

AP – TP, EJ and AS to meet to discuss the annual budget.

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

Christos Vlahos (Basquetball team referees fee) -£70.00 (15/01/2019)

Christos Vlahos (Basquetball team equipment) -£239.40 (15/01/2019)

BT Sports -£373.99 (15/01/2019)

Therese Seiringer (Vending Machine Supplies - Protein Bars) -£49.36 (15/01/2019)

Balance Carried Forward £15187.96 (22/01/2019)

vii. International Student Officer [MR]

Apologies, still haven't followed up on anything; now that UIF event is done should be able to focus some time on trip planning.

viii. Livers Out [EJ]

Still looking into potential events and arranging trampolining at Infinite Air. Will have more information by the next Exec meeting.

ix. Social Secretary [TP]

- Had meeting of the social committee and discussed the plan for the upcoming term.
- Organised the CNY formal with what performances we are having
- Burns Night last minute drama with disco booking, should hopefully be sorted by the meeting. ***Discussed earlier in the minutes.***

TP will post all confirmed events and all potential events to raise awareness/find students interested in running potential events.

x. Steering [AS]

Everyone has now been inducted into office hours and the rota is underway. Football tickets for the Sunderland game are still on sale; there are about 18 tickets left for the coach. I'll do another round of advertising tonight/tomorrow morning after we've finished pushing the Chinese New Year formal.

xi. University/College [TP]

- Staff table sorted for CNY formal. ***20 places booked, will transfer the money to the GCR.***
- BBQ venue still being chased up. ***TP will also chase up the printer for the computer room.***

MCR Presscomm

- FOOD, It seems that there is nothing stopping us from organising food based events as long as they happen less often than once a month. ***TP trying to find more information on the limitations surrounding this, will send list to the Exec once obtained.***
- Free printing is being pushed for PGR students and the option is being offered for PGT students free printing also. Any anecdotal printing stories would help at this point and a survey might be going out soon to help.
- Spoke to David Evans regarding gym situation and standing with legal stuff, he recommended some people to follow up with. ***Two-tier payment system for members and non-members being floated as a possibility.***

JCR Prescomm

- Mostly concerned undergraduate issues, and a discussion of the NSS which PGs don't do, however there will be a PG specific survey going out soon that I will hopefully be getting some information about soon.

xii. Welfare [AM]

Had a short meeting with Welfare Committee on Friday, meeting again this Wednesday to discuss a lunch in the first few weeks of February. ***If our remaining late-night opening is still available, it could be used for Pride? Welfare team will mull this over. Also looking at a welfare breakfast in the Observatory at some point.***

6. AOB

N/A

Sam Littlewood

GCR Secretary

22/1/2019