

Ustinov College GCR Exec Meeting Minutes



18:00pm, 29/1/19

1. Apologies: KL, AMH

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

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; minutes from 22/1 need approval. ***Will be approved/passed next week once all are on the Committee Facebook page.***

3. Matters arising from previous minutes.

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

[AP] JO to look into setting up online portal for college stash. ***UPDATE: deadline is February 10th, but the portal is now up and running, the poster has been made (by the company) and can be advertised from this evening.***

[AP] TP/Ian to check with College who owns the piano that was moved from Fisher House to the music room in the Observatory. ***Ian was not at the meeting so TP has not yet been able to check. Will find out for next week.***

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

[AP] JO to sort out drum skins. ***Still to be purchased.***

[AP] TP, EJ and AS to meet to discuss the annual budget. ***Have not yet met – AS will try and look at the budget this week.***

[AP] EJ to sort out BT Sports this week. ***Under way.***

[AP] EJ to pay BidFood this week before the next order. ***Under way.***

[AP] EJ requests that JO sends BidFood's details to the Sheraton Park Representative for the next orders. ***JO will do so.***

4. Agenda Items:

- [JO] Motion to pass £150 budget for the same vending machine order as before. *May change frequency of payment, but current products are selling well so these can be kept the same for now. TP notes that chocolates are selling particularly well, so there is a good reason to increase provision/restocking of these. EJ requests JO to send information from previous orders/payments so that he can check them, as Direct Debit doesn't automatically go to him. General agreement that it may be worth passing a larger budget and ordering more now rather than passing a large volume of smaller budgets. AM notes that chocolates, crisps and protein bars should be a focus (particularly chocolate) as they are selling noticeably better than other products. Budget can be increased in the future depending on how this goes. Motion to pass a budget of up to £250 – passed unanimously.*

- [MR] Proposed Beamish trip on Saturday 16th Feb, in part to coincide with the creative arts activities they'll be running (link provided in the Exec Facebook group). *MR has spoken with Lana and Keenan House will be going there in March anyway, so only requires 15-20 tickets. Looking at a coach for around 70 people (Durham City Coaches), which will cost around £300. Group rate is £11.50 for students, but given that an annual pass is only £3 more it makes more sense for students to purchase tickets individually. £5 non-GCR, £1-2 for GCR members? £6 and £2 is generally agreed to be acceptable. Motion to pass a budget of up to £300 for a 70 people coach for the Beamish trip – passed unanimously. MR is happy to manage the advertising, and will ask the Press Secretary to include the trip in the next newsletter, and tickets will be on sale from next Monday.*

- [VB] Gym issues (see post in the Exec Facebook group), thoughts from everyone? *VB has printed off a poster with information and reminders to address these issues. It is also recommended that the Committee performs sporadic gym checks, cross-referencing the students using the gym at the time with a list of Ustinovians with gym membership, in order to monitor who is abusing gym access. General agreement that this is a necessary measure, and that the poster can also be advertised on social media.*

- [AS] Motion to pass £460 to send to Adam to buy football tickets to the Sunderland game. Note, this money (£10 per ticket) has already been collected from the attendees, it is just being noted down for completeness. *Motion to pass a budget of up to £460 for this purpose – passed unanimously. AS reminds EJ to pay Adam asap.*

- [EJ] Motion to pass £140 budget for the photography services at the Burns Night Formal. *Motion to pass a budget of up to £140 for this purpose – passed unanimously.*

- [TP] Approval of the upcoming timetable and responsibilities assignments. ***TP notes that there is plenty of scope for more events in March, although we may have to choose carefully as to when we use our final late opening. TP will make a planner for all of these once they have been finalised. Will also create posters for various events for advertisement purposes.***

- [AM] Motion to pass £100 budget for Welfare lunch. ***May need more food for sandwiches given that the event is being held in college, and it is on a weekend. Could be held in either Seminar Room or Committee Room. Motion to pass a budget of up to £100 for Welfare lunch – passed unanimously.***

5. Officer Reports:

i. Bar Steward [AMH]

Nothing to report. ***Bar staff meeting will be held tomorrow with Trudie. JO is putting together an agenda and requests any concerns/agenda items to be sent to him. TP reminds JO to advertise opening hours as several people have enquired about these.***

ii. Clubs & Societies [VB]

- I brought Peter Platypus along to our featured Women's Football Floodlit match last week but they lost 0:6... speaking of which, the Peter I took is technically the one that should go to Clare as her prize from the costume competition. But there should always be a Peter in the office for photo opportunities at GCR events, e.g. movie nights! So whoever has him, please bring him back!!

- Attended Team Durham sports officers meeting last Wednesday. Wasn't very productive, but everyone seems keen to get some ents and food stands for the Festival of Sports on Sunday the 9th June. Team submissions approx. 4 weeks before; colleges may be fined £10-20 if they submit teams that then end up cancelling.

- York varsity at MC will take place on Sunday the 24th February, all colleges should be represented there. We may submit our volleyball team since that currently seems like the most successful Ustinov team.

- Dave Coldwell (Experience Durham Deputy Director of Sport) emailed us last week informing us that the DHSG hall will be out of use from 13th May due to exams and he said "I am guessing that in the summer term that your college will not require any sports hall time?" I strongly disagreed, pointing out that we are postgrads and used Howlands Hall right until our move out date from Howlands last year and asked him whether he can provide other options for our teams. He hasn't gotten back to me yet. ***VB will cc TP into the email chain so that he can help with this.***

- Super bowl food order to be placed tonight once Joel has taken a final look at it. Will stay under £100. ***EJ notes that provision of vegetarian sausages would be a good idea, and feasible given that the event is still well under budget.***

- Have received lots of funding requests from societies, Finance Comm will meet on Friday.
- I will also be attending the Team Durham GM on Thursday where I'll represent Ustinov in voting for the next Team Durham President. If anyone has a strong preference for either of the candidates, please let me know beforehand (links to manifestos provided in the Exec Facebook group).

iii. Communications [KL]

1. Took pictures of game society activities & put on Twitter;
2. Pass the information from students to exec;
3. Collected videos from guests at Burns night & put on Instagram;
4. Did the rehearsal for two performances for CNY;
5. Pass different information from exec to WeChat.

iv. DSU [TP]

Assembly this Thursday, I'd like to get someone to go instead of me, but I can go if necessary, or I can arrange Alex Hampton to go instead if Exec are okay with this. **General agreement that Alex is a suitable candidate to attend in lieu of TP.**

v. Facilities [JO]

- Called Coke to see if it's possible to get a protein/power drink added to their vending stock, waiting to hear back.
- John the Piano teacher should now have been paid.
- Spoke with Glenn about an art exhibition he has in mind and he would like Ustinovians to help add to it with posters, details to be given in the meeting. I was wondering if this could go out as an email with Glenn's requirements listed. **TP notes that this can be advertised in the newsletter.**
- Committee T-shirts to arrive in 1 week.
- Finally heard back from Custom Planet who said they can get a Stash order set up for Feb 10th at the earliest. **Stash orders should begin to come through by the end of February. Worth advertising via email/Facebook/newsletter etc.**

vi. Finance [EJ]

- Who has the link for the Burns Night Formal pictures?
- Counted money with Giuseppe last Sunday. Will deposit it today.
- Confirmed attendance (again) to the TreasComm this Friday.
- Choosing a date for next Financial Committee Meeting. Most likely to be this Friday.

- Received an email from the Charity Commissioner, has any other trustee received it? **AP – AM to send AS details regarding Welfare email.**
- Sent bank details to Ustinov Finance Team for the levies payment. Now they are asking for the Radisson Formals.

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

Davidson Taylor (Christmas Formal Pictures) -£202.50 (23/01/2019)

Davidson Taylor (Christmas Kids Party Pictures) -£188.50 (23/01/2019)

Alejandra Guillen (Volleyball Equipment) -£119.34 (23/01/2019)

Alejandra Guillen (Volleyball Equipment) -£19.99 (23/01/2019)

John M Leath (Piano Tuning) -£85.00 (25/01/2019)

Adobe Licensing -£24.96 (28/01/2019)

Cash In +£6025.00 (29/01/2019)

Balance Carried Forward £20472.68 (29/01/2019)

vii. International Student Officer [MR]

Proposed Beamish trip sometime during Epiphany term. ***Planning for other events to take place after the International Dress party. Jorvik festival is happening in York in February, so MR will also advertise this given relative proximity. TP notes that MR could include a list of 'Things Happening in the North-East' in the newsletter, or alternatively compile his own small newsletter.***

viii. Livers Out [EJ]

- Working on the form for the Trampoline event.
- Planning a night out for Livers Out soon. Any suggestions? ***Could be held in Bishop's Mill as a casual meal? General organisation of a social space to meet up in should work fine. TP recommends a Friday or weekend.***

ix. Social Secretary [TP/TZ]

- Burns night happened and was a success, staff and students thought the Burns speeches were all great and if possible I'd like to put a shout out to them in the newsletter thanking them for doing a great job.
- Chinese New Year, I have a list of decorations for here and VM and have about £50 left to spend on some sweets for everyone and some for a bowl of sweets here for the 4th. ***Any leftover sweets can be left for the viewing/streaming of Chinese New Year.***
- Will get TZ to assemble Social Comm to sort decorating the cafe this weekend.

- For Super Bowl is it worth printing out a few bits of info about American football to help explain the game?

x. Steering [AS]

Will create the Facebook events for the GM and Ustinov Live tonight or tomorrow. Still waiting to hear back from the Charities Commission, will send another email later in the week if they haven't gotten back to me. Reminder to all exec to give SL any agenda items for the GM by next Thursday (including SO amendments and budgets).

xi. University/College [TP]

- We have a printer, college will be advertising this tomorrow and we should follow that up with advertising ourselves once that's out. **Room containing it should be open from tomorrow.**
- Project room is almost ready to go live so advertise that once college send out information.
- Just a point of information: if we want coaches for the castle formal they will have to be small ones.
- If we want to plan a food based event we will need to check with the food manager i.e. Trudie. **These are indeed possible after consulting the food manager.**
- TP to get college to book the piper and Ceilidh for next year.
- KL to advertise membership cards on Instagram and AS to instruct people on how to give them out during office hours. **AS will post in Committee Facebook group with details of how to give cards out during office hours.**

Following issues with pool cues being broken, there is a general consensus that they should be removed from the café/bar entirely during parties, and potentially kept behind the bar (although this is an issue outside of bar opening hours). Could have nicer cues kept behind the bar, usable by handing over card, and leave out some less expensive/fragile cues to be used freely. Charging individuals who break cues can be evaluated on a case-by-case basis. TP and JO will look into this and won't spend over £50.

xii. Welfare [AM]

- Had a Welfare committee meeting last Wednesday where we decided on a date for the next Welfare event.
- Welfare lunch will be on 9th February in Seminar room in Sheraton Park.
- We are currently in the process of creating a sexual health information poster which we will stick in both toilets and on the GCR office door (since we don't have a board). Would be good if we could get them professionally printed like the event posters. **Poster can fit on GCR office door if current posters are rearranged, and placing them in the bathrooms won't be an issue. May be worth trying to get higher-quality posters which last longer?**

AM will speak to Connor about setting up an anonymous Welfare form on the website.

6. AOB

N/A

Sam Littlewood

GCR Secretary

29/1/2019