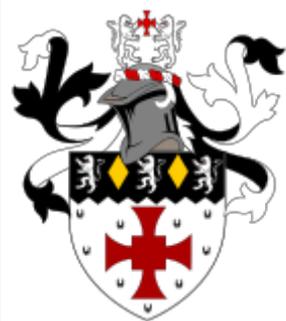


Ustinov College GCR Exec Meeting Minutes



18:00pm, 8/1/19

1. Apologies: AMH

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

2. Approval of minutes from last meeting.

Minutes from 6/12, minutes from 11/20 and minutes from 20/12 need approval.

Minutes from 6/12 approved unanimously. The remaining minutes will be passed once they have been uploaded to the GCR Committee Facebook group and proofread.

3. Matters arising from previous minutes.

[AP] VB to report on any information from Quentin regarding swimming pool. ***No further information for the time being.***

[AP] JO to look into setting up online portal for college stash. ***In progress.***

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

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

[AP] EJ to buy a new coin counter. ***EJ will purchase this next week.***

[AP] AS to email Alan the external trustee about his trip to the football. ***AS has emailed Alan, but is yet to receive a reply.***

[AP] MR to sort the supplies for NYE in Sheraton. ***Done.***

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

[AP] VB to make sure that the application process for societies funding is clear and on the website. ***In progress.***

4. Agenda Items:

- [TP] Burns night formal: tickets must go on sale this weekend and the form will go live on Saturday 12th and I will be having a meeting with Trudie on Wednesday to sort out the details of the event. ***This will be at the Radisson, and tickets need to be sold before the 17th. Sign-up form is currently being drafted. JO needs to book buses for the formal, general agreement that there should be two buses travelling to the formal, and one bus coming back but shuttling. This will likely be booked for 17:30 again, but TP and JO will liaise and clarify this nearer to the time. AS notes that it may be worth sending out a call for Scottish Ustinovians willing to give a speech. EJ notes that buses for the Induction Week formal cost £625, but TP will double check this figure. The GCR also needs to clarify with the Radisson that there will be a Ceilidh, and we need to purchase/arrange the whiskey. Given that non-attendees of the formal may want to come to the festivities afterwards, it may be worth advertising the event occurring at the DSU at the same time so that students who haven't been at the formal can still celebrate.***

- [TP] Can we nail down the events we have in the next few months so I can make a planner for it. We have formals on the 25th and 5th, the Super Bowl on the 3rd of Feb and a Ustinov live on the ??, Clubs and Societies fair on 10th Feb, Maybe a social event in there (I'd like to do another games night) and maybe a GM and a trip. ***Planning to organise a Ustinov Live, most likely on one of the earlier Fridays in February (8th 15th)? AS will look at these dates and see which one works better. Super Bowl can be BYOB to avoid any licensing issues, and TP will make a poster to advertise the event. TP will also compile a list and incorporate any suggested ideas.***

- [AS] Next GM. It would be a good idea to hold a GM quite early in the year to see if any other roles can be filled, to pass our potential new Alumni Trustee and to pass a new budget for the year. VB suggested that having it on the same day as the Sports and Socs fair may help attendance. Does anyone have an issue with the GM being on Sunday 10th February? ***GM will be held on Sunday 10th February.***

5. Officer Reports:

i. Bar Steward [AMH]

Nothing to report. ***Complaint received that there was too much mess left behind the bar following NYE celebrations.***

ii. Clubs & Societies [VB]

- Clubs & Socs Fair tentatively planned for the afternoon of Sunday the 10th February => GM afterwards? ***Both pencilled in on the same date, as this will hopefully boost attendance figures at the latter event.***
- Started funding call for the second term.
- Will meet my sports reps next Monday to discuss plans for the term.

iii. Communications [KL]

Nothing to report. ***VB asks when the next newsletter will be sent out; KL will consult the Press Secretary and remind her to try and send a newsletter every week. TP notes that tasks can also be assigned/delegated in upcoming Social Committee meeting. AS will make a Facebook page for the Burns' Night formal today, and KL will advertise this in WeChat. Chinese New Year formal will also be advertised once the first formal is out of the way. EJ notes that the Chinese New Year formal could also be advertised outside of Ustinov to bolster numbers. Making it an Inter-MCR event may not be a practical event due to possible issues with reservation numbers. Press Secretary will send the first 2019 newsletter next week.***

iv. DSU []

Assembly on 31st January. ***TP will attend this.***

v. Facilities [JO]

- Drum head to buy, will double check details in the exec tonight before purchase. ***JO will also look into buying a replacement skin.***
- Piano tuning and fixing occurring on Jan 21st, 1pm with John Leath, someone who fixes and tunes pianos around other colleges at the university. ***JO will push for an approximate figure of the cost, so that EJ is able to account for this expense.***
- Will try and get stash sorted, at last, asap. ***JO will follow this up ASAP, along with buses for the upcoming formal.***
- Ordered vending machine stock, and it will be refilled shortly. ***The machine is no longer selling nuts, and the vending machine contains a different brand of crisps to those being sold at the bar. The machine will also be selling pork scratchings shortly. Currently, the machine and its expenses are still within the budget passed previously, so there are no problems here.***

TP notes that it's worth keeping an eye on which items sell quickly from the vending machine, as we can increase the amount we purchase if some items are more popular than others. TP recommends checking on the machine daily in order to monitor this.

Regarding previous, lingering issues with bus company that the GCR has used in the past, JO will send an email to address the unacceptable level of service provided, and hopefully to resolve the issue.

vi. Finance [EJ]

1. NYE celebration was good, a bit quiet but good enough. People were wondering about why we didn't have a proper party.
2. Finally ordered the GCR Cards! Still waiting for them to arrive, according to them is "10 to 14 working days" since the 17th of December. Fingers crossed. ***EJ will get in touch with them if they still haven't arrived by Friday. TP notes that formal ticket sales will be a good time to distribute these cards to members.***

3. Still need to sort out the money counting for the next Trustees meeting, and try to solve the Etienne cash payment issue.
4. Sent an email to TB about the venues payment for the college formals. They were made using the university internal system and EA is going to take a look at them soon. They will send me a first version and, if we agree with them, then I can pay for them (considering that the college is supposed to help us with some of the expenditures related with formals).
5. Finally got the survey and budget for the BT Sports antenna. Forwarded it to Ian and him to Catherine Olley so she can contact our landlord and request for permission. Seems that the college is willing to help us to pay for the billing.
6. Need to sort out the budget for this term with AS, TP and JO.
7. Still haven't order the new coin counter, hopefully I can get it next week.
8. TreasComm is going to be the 1st of February at 2:30. It will be at Van Mildert

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

Cash In +£3410.00 (11/12/2018)

The Plastic Card People (GCR Memberships) -£294.00 (12/12/2018)

Helen Paton (Christmas Party DJ) -£125.00 (14/12/2018)

Sumien Deetlefs (Film Night Marathon) -£7.99 (17/12/2018)

Benedetta Mura (Film Night Marathon) -£21.79 (17/12/2018)

Matthew Roberts (Peter Platypus Plushie, Costume Competition) -£18.99 (17/12/2018)

Matthew Roberts (Film Night Popcorns) -£57.60 (17/12/2018)

Matthew Roberts (IW Film Night Popcorns) -£36.72 (17/12/2018)

Matthew Roberts (Beetle Juice Movie) -£4.99 (17/12/2018)

Matthew Roberts (Film Night Marathon Popcorns) -£43.18 (17/12/2018)

Matthew Roberts (Film Night Marathon Films) -£6.98 (17/12/2018)

Vera Bieber (Gym Curl Bar) -£19.99 (17/12/2018)

Kimberley Liu (H&L Equipment) -£39.47 (17/12/2018)

Kimberley Liu (Coms Platypus CNY Costume) -£4.48 (17/12/2018)

BT Sports -£398.60 (24/12/2018)

Adobe Licensing -£24.96 (28/12/2018)

Netflix Licensing -£9.99 (31/12/2018)

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

MR notes that there are persistent issues with the College's current DVD players. May be worth purchasing an external DVD player (i.e. one which plugs into a laptop) in order to play films smoothly and solve this problem.

EJ also needs to contact Ian regarding reimbursement from the previous Radisson formal, as we had to pay the full cost. TP has also received an email about this.

Figures requested in the most recent GM will be edited into the minutes for the previous GM. EJ will send these figures to SL to be edited in.

vii. International Student Officer [MR]

The Durham City Walking tour went well, 12 students and 4 local residents came along (residents seemed happy to pay for their share). Sent out feedback forms afterwards (with the help of a friend doing research on heritage tourism), got back very positive responses (overall rating: 7 Excellent, 3 Very Good, 1 Good). I think I'll try doing that more for future trips.

- Do we want to try and do this again for the new students arriving this month? **TP will double check the date when these students arrive, but believes that running another, similar event would be worthwhile, particularly given the success of the previous tour.**

Planning more trips.

- Should we try for a bus trip in January, given the two formal sales? If so, thinking either a minibus trip up to Tyneside Market and Priory, or possibly to Beamish. **January is currently quite a busy month for GCR events, so February might be a better time.**

- February: Lindisfarne Castle is scheduled to open on 13 February after three years of renovations. It is National Trust. But that opening is marked as planned, possible there could be delays. Nevertheless, a Lindisfarne and Bamburgh trip could be possible. Bamburgh people would have to pay their own way in, however (not National Trust). **TP notes that it would be wise to plan this for March, to account for any possible delays in the reopening of Lindisfarne. Could also run walking tours of the abundant museums in Newcastle, given that they are free and fairly close to Durham: MR will look into this.**

- March: Cragside Manor, the Lord Armstrong residence. National Trust. On Tuesday's, they are hosting a special behind-the-scenes tour of the servants wing, along with Victorian cleaning methods.

Or, maybe we should do another city trip. We could do a visit to Leeds, visiting the East Riddlesden Hall (National Trust), then into the city centre (45 minutes). **Worth sending out a survey to gauge interest in various times and destinations for a larger-scale trip, otherwise Leeds seems to be a good option.**

Possible football trip? TP and VB will look at our options.

Observation that Chinese New Year events being run by the GCP could also be used in relation to the formal. MR will also get in touch with Mandeep about the feasibility of obtaining a dragon or line-doll for the formal.

viii. Livers Out [EJ]

Nothing to report. **Some Livers Out attended MR's city tour walk. TP suggests pushing the availability of this role hard at the upcoming GM, as it vitally needs**

representation. EJ will look at booking Escape Rooms and Infinite Air (trampoline centre) as possible future events.

ix. Social Secretary [TP]

- Formal posters made, will get them printed for this week.
- I am still waiting for confirmation of the BBQ venue for next year and I will start to look into the summer ball over the next month.
- The Super Bowl is happening soon, we will need to have a plan for what we want to do on that evening, I would suggest (VB) to look into this with the help from anyone that knows more about the Super Bowl.

Potentially running a 24hr game marathon? Could also do an event for Shrove Tuesday to expand on the number of events we're currently running in February.

TP suggests running an Arts and Crafts sessions in relation/prior to the Chinese New Year formal, he will look into this. TP also suggests that those who have proposed potential social events during the course of the meeting should send him an email with details of their suggestions so that he can take them into the upcoming Social Committee meeting.

x. Steering [AS]

Exec meetings have been booked in until Tuesday 26th March – they will be in the Seminar Room at the usual time of 6pm. A poll has been put up on the Committee group to find out when people are available to do office hours. Please could everyone fill it in! I will organise a rota over the weekend and post it to the group. The charity commission has been emailed regarding an issue that was flagged up with last year's accounts – just waiting on a response.

xi. University/College [TP]

- Can everyone that chairs a subcommittee meet with their committee over the next few weeks and make sure that all committee members have something to do.
- We probably need a GM soon so (AS) to look into that.
- The office needs a tidy if (JO) can lead that and any volunteers that want to help get the office sorted. ***Leftover Christmas decorations also need moving. These can be shifted on Saturday afternoon prior to ticket sales beginning.***

AS reminds TP that he needs to speak with the DSU.

xii. Welfare [AM]

Nothing to report. ***AM will hold a Welfare Committee meeting next week, and will hold a lunch within the first two weeks of term. Holding it on the Science***

site again seems to be the best option, as the convenience of the location may boost attendance. KL requests that welfare provisions in the female toilets be restocked – AM will sort this out.

6. AOB

N/A

Sam Littlewood

GCR Secretary

8/1/2019