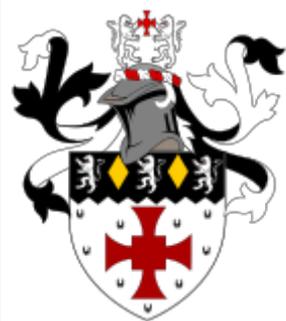


Ustinov College GCR Exec Meeting Minutes



18:00pm, 12/2/19

1. Apologies: MR, KL, AMH
Present: AS, EJ, JO, VB, TP, SL, AM

2. Approval of minutes from last meeting. .

Minutes from 6/2 need approval. *Will be approved at a future meeting.*

3. Matters arising from previous minutes.

[AP] JO to sort out drum skins. *See Facilities report.*

[AP] TP, EJ and AS to meet to discuss the annual budget. **AP - EJ and Giuseppe to look at the Annual Budget, and then present it to the Exec.**

[AP] EJ requests JO to send BidFood's details to the Sheraton Park Representative for the next orders. *Done – EJ will speak with Thesi.*

[AP] AM to sort out Welfare email. *In progress.*

[AP] SL to get last week's bank account figures from EJ. *Done – need to transpose the ones in this week's which are from last week to the previous week's minutes.*

[AP] EJ to look through and clarify recent finance figures. *Done.*

[AP] VB to get Connor to specify details for funding requests on the website. *In progress.*

4. Agenda Items:

- [TP] Pass two separate budgets for the silent disco and karaoke. Up to £200 for karaoke, and £300 + DJ fees for the silent disco (I was thinking of passing £500 and trying to get some combination of Yan/Jamie/Helen). ***Karaoke – TP thinks the 8th works better for karaoke in terms of availability, and no deposit will be required with Dusk 'Til Dawn. Motion to pass a budget of up to £200 for karaoke – passed unanimously.***

Silent Disco = 22nd March. TP has messaged Helen and she is free for this, her usual fee is £225. However, some students within college are also keen to DJ. Yan would be happy to DJ on a spare Friday night, and Jamie would be happy to do an hour then put a playlist on – in short, there are multiple options. EJ remarks that it may be better to have a single DJ, and AM notes that there were complaints regarding the DJ at the last Silent Disco. TP is happy to investigate DJs and book the event in, leaving enough money spare to book a DJ. Decision made to pass only £300 for now, and TP will report back next week with updates/information on DJs and their relevant fees. Motion to pass a budget of up to £300 for a Silent Disco – passed unanimously.

- [VB] Newcastle Football. After getting a quote from Durham City Coaches, discussing the topic up and down with my sports reps, and seeing how the coach ticket sales for Beamish have been going, we have come to the conclusion that we'd like to simply sell football tickets with no transport - this way there is zero risk for us because we sell the tickets first and then buy the exact amount from Newcastle that we sold. A.) Burnley match - this is on a Tuesday at 8pm and very unsure how many people will be interested, therefore too risky to get a coach. However, if people want to go, we can sell them tickets for £18 and they can organize their own transport. B.) Everton match - this is on a Saturday at 3pm, therefore ideal for people to spend some time in Newcastle before and/or after. Hence also much easier to let people organise their own transport; the price would be similar to what they'd need to pay for the coach anyway. Tickets for this match are £21 apiece. ***Mini bus could be one alternative option for transport, and would cost £6-7 per person. VB notes the proximity of the football stadium to the train station in Newcastle. The mentor football trip was attended by 54 people, so there is a precedent for this event, although the different venue and funding mean that these events are by no means identical. Dryburn have taken a lot of tickets in the past. VB notes that there is no risk in running both matches as GCR events, and that booking would be made through the GCR rather than online. Confident that attendees will still be able to get back on a weekday via the last train. TP notes that it's worth listing a range of ways to travel there and travel back to cover any potential difficulties. VB will send these round via email. Conclusion is that it's fine to go ahead and advertise both matches, but communicating how to get to and from the venue is crucial. The first match needs to have a final list by next Wednesday.***

- [EJ] Ticket Price for the Trampoline Event: The prices on the website are £11.95 each or £20 for two. Should we round the prices and absorb the difference? If yes, how much should we pass? ***Weekend prices are more expensive than weekdays. EJ suggests rounding the price to £10 per person on the basis of even numbers of attendees, as this is obviously better value for money. Payment must be made in advance, approximately 2 or 3 days in advance. There are 50 spaces available. Payment can be made through the GCR, or payment can be made by individuals directly to Infinite Air. For the former option, we have one week to acquire all payments. EJ suggests opening and closing the form on Tuesdays, as he can then make the appropriate booking on the same day that the form closes. Interest will more likely be piqued if we run it as a GCR event, i.e. take payments in advance, as this will make individuals more likely to attend. TP suggests advertising the event and collecting names. EJ is happy to go to the town centre to take payments – see Livers Out Representative report. TP also notes the importance of checking***

transport, such as bus times/routes to the venue. EJ can also take payments at the Science Site depending on where/when attendees are able to pay. Can write an email promoting the event, and get the information promoted through all the relevant Communications channels.

- [EJ/KL] Motion to increase KL's H&L budget by £2. EJ seconds KL's motion to increase the budget to £2 (Will elaborate the Agenda Item. The price of some of the items H&L requested money for increased in 50p (making a total of £1 of increment). They request to increase their approved budget in £2 to cover that and any other possible increment. If online items are raised in price again, passing this budget now will prevent it from recurring as an agenda item. ***Motion to increase the H&L society budget by £2 – passed unanimously.***

5. Officer Reports:

i. Bar Steward [AMH]

Nothing to report. ***Some cocktails will be trialled from Thursday onwards, all of which are prosecco-based. The process of getting a bell for the bar is also underway! TP notes that it may be worth working out a mocktail to go with the alcoholic cocktails currently being trialled. TP also requests that we speak to Trudie regarding the blackboards.***

ii. Clubs & Societies [VB]

- Have measured the Community Room and believe our table tennis table will be fine there. Will discuss with college when/how to move it.
- Swimming reimbursement form has been set up and a first person already submitted a receipt yesterday.
- C&S Fair was a bit quiet, but I was pleased with the level of attendance from the representatives of various clubs and societies. I will update our website with training locations and times for all clubs and socs and then advertise it heavily through various online channels. ***TP notes it would be worth getting all the details of the societies and a collation of photos so that an accessible list of contact details can be used as a pinned post on Facebook to boost interest.***
- Board games night will take place next Monday from 8pm. I have asked Matthew to organise snacks for it since he's part of the Gaming Society, hope that's fine. Will be under £50. I will create an event and start advertisement soon.

iii. Communications [KL]

Nothing to report. ***TP has made a planner for this term, but will consult Yan and Jamie to potentially add in a DJ night on a spare Friday this term – see TP's agenda item above for further details. TP also has a Bollywood party pencilled in as a possible event for next term in lieu of a party to coincide with Holi.***

iv. DSU [TP]

Nothing to report. *Elections have begun, and campaigning has also. DSU Trustees will be meeting to elect the new trustees.*

v. Facilities [JO]

- Ustinov Live was a success, next time we will do a more comprehensive sound check.
- Looking into and awaiting the response about the delivery estimate for stash and t shirts.
- John is coming to tune piano no.3 at 10am on 26th February.
- Still awaiting a response from David regarding which drum skin to buy.

General request that Ustinov Live detritus is cleared from the GCR office following the meeting!

AP – JO to remind Thesi she's in charge of Pancake Day.

vi. Finance [EJ]

- General Meeting Happened and I'm alive!
- Need to work on the new budget but in order to do that I need the information of the amount of possible events for the rest of the term/year from MR, TP and possibly JO (considering the vending machine stock), and budgets if possible. ***EJ needs a list of possible social events from the Social Committee (e.g. movie marathon, karaoke etc.) too. TP notes difficulties of arranging budgets in this way. Current problem is that we previously passed a neutral budget, but we are £10,000 down on levies so we will undoubtedly make a loss. Issues surrounding budgets will be discussed at a later date by EJ and TP.***
- New TreasComm date: 22/02.
- BT worked on the installation yesterday (11/02), the only thing left to sort out was the BT Sports Card. I tried to find it between the previous BT letters but it seems there is no card in them. The technician requested a new one for free, it should arrive during this week. Once is here we can install it ourselves and, in case we have any problem, we should call them. ***AP – EJ to contact the Finance Team regarding the unspecified concepts and possible dates for the rest of the payments (i.e. GCR levies). EJ also needs to calculate the money which we are owed for the Burns Night formal and the coaches. TP notes that it would be good to get these figures by the end of this week.***

Balance Brought Forward £24290.28 (06/02/2019)

Adam Nichols - Sunderland Match Tickets/Mentors Events -£531.00 (08/02/2019)

Tianniu Zhang - CNY Snacks -£47.50 (08/02/2019)

Durham City Coaches - Beamish Trip -£285.00 (08/02/2019)

Papa John's - GM Pizza -£195.90 (11/02/2019)

Balance Carried Forward £23230.88 (12/02/2019)

vii. International Student Officer [MR]

Beamish Trip - Six tickets left for the Sheraton Park seats, and I'm checking with Lana to see if she's had any more sales at Keenan (last count was eight still available). Payment sent to Durham City Coaches, the receipt they e-mailed has been forwarded to Treasurer.

Purchased ProperCorn for the Valentine's Movie marathon Thursday, £38.40. Went with ProperCorn instead of the bucket of popcorn due to last time being told we need to print out the ingredients for allergies; this way it's on the bag. Should we get some chocolate assortments as well to give out? ***TP notes that it's worth getting Valentine's themed chocolates, so if MR is able to find some then absolutely!***

viii. Livers Out [EJ]

- Finally the form is done (sorry for the delay). The information about the waiver and the payments would be sent only to those interested, so we won't spend a lot of money without actually being able to recover it. The event is next week, so maybe we can receive the payments at the office starting Monday 18th? And for those who can't come I can go somewhere in the town centre on Saturday 16th (around 4pm).

- Full Moon market would be on Friday 15th in the town centre. We can advertise this event and, if somebody is free, maybe make a small Ustinov group? ***TP notes that this can be promoted in the newsletter.***

- Fire and Ice is going to be on the weekend of the 22nd and 23rd, so we can try to invite the people from trampolining (if not too exhausted) to come along to the town centre and try to find all the statues. Thoughts? ***Once again, TP recommends a post in the Livers Out Facebook group and promotion through GCR social media.***

ix. Social Secretary [TP/TZ]

- Social Planner will be completed by exec tonight and after checking it I will send it out and stick it on all our social media.

- Will organise a Social Committee meeting once we have a new Social Secretary where I will begin planning for the Summer BBQ/Ball. ***VB enquires when confirmation of BBQ venue will arrive, TP hopes it will be this week, so we can work out if Van Mildert will be used, or one of our back-up options. Summer Ball will be on Thursday 6th June.***

x. Steering [AS]

General meeting happened on Sunday, thanks to everyone who came and gave their reports/typed out everyone's reports! Elections are now open, we have two candidates for Social Secretary, one for Election Officer and one for Male Welfare

Representative. Voting will close Thursday at 23:00 - please everyone remember to vote!

By the vote at the general meeting, Thom Addinall-Biddulph is an Alumni Trustee for the GCR. There will be one more General Meeting held mid-late March - this will be the last one before the AGM!

xi. University/College [TP]

- Hopefully by tomorrow we will know a venue for the Summer BBQ.
- With BT sport now installed once we have the card we should be able to start streaming games, we can begin advertising the sports on there and this will fall mainly to VB and the sport reps but anyone that can think of any upcoming sporting event on BT, or Freeview (or even sports streamed via YouTube or similar) can let us know and we will advertise it. ***TP will follow up with Ian tomorrow regarding the BT dish and transition funds, and will also be following up the issue with Internet connectivity on the machines in the gym.***
- I will book in the recloth of the pool tables to happen as soon as possible. ***Will also look into how much money is currently in the pool tables.***

AP – TP to follow up on college council.

AP – TP and EJ to go to the Scout Hut regarding Tang Soo Do.

xii. Welfare [AM]

- Have been in touch with a petting zoo to find out price/how much space we'd need. Still waiting for a reply.
- Hopefully we will have a Male Welfare Representative soon (yay!)
- Posters are still coming along, did Tom ask Ian if they're allowed up in the bathrooms? ***TP will follow this up with Ian.***
- Will be promoting #NotOnMyCampus college tours.

TP notes that organising a discussion on male welfare can be organised, possibly as a GCP event if not as a GCR one. Can also create a welfare update with different themes featured in each update to raise awareness. Potential food events in the future can be passed to TP, who can pass them to college to be vetted for any liabilities or issues.

6. AOB

N/A

Sam Littlewood

GCR Secretary

12/2/2019