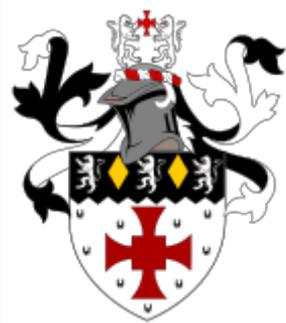


# Ustinov College GCR Exec Meeting Minutes



18:00pm, 19/2/19

1. Apologies: KL

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

2. Approval of minutes from last meeting. .

Minutes from 6/2 need approval; minutes from 12/2 need approval. ***Will be passed at a future meeting.***

3. Matters arising from previous minutes.

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

[AP] AM to sort out Welfare email. ***In progress – AM struggling to make it function, so she will consult CIS at the Library.***

[AP] VB to get Connor to specify details for funding requests on the website. ***Done – VB happy to receive any feedback.***

[AP] EJ and Giuseppe to look at Annual Budget and present to the Exec. ***In progress.***

[AP] JO to remind Thesi that she's in charge of Pancake Day. ***Done- Thesi has been informed.***

[AP] EJ to contact Finance team about the figures and possible dates for future payments (e.g. GCR levies). ***In progress.***

[AP] TP to follow up on college council. ***TP has received an email regarding this – two students from Ustinov to sit on replacement body, will read through and double check to ensure that the Exec agrees with everything it entails. Sitting members cannot be on the Exec. Will forward to AS and discuss.***

[AP] TP and EJ to go to the Scout Hut regarding Tang Soo Do. ***Would cost £12 per day – VB currently discussing this with Lennie. Potentially use Seminar Room instead, given that the Scout Hut is quite expensive? If turnout improves then it would be feasible – keen to keep sessions on Thursday but ideal venue (i.e. Seminar Room) clashes with GCP events.***

#### 4. Agenda Items:

- [JO] Motion to increase the vending machine budget from £250 to £300. ***Some things, e.g. Chilli crisps and Kinder Buenos, are still selling very well so it's worth increasing the previously passed £250 in order to be able to replace these items more swiftly. Could also compensate by buying fewer Cadbury's as they don't seem to be selling quite as well... at this stage having an extra £50 would be advisable. I could be possible to simply order the necessary items, given that we still have some things left in the GCR office, and increase the budget in future, given that this budget increase is effectively to cover an emergency order of items which are selling out rapidly due to their popularity, but it is generally agreed to vote on increasing the budget now rather than waiting. Motion to pass a budget increase from £250 up to £300 – passed unanimously.***

- [EJ] Motion to pass up to £120 for booking places at the trampoline event. ***EJ will have to pay in advance, and ideally wants to pay on Wednesday, hence why he is pushing for this budget to be passed now. 3 people have paid so far. Motion to pass a budget of up to £120 for trampolining – passed unanimously.***

#### 5. Officer Reports:

##### i. Bar Steward [AMH]

An incident occurred on Friday, but this has now been dealt with. We now have pizzas and jacket potatoes, and we now also have a bell for last orders! ***We also have new cocktails! The new food has also arrived, but this was only yesterday, so we will begin advertising it soon.***

##### ii. Clubs & Societies [VB]

- Football ticket sales have been going well. Everton is sold out and today is the last day to sell Burnley tickets.
- Swimming reimbursement has so far only been used by one person, but that went smoothly. ***Will be advertised in an individual email, and hopefully we can push this on social media too.***
- Ustinov is back on the second to last place of the College Points Table, yay!
- Table tennis table will be moved to the Community Room on Wednesday evening.
- Question to TP: have you been able to move the meeting with Sarah Prescott about the Honours Formal to an earlier time? ***TP will be meeting with Sarah about this tomorrow morning.***

##### iii. Communications [KL]

1. Posted new poster of GCR events on social media.
2. Posted Lantern Festival greetings on Instagram & Twitter.
3. Video recorded the life of researchers at a GCP event.
4. Put the clubs & societies 2nd events on social media.

5. Went to the GM.
6. Got another traditional blue handmade costume for Peter from Peking Opera singer~ Yeah!
7. If anyone has anything they would like me to post, please feel free to @me in Exec/Comms/social Committee group, I will help to advertise your events!

***TP has sent posters for decorating the Project Room to Martin.***

***EJ notes that it might be a nice idea to run another costume competition for Peter Platypus for St. Patrick's Day.***

**iv. DSU [TP]**

- DSU elections are happening now, I will stick some advertising for it up this evening.
- The college with the highest percent of votes will get a visit from Alpacas!

**v. Facilities [JO]**

- Have sent a reminder email, again, about committee t-shirts, since last week, and haven't heard back. Will update in Exec Facebook group if I get a response.
- I have the list of things to be purchased for the drum by David, which comes to £36.

***JO believes that stash orders should be arriving by the beginning of March, although given issues in the past it may arrive slightly later than anticipated. The pianos will be getting fixed/moved on Tuesday 26<sup>th</sup> and if we buy a chair for it we can submit an invoice to college. General request that the electronic piano gets fixed at some point too; ideally we need to find someone willing/able to fix it and get a quote for the price so that a budget can be passed. Is there anywhere in Durham, rather than taking it to the shop in Newcastle?***

***Requests that beanbags and lamps are returned/replaced in the bar – TP/JO will liaise with college about this possibility.***

**vi. Finance [EJ]**

- Went to the bank to get more £1 coins. ***AM will help EJ transport these.***
- Installed the BT Card into the BT Box.
- TreasComm this Friday, does anyone have any comments about the agenda? ***EJ will post in the Exec Facebook group so that the agenda can be discussed at a later time.***
- Finally started working with the blackboards.

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Balance Brought Forward £23230.88

***EJ requests that those members of the Exec who still have reimbursement forms submit them to him soon so that he can process them.***

**vii. International Student Officer [MR]**

Beamish Trip took place, ended up selling almost all tickets for the reduced coach. Good weather and people seemed to enjoy themselves; slight issue in that the driver had initially missed that we had requested the stop at Keenan House, but we caught it before leaving from Sheraton. Will start figuring out the potential Lindisfarne trip, including ways to better gauge student numbers for the coaches. ***Roughly 49 people attended the Beamish trip. MR will do early advertising to raise awareness of the Lindisfarne trip to gauge interest and the best time to hold the trip/number of coaches to book/etc. If possible, it is agreed that a weekend would be easier for PhD students to attend.***

**viii. Livers Out [EJ]**

- There are 12 people (including myself) interested in trampolining. The total cost would be £120, if we keep that number, but only three have paid so far.
- Advertised the places where I can receive the payments (apart from the GCR office). ***No-one has paid at this location, so they will have to come to the GCR office. Alternatively, if attendees do not pay in advance, then they will have to buy a ticket for themselves on the day.***
- Thinking that having a meal at Wetherspoons sounds nice for the next event. Any thoughts? ***Could organise around the time that we start selling Castle formal tickets?***

**ix. Social Secretary [TP/LN]**

- I will have met with LN before the meeting to outline the role of Social Secretary and will organise a Social Committee meeting.
- I still have no information about the BBQ, but I will update you if/when this changes. ***TP will press Martin for further information.***
- I need the updated budget for the BBQ + Summer Ball so that I can begin planning our spending accordingly. ***Can discuss with EJ soon. Summer Ball was around £8000 last year. Also last year, £15,000 was passed for this year's Summer Ball in the annual budget, but this will probably be lowered in the new budget for this year. TP needs a rough idea of exactly how much he can spend before he can begin booking acts/facilities/etc. TP will also look into selling Entertainment-only tickets, probably around 50, but this is dependent upon Beamish's approval. TP needs a rough estimate by this coming weekend. TP will also look into selling Entertainment-only tickets for the Summer Ball.***
- JON + EJ: you have events coming up that you will be involved with, if you want to have a little meeting with myself and LN to discuss advertising and what is needed then we can arrange that.

- Egg day has been pencilled in for the 13th of April, we will need to know who will be around to help and get this planned in advanced as it is out of term time. ***TP has spoken to Brenda today and it has been booked in and added to the college calendar.***

#### x. Steering [AS]

The votes are in, and we now have a new Social Secretary (Laur Nita), Election Officer (Song Yao) and Male Welfare Representative (Eduardo Joel López Torres). Congratulations to all those elected. Laur and Song will be inducted into office hours as soon as possible and added in to the rota. The Steering Committee will meet in the next week or two, where I will discuss with my election officers about sorting the newly put up committee board! ***AS will confirm if Xinxin also needs to be formally inducted.***

#### xi. University/College [TP]

- We have a photo board which needs filling with photos of the GCR committee members, AS can you check that we can fit the whole committee on there and then organise getting this done (preferably faster than previous chairs).
- I am following up with college about the incident on Friday night, I will be discussing with CMT tomorrow.
- BBQ woes continue...
- Followed up about BT dish, if we can send a bill to college when we send off our transition fund money they will include it in that. ***EJ already has an invoice, so can send this if necessary.***
- BT box has been put in and works but needs access to the AV cupboard to change the channels, however CIS has been informed about this and hopefully similar control to the Freeview will be possible.

#### JCR PRESCOMM

- The university is reviewing its sexual violence and misconduct policies.
- Update on Opt-in Opt-out: DSOs (Durham Student Organisations) seem to have issues with the opt-out policy and it is looking like the university will default to the opt-in for next year, but it might be possible for us to have an opt-out system, we are pushing to get this information in plenty of time so that we can prepare accordingly.
- Durham University has apparently altered the logos of the colleges without appearing to have consulted anyone in the colleges, this is part of an overall rebranding strategy and we are looking into why the presidents were not consulted.

#### MCR PRESCOMM

- College bars outside of term time, we discussed about the lack of an open college bar outside of term time for postgraduates, Josephine Butler college is available due to the pre-sessional students there and we were looking to coordinate postgraduates to be aware of the bar there maybe by holding an Inter-MCR event there. We were also considering the possibility of an equivalent arrangement on the Bailey, but there were no Bailey presidents present.

xii. **Welfare [AM]**

- 'itsNOTokay' campaign is coming to Ustinov sometime between 4th-9th March. It raises awareness of sexual violence and provides support for survivors. Takes place as a structured discussion, either as a big group or several small groups rather than a presentation or something. Most likely will be in seminar room and will book once I have a more specific day. **Could organise ordering pizza to coincide with the discussions in order to motivate high turnout?**

- Full Welfare committee will hopefully meet sometime before the end of next week.

- International women's day is coming up on Friday 8th March - I've thought about some ideas for this. 1.) Female film night - Hidden Figures would be good to play on the 5th. 2.) Cocktails/mocktails inspired by inspirational females for karaoke night? Which happens to be ON IWD. 3.) Looking into some women's charities that we could raise money for or work with/donate to.

- International day of happiness is coming up on Wednesday March 20th. This could be a very good day to plan the Welfare lunch and animals around (either the previous or following weekend). Really want alpacas since we're obviously not getting a visit from the SU ones. Will discuss further with the Welfare Committee. **AM has been contacted by the central Wellbeing team from the University asking for suggestions for events, such as the yoga events run last year. This can be discussed with the Welfare Committee in advance, as it would be better/easier to offer specific options rather than receiving myriad suggestions, not all of which may be practicable.**

6. **AOB**

N/A

Sam Littlewood

GCR Secretary

19/2/2019