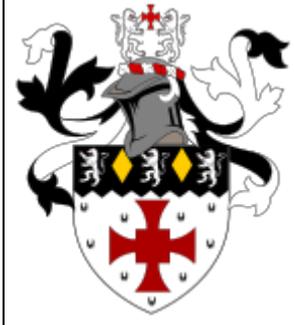


Ustinov College GCR Exec Meeting Minutes



18:00pm, 5/3/19

1. Apologies: KL, AMH

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

2. Approval of minutes from last meeting. .

Minutes from 6/2 need approval; minutes from 12/2 need approval; minutes from 19/2 need approval; minutes from 26/2 need approval; minutes from 5/3 need approval. ***AS will send corrections, and will be passed next week once Exec members have found time to read their respective sections.***

3. Matters arising from previous minutes.

[AP] JO to purchase drum skins on payday. ***Ongoing.***

[AP] AM to report back on visit to CIS regarding Welfare email. ***See Welfare Officer report.***

[AP] EJ and Giuseppe to look at Annual Budget and present to the Exec. ***Will be done in the near future – potentially next week? AS and EJ aim to meet this weekend.***

[AP] EJ to contact Finance team about the figures and possible dates for future payments (e.g. GCR levies). ***EJ received a letter from the Finance team stating that levies were paid already, but the numbers we have and the numbers we sent are slightly off – TP notes it's probably from a handful of people who haven't paid. The rest is the composition fee and BT payment.***

[AP] JO to meet with Facilities Committee to discuss lamps for the bar. ***Committee have met and gone through some options, and spoken to college about what would be possible (e.g. free-standing or attached to the walls)***

[AP] KL to update the photo board. ***Ongoing.***

4. Agenda Items:

[TP]

- Pass £1125 for expenditure on reprogramming the touchscreen control in the bar, Ian has confirmed that college will be reimbursing the GCR for the cost of this. ***Guaranteed that this will be reimbursed, and EJ will bring this up in the next GM. He will request that college pay this amount back immediately. Motion to pass a budget of up to £1125 for this purpose – passed unanimously.***

- Summer Ball Ents-only tickets: we have the option of selling some Ents-only tickets for the Summer Ball, potentially increasing the number of tickets we can sell and if the coaches do not cost any more than these additional people would be “free” for us to bring. I would aim for about 50-100 people this way, however I want to discuss the risk of people not buying dining tickets and instead coming for after the meal. This could be mitigated by pricing these tickets well and plenty of advertising which I think are our best options for making sure we get people going. However I need to commit to this soon as if we have an extra £500 to play with I would like to use it to book in the Paul Skerit band which would need doing soon. ***VB encourages advertising to begin ASAP. EJ suggests selling different types of tickets at different times, selling food tickets first and Ents-only later. VB and AM concur, but TP notes that there could still be an issue if there is insufficient interest. A decision needs to be made soon regardless. TP also notes that 200 dining tickets must be sold before anything else can be sold, and AM notes we could begin selling Ents tickets once that number of tickets have sold. Several issues surrounding this – would dining ticket sales drop? When and how would we announce the sale of cheaper, Ents-only tickets without alienating students? At the least, we need weekly advertising on Instagram and social media to really push the event, and inclusion in the newsletter too. Also need to have dining/dietary requirements by 6th May (a month before the event) – there will probably be an awkward overlap with ticket sales/advertisement of the Honours formal but this shouldn't be an issue given the comparative sizes of the events. Could also have an Ents-only reception in Ustinov prior to the buses arriving to take them to the Ball? Is all this worth the risk of doing Ents-only tickets? TP happy to go ahead and get Paul Skerit even if not, but would feel comfortable knowing that extra money would be going towards their £500 fee. TP will enquire into availability of Paul Skerit and look at alternative Ents options, as the Committee feels like it needs more information before reaching a decision on this matter, although at this point no strong objections are raised, and there is a general consensus in favour of Ents-only tickets. It is encouraged that SocComm meet to discuss this, or to create a focus group on the matter. Agreed that the idea is a sound one, but needs fleshing out with the SocComm – intent behind them, price, entertainment included etc. Given the problems and possible solutions raised, do the Committee support the sale of Ents-only tickets? 6 in favour, 2 abstentions.***

- BBQ discussion: I have a meeting today about the BBQ, I will update about this and discuss the formation of the B.A.G. (BBQ Action Group). ***Van Mildert seems like a solid venue, with plenty of covered and indoor spaces, but also open grassy areas for the stage. TP will post in the Committee group asking who would like to be involved in the BBQ, and can potentially hold another Exec meeting every other week exclusively dedicated to this purpose. We're able to use Van Mildert's facilities until 2am, including their bar, although we don't currently know if the bar staff will be Ustinov's or Van Mildert's (most likely external) or where the profits will be going. During the day we could retain the extant bar rota. If staff are***

strongly opposed to working the event then staffing during the day can be rethought. TP will post in the Committee group and arrange B.A.G for this weekend.

- College advisory board: we are to elect two students to represent the population on the college advisory board, the information about this I will stick in the group so we can read up on it beforehand. Basically, how do we advertise this and want to run this election? ***These can be any students, but we get to decide how these students are elected (as they must be elected by the students of the College). This could be run in the same way as GCR elections, but this runs the risk of failing to catch the interest of potential candidates. TP will mention to College that it probably isn't worth running a second election process as there are plenty of elected individuals already, and will find out the ways in which this differs from the College Council which it is replacing. If this is nothing to do with the GCR then College should theoretically run the elections, rather than us, but TP will follow this up and obtain further information for clarity.***

- DJ for end of term party, as discussed previously I have contacted Helen and she is happy to DJ the event for £125. I also contacted Jamie and Yan to see if they would be interested in running the second channel for 3 hours for £75. So I'd like to pass a budget for £200 for DJs for the evening. ***Designed to have two separate DJs given that there are two different inputs. Motion to pass a budget of up to £200 for this purpose – 6 in favour, 1 against.***

- [VB] Honours Formal: Award categories have been sent to College who have set up the system. Nominations will start on Friday. I'm also discussing the nomination system for biggest contribution to Dryburn with Xiaoxiao. What I would like us to discuss & decide tonight:

1. Ticket reservation deadline for clubs & socs. ***Dietary requirements will be required a couple of weeks in advance of 3rd May. Given that this will be during the break, we need to start selling at least a week before Easter (13th April at the latest). Voting is meant to open on the 9th, so tickets could simply be opened at the same time.***

2. From when we start taking payments.

3. Ticket prices and potential discounts for nominees. ***Normal cost for a formal, and the discount will be £5. Approximately 120 tickets in total, but TP will double-check exactly how many seats we have for the dining hall. [AP] – TP to get figures for Honours Formal.***

- [VB] Honours Formal trophies: I'd like to pass the money for trophies so that I can look into ordering them soon. Trophies we need:

Pool A - winner Premiership.

Basketball Men - winner Division 1.

Volleyball - winner Division 1.

Reasonable trophies all cost around £10-20 (plus £1 for engraving), so I'd like us to pass a budget of up to £60 for the three trophies. ***[ALL TROPHIES/MEDALS DISCUSSED HAVE LINKS ON THE GCR EXEC FACEBOOK PAGE].***

Furthermore, I would like to get medals for the MVPs such as this one:
These cost no more than £2.5 each (includes engraving), so for our 16 sports teams that would be £40. **£100 budget in total. Motion to pass a budget of up to £100 for these purposes – passed unanimously.**

5. Officer Reports:

i. Bar Steward [AMH]

Nothing to report. **TP and JO will look into changing the bar layout once the art exhibition is over. TP will follow up about new alcohol on the bar with Trudie.**

ii. Clubs & Societies [VB]

Castle tickets have sold out (apart from last few stragglers who need to pay)! **No updates regarding Wi-Fi on machines in the gym, but TP will follow this up with Sara.**

iii. Communications [KL]

- 1.) Continued posting about different activities on Twitter and Instagram.
- 2.) Did office hours for the GCR.
- 3.) Kept the WeChat group updated with the latest GCR events. **Comms need to come up with a plan for the Summer Ball, as discussed in the above agenda items.**

iv. DSU [TP]

Nothing to report.

v. Facilities [JO]

Stash nearly gone, vending order booked and delivered. Still waiting to conclude our decisions regarding the lamps. **Can get another vending machine order in before the end of term. EJ requests that JO let him know before he makes a BidFood order in future – JO will send him a message in advance. EJ will sort out the change in the machine after this meeting.**

vi. Finance [EJ]

I will try to call BT today to sort out Keenan House. BT have said that they will send us another card, they said we can use both without a problem but we have to activate the new one at the venue. Also, the Internet Banking has finally been upgraded!

Balance Brought Forward: £25,873.60 (05/03/2019)

Durham City Coaches (Burns Night Coaches) -£425.00 (05/03/2019)
Newcastle Football Match (Burnley) -£360.00 (05/03/2019)
John Leath (Piano Tuning) -£35.00 (06/03/2019)
BFS Group (Vending Machine Supplies) -£115.97 (06/03/2019)
Therese Seiringer (Vending Machine Supplies) -£78.58 (07/03/2019)
Therese Seiringer (Vending Machine Supplies) -£51.68 (07/03/2019)
Yan Birch (Pool Team...?) -£25.00 (09/03/2019)

Balance Carried Forward £24,782.37 (12/03/2019)

vii. International Student Officer [MR]

Nothing to report. ***13th April is likely date for Lindisfarne trip, so MR will begin making inquiries about this, and about going to Bamburgh beforehand to eat.***

viii. Livers Out [EJ]

Nothing to report.

ix. Social Secretary [TP/LN]

- Upcoming event on Friday, this should be being overseen by a combination of Conor, Joel and Sumien. A meeting will be happening tonight between them after the Exec meeting. We need advertising for this ASAP, I will look to make a Facebook banner for this this evening. ***Handover will be happening soon, ideally this weekend and certainly before the next Exec meeting. Potentially Thursday? TP and LN will arrange between themselves.***

- I will arrange a meeting with the Social and Communications committees to look into delegating jobs to them for the BBQ and Ball.

x. Steering [AS]

The GM will hopefully be held soon, and it would be good to hold a full Committee meeting in the near future so that things like B.A.G can be raised and clarified with everyone. ***TP hopes to begin that this weekend in order to get the ball rolling. [AP] – AS to sort out Committee boards in College and in Keenan House.***

xi. University/College [TP]

- Feedback from Dryburn residents: can they get BT sport over there, the question is would this be a new licence or can we get it under the current licence. If we wanted this over there the cost of installation would also fall on us entirely.

- If anyone is being contacted by mentors about the Observatory we are to direct them to college.

- I have attended the meeting of the SPRA which didn't touch on much towards the college, mainly that the SPRA are looking to apply for funding for draining the field, the plans for which you can find in their minutes.

- I have attended a meeting of the induction group discussing the plans for induction next year which went alright.

- I went to a meeting about infrastructure regarding pedestrian traffic. The university has a plan for upgrading and adding to the current set of paths near Grey, Collingwood and Trevelyan. These plans look sensible; however, we expressed our concern as to the amount of extra traffic from the new colleges and the lack of width of the existing paths. This work doesn't seem to extend to include the paths Ustinov students typically use, but may affect slightly the path through Mary's as the traffic lights are moving. They're aiming to have this work completed by the end of Summer 2020.

- I had a meeting at Beamish about the Summer Ball, covered a lot of points so we now have a framework, mostly covered in the above agenda item and I will look to keep this to Social/Comms committees along with anyone interested.

- Had a meeting about the BBQ at Van Mildert, laying down the groundwork for the BBQ, will update in the meeting.

xii. Welfare [AM]

Went to Beamish with Tom for Summer Ball stuff but he'll probably update you on the details. Still haven't heard anything back from CIS R.E. Welfare email unfortunately, think I'll just have to ask them to make a new one.

6. AOB

N/A

Sam Littlewood

GCR Secretary

12/3/2019