

Ustinov College GCR Exec Meeting Minutes



18:00pm, 19/3/19

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

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; minutes from 12/3 need approval. **All uploaded onto Google Drive – can be passed once Exec members have read their respective sections. SL will comb through all past minutes this week and submit them to Connor to be uploaded to the GCR website.**

3. Matters arising from previous minutes.

[AP] JO to purchase drum skins on payday. **See Facilities Officer Report.**

[AP] AM to ask CIS to make a new Welfare email. **Ongoing.**

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

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

[AP] TP to get figures for the Honours Formal. **Ongoing.**

[AP] AS to sort out Committee boards in college and in Keenan House. **See Steering Officer Report.**

4. Agenda Items:

[VB] Request to increase the trophy/medal budget (passed a total of £100 last week) by another £25 because our women's basketball team won the trophy final and because of shipping costs. **Motion to increase budget by £25 – passed unanimously.**

[AS] Tom Briton has requested that the GCR pay for half of his Pies, Peas and dominoes event. He was looking for it to be a mentor/mentee event however was unable to get much interest. He was able to get interest through Ines's Facebook page, but it turns out

that most of the people interested in attending were Ustinov members but not mentees. Tom had also spent most of his mentor stipend but would be happy to contribute 50% to the event. The total amount for the event is £55 so he requests the GCR pay half of that. Thoughts? ***EJ notes that Tom is a trustee, and GCR members were in attendance, so there is some justification. VB notes that the event was not advertised as a GCR event, and has already happened. It could set a poor precedent for funding events loosely related to the GCR. However, it is a relatively small sum, and could be funded on the basis that the GCR make it clear that this cannot be done for all such events. Vote to reimburse Tom – 4 in favour, 1 against. It is emphasised that the GCR will pay, but the event must be organised and run properly next time if it is to receive any money from the GCR.***

[AS] Date of next General Meeting: when would be best to do it? We need one soon to pass our amended budget for this year, especially with large payments about to be made for the Summer Ball and Summer BBQ. ***It is emphasised that the budget MUST be ready for this meeting, as it needs to be passed. Van Mildert might be charging us an amount, but otherwise this is the only major amount we'll need. Going by previous years, we have estimates of expenses, and can leave appropriate breathing room in budgets. VB asks how much do we need to spend, and how much do we have left? Unexpected change in levy system meant that costs came up which were unaccounted for in the last budget. GM would be at least 2 weeks away. EJ will post the budget on the Exec Facebook page and email it to the trustees to get feedback once he has prepared it. VB notes that we could aim for the Trustees meeting on the 5th, which gives ample time for budget making, then hold the GM in the following week. AS will speak to Jamie to arrange a Trustees meeting. GM hopefully in W/B 8th April. GM pencilled in for 10th April.***

[AS] Party this Friday. Need the room organised a little bit, so need volunteers to do so. ***Most of the art has been moved/should be gone by Friday so we should only need to move furniture to clear space for the silent disco. EJ will do the lights. Mobile bar will probably go in the corner by the darts board. AS notes that the mobile bar needs emphasising in advertising so that it's well-used! AS will message MR and clarify if he is on the door to the bar all night. AMH notes that it may be possible to source bar staff externally, such as from Van Mildert, given shortages on Ustinov Bar Committee. AS and EJ are happy to do a shift, and AMH will investigate getting someone externally, to take the weight off of Ustinov staff.***

5. Officer Reports:

i. Bar Steward [AMH]

We have 5 new bar staff, hired last week. They'll hopefully be trained in a couple of weeks, to begin working in April. The cocktails have been quite popular on weekends, and the pizzas are really popular! The drinks on the mobile bar will be Somersby cider, but it will be a cash-only bar. ***Uncertainty surrounding provision of free soft drinks, although water and sparkling water will be available free of charge. AMH will check with Trudie about soft drinks, and expects that it will be possible. Also endorses imposing a minimum spend on card, due to the slow***

speed of the transaction. This is generally agreed to be fine, but VB notes that this needs advertising immediately so that people are able to get enough cash out prior to the event. The bar and café will remain open throughout the Easter break, albeit with reduced opening hours.

ii. Clubs & Societies [VB]

- I'm trying to find indoor training space for our teams over the Easter break but it's a pain because everybody takes ages to reply to me...
- Trophies + medals for Honours Formal are ready to order, if anyone wants to look over my basket after the meeting you are welcome to, otherwise I will order them tonight. A picture of the four trophies is available on the Exec Facebook page.
- Have started some low-key advertisement for Honours Formal and asked captains to collect reservations. Would be nice to know maximum capacity of the Business School restaurant and the menu within the next few weeks! ***EJ has received a complaint regarding the treadmills making excess noise and shaking heavily – VB will investigate.***

AS has also received a request to extend the gym's opening hours for Ramadan – VB again requests that details (e.g. dates) be sent to her, then she can consult college to see if this is possible. [AP] – VB to talk to TP about pool cues.

iii. Communications [KL]

Nothing to report.

iv. DSU [TP]

There is a postgraduate forum this Thursday. It will be advertised in the newsletter.

v. Facilities [JO]

- Facilities Committee meeting organised for 9am tomorrow morning.
- Drum skins ordered. ***JO will fill in a reimbursement form and submit it to EJ.***
- Vending machine will be stocked up a little more tomorrow morning.
- Now college have found it permissible to drill holes into the wall I am going to push for GCR permanent decoration (i.e. la flags). ***[AP] – JO to look into getting bean bags for the bar/piano stool/fixing or replacing electric piano.***

vi. Finance [EJ]

Motion to pass a budget of up to £462 for football tickets for Newcastle matches - ***passed unanimously.***

Emptied the vending machine and counted the money – I'll do the same with the pool tables tonight. **AS notes that TP and assistant treasurer need to report back to EJ if they use codes for GCR bank accounts etc. so that he is able to keep track.**

EJ needs to speak to the lawyer who assists the charity-based colleges in order to discuss the opt-in/opt-out system. EJ needs to see if choosing between them is a possibility, as there are positives and negatives to each, and what the timeframe of implementation will be. Further discussions can then follow, but if we don't have a choice then there is no point, so he will establish this first.

Will be meeting with the University's finance team in the next few weeks.

Balance brought forward (12/03/2019) £24,782.37

Custom Planet (Committee T-Shirts) (12/03/2019) -£463.20

BFS (Vending Machine) (13/03/2019) -£128.63

Ying Shang (Women Basketball Referees) (19/03/2019) -£50.00

Christos Vlahos (Men Basketball Referees) (19/03/2019) -£30.00

Vera Bieber (Gym Ball) (19/03/2019) -£13.95

Vera Bieber (Superbowl Food) (19/03/2019) -£96.65

Tim James (Roleplaying Books/Boardgames Society) (19/03/2019) -£146.61

Connor Armstrong (Red Nose Day) (19/03/2019) -£79.87

Connor Armstrong (Mario Kart/Just a minute prizes) (19/03/2019) -£19.99

Balance Carried Forward (19/03/2019) £23,753.47

vii. International Student Officer [MR]

Received quote from Durham City Coaches; £500 for a single 53 seat coach for the Bamburgh and Lindisfarne on 13 April (price for the three for York was £480 each, so in the expected range). Unless anyone has any objections, will go ahead and confirm coach. **Agreed that ticket prices should be adjusted so that we break even. No objections raised. Motion to pass a budget of up to £500 for this purpose (on the condition that ticket prices are adjusted accordingly) – passed unanimously.**

Revised Itinerary:

9:00-11:00 Travel to Bamburgh Castle ~2 hours (including Keenan House pickup)

11:00-14:30 Bamburgh Castle 3.5 hours

14:30-15:00 Travel to Lindisfarne ~30 minutes

15:00-17:00 Lindisfarne 2 hours

17:00-18:00 Lindisfarne to Durham 2 hours

Contacted Brenda, she has the National Trust card booked for us for the day of the trip. I'll need to let Lindisfarne castle know we're coming at least a week in advance to use it.

Prices for tickets from previous trip to Bamburgh and Lindisfarne were:
£4 for a child
£7 for GCR Members
£10 for Non-Members

VB notes that it may be annoying to advertise without ticket prices, but we ideally need to discuss them with MR first. Can be adjusted to break even, then advertise the revised prices in the weeks prior to the trip.

viii. **Livers Out [EJ]**

Possibly running a 'Survivor's Brunch' on the upcoming Saturday in Spoons. ***EJ will put together an event for the Livers Out and Ustinov Facebook pages. Will probably run from 11am.***

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

Social Committee happened, don't currently have any information on how it went! Red noses have been selling reasonably well. ***It's acceptable for the Ustinov GCR, as a charity, to give money to a charity if they share similar goals to ours, although it will need to be justified – any excess money raised from Red Noses can thus still go towards Comic Relief.***

x. **Steering [AS]**

Steering Committee will meet this week (I believe Sunday afternoon). One of the things we will discuss is having the election officers put the pictures up on the Committee board! ***Could have Exec members and Committee separate, but grouped together by sub-committees? Open to suggestions regarding the layout.***

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

- Egg day advertising, need to begin on this.
- Ball planning meeting happened and we have a skeleton for the ball planned out, we will be beginning our advertising campaign for this at the weekend.
- I am planning on speaking to college about them updating their website for next year, if anyone has anything they have noticed let me know.
- College honours should be pushed again to get some more nominations as people might have missed/forgotten the email. Stick link on the FB page and event. ***TP will get KL to advertise on relevant social media.***
- I will aim to organise a B.A.G. Meeting this week, probably at the weekend so anyone interested in getting involved in the planning keep an eye out for that.

Prescomm

- Operations restructuring: the university has decided to save money by restructuring the operations roles across the university, I missed the original

meeting this was announced in, but presidents are strongly opposed to this and are currently looking into how this will affect JCR/MCRs. I am aiming to find out from college how this will affect us, and the timescale for the plan. **AS requests that Trustees meeting be held on April 4th or 5th.**

xii. Welfare [AM]

Nothing to report. **Latex-free condoms haven't been ordered yet. [AP] – AM to order latex-free condoms.**

6. AOB

Full Committee meeting can't be held next week, so it will be either 1st, 3rd, or 4th April at 4pm. Will put out a poll...?

AMH emphasises that only the bar staff can change the music, as a general rule. Those in the bar/café area wishing to change the music must at least speak to a bar staff member before going behind the bar to sort it out!

It is requested that it be made clear to bar staff that they cannot go onto the bar and pour themselves drinks during a party if they are not on shift at that time, as this issue has been observed at recent parties.

Sam Littlewood

GCR Secretary

19/3/2019