

# Ustinov College GCR Exec Meeting Minutes



18:00pm, 26/3/19

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

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; minutes from 19/3 need approval.

**Minutes from February passed unanimously. [AP] – SL to make sure members read their respective sections in remaining minutes so that they can be passed.**

3. Matters arising from previous minutes.

[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] TP to get figures for the Honours Formal. **Not yet done – TP will speak to College tomorrow.**

[AP] AS to sort out Committee boards in Sheraton Park and in Keenan House. **Ongoing.**

[AP] VB to talk to TP about pool cues. **TP and VB have messaged the pool people but they haven't been very responsive – VB will continue to push them.**

[AP] JO to look into getting bean bags for the bar/piano stool/fixing or replacing electric piano. **Ongoing.**

[AP] AM to order latex-free condoms. **TP will order these shortly.**

4. Agenda Items:

[VB] Pass £954.50 to be paid to Team Durham for team entry (£260 for 13 teams), men's football crumb hire for matches (2x £300), FA affiliation (£28 each for 3 football teams), and a cricket ball (£10.5). This was covered by Alex Blair's

budget last year, so we can pass it in exec despite being over £500. Note that the budget severely underestimated the fees we need to pay to Team Durham: the budget says £1000, but just going off the Team Durham college fees overview I would calculate a total of at least £1700 just for things like match fees, league entries, and affiliation. ***TP notes that we need to double check these figures. This is under the budget so it should be fine. [AP] – EJ and VB to discuss the budget for next year. Motion to pass a budget of up to £954.50 for this purpose – passed unanimously.***

[TP] Amendment to the money passed for Yan and Jamie to DJ to just be £75 for Yan to DJ. ***Yan DJed for three hours, and Jamie did not participate – must be clarified that this is the same amount of money previously passed, but it is now only being paid to one person. This is an equivalent rate of pay to Helen's. Amendment passed unanimously.***

## 5. Officer Reports:

### i. Bar Steward [AMH]

Nothing to report. ***TP will speak to College regarding some things from Friday, such as how much we made, and why the event was so disorganised on the part of the Bar Staff. Lack of communication was an issue. We're planning on getting some new drinks behind the bar, such as Desperados. Bar has limited space to add new taps, as this would require rearranging space behind the bar, so installing a new tap on the bar could raise issues. TP will ask about buying a standing keg for guest ales/beers, and mention that this is a nice experience for international students (e.g. having Durham Brewery on tap). TP will also look into mocktails, and push for an (updated) cocktail list.***

### ii. Clubs & Societies [VB]

Working on getting slots for our teams for the Easter break and getting teams hyped for the Honours formal! ***TP requests that VB come up with a more concrete plan for next term – worth preparing for a new person taking over C&S to make the transition easier, e.g. handling communication with Maiden Castle and the transition to Durham Girls' School. Better to do these things now rather than over the summer. No updates regarding the treadmills – EJ and VB will talk to Giuseppe to see if vibrating is still an issue.***

### iii. Communications [KL]

Nothing to report. ***VB notes that KL needs to push nominations in online advertising, as they close on April 2<sup>nd</sup>. VB has set up an email regarding the Castle formal, and will run through it with TP after the meeting. [AP] – KL to post all Comms updates in Livers Out group.***

### iv. DSU [TP]

Nothing to report. **Noted that it is important to find a DSU Rep for next year!**

**v. Facilities [JO]**

- Meeting with Facilities and Social Committees went well, and we now have a shopping list for college to buy.
- I have pushed college on the flags situation and now there shall be hooks drilled into the walls by the windows and the flags shall be put up permanently. We simply need to decide which flags would be important, and whether this should be an exec decision or a student one.
- Vending machine restocked, I will stock it up one last time on Thursday before I go.
- Music room things arrived and I have contacted David, we will go after I'm back to sort everything out.
- Toner is now in the printer but I can't seem to get it to work. Would someone be able to take a look? **No longer an issue, as we now have the CIS printer.**
- Waiting to hear back from college about the bean bags and whether we can have them back.
- On my to-do list: ordering the piano stool and calling the music shop to take a look at the electric piano. **VB also requests that JO do something regarding the pool table in the Observatory, as it doesn't seem to be in a great state. [AP] – JO to look into purchasing a trophy cabinet, to investigate what flags we have in storage, and to look at the pool table in the Observatory.**

**vi. Finance [EJ]**

- DSO Treasurer will have a meeting with the Finance Team from the Uni late April. As we are not a DSO I'm not supposed to go but will ask if I can attend anyway. **This will be around April 18<sup>th</sup>.**
- Forwarded a weird invoice from Maiden Castle requesting a lot of money to VB. **VB has sorted this out.**
- Updated the GCR accounts and expenditures.
- Silent Disco DJ's payment.
- What happened with Tom Briton's event payment? **EJ will chase this up with AS.**
- Deposited most of the coins last week with Giuseppe's help. Action Point for Tom to forward me the CIS invoice for the connection of the BT Box and the Bar console.
- I will also count the coins from the pool tables tonight.

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Balance brought forward (19/03/2019) £23,753.47

BT Sports (22/03/2019) -£373.99

Cash-In (22/03/2019) £1,415.00

Newcastle Football Match (25/03/2019) -£462.00

Helen Paton (End of Term Party) (25/03/2019) -£125.00

vii. International Student Officer [MR]

Need to discuss Bamburgh ticket prices. *They need to be cross-referenced with coach prices. £4 kids, £7 GCR, £10 non-GCR, like last year, would mean a loss of about £98. MR proposes £5, £7, £10 to improve this, as it's a good idea to subsidise our trips a bit. Lana hopes to sell about 25 tickets (half of the coach) at Keenan House, and this trip has sold out in the past. It may be the Easter break, but MR has already received enquiries about reserving a ticket. VB suggests trying to break even. If there are a lot of reservations or ticket sales prove popular then we can always book another coach. £4, £8, £12 is another option. MR plans to begin selling tickets on Wednesday 26<sup>th</sup> (i.e. tomorrow). Previous trips this year have had slightly more non-GCR members attending. £4, £8, £12 is agreed to be reasonable, particularly given free entry to Lindisfarne because of our National Trust membership. This will result in a loss of around £32, but this is a minimised and manageable loss. EJ will put an extra bag of 50ps in the float to help with change during ticket sales. Motion to set prices at £4, £8, and £12 – **passed unanimously.***

viii. Livers Out [TP/EJ]

[TP] Here are some comments that have been collected from some Livers Out:

Office hours

- 6-8pm seems too restrictive for people who need to travel a long way to get to Sheraton (and don't own a car).
- Could hold sessions at other times/ locations – especially the Science Site or DSU (being more central/ covering a different area than Sheraton/Dryburn)
- Cash only payments and no cash point nearby (mainly an issue for those who suffer as above and so don't visit often). **TP will get in touch with Connor and follow up with the individuals who have been complaining to see which times/places would work best for them. The office could be opened earlier on a particular day, 5-7pm for example, to make it more accessible after the working day. Times would need to work for everyone, though, rather than one or two people.**

Events

- More variety in location/ type of event for Livers Out... as well as more events full stop. **TP notes that it might be worth organising a walk or tour this weekend (as part of Walk All Over Cancer), and MR will try and organise something, time allowing. Could also run a midweek trip to Flat White Kitchen/Café? Need to make sure that things are happening in the group, and that things are being communicated to Livers Out in a clear and timely fashion.**

I would suggest trying to ask what their preferred method of communication is and then to arrange an event for them soon after the Easter break.

[EJ] Unfortunately, I didn't manage to organise the brunch. I will contact the Escape Rooms this week to see if they have any dates available during the Easter break.

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

- Party on Friday went well, we had good turnout and the silent disco appeared to be very popular.
- Castle formal is coming up this week, we could do with an information email being sent out to remind people of the arrangements and it might be worth organising people to walk down to the Castle at a certain time.
- Need to plan the kids party, I will get our Dryburn Representative and Anna Kranz to look into planning this, once I have spoken to college about whether we can rearrange the date. **Several complaints received regarding the music played at times. TP agrees, but notes that Silent Disco only really works when there are a lot of people listening to the same music, so as the room filled up more people were happy with the music choices. EJ suggests that we could look for another DJ for the next party. TP can look into this and give feedback, but notes that most people generally enjoyed the party, despite a slow start.**

x. **Steering [AS]**

Met with the Steering Committee, they are on board to do the Committee board and they will be discussing it over the coming week. If anyone would like to change their picture, send it on to me otherwise we will just be using the ones from the website. They had a couple of ideas about how to get more people involved in elections and GMs – we will be meeting again in a couple of weeks/a month to discuss it in order to try to maximise the number of people applying for exec positions and attending the AGM, which is pencilled in for April 10<sup>th</sup>. [AP] – **AS to see who's around over the break and make sure they are keeping on top of tasks, e.g. vending machine.**

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

Ball Planning

- Decision to make about the ball menu: TP will bring the options to the meeting. **Will post in the Exec Facebook group after the meeting.**
- Ball date has been proposed to be moved to the 12th of June to make it more attractive to people with exams on the Friday the 7th. This will have been decided by the time the meeting happens and then TP + Comms will work on sending the information out. **TP confirms that the event has been pushed back to June 12<sup>th</sup>. The Committees have come up with a plan, and we now have a poster too. This weekend we should have a description of the Ball and Beamish**

***on the website this weekend, as the concept of a Summer Ball may need explaining for some students.***

- Advertising campaign has been worked out, will need some tweaks with the new date but otherwise will be good to start.

- TP will run through advertising schedule for comments + also could do with input from international students about a description of the event to make it clear what the ball is...

#### BBQ Planning

- BBQ planning meeting happened on Sunday, was not that well attended, only one member of the wider committee showed up.

- From this I have put sub committees in charge of particular parts of the BBQ.  
***More efficient than waiting for keen volunteers to take on responsibilities.***

- Will run through the roles and task assigned to each committee and work out when we will have B.A.G meetings outside of Exec to begin work on the BBQ, I would suggest a meeting every two weeks to discuss in general, alongside meetings with your subcommittees to work on your action points.

- I have put a BBQ planner on the google drive, I am hoping to fill it out soon and need to begin planning the timescales of the upcoming planning. ***Each of the individual sections will have someone in charge of them overall who can be consulted with and oversee planning as the main point of contact. Will plan timings of preparations in advance, so these can be followed up as the event approaches.***

- Big things that need planning soon are the advertising, “branding”, and booking acts/staging. ***The ‘theme’ will most likely be 60s/70s hippie, JO will hopefully get in touch with people in College interested in graphic design who may be able to help, and who could help with drawing up a map of the site.***

#### Ops meeting

- I was in a frustrating meeting with the university about the college operations restructuring, the university has sent out some information about this and there has been a coordinated attempt to get the university to have proper student consultation about this. ***Student consultation is still open.***

- It looks like the university is set with its decision to go ahead with the restructuring, and it will be up to us to push the university to make sure that the changes affect the student experience as little as possible.

- Ustinov will not be affected as much by this as some other colleges but will still be having some changes.

Nothing to report. ***TP will follow up with her and the Welfare team about the Welfare lunch. It is noted that there haven't been any Welfare events for quite a while. TP will order latex-free condoms – see Action Points above.***

**6. AOB**

***VB asks if we're going to get people to walk attendees to the Castle formal. TP notes that it may be worth posting in the group on the evening to see who is walking over and helping them to get there – should take around 20 minutes. Castle Bar is only open 6pm-7pm, so TP notes that this needs clarifying in case people want to take pictures and thus miss the bar opening. People should know where Castle is by now, so they should be able to walk themselves over.***

Sam Littlewood

GCR Secretary

26/3/2019