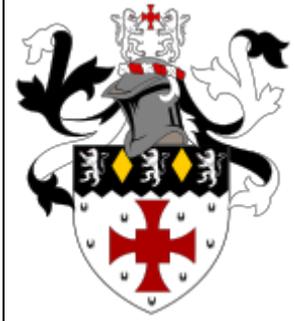


# Ustinov College GCR Exec Meeting Minutes



18:00pm, 5/3/19

1. Apologies: EJ, AMH

Present: AS, TP, MR, JO, SL, VB, KL, 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. ***Done, but will be posted on the GCR Committee Facebook group following today's meeting. Will be approved at a future meeting.***

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. ***TP will encourage AM to follow up on this.***

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

[AP] EJ to contact Finance team about the figures and possible dates for future payments (e.g. GCR levies). ***Ongoing – has information on some but not all of the payments.***

[AP] JO to meet with Facilities Committee to discuss lamps for the bar. ***JO will try and arrange this in the coming week.***

[AP] TP to check with AS regarding our capacity/ability to spend money when it will go directly to a charity. ***Related to Red Nose Day and Sumien's donation relating to the pub quiz. AS recalls that giving to charities was fine last year, on the condition that their principles/goals are aligned with ours. Caution required, as payments cannot be decided on behalf of other people (i.e. taking an amount out of money raised without informing participants in the quiz beforehand). Won't detract from the prize as nice chocolates will be given to the winner instead! Red Nose Day should be fine too – could sell the noses for £1 each? TP will bring more information to AS – the noses will be sold for £1 each, and the £10 loss will be donated to the charity (Comic Relief).***

[AP] KL to update the photo board. **Ongoing. We need a key for the board – JO will investigate getting a new one cut or getting hold of one from the Porters.**

[AP] MR to check tide times for Lindisfarne trip. **See International Student Officer report.**

#### 4. Agenda Items:

- [VB] Honours Formal! Tom and I had a meeting with Sarah and Martin this morning. We need to have a final list of nomination categories by the day after tomorrow. Sarah recommends having about 8, but no more than 10. Categories she wants include:
  - Outstanding contribution by PhD
  - Outstanding contribution by Master's
  - Undercover hero (***This cannot be a GCP scholar***)
  - Contribution from non-Ustinovian (could be students from other colleges, mentors, porters...)

Popular categories in previous years:

- Friendliest bar staff member
- Most enthusiastic dancer
- Best Ustinov chef

Suggestion from Martin to also have a best non-sports group (could be society or GCP group) category to balance out the sports part.

For sports (separate from the above), I want to give trophies to the teams that win their leagues (will probably be 3) and to award an MVP from each team, chosen by the captains. ***Suggestion that we could have a category including Dryburn/contribution to life at Dryburn to ensure that residents there are represented in the awards? Xiaoxiao can distribute ballots and raise awareness. 'Best Event' may not be a great idea, given that we still have several great events still to come! VB will post those which have been discussed in the Exec Facebook group so that members can comment on them and suggest others, prior to letting college know our final choices.***

- [VB] Castle Formal – do we need a coach? Also, last year's Castle Formal had higher ticket prices than other formals: £15 for GCR members and £20 for non-GCR members. What do we want to do this year? ***Haven't had a coach in previous, recent years, and there are bus services to North Road which minimise the distance to walk for those travelling from Sheraton Park and further afield. Decision made not to get a coach. Price of the formal adjusted to combat making a loss, rather than trying to break even, as per head Castle is more expensive than other formals. General consensus is to keep prices at £15 and £20 for the time being, but TP will double check ticket prices and get more information (e.g. when the bar will be open).***

- [KL] Comms Committee want to update the printed GCR activities pictures on the board— there are some old Fisher House events— as Boots Instant Print costs £0.42/ picture, we would like to print 30 pictures, this would come to £13.60. We would like to ask to pass £15 for the budget. If it passes, we will let the Press Secretary get involved and do the reimbursement. ***KL has a key to the board! Budgets under £15 do not need to be passed, only ratified with EJ.***

- [JO] Motion to pass a budget of up to £300 for items for the vending machine. ***Motion to pass a budget of up to £300 for this purpose – passed unanimously. AP – EJ to empty money from the vending machine and pool tables.***

## 5. Officer Reports:

### i. Bar Steward [AMH]

We are participating in the International Women's Day on Friday, and have created a special mocktail to celebrate the occasion. ***AM will ask Bryony to make a special post advertising the cocktail/mocktail to raise awareness prior to Friday. Investigation from the incident a few weeks ago is ongoing – Ian will let us know when an outcome has been reached, but as this is above College level we will not know what this outcome is. College are looking into default positions for furniture in the café, i.e. rethinking how the bar is laid out and having a blueprint of where items should be moved back to following an event. We also now have biodegradable straws!***

### ii. Clubs & Societies [VB]

- Ustinov is now third to last on the college points table, we have overtaken Stevo!  
- Swimming reimbursements are going fine, and a Pilates ball for gym has been purchased.  
- Planning for Honours Formal is starting up – see first agenda item. ***VB will measure space in Neville's House to check if we can fit a trophy cabinet in there.***

### iii. Communications [KL]

1. Retweeted different news from Ustinov College, Principal & staff team.
2. Shared the passwords to the Instagram, Twitter & Peter Platypus accounts with the Press Secretary. ***KL will be absent for a period of weeks, but is not yet sure when this will be – will inform the Exec once she knows, so that we can keep track of dates/Press Secretary's use of social media.***
3. Reposted the GCR events to WeChat group— people love both the pancake day & the film night.
4. Shared the Durham semi- final with our Ustinovian - Murry.
5. Promoted GCP International Dress Party event.

### iv. DSU [TP]

Nothing to report.

**v. Facilities [JO]**

Stash arrived last week, all went well apart from one person whose shirt we are trying to replace based on size. Also pancakes are here! Facilities meeting will be this week to look at and discuss lamps – we have £200 to spend on them. I'll also try and attend to my APs in the coming week.

**vi. Finance [EJ]**

- Question for Tom about reimbursing Yan. ***TP believes he requires bank details – Yan needs to fill in a reimbursement form! This will solve the issue. AS can take one to him tomorrow.***

***Any questions regarding the budget can be directed to EJ.***

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Balance Brought Forward: £25908.55 (26/02/2019)

Adobe License -£24.96 (28/02/2019)

Netflix -£9.99

Durham City Coaches - Burns Night Formal -£425.00

Newcastle Football Match (Burnley) -£360.00

Balance Carried Forward: £25088.60

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

Posted the poll for trip to Bamburgh/Lindisfarne. April 13th (17 votes) and April 6th (15 votes) are currently winning out, which is kind of nice (gives me a little bit of breathing room to plan). Ian Mac chimed in, saying the 13th and the 23rd are the best dates as far as tides are concerned. My issue with 23rd is that I should be in Krakow for a conference.

We also had a message asking if we were going to plan a trip to Edinburgh or Manchester; I said we were going to put a poll up for possible additional big trips. As I've said, Edinburgh is not one I'd particularly recommend due to the train ride being faster and more scenic. And Manchester is a bit longer than I'd like to be on a bus. But should probably consider it, nonetheless.

I might try and organize some weekend walks this month, in support of Walk All Over Cancer. With the IDP stress starting to level out, I'm starting to consider options.

**viii. Livers Out [EJ]**

Sent the pictures from the Trampoline day to the people who attended. Will wait and see if they send any other pictures so that I can forward them to KL and get them posted on social media. **KL notes that EJ can send the pictures directly to the Press Secretary.**

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

Karaoke will be happening this Friday. TP will try and do the handover this coming Friday. LN will attend karaoke to see how things are done (e.g. setting up the event).

**x. Steering [AS]**

The charities commission responded regarding the 2016/2017 accounts that were marked as having a problem. It turns out the issue was that the GCR accountant forgot to delete some marked words to say that there were no problems. The charities commission have now updated the accounts to show that there is no issue.

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

COLLEGE/UNIVERSITY

- I have contacted Beamish looking to arrange a meeting either Friday or next week, once I have a day for this I'll let people know, and if anyone is interested in being involved we can probably have 4 people go for this meeting.
- There is a noticeboard up at Keenan House for committee photos which will need filling too, probably a job for XM.
- Castle formal tickets need to go on sale this weekend! I have made posters and Facebook events/banners for karaoke, party and Castle formal.

CMT

- Spoke to Ian about the BT thing, I need to send him the invoice and he will look into what the options are and what we can do about it. **College will either cover the cost or speak to CIS about it.**
- Training for Welfare reps, centralised welfare training, looking to be run in June, we should propose this for our incoming welfare team and president and it is open to a non-DSO.
- Should advertise that swipe cards for access can be got for livers out they just need to come to reception and ask for one. **KL will advertise this on social media and ensure that the Press Secretary includes it in the newsletter.**
- Trophy cabinet: VB and sports reps to get measurements and can purchase a cabinet with Emma's approval, we were looking to put one under the stairs in Neville.
- New cafe layout, once the art is over college would like a plan for the cafe to be worked out, I would suggest TP, JON and AM to look into this with the Facilities team.

## PRESCOMM

JCR

- Discussion of a finance paper “justifying” college fees, TP will post this to the exec group for everyone’s enjoyment and to look over. We can look into circulating this amongst the population if we think it is worth it.

MCR

- Research experience survey going out, can look to push this once we have more information.  
- College Honours.

***We now have a venue for the BBQ! TP will head to Van Mildert soon and begin inspecting the layout/facilities/etc. so that we can get cracking with planning the event properly. The evening has been manned by external staff in previous years, and we will need someone to take care of the bar, so there is a precedent for this to happen again.***

***VB notes that karaoke needs sharing to Ustinov GCR’s Facebook group and shared on other social media ASAP.***

### xii. Welfare [AM]

International Women’s Week is going well so far. Fancy dress isn’t happening for karaoke. ***‘Power Hour’ of female artists only should still be possible, though! ‘Consent Matters’ talks will now be next week, rather than this week – AM will get in touch with Rowena about this, and will advertise it once we have a fixed date.***

### 6. AOB

***CIS have been yesterday to fix the screens but haven’t brought the right materials, so only some of them are still working. As such, tonight’s film night could be held in the Seminar Room instead? Several issues need following up with CIS, so we need to push this if we’re going to get things fixed in college within a reasonable timeframe.***

Sam Littlewood

GCR Secretary

5/3/2019