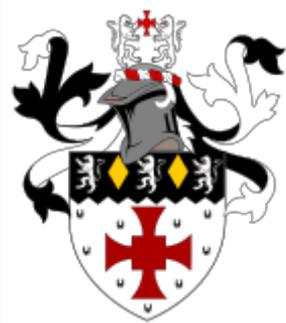


Ustinov College GCR Exec Meeting Minutes



18:00pm, 15/5/19

1. Apologies: JO

Present: AS, TP, SL, EJ, VB, MR, JL

2. Approval of minutes from last meeting. .

All minutes from March need approval; a couple of sets from April need approval; last week's minutes need approval.

3. Matters arising from previous minutes.

[AP] JO to look into broken amplifiers/cables in the Music Room. *Ongoing.*

4. Agenda Items:

- [AS] AGM.

1. From my post on the Exec group, there does not seem to be a problem with having the AGM on Saturday 8th June. I have emailed College to book the room 19:00 - 21:00. Just to check, are there any issues with this date?

2. Plan of action:

- Meet the exec next Monday 20th May.

- Push advertising over the following two weeks by doing for example the exec spotlight that was done last year (describing a couple of the roles per email)

- Another meet the exec Monday 3rd June.

- Agenda items (changes to governing documents, HLMs, etc) and manifestos due Wednesday 5th June.

- Agenda will have to go out Thursday 6th June. If this is too tight a time frame for SL then I am happy to help compile it!

Does this timeline seem reasonable? Any comments? *EJ concerned that the new Treasurer will not be able to attend training, but is happy to take notes and hand over the information on their behalf.*

3. Advertising:

- Meet the execs.

- Newsletter.

- QR codes for applying and for voting
- Facebook event + other social media advertising.
- Series of 'exec highlight' emails (so lots of emails)

I encourage all of you to talk to people too. If they are on a PhD or a Masters that lasts longer than a year, ask them if they have ever considered being part of the committee. You never know who has been a tiny bit tempted in the past who would be encouraged by talking to one of your wonderfully friendly faces! Any other suggestions? Feel free to tell me over the next week or two!

- **[MR]** Jiunn Wang has previously been a contact for the local Cross Quarterly publication for Neville's Cross. He is leaving, and has asked if that link could still be maintained. Generally, the Cross Quarterly will publish upcoming events happening in the local area, usually covering a several month span.

I guess the main question would be if this is something we should consider continuing on, providing contact info for the Communications Officer/Press Secretary/ISO Officer. ***This will be considered – could be handed on to the next Exec?***

- **[TP]** BBQ catering budget: I have received a budget for the catering for the BBQ which has been built around serving 400 people, it looks like it covers a fair range of things (Halal, Gluten Free, Vegan/Vegetarian) and I am happy with it. Unfortunately it is slightly higher than the budget we passed for catering for the BBQ at the GM last weekend, however we have a chance to update that budget for next time once we have a better idea what some of the bigger expenses will cost. It is only £500 more expensive than the budgeted option and I think that this is a good option. I am happy to take any feedback about the food provided and I can wait till after the AGM to fully confirm this in line with an updated budget. ***Budget can be viewed through the Google Drive. TP notes that there are some things left in the budget which were only relevant last year (e.g. insurance for weather, given that we can now move things inside). TP is happy to play around with the budget once we have a clearer idea of other costs, like Ents. TP thinks that this we currently have an acceptable amount of food, and believes it will be possible to take £500 off of the budget as it currently stands. Mexican band will possibly be happy to perform for free again, but if there is some money left then it might be good to pay them. VB suggests drinks vouchers, given that we do this for Ustinov Live and previous BBQs. Motion to increase the budget for food to up to £2500 – passed unanimously.***

- **[EJ]** 1.) Stage for the BBQ: AS sent me the invoice from JC Audio for the stage and sound stuff for the BBQ. The total is of £1,400 and covers both concepts. If you have any questions please direct them to AS. (This agenda item is to pass that budget). ***Motion to pass a budget of up to £1400 for this purpose – passed unanimously.***

2.) Budget for Pride Week: Rowena got a quote from Dusk til' Dawn for the karaoke the 23rd of May for the Pride Party. It costs £200 and would be from 10 p.m. to 2 a.m. Also, we request a budget of £21.93 for 100 glowsticks/connectors (£7.95) and 2 sets of glow in the dark face painting (£6.99 each one). So, the total we request is of £230.00 (to cover both things and any possible change in the prices). ***These prices***

include delivery, and there 6 tubes of coloured paints in each face painting pack. The budget is amended to incorporate make-up brushes, and any other items which might be needed. Motion to pass a budget of up to £250 for this purpose – passed unanimously.

3.) Summer Ball ticket sales last resort: As mentioned last week, I seriously think that we should open the Summer Ball to compensate the deficit (Thanks TB for correcting us with this terms) we will get that was stated by AH during the Emergency GM. Any further news about the MCRs/Mentors (TP)? Again, I volunteer to be outside the library and sale the tickets there or visit the colleges to receive the payments if required. We really need to minimize as much as possible that deficit and it seems to be the only solution... ***TP notes that ticket sales are still trickling in. MCRs and mentors have said that they will try and push ticket sales. Still waiting on an exact number for room costs, but could probably cover it by taking £2 from each ticket, which would allow us to keep the full set-up on which we had planned. EJ notes that we will still have a deficit in the Annual Budget, regardless, and he is keen to minimise this through Ball ticket sales. TP is concerned by potential lack of interest, but there is general agreement that it is certainly worth trying. TP will send off a preliminary set of numbers following the next round of emails, ideally 3 weeks before rather than 2 weeks before the event. This gives us one week. TP is more than happy to keep the Ball open to MCRs, and undergraduate guests, but would rather not open it generally so that students from other colleges flock here in too many numbers. AS notes that we don't have an Inter-MCR event at Ustinov this year, so this would be an ideal opportunity to make up for that. Decision made to keep ticket sales to postgraduates. VB recommends making an event as soon as possible to promote information, and advertising selling location and dates in all relevant PG groups, and by email. Deadline a week on Sunday. Could also cut out some of the rooms we're hiring, although some of the rooms are quite small so we'd have to be selective with which rooms we kept. TP and EJ will get on with advertising as soon as possible.***

- [MR] Received an email from Lana: For the last couple of years I have been organizing the Eid celebration at Keenan House, which always was a big hit for kids and their parents.

I usually request small donations from families to buy small gifts for the kids, and each family usually brings a dish to share. I was wondering if this year the college or the GCR would be able to hire a bouncy castle or if some type of entertainment (a magician/ clown...).

Last year the Eid Party was very popular we had around 70 Children and about the 30 Adults attending. We received around £400 and various treats and crafts supplies for the children. Each of the kids received a toy and a bag filled with candy, we order food from a restaurant for everyone and most of the families prepared a dessert."

I've asked her if she has an idea about possible entertainment cost, she has said she has gotten package quotes of about £130-220. Could we put any money aside to support the entertainment at this year's Eid party? ***EJ notes that we can actually cover this, as this is covered in the budget. MR is not sure about the exact date of the event, but it will be at the end of Eid. TP requests that MR email Lana to get***

more information about this, and TP will speak to college to see if they're already running an event. The idea is great, but we need more information on what is being bought and when the event will be before the Exec can support the event. Once Lana has come back with some options then decisions can be made regarding funding. General agreement that this is a good idea, though!

5. Officer Reports:

i. Bar Steward [AMH]

There will be a special cocktail for the Pride party on the 24th. We also have Magnums in the café, too.

ii. Clubs & Societies [VB]

- We have submitted 9 teams for Festival of Sports!
- Balance trainer for the gym has arrived and my male sports rep helped me to pump it up. It's fun to use, give it a try! My female sports rep noticed that the self-massage foam roller in the gym is broken, so I also got a new one.
- I have been successfully working on getting indoor facilities for our teams over the summer: All our indoor teams will get a weekly indoor slot at Maiden Castle from 10th June (after exams) until the end of August. The later half of these will be in the new MC sports hall. I have also persuaded the university to fund a few training slots at Freeman's Quay during the exam period, now we just need to check for available times. ***We will get one 2-hour slot per week. It is requested that VB check when the insurance on the gym machines expires, and compile a list of all the items which she has bought for the gym, so that we know what belongs to the GCR and what belongs to college. Also, VB needs to check whether college or the GCR are in charge of machines, so that issues such as reinsurance and repair are clarified, as gym pricing seems likely to come up again. TP expects that responsibility will probably come to the GCR.***

iii. Communications [KL]

Nothing to report. ***AS will start advertising Ustinov Live this week. TP is happy to make a banner for the event, and Xinxin will promote the event on WeChat.***

iv. DSU [TP]

Nothing to report.

v. Facilities [JO]

Nothing to report.

vi. Finance [EJ]

- Emergency GM happened. We passed the budget, finally, and discussed about the Summer Ball/BBQ.
- Trustees Meeting happened. We sorted out a problem with previous years accounts and now we are ready to contact the Accountant. We have to submit everything by the end of June to the Charity Commissioner but the Accounts should pass through the AGM before that. I will be in touch with the accountant to start the revision process.
- Got an email from Laura Day (Finance Team) about a Treasurers training on June 13th. It is important for the new treasurer to attend to this one so I will answer back saying to reserve a place for the two of us (Hopefully by that time I will know who is the new one!) **As discussed above, this will be too soon for the new Treasurer to attend, but EJ will pass on the details. There will also be a second set of training in September.**
- Didn't finish to count the money as the envelopes were more than expected (combination of trips, formals and summer ball payments...), also the vending machine needs to be emptied, counted and deposited before the next week. (AP me to clean all that mess!) **AP – EJ to finish counting money and empty the vending machine.**
- During the following weeks I'll be working on next year's budget, so any comments you have regarding it please let me know. **VB requests to help EJ with next year's Annual Budget.**

Balance brought forward (07/05/19) £31,103.59

Yan Birch – St. Patrick's DJ party (08/05/19) -£75.00

Balance carried forward (15/05/19) £31,028.59

vii. International Student Officer [MR]

Cragside Trip ticket sales are good, so far we've taken in £420, with three reserved seats expected to pay £28 and six still available. **The trip is this weekend. MR has also advertised how to report hate crimes in the newsletter. MR hopes to do one more large trip before the end of the year, such as a handover trip. In the revised Annual Budget a lot of our trips are running a deficit, so this might need to be looked at and reduced in future budgets. Bus trips need to break even or come close to breaking even. We do need to encourage people to become GCR members, but we also really need to try and break even – non-GCR ticket prices could be raised, for example. This can be discussed in more detail at handover.**

viii. Livers Out [TP/EJ]

Nothing to report.

ix. Social Secretary [TP/LN]

- Social committee was held on Monday and we discussed Eurovision, Pride week and the Ball and BBQ.
- Eurovision needs advertising, hopefully I will make an advertisement for this before the meeting today. **Any kind of Eurovision banner can be used to advertise!**
- Pride week will consist of a themed film night and Quiz, a guest speaker on the Wednesday and a party on the Friday with Karaoke.
- Pride needs advertising I think EJ is in charge of this. **EJ will talk to Rowena and try to create a Facebook event for this.**
- Ball: Ustinov drinks reception, I have checked the event with Trudie and it is okay for us to hold this in the bar/cafe/seminar room area. We have several committee members that have Ents only tickets so we just need to make sure that we now buy the drinks and some champagne flutes for the reception. I think VB has volunteered to be in charge of this. **Venue will be finalised closer to the time. We also need to get some non-alcoholic alternatives.**
- BBQ: we discussed Ents options for the BBQ, we are getting the prices of a few options with the plan to have a costed list in the next week or so. We also discussed instead of hiring some Ents we could purchase things like another giant Jenga set and twister that people could use on the day as this has been popular with other similar events. **These games are fairly cheap, and we can buy and keep them.**

x. Steering [AS]

The Committee board is now done! Big thanks to the two Election Officers, Ingrid Tong and Yao Song, for doing such a good job, and to TP for putting up the name tags after College printed them.

We now have a new Welfare Officer and Dryburn Rep, Jia Lai - welcome! Unfortunately our GCP Liaison Officer has decided to leave her position, but thanks to her for all her work this year.

Martin has forwarded me an email chain regarding College Council being mentioned in our constitution, and what should be put in its place now that it has been disbanded. The responsibility now falls to Glenn or CMT. He knows Kate Deeming, the Director of Governance and Executive Support, so has emailed her to ask about the wording that should be put in the constitution. This change will be presented at the AGM. **General expectation is that it is likely to go to CMT.**

The Constitution needs to be reviewed this year by College, and the updated document should be sent to the Charities Commission. I would like to get any necessary changes discussed in time to be presented at the AGM. Thom and Jamie (last year's Chair and President) did review it and the SOs so there shouldn't be anything glaringly obvious to change (other than the College Council) but if anyone does notice something please let me know over the next week or two.

The Trustees meeting happened yesterday, where we voted to have Nick Cresswell as an alumni trustee! He is a former President and Chairperson, and helped bring the GCR to a place of being able to apply for charitable status. This will be taken to the AGM for the members to vote on, and if successful it seems he will be a useful addition to the Trustees. Unfortunately, Marc Owen Jones and Jesper Pedersen have decided to step aside as Trustees, but we would like to thank them for their contributions to the GCR and their help during their time as a Trustee!

xi. University/College [TP]

- I attended a catering ops review meeting last Wednesday, there are similar plans for the college/university catering as for the college ops teams, however the impact on staff will be smaller and there are more roles available than currently filled. This seems to be in general more positive that the ops review however there are some concerns from catered colleges about the impact on their catered meals with the changes.

- I was told there would be an update about the ops review online by now however I couldn't find any information about it so hopefully that will be available soon. I have been told that there has been changes to the original paper following the student feedback.

MCR Prescomm

- David Evans updated that printing for PGR next year will be free!

- I have a PVC lunch tomorrow with the MCR presidents and I will try and raise some issues with the Levies and with postgraduate student assignment to colleges, if anyone has anything else they would like me to raise I can follow that up. ***TP will pursue photos from the Awards Formal on behalf of VB.***

xii. Welfare [EJ/JL]

Nothing to report. ***JL will meet with EJ and the Welfare Committee soon, particularly to discuss Pride week. EJ still needs to check with college about covering the windows for the Pride party on the Friday. TP also encourages JL to get in touch with Annie to carry Welfare ideas over from last year. TP reminds EJ to make sure that AMH orders enough supplies in to make virgin cocktails (Cosmopolitan).***

6. AOB

College have said that they won't be replacing the bean bags, but we can replace the two thrown out if we want and take "ownership of them" – do we want to proceed? If so I will come back next week with an agenda item and price for two. The more comfy ones would be over £50 for a pair. ***AP – JO to bring numerous budget options. AP – JO to sort out trophy cabinet.***

Sam Littlewood

GCR Secretary

15/5/2019