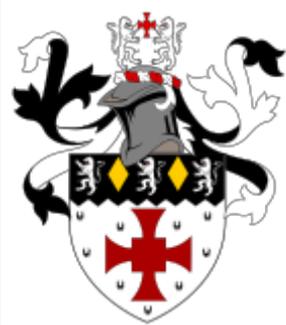


Ustinov College GCR Exec Meeting

Minutes



18:00pm, 7/5/19

1. Apologies: AS

Present: TP, MR, VB, JO, SL, EJ

2. Approval of minutes from last meeting. .

All minutes from March need approval; a couple of sets from April need approval. I'll try and get through these before the upcoming GM, and certainly before the next Exec meeting. ***SL will make folders on the Drive to separate approved minutes from those without approval, and will post in the Exec group to remind people to read their own sections.***

3. Matters arising from previous minutes.

[AP] SL to forward emergency GM discussion to AS. ***Done.***

[AP] Date/time of exec meeting in two weeks needs to be moved. ***Can be discussed closer to the time, but could pencil in for Wednesday. SL will post a poll in the group with dates to see when people are available.***

[AP] JO to look into broken amplifiers/cables in the Music Room. ***In progress. VB notes that there are a lot of cables in the Tech Room so might be worth looking at these before buying new stuff to replace the broken tech.***

4. Agenda Items:

- [AS] Stage decision. £1400 for sound company plus staging, given the weather conditions I described last week, which the sound people are happy to deal with. Or, £3000 for staging from Hilights + VAT with the possibility of sound, described in the email I'll forward to the exec, coming to an extra £500 + VAT. Whichever you decide let me know and I'll get back to the two options. ***Raised last week, carried over for further discussion. TP doubts that the £3000 is feasible given the budget, but in the interests of discussion both options need to be considered. Vote in favour of the £1400 option – unanimously in favour.***

- [MR] £450 authorisation for Cragside Day Trip, Durham City Coaches invoice. **57 seat coach, cheaper this time because the destination is closer to Durham. Motion to pass a budget of up to £450 for this purpose – passed unanimously.**

- [JO] £300 for vending machine stock (income approx.. £500). **JO notes that it looks like it's running low, so it would be good to get it fully stocked. Chewing gum hasn't been selling too well, so this will probably get replaced, but everything else is selling well. TP encourages JO to continue monitoring which items sell quicker and that it's worth ordering double in this circumstance. Motion to pass a budget of up to £300 for this purpose – passed unanimously.**

- [TP] Ball Budget: I have a budget here, <https://docs.google.com/.../1QetlTYj2UDho9M3hAOsi.../edit...> that I would like to present to the GCR on Sunday for the ball. I have updated what I suggested last week and would like to go through this tonight to get any comments from us, I'll send this to the committee group and see what their suggestions are tomorrow. **Price per head might change if ticket sales remain slow/low. TP wants to avoid cutting entertainment, but appreciates the argument that it's not worth spending as much on the event if not as many people as predicted are going. The number of people there in total won't be far off last year, given sales of Ents-only, and could feasibly sell 100 dining tickets. TP has chosen the most expensive decoration option. MR recommends that if we need to cut things then we could look at entertainment relating to dining, e.g. roaming magician, but TP replies that this adds a nice touch to the meal.**

- [TP] BBQ budget: I have updated the BBQ rough budget here, <https://docs.google.com/.../1ovoOzDCbgn.../edit...>, I am looking to also pass this at the GM and would like feedback from you before opening it to the committee and taking it to the meeting. **Still need to work out Ents, but already includes staging and talent, amongst several others. Also need a T-shirt design and a map, if we decide to go ahead with these. MR remarks that he could try to get in touch with one of the people who helped with graphic design in College last year, TP and the committee encourage getting in touch so that we can get designing off the ground.**

5. Officer Reports:

i. Bar Steward [AMH]

Nothing to report. **Beer of the month is still the same. VB recommends advertising BT Sport more, but wonders who can be made responsible for this. TP has included this in his report – BT is controllable behind the bar, so he's told JO to get to grips with it and make sure that everyone behind the bar knows how to control it. JO hopes to have a bar meeting once Trudie is back. TP thinks it would be good to link the bar page to the Facebook group to raise awareness, as not a lot of people know about it. Would be good to get more sporting events on the TV to make the most of having this sorted.**

ii. Clubs & Societies [VB]

Awards formal went well, seems like everybody really enjoyed it! I'm making sure that all captains get their MVP medals to give to the MVPs who couldn't make it to the formal.

iii. Communications [KL]

Nothing to report. *Ball advertising has been posted on WeChat recently.*

iv. DSU [TP]

Nothing to report. *DSU are presently advertising voting in the European elections.*

v. Facilities [JO]

Lamps are here, just waiting for the Ustinov sign to arrive. Fat Hippo booked in for the BBQ, possibility of Chucho's, need to talk to them. Still looking for a desserts van for the daytime and evening. *The sign will need an extension cable. EJ will try and clarify with Chucho's, given that we can't pay them in advance. Still need to get an ice-cream van and a crepe van. Bean bags might need replacing...*

vi. Finance [EJ]

Nothing to report. Finance figures will be provided in the meeting or in the minutes. *EJ will be going to the bank tomorrow, and will count the money tonight. EJ is also planning a response to the concerns previously raised by Thom. Accounts for the year need to be done by the end of May, but EJ will double-check them to see how long they will take to get done. Yan wants to know when he will be paid – JO has passed his invoice on to EJ. EJ will double-check this in the figures tonight. [I'VE ASKED JOEL FOR THESE FIGURES AND WILL ADD THEM TO THE FINISHED DRAFT].*

vii. International Student Officer [MR]

Nothing to report. *Planning the trip to Cragside, sold around 30 tickets so far. Attended hate crime meeting on Friday, tool for reporting this is still in the creative process. Current system is separate to the University, but the new one will be better integrated. TP requests that MR promote the old link for hate crime reporting on Facebook and WeChat, so that students are aware that a system currently exists, rather than waiting for the new system to launch.*

viii. Livers Out [TP/EJ]

Nothing to report. *Still waiting on potential event to be arranged by previous candidate for this position.*

ix. Social Secretary [TP/LN]

- Do we have an update on the Ustinov Live planned on the 31st? I want to let the churros people know ASAP that we are having the event and to sort the best time for them to come. ***JO will be running this with Joe and others. TP and EJ think that getting churros for around 20:00 should be fine, within a window of 19:00-21:00. TP notes that it would be nice to get residents involved, as having music outdoors will be difficult, if not impossible, without including them.***
- I will be organising a social committee meeting this weekend to sort out BBQ/Ball/events so if anyone wants to come along to that keep an eye out. ***Eurovision will be on May 18th.***

x. Steering [AS]

Emergency GM organised for Sunday 12th May (this Sunday) and initial advertisement has happened on Facebook and WeChat. Will continue to advertise it this week and will get an email sent out some point today. Make sure you ask all your friends to come along, hopefully it'll be a quick one as I'm not pushing any elections. Exec will have to give reports again, but they can probably just be summaries of last time. The most important thing is EJ presents the Ball and BBQ budget as fully as possible and that quorum is met so the budget can be voted on.

The election officers are getting the board sorted, I believe it is still ongoing (though haven't been around to check it, have been in contact with them and they are still happy to do it).

The trustees meeting will be next Tuesday at 7pm. Anything you would like discussed send me a message and I'll add it to the agenda! I'll send an email to the trustees tonight.

I'll advertise Ustinov Live and other events when I get back this weekend. ***VB asks what was decided regarding the emergency GM. TP responds that the decision was made to re-run the meeting. Emphasises that we need to push the attendance of the Committee. Pizza isn't included in the budget, so we can't include this in the GM, unfortunately...***

[TP] - We have a new Welfare officer, Jia Lai, who can start tonight, I have not heard back from her but I will look into arranging a meeting to induct her soon and introduce her to Welfare team. ***Didn't manage to talk to her prior to the meeting, but hopefully she can join the exec meeting next week.***

- Jia Lai also was elected to the position of Dryburn Rep so I will arrange a meeting with her to discuss this.

xi. University/College [TP]

- BT in the cafe: we now have control over the BT in the cafe! Can AM/JO fill in the bar staff on this and how to use the system, also it will be worth pushing

advertising for any upcoming sports matches so as to make the most of the BT.
VB keeps sending suggested sports events to JO, and now that it can be turned on easily it'd be good to get some screenings going.

- I had a meeting with the induction group to discuss preparation for the upcoming induction week.

- I have a meeting tomorrow about the operations review.

Ball

- Ticket sales are fairly bad, with only 67 dining tickets sold so far, I have now sent an advertisement to the other MCR presidents and also emailed everyone that has paid for membership but haven't bought a ticket (80 people!), hopefully this will help us to sell a few more tickets. However, I think we will struggle to get over 120. I will double check tomorrow evening what the impact of not selling tickets will have on the price of the hall so as to include this in the budget.

- We have sold out of Ents tickets so at least there will be people there for the evening entertainments. ***If we can advertise more details on the event then ticket sales might receive a boost – general agreement that we really need to push awareness. VB encourages including timings in the event so that attendees can judge time frames, and TP agrees that he will do so. Have some leeway given the period in which we need to submit dietary requirements, but need to push sales before this, ideally. EJ suggests sending someone to collect payments from students in other MCRs at other colleges, but TP notes that this raises safety/security concerns. Attendees will also have to come to Ustinov to get a coach to the event anyway! VB notes that EJ could offer to do a handful of visits, e.g. all the Hill colleges in one go. MR notes that selling tickets by the Library has been a successful strategy in the past, too. Library and science site are ideal locations given their popularity and centrality. EJ notes that they will also appreciate that they are paying a reasonable price and get to attend a Ball in a location which is not their college, and agrees that the Library would be the best bet. TP will raise this in MCR PresComm this Friday to try and gauge interest too. EJ will pick a day and let TP know so that he can inform the other MCR Presidents, as long as EJ lets him know before Friday. Can also be advertised in the postgraduate Facebook group. Wednesday and Thursday next week would be the best days, probably around lunchtime when the site is busy. TP thinks that Wednesday should be good, and (depending on what MCR Presidents say) leaves space for another round of advertising over the weekend. VB notes that we currently still have 11 Ents tickets remaining.***

BBQ

- I will be giving Social Comm control over the booking of Ents, looks like staging/tech is sorted, could do with looking into a DJ for the evening, I might ask the Ustinov population whether anyone knows a good DJ and maybe look online. Need to wait till Trudie is back to sort out food for the BBQ. ***EJ recommends the DJs who play at Fabio's every fortnight or so. Trudie should be back by the end of this week.***

- We could do with looking into getting some graphic design sorted for the BBQ so we can look into t-shirt designs.

- Other than that I need to come up with a running order for the day which will be helped once I know what Ents we will book. ***EJ requests that TP contact Trudie and find out how much we have to pay. TP notes sending her an email, or messaging JO or Annie to follow it up in person.***

xii. **Welfare [EJ/JL]**

Film night sorted, will be showing *Paris Is Burning*. We've got a speaker for the Pride flag who has delivered similar talks at his college. Thursday pub quiz booked in, band for the party is a problem as they've disbanded(!) and we don't have any answer from the drag queens yet, and we'll probably go for karaoke rather than a DJ. ***VB notes that we could book karaoke from 10 and play music in advance to get people excited. TP encourages getting in touch with Dusk 'Til Dawn in order to organise karaoke for the 24th. EJ will also be taking over the pub quiz. TP encourages EJ to get a budget sorted by next week for Pride flags/paints etc. Budget will need to be passed for karaoke, so EJ will look into this soon to see if we can get it booked in or not. Just used a playlist last year too, so if all else fails then we could just run lip-syncing in its stead.***

6. **AOB**

- **[TP]** Email accounts need re-registering, but given timings this could be done alongside handover later in the year.

- **[VB]** Potentially purchasing a Balance Trainer for the gym. Thoughts? ***No objections raised.***

Sam Littlewood

GCR Secretary

7/5/2019