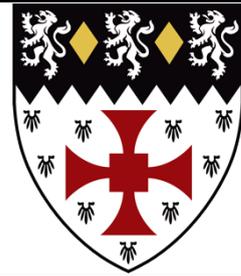


# Ustinov College GCR Exec Meeting

## MINUTES



18:00 pm, 02/07/19

**1. Apologies: CA**

**Present: VB, JO, BR**

**Present via Skype: DM**

**2. Approval of minutes from last meeting:**

This will be approved by the old exec

**3. Matters arising from previous minutes:**

- a. We have unfilled exec positions. As discussed online Diana Martinez will take over as Acting Livers Out Rep, Connor Armstrong will take over as acting Chair, Bryony Rogers will take over as acting Secretary. Vera Bieber will continue as acting clubs and socs officer, James O'Neil will take over as acting International Students Officer.

The comms email has been deleted - [AP] we don't know about social and DSU but we fear the worst! CA will sort this out. ISO is still working. The President's email will be reactivated soon.

**4. Agenda Items:**

**a. Time of next GM [BR]**

Sunday 28th July at 7pm is the online winner

The afternoon on Sunday - people may have plans - but we could try at some point

Make people come - advertise - get people to run - we really need an induction officer/ other exec positions

**[AP] CA to advertise**

**b. Pass money for BBQ Ents [VB]**

Entertainment booked with Dusk til Dawn includes an Adult Bouncy Castle, Children's Play Area, Ice Cream Bike, Slush, and a DJ for the party at night. Total amount: £1815. Note that we passed a budget of £2500 for BBQ ents at the AGM, so this is well within budget!

**Passed unanimously by online vote (4 votes)**

**c. Pass money for BBQ logo design [VB]**

The logo that goes on the tshirts was designed by Sumien's friend and we'd like to pay him £150 for his work. Note that we passed a budget of £250 for BBQ advertising/branding at the AGM, so this is well within budget!

**Passed unanimously by online vote (4 votes)**

**d. BBQ T-Shirts [VB]**

To discuss Tom's tshirt plans

- Works out at £4-5 per t-shirts so we will sell adults for £5 and kids for £3.
- Last year we had S M L XL

- We should have a variety of sizes but not too many of the extremes
- VB is asking volunteers for their sizes and will buy exact numbers.
- Will pass a budget for this next week when we know exact sizes for volunteers.

## 5. Officer Reports:

### a. Bar [JO]

- Trudie has printed off posters which will have to be put up - PIMMS posters
- Getting info from bar staff leaving staying - how many new do we need - advertising World Cup and Cricket
- Whiskey of the month/ interesting ciders
- **Impossible to get 3rd draft of cold beer but JO will ask Ian about the possibility of getting an ale [AP].**
- Bar stuff in new fridge - boxed cider
- JO will conduct a survey of what drinks are selling and not selling - this will involve a re-organise under the till.
- **DM - Mocktails? - JO waiting to hear back from Trudie - Mocktails with a ? for now.**

### b. Clubs & Societies [VB]

Nothing to Report

### c. Communications [?]

Nothing to Report

### d. DSU [DM]

Nothing to Report

### e. Facilities [CA/JO]

**CA:** I have acquired a small selection of leaflets for the new stand, will be contacting leaflet suppliers to try and sort out a regular supply, no idea if that usually costs money.

Am planning on carrying out an inventory at some point (store rooms/ Office). This will probably happen post-BBQ though

**JO:** I have the speaker and piano stand details but will wait until next week as I still need to speak with Joe about the power reels we need, and by tomorrow morning the electric piano and sound desk will be fixed so I can relay that all in a week: Sadly I cannot pass a budget for what those things will cost as the repair-guy wouldn't give an estimate. - rough estimate tomorrow for piano

Ustinov food bank - this will be useful where people go away for a week with perishable leftover food, which would otherwise be thrown away, can be left in the bar fridge to prevent food waste. This will take up one half of the bar fridge.

- JO to discuss certain limitations with Ian. This project was organised by JO with Thesi

**- VB- how do we stop people stealing from the bar fridge? - JO- cider will only be in for parties**

- Small tech budget for the bbq £400 for 2 speakers £200 for 1 - Joe wants power reels - JO will look into this.

### f. Finance [VB]

Joel submitted the accounts for 2017-18 on Sunday. We realized that the accounts should be accompanied by the president and treasurer's officer reports from the

corresponding year, unlike last year, where the 2016-17 accounts were submitted with reports referring to the 2017-18 year. However, it was done correctly this year and I will hopefully get the reports Tom and Joel wrote for the 2018-19 year, so that I can submit them with the next accounts. I'm also planning to change up the timeline for this in the future and sort out the 2018-19 accounts sooner: the financial year ends on the 31st August and I discussed with Alastair that it should theoretically be possible to pass the 2018-19 accounts at our first GM of the academic year. I will keep you updated.

Apart from that, my handover training will continue this week and I will hopefully be fully in the job soon!

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Figures:

Balance brought forward (25/06/19) 24,585.81

Non Stop Kids Refund (28/06/19) 199.00

Adobe Licensing (28/06/19) -24.96

Netflix (01/07/19) -9.99

Balance carried forward (02/07/19) 24,749.86

(Note that Bidfood was also paid yesterday but that is not reflected on the bank statement yet and will be included in next week's figures)

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**g. International Officer [JO]**

Discuss ideas for trip - **Whitby? JO Will think of a place - probably Whitby and get a pricing from Durham city coaches for 2 coaches - Maybe August 24th? 9:30-5:30 - 1h30 /45 drive each way.**

**h. Livers Out [DM]**

Nothing to Report

**i. Social [?]**

Nothing to Report

**j. Steering [CA]**

Nothing to Report

**k. University/College [DM]**

Have finished the handover with Tom, however we had problems with the email account (already sorted) will be activated again.

CMT this week is cancelled, also Chinese New year formal will be change the format and will be an event at the college.

Last CMT college agree to put a suggestion box outside the gcr office.

Have booked next meetings with SPRAC.

Need details for Halloween fancy party.

**l. Welfare [BR]**

I have continued to make welfare leaflets on sexual health and the university's disability and counselling services - I will hope to have these done over the next couple of weeks.

**6. AOB**

JO will push Joel to do drawing on black boards behind bar to get rid of posters for food.

Bryony Rogers

GCR Acting Secretary

02/07/2019