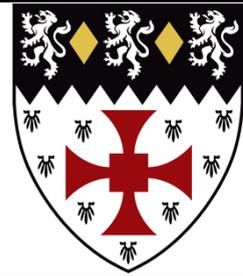


Ustinov College GCR Exec Meeting

MINUTES



Action Points from Minutes:

CA will advertise GM now that the VP email address is up and running, both by email and Facebook.

CA will check Comms, Social and DSU email accounts.

CA will send out poll for new office hours rota over the summer.

CA Guitar strings will be fitted tonight.

CA will itemise and come up with a shopping list to run through at a future exec meeting to present to the trustees and then pass it at a GM.

CA will contact the stash people to get a portal open for the next order.

BR will check with Sam to see if previous GM minutes, (Not AGM) minutes need to be passed at the next GM.

VB will pass on to Tom that we don't want the year putting on the BBQ banner so we can reuse it in future years.

VB will check how gym memberships sold last year.

DM to post last year's handbook in the group so we can have a look at it and discuss what needs changing in next week's meeting.

DM will upload welcome message

JO will contact Durham Brewery for a quote and to see how much space they would need, he will then discuss this with Ian and Trudie.

JO will get a quote from Durham City Coaches

DM and CA will need to find out when Presidents' meetings at the DSU take place
Everyone will have a look for potential alternative venues for the summer ball.

18:00 pm, 09/07/19

1. Apologies: DM

Present: CA, VB, BR, JO

2. Approval of minutes from last meeting.

- a. Need to approve the minutes from the exec meeting on the 02/07/19 *pending any further comments from DM that will go up on the facebook group for a vote tonight.*

3. Matters arising from previous minutes.

- a. [AP] CA to advertise the GM. *That will happen soon now the vp email is up and running will be an action point from this meeting*
- b. [AP] JO will talk to Ian about the possibility of getting a draft ale. *See officer report*

- c. JO will organise with Joel for him to decorate the boards in the bar. *See officer report*
 - d. [AP] CA will check Comms, Social and DSU emails *ongoing*
4. **Agenda Items:**
- a. [CA] **Agreement of process for online voting** [hopefully will be cleared up before tomorrow evening but chosen system should be minuted regardless... will move to Steering report if no discussion needed]
Having agenda items posted on Facebook group before a meeting so absent people can comment is a good idea but voting should wait until after the meeting - midnight on meeting day will be the deadline for voting unless that is not possible and quorum is not met then the deadline will be extended. Amended proposals will be posted\ amended by the chair. BR will send CA unedited minutes to facilitate speedy voting.
 - b. [CA] **Date/ plan for next GM;** including communication, pizza, deadlines and possible "meet and greet" to give opportunity to ask questions of current/ previous exec CA will advertise by email and Facebook - emails will be sent mostly after bbq but with a first email sent out asap. [AP] BR will check with Sam to see if previous GM (not AGM) minutes need to be passed this time. We need to advertise exec roles and encourage people to run.
 - c. [BR] **Increasing GCR membership/ non-GCR member gym / induction week plan** - we can use non-GCR member gym membership as an extra way to increase revenue for the GCR. If you make the difference between GCR non-members gym membership and members gym membership plus GCR membership £5 or £10 then it probably tilt people into buying the GCR membership e.g. member £20 non-member £55 - people may also have the extra £5 on them if they are paying by cash. We should make up a diagram to show how we save money to have up in the bar and the office. Compare to things people buy e.g. lattes or pizza. As part of office hours training make it clear that if someone comes in to buy a non-member gym membership that you get lots of benefits by paying the extra £5. Even if people don't want to become GCR members £55 is still a lot cheaper than other gyms around Durham such as Maiden Castle or Freeman's Quay and the GCR would still get almost the same amount of money to put towards events/facilities etc. CA pointed out that we also cannot prevent non-GCR members from using the gym but we can charge them more than members. There needs to be a system that allows non-members to use the gym if they wish. VB did a survey of the costs of other college's gyms ranges from £0 to £45 with pretty much every option covered. As it's quite a small room meaning not many people can be in there at once we don't want to make it too expensive as people are willing to pay a lot more if they can guarantee that they can use the machine they want when they want to. We don't pay anything towards the gym yet - everything is still under warranty but once these first few years are over then we will have to pay for maintenance. We could put a pool of money to one side - the same amount for members and non-members that is ear-marked for the gym. The equipment that we have here is more expensive than the equipment we had at Howlands because it has wifi capability, so it will be more expensive to fix. One if not both of the cross trainers has needed to be fixed in the last year. We don't want to keep the membership low for now and then have a huge increase in a few years time. Maybe raising the price of the membership be £5 for both member and non-member. We could keep it at £20 and £55 for the first week then up it to £25 and £60 - this would encourage people to buy the membership early and would mean returners weren't hit with an increase

without warning, and had the opportunity to buy gym membership for the same price as this year. [AP] VB will check at how memberships sold last year. We don't know for the first month or two if people are members or not but we can check after This year people who weren't members were reminded to pay for a membership and if they didn't pay they were kicked out of the gym. We can do this again next year. It was noted that people may arrive a bit late or not really want to decide anything when they first arrived so maybe extend the discounted time to two weeks. It also gives you time to send out warning and reminder emails that the price will be going up. Maiden castle has a similar system - we could look at how long their cheaper offer lasts.

We should try to distribute the work over induction week evenly - hopefully we will have an Induction officer and a few more members of exec by then so that no one ends up doing loads of work on their own. We could also try to involve non-exec people more in planning induction week as it will give people more of a chance to get involved and mean that we can spread work a little bit as there are only five of us at the moment. We can get people involved from the planning stage. Volunteers are offered t-shirts and pizza as well as lunch. We could get subway sandwich platter as they're pretty good and go down well without being too expensive.

The timeline for planning induction week is to sit down and organise a timetable at the first exec meeting after the GM (30th July) when hopefully we will have some new exec members. Then have separate induction week planning meetings with volunteers with either the Induction officer chairing if we have one or CA. We should encourage people to run for induction officer.

- d. [CA] **Plan for office hours over summer/ with reduced committee.** Do we wait until after the BBQ to reorganise roster, do we keep same timetable (subject to absences over summer)? Decrease office hours 3 days (2 weekdays and 1 weekend day) per week when there are no ticket sales with extra ad hoc arrangements when there are ticket sales. Rearrange rota [AP] for CA wait for responses before picking days to open.

- e. [VB] **BBQ T-shirts**

- i. **How many t-shirts do we need?**

- The ones we sell cost £4.30 per adult shirt and £4.19 per kids shirts, the volunteer ones cost £4.98 each (all coming down to numbers - the more, the cheaper).
- We need 42 shirts for volunteers (committee + non-committee)
- If we get 190 adult shirts and 40 kids shirts and if we sell them for £5 (adults) and £3 (kids) and manage to sell out, we can nearly cover the cost of the shirts we sell (£35 loss). - Tom has suggested these numbers.

-The budget passed at the AGM included £500 for t-shirts, giving us some flexibility in case we don't manage to sell out.

-You can find the full breakdown here if you go to the t-shirts tab: https://docs.google.com/spreadsheets/d/1ovoOzDCbgn_j7w0TfSMuhl57Ez-Mvl3VS_MerOnfDaKc/edit?usp=sharing

We do not know how many people will attend the BBQ and numbers from previous years may not reflect how the event will run this year as we are at a new location outside of college. We should keep the numbers as proposed by Tom as we cannot come up with a better number.

ii. Pass a budget for t-shirts

This will be put online for a vote.

Budget

Total cost of all shirts including committee shirts and fees: £1,409.67. Motion to pass a budget of £1450 to spend on t-shirts, with the goal of making back £1070 if we sell all shirts (selling adult shirts for £5 and kids shirts for £3). Overall we would therefore spend less than £400 on t-shirts, which is below the £500 budget passed in the AGM.

f. [VB] Pass money for BBQ signage

Tom sent me the following message: "I would like to pass a budget for £120 for posters and signage. Ideally I would get 2 or 3 A0 posters for around Sheraton and 2 plastic signs to put at the entrances to Van Mildert and one 4x1m Banner to go behind the stage."

The advertising/branding budget we passed is £250. Out of this, we have already spent £150 on the t-shirt logo designer and are holding back £50 to pay the poster designer (a Ustinovian who drew a design by hand). So yes, the money Tom wants to spend on the posters and signs would take us over what we passed, but we're also spending £500 less than budgeted on entertainments, so overall we are well under the BBQ budget.

Breakdown:

- Posters £20
- Banner £55
- Signs £36

We should ask Tom not to put the year on the banner and the plastic signs we can reuse them [AP] VB will pass this on to Tom.

g. [VB] Pass money to pay the band Hullabaloo for the summer BBQ

As you might remember, a budget of £1500 was passed for acts at the Summer BBQ. Out of this, we have so far spent £750 on the Paul Skerritt band, £150 on Twist Helix (semi-professional band from Newcastle) and £275 on a DJ for the night.

The band Hullabaloo approached Alastair following his call for performers and offered to play for 30 minutes at the BBQ. They are semi-professional and frequently play paid performances, so it makes sense for us to pay them. Since Twist Helix gets £150 for playing 45 minutes, it has been discussed among Alastair, Tom, Joel and myself that it would make sense to pay Hullabaloo £100 for playing 30 minutes. This is well within our budget! *This has been agreed by the band. There were no questions and this will be put to an online vote.*

h. [BR] BBQ Ents - we will need to pass a budget at some point in the future for the petting zoo - they were supposed to have phoned Tom last Monday which was rearranged to this Monday but they have not done so. BR will keep sending them emails but we may have to pass a budget quite close to the BBQ unless pass one now. We have been quoted £300 for 3 hours. *Ents is still £500 under budget so we should pass the budget. It will be posted on Facebook for an online vote. If the petting zoo falls through the money does not need to be spent.*

- i. [DM] **Should we continue with Beamish as venue for the summer ball? If no, do you have any suggestions?** *Beamish is very expensive and far away meaning people can't leave if they want to without a potentially expensive taxi [AP] everyone - come up with alternative venues.* *By saving money we could potentially have more ents and lower ticket prices. We want to change the venue but we don't have any ideas just yet this will be discussed at a later meeting.*
- j. [DM] **Would you agree to have a dinner with the residents and Ustinovians at the cafe as part of an event on induction week?** *If yes, We can negotiate with college about expenses. How many local residents will come? Afternoon tea/dinner? Would any students want to go this early in the term, it may be more suitable later in the term? Trudie would want a sign up. We will discuss this at the next meeting with DM. We should talk to SPRA to see if they want this too.*
- k. [DM] **Should we update the handbook?** *If so, do you have any suggestions? [AP] DM to post last year's handbook in the group we can discuss potential alterations next week.*

5. Officer Reports:

a. Bar [JO]

- I have measured standing fridge outside the bar and we can fit the Box-Cider in there. I will contact Durham Brewery if there is an ale that can be served at room temperature, as currently there's space for a third draught, but there's no space to run it through the cooler. *There are sometimes short lives on ales that do not need to be cooled - possibly the Ustinovian beer which was a good seller at Howlands and each keg would only last a couple of days meaning that it would not go off. [AP] JO will contact Durham Brewery for a quote and to see how much space they would need, he will then discuss this with Ian and Trudie.*
- Trudie and I have come up with how many staff are needed and a call out for new bar applicants will be coming out soon
- A list of new beers has been drafted and I will be making a poll on Facebook to see which are most popular and they shall be coming in
- A whisky of the month is still in the offing but nothing further has happened with that - *This could also be seasonal with different spirits offered at different times of the year e.g. gin.*
- Joel is creating the advertising on the boards Thursday - *this is to replace the posters that are currently up behind the bar advertising the cafe food.*
- As discussed last week in the standing fridge outside the bar the Sheraton Food-Bank scheme will be going ahead soon.
- *There will be cocktail training tomorrow for bar staff for 5 new cocktails including Old Fashioned and Espresso Martini along with 3 others.*

b. Clubs & Societies [VB]

Nothing to Report

c. Communications []

VB has changed the Peter Platypus facebook and instagram passwords.

d. DSU [DM]

Nothing to Report - *[AP] DM and CA will need to find out when Presidents' meetings*

at the DSU take place.

e. **Facilities [CA/JO]**

[CA] Have ordered replacement guitar strings and keyboard stand for Ustinov Live (under advice from James/ Vera as I've been away). Will be contacting possible leaflet suppliers over the next week as well as looking into possible extra storage for GCR. [AP] CA Guitar strings will be fitted tonight.

[JO] We currently are in a position of needing more tech items. I will be drafting a list of what is needed once the sound desk returns tomorrow and once Joe and I inspect all tech equipment. There is a chance we will need to spend over £1000, however, so this needs to be stated here as it is possible that serious investment into now 10 year old and failing equipment must be bought. The current items in need of inspection are:

Mic, Amplifier, speakers, and a sound desk. All items will now be fully tested to draft up a comprehensive list. It is important to note that this isn't a yearly thing, or even every other year, some items are up to 10 years old and this will be an investment for the future and part of our asset list so needs to be thought of as an investment for the future.

If the budget is going to be this large we should send it to the trustees. The sound desk is unfixable. [AP] CA will itemise and come up with a shopping list to run through at a future exec meeting to present to the trustees and then pass it at a GM. This could be around £1500 for budget speaker and a sound-desk. The contingency plan for Ustinov live on Friday if the current one cannot be used is to ask around at other colleges or look at hiring externally - if an analogue sound desk is what is required then this should be less than the £50 individual spend limit.

Power reel and keyboard stand to arrive by Friday

f. **Finance [VB]**

Joel taught me how to empty the vending machine and pool tables last week and we continued the treasurer training with coin counting and bookkeeping. We'll hopefully transfer the access to the bank account soon so that I can start to manage payments.

Reminder to all: committee members can spend £50 without passing through an exec vote but please check with the treasurer in advance and get your reimbursement forms to us as soon as you have a receipt. A pdf of the reimbursement form is on the google drive.

Budget

Balance brought forward (02/07/19) £24,749.86

BFS Group - Bidfood Vending Machine (02/07/19) -£352.43

Dusk til Dawn - BBQ (06/07/19) -£1,815.00

Beatriz Garcia Cisneros - Twisted Helix booking (06/07/19) -£150.00

Balance carried forward (10/07/19) £22,432.43

g. **International Officer [JO]**

Provisional date for trip 9:30 -4:30 24th August to go to Whitby with two coaches possibly going down to one - a price from durham city coaches is needed. This has

been c.£1000 in previous years, although with Lee's coaches. We can start selling tickets in the first week of August. We will try to break even so this may make the trip slightly more expensive [AP] JO will get a quote from Durham City Coaches.

h. Social []

Nothing to Report

i. Steering [CA]

Have received partial handover from Alastair. Handover document from him is still coming plus additional handover on GMs/ elections to be sorted before our GM. He is finishing off the constitution/ SO changes agreed with the trustees. Issue discussed about ratifying constitution is with TAB for now, will also be shared responsibility of next Chair.

j. University/College [DM]

- Got in touch with Kate McIntosh, so I will be in contact for JCR presidents committee for the next meetings.

- On next CMT, Connor will attend on behalf of the GCR.

- Have sent to the college a welcome message to new Ustinovians

- [AP] DM will upload welcome message to exec group.

k. Welfare [BR]

Nothing to Report

6. AOB

a. Trophy cabinet - has been ordered we don't know if it has arrived yet.

b. Stash - [AP] CA will contact the stash people. We need to let people when it will be delivered by as they may be leaving before it arrives.

Bryony Rogers

Acting GCR Secretary

09/07/2019