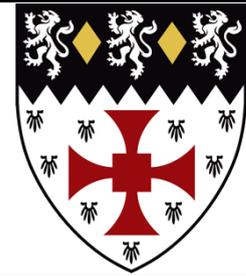


Ustinov College GCR Exec Meeting

MINUTES



Action Points from Minutes:

CA will organise a rota for summer office hours.
CA will try and get CIS to reinstate the DSU and Social email accounts.
CA will look into getting further repairs to the keyboard after the summer BBQ.
CA will continue asking Sam about getting a portal for stash and confirming a delivery date..
CA will get a ballpark figure for replacing the sound desk like for like.
CA will email people about leaflets.
CA will put a list of local places to visit on the website before induction week.

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.
JO will organise a ticket selling schedule with Lana for selling Dryburn tickets for this trip.

DM will email Ramside Hall about securing a date for our summer ball if it is accepted in the online poll.
DM will check with college about the access issues surrounding the business school library.
DM will start putting out feelers and we would booking a venue in town for a Ustinov party.

BR will order welfare supplies if the budget is passed.
BR will email Wag n Wheel to arrange a date for them to come to college over the summer.
BR will email the Origami lady to see if she would be able to do a session at college over the summer.

DM and VB will liaise with Joel about what further info is needed to change the mandate.
DM and CA will ask CMT if they would be willing to have a stress less yoga session during August.
CA and DM will talk to CMT about getting our handbook on the memory stick too.

18:00 pm, 16/07/19

1. Present: DM, CA, VB, BR
Apologies: JO

2. Approval of minutes from last meeting.
a. Approval of minutes from 09/07/19 *Will be put to an online vote.*

3. Matters arising from previous minutes.
a. **Votes Passed by online poll:**
Minutes of Exec Meeting held on the 02/07/2019 approved unanimously (4 votes)
Budget of £1450 for BBQ t-shirts passed unanimously (4 votes)
Budget of £120 for BBQ signage passed unanimously (4 votes)
Budget of £100 to pay semi-professional band Hullabaloo for a performance at the summer BBQ passed unanimously (4 votes)

Budget of £300 for a petting zoo at the summer BBQ passed unanimously (4 votes)

- b. CA will advertise GM now that the VP email address is up and running, both by email and Facebook. *See Officer Report*
CA will check Comms, Social and DSU email accounts. *Comms account - a password has been found but not for the Social and DSU email CA will try and get CIS to reinstate the Social and DSU email addresses.*
CA will send out a poll for new office hours rota over the summer. *Ongoing*
CA Guitar strings will be fitted tonight. *Done*
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. *See Officer Report*
CA will contact the stash people to get a portal open for the next order. *See Officer Report*
 - c. BR will check with Sam to see if previous GM minutes, (Not AGM) minutes need to be passed at the next GM. *I have messaged Sam and he has sent me the minutes from the AGM and confirmed that all the minutes from the meetings last year were passed during the AGM.*
 - d. 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. *This has been passed on to Tom who didn't accept advice.*
VB will check how gym memberships sold last year. *See Officer Report*
 - e. 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. *See Agenda Item*
DM will upload welcome message. *This has been posted and college is happy with the redraft.*
 - f. 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. *Ongoing*
JO will get a quote from Durham City Coaches. *Ongoing*
 - g. DM and CA will need to find out when Presidents' meetings at the DSU take place. *See Officer Report*
 - h. Everyone will have a look for potential alternative venues for the summer ball. *See Agenda Item*
4. **Agenda Items:**
- a. **[CA] List of venues for Halloween 'informal'** - should probably be finalised to give to college tomorrow (they want top 3). *College will try to get us one of the three venues on the date we want. We suggest St Chad's, Collingwood and St Aidans.*
 - b. **[DM] Summer Ball Venues**
We like the option that Vera posted (Ramside Hall) - it's close and we could run shuttles and there is public transport that runs from town to the hall. We will ask for Saturdays any time between mid-June and the end of August. We will have an online for that tonight [AP] DM will email them to secure a date if accepted.
 - c. **[VB] Pass Budget for BBQ decorations:** Tom requests us to pass £200 for BBQ decorations, which is also the amount from the BBQ budget passed at the AGM. This

includes £60 for bunting, flags, water and sun lotion, £66 for a giant Jenga set, and £60 for a gazebo. *We will keep the stuff for future. This will be put online for a vote.*

Bunting, flags, water, sun lotion = £60

Giant Jenga = £66

Gazebo = £60

Total = £200

d. [JO/VB] Pass Budget to cover the Piano Repair

Material = £56.28

Labour = £70.00

Travel = £18.48

Total = £144.67

They have caused some damage during the repair - CA highlights that while what was broken has been fixed it is no longer reliable and not weather proof as the side is hanging off. [AP] CA will try and track down the information to get back in touch with them about getting it repaired fully. JO was notified about this issue on collection so we will hold this vote tonight and we will look into further repairs after the BBQ.

- e. **[CA] Induction Week:** College have said they will be making/ sending out a timetable for new students. Would be good if we can add some of our induction week events on to that if possible. They still need to get back to me on their current induction schedule and deadline for it being sent out. *CA will hear back from Brenda soon as to what deadlines we need to hit. We need to agree on a timetable for parties and formal as well as Ustinov Live and the GM. We want to get more volunteers involved for the planning stage so we will put a call for volunteers out after the BBQ (before the 30th) at the same time as we want to encourage people to run for induction rep and deputy induction rep. There is a volunteers email address but we don't know who is on it at the moment.*

f. [DM] Handbook Update

Meet the committee

Bar opening times

Add Observatory info, music room and computer room business school library access ([AP] DM- will check with college about access issues regarding this)

Get new photos

Welfare Page

Guide to Durham

Information about facilities at Dryburn - from October there will be around 50 regular students at Dryburn.

Get college to give us a layout of college to highlight the laundry room computer room etc.

[AP] CA and DM will talk to CMT about getting our handbook on the memory stick too.

- g. **[BR] Stress-Less week/ end of year party around dissertation hand in** - it has been brought to my attention that the last day of dissertation hand in is the 6th September with students needing to move out of college by the 11th September. My proposal is we do a few events more spread out over the summer with a proposed date for the dogs - depending on when/if Wag n Wheel can make it the

weekend of the 10th/11th August. I also want to get some adult colouring books and pencils to put out in the cafe along with some fresh fruit from the start of August - I have created a budget for this which is currently £49.99 (£9.99 on colouring books and pencils and £40 on fruit for over the whole summer). If anything else gets added I will submit a budget at exec. *The food truck and the dogs will be advertised to college and the SPRA. [AP] BR will email Wag n Wheel to arrange a session and look into getting the Origami lady to come to college for a stress less session. [AP] DM and CA will ask CMT if they would be willing to have a stress less yoga session during August.*

h. [BR] Welfare Budget:

We are running low on some of the Welfare supplies so I am proposing a budget to stock up on everything - hopefully we will only need to stock up on sanitary products again before Christmas.

i. How many condoms should we buy?

Latex Condoms come in packs of 144, 432 and 864

144 = £14.51 from Amazon (+£3.99 delivery)

432 = £47.99 from Britishcondoms.uk (free delivery)

864 = £89.99 from Britishcondoms.uk (free delivery)

Latex-free come in packs of 144 for £49.99 on Amazon (free delivery)

If we put out more people will take more so we should get 4 packs of the 144 normal ones.

ii. Pass a Budget for Welfare Supplies

Condoms (144 pack)	4	£14.51	£62.03
Latex Free Condoms (144 pack)	1	£49.99	£49.99
Sanitary Towels	4	£1.00	£4.00
Tampons	4	£2.00	£8.00
Pregnancy Tests	4	£1.00	£4.00
Total = c.£128.02			

This will be put to an online vote tonight.

[AP] BR will order supplies if the budget is passed

5. Officer Reports:

a. Bar [JO]

Nothing to Report

b. Clubs & Societies [VB]

As requested, here is the sales history of gym memberships for the past year:

- Up to induction week: 12
- Induction week: 84
- week #1 after ind: 30
- week #2 after ind: 17
- then continuously down...

By month:

- September: 34
- October: 122
- November: 33

- December: 7
- January: 15
- February: 8
- March: 5
- April: 6
- May: 3
- June: 4
- July: 3 (so far)

If we want to have an early bird price this would fit in with most people buying their membership very early in the year.

We are going to have two votes tonight- one on whether we want to do an early bird membership and then a second on how much and how long this offer would last.

c. Communications []

The password to the twitter account has been updated. *We need to ensure that future exec and committee members understand that they cannot use the social media for self advertising and campaigning.*

d. DSU [DM]

Had confirmed with DSU attendance to "Student Leaders' Residential" from 6th to 8th August at York. *CA and DM will be filling in at the moment and will organise between themselves who goes to which meetings.*

e. Facilities [CA]

Ustinov Live was a success! Many thanks to Alastair, Joe and especially James. From the CMT meeting I went to, college said they would look into the paint and finding us more storage space and that the trophy cabinet is imminent. I have sent one email about Stash and not yet heard back [this will be inaccurate by Tuesday]. I am away next week but after that will be looking at buying some small (hopefully cheap) QoL items for Sheraton. My priorities include power strips for the table in the bar, guitar stands (3 stands) for the observatory and a doorstop for the office (if we don't already have one). Cataloguing/ replacing broken bit of tech is ongoing. Unless people disagree I am inclined to look at replacing the sound desk rather than repairing it. *There may be another Ustinov Live towards the end of August.*

Have we considered having parties at other locations in Durham - we could hire a place in town. We should look into this for next year. [AP] DM will start putting out feelers and we would book a place just for Ustinov.

We try to get stash delivered the 12th August so people haven't moved out [AP] CA will continue asking Sam about getting a portal.

[AP] CA will get a ballpark figure for replacing the sound desk like for like

[AP] CA will email people about leaflets.

f. Finance [VB]

- Change of mandate form still not submitted, will get Joel to either gather all the missing information this week or at least give me the forms so that I can gather them

- Learned how to deposit coins at the bank (they're heavy!)

- All ready for the BBQ t-shirt sales, we have lots of £1+2 coins as change (figures to follow when I get them from Joel).

[AP] DM and VB will liaise with Joel about what further info is needed to change the mandate.

There may be a couple of days when we cannot make payments.

Balance brought forward (09/07/19) 22,432.43

Cash in (11/07/19) +541.00

Balance carried forward (16/07/19) 22,973.43

g. International Officer [JO]

Nothing to Report

[AP] JO will organise a ticket selling schedule with Lana at Dryburn

DM has collected a selection of local leaflets to put on the leaflet stand where we could run trips to. We could also add a page in the website of local places to go where we don't need to organise formal trips. [AP] CA will look to put these things up on the website before induction week.

h. Social []

Nothing to Report

See if we can organise several GCR events at Dryburn next year.

i. Steering [CA]

GM event now created and am advertising it slowly (picking up after the BBQ). I am planning on raising a motion to get a second Sheraton Park Rep, will be speaking to Alastair to figure out exactly how that will work. Those of you that know people who are interested, please push them to run/ get in touch with the previous position holders (or me) if they have any queries. *We could also include an additional motion that the Sheraton Park and Dryburn reps are added to the Welfare Committee. Should we have one from each building? This may not be feasible and may be something that could be looked into in the future.*

j. University/College [DM]

Got in touch with Sarah McAllister, she is the Mature Student's Committee Chair for Cuth's, to get in contact with people who will be on MCR Pres Comm.

Also, I introduced myself to Laura Day, she is a Communications and Common Room Intern.

k. Welfare [BR]

I have contacted Ian and Emma about the possibility of doing a dog day and will email the Wag n Wheel people when we have a date confirmed (see agenda item). I have also messaged the welfare team about stress less ideas. I also emailed the university counselling service to get their input in putting together a signposting leaflet for postgraduate mental health support. I have also added an out of office reply to all welfare emails detailing crisis information such as 999 and the Samaritans.

6. AOB

- a. Dryburn: CMT say that from October, there will be ~50 regular students living in Dryburn. This needs to be taken into account for future event planning/ induction week.

Bryony Rogers

Acting GCR Secretary

16/07/2019