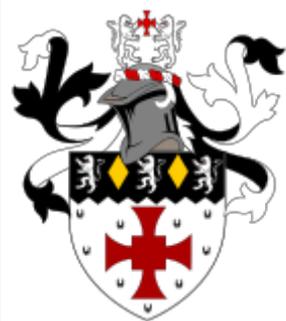


Ustinov College GCR Exec Meeting Minutes



18:00pm, 21/5/19

1. Apologies: AS, KL

Present: 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; all minutes from May need approval. ***SL has uploaded all minutes onto the Google Drive – they will be passed once everyone has glanced over their respective sections. AP – SL to post reminder in previous group.***

3. Matters arising from previous minutes.

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

[AP] EJ to finish counting money and empty the vending machine. ***See Finance report.***

[AP] JO to bring numerous budget options for beanbags. ***Ongoing – JO will be reminded.***

[AP] JO to sort out trophy cabinet. ***Ongoing.***

4. Agenda Items:

- [VB] I was approached by a couple who live near Sheraton, consisting of a member of uni staff and her partner who is not a member of the university. They asked if there was any chance they could pay the GCR membership fee to join the gym. Thoughts? ***Precedent established for this following Charlie and Dominic's application for similar access. EJ notes that we have to deny other members living in the area who aren't members of the university. TP will speak with Ian tomorrow about gym membership and access/ID cards, and if he doesn't have a problem with it then membership should be fine. TP will then report back to VB and to the exec. TP notes that associate membership doesn't give them access cards, so this will need to be sorted. No objections raised, generally supported.***

- [TP]

1. Summer Ball Budget:

- Ents: I would like to pass £1985 for the evening entertainments from Dusk til Dawn. This is less than the budgeted £2250 as we have not gone for the roaming magician. This will include a £500 deposit to pay in the next few days. ***TP notes that if we end up being significantly under budget, then this budget can be amended again in the future. Motion to pass a budget of up to £1985 for this purpose – passed unanimously.***

2. Summer BBQ Budget:

- Paul Skerritt, I would like to pass £750 of the BBQ Talent budget (£1500) for the Paul Skerritt band. This would give us the Paul Skerritt band for I believe two 45 min slots (I'll double check this). ***This has been reduced from £1000, following TP's provision of a budget to the band. VB notes that we could ask about removing the saxophonist from the line-up, as this could reduce the expense further. VB advocates keeping some money back in case we decide to pursue further acts. TP argues that the saxophonist would be worthwhile, and that we also had it last year. EJ suggests contacting the band and finding out how the price would change without the saxophonist. AP - TP will obtain more information and come back next week with price options with/without the saxophonist.***

- [MR] Options for Lana/Keenan.

1. Magic Laughter Show: This is a 45 minute show of Comedy Magic and Balloon Modelling. It is very funny, colourful and fast moving and you can be sure that there is lots of audience participation so all the children feel involved and are entertained. (I tweak it as we go along to make sure that happens too.)

The children are the Stars of the Show and always manage to do the magic when I can't. I will give away the balloon models I make during the show!

The standard fee for the 45 minute Magic Laughter Show is £150.00

2. The Incredible Magic Party: This two-hour package is easily the most popular thing I offer because everything is included and once you have sorted the party tea you can relax and enjoy the party too.

I am there in plenty of time so everything is set up and ready to help welcome the guests and start getting them in a party mood: I might use the Big Bubble machine or do some plate-spinning or just shake hands in a silly way. This is followed by games and competitions presented with magic and showmanship and, of course, I will provide the music and prizes and everything I need. You want the children to have the best party ever, so I have eliminated elimination games: this means the children are all involved and having fun, not sitting in the corner getting bored. (It might be character-forming, but it's not much fun!)

After about 45 minutes I lead the children in a Conga Line to the tea table.

Over to you for tea, during which I take a lower profile, but I will still be there to keep them laughing and entertained.

After tea we finish with a super-sized version of the Magic Laughter Show where the children are guaranteed to be laughing their socks off!

The fee for the less-stress two-hour Incredible Magic Party package is only £225.00.

3. The Espresso Bongo Party: This one-hour package combines a fantastic comedy magic show with some of Mr W's brilliant games and competitions and is perfect for when you are pressed for time.

The standard fee for the 60 minute Espresso Bongo Party is only £170.00. ***TP notes that college typically cover the cost of sandwiches, so we shouldn't need to cover this. The most popular option is the Espresso Bongo Party, as the price and length are generally suitable. TP recommends boosting the budget in case of extra costs being incurred. Motion to pass a budget of up to £200 for this purpose – passed unanimously.***

- [EJ] Rolls of black paper to cover the windows for the Pride party. The cost of 4 rolls (£23.78) is fairly low, but given our current expenses on Pride the budget would need to be increased, ideally from £250 to £280. ***TP suggests that EJ checks with Ian about covering the exits before committing to this. Ian has already said that he's happy to have the windows covered, as long as Blu Tac is used and not tape. Fire exits cannot be covered. EJ needs to order some Blu Tac for this purpose! EJ proposes getting up to 4, given that we won't be covering all of the windows. Motion to increase the budget for Pride week from £250 to £280 – passed unanimously.***

5. Officer Reports:

i. Bar Steward [AMH]

There is a Bar Management Committee on 19th June.

ii. Clubs & Societies [VB]

- I have successfully reserved a few slots in the Freeman's Quay sports hall for our basketball and volleyball teams to train in the weeks leading up to Festival of Sports. These will be funded by Team Durham.
- Reservations in Maiden Castle from 10th June to 29th August for our indoor teams have also been confirmed! ***VB will email all C+S captains to confirm this.***

iii. Communications [KL]

Nothing to report. ***TP has posted information about the Ball on various social media, and details will also be posted on WeChat this evening. EJ asks if we should advertise the Ball in the PG Facebook group – TP will address this shortly in his report. TP doesn't want to, as he doubts we'll get many responses.***

iv. DSU [TP]

Nothing to report. ***The DSU has been running a campaign regarding European elections.***

v. Facilities [JO]

Nothing to report. **AP – SL to remind JO about his action points. One of the shelves in the vending machine has stopped working, so TP and EJ recommend looking into this. AP – JO to look into getting the vending machine fixed.**

vi. Finance [EJ]

- Finally finished counting the money from the vending machine and envelopes. **EJ will take this to the bank tomorrow. There was around £700 in the vending machine.**
- Contacted the accountant and now working on the required paperwork. **TP encourages EJ to send off the paperwork for the accounts as soon as possible, but EJ is currently working on this so it may take a little time. TP reminds EJ that we need to have this sorted by the AGM in order to vote on it. EJ estimates that the paperwork will be done and sent off by this coming Friday.**

Balance brought forward (14/05/19) 31,028.59

Vera Bieber (Gym Equipment, Balance trainer) (20/05/19) -39.99
Benedetta Mura (NYE Snacks) (20/05/19) -14.68
Durham City Coaches (Cragside Trip) (20/05/19) -450.00
Therese Seiringer (Vending Machine Supplies) (20/05/19) -80.84
Dusk til Dawn (Pride Karaoke) (20/05/19) -200.00

Balance carried forward (21/05/19) 30,243.08

vii. International Student Officer [MR]

Went to Cragside, successful trip despite weather. Highly recommended for future trips that want to go for a nature hike sort of trip, along with a very impressive manor house. **Fairly positive feedback, and MR encourages using this as a future trip, as it allows us to get into the countryside rather than a city and ensures that we're making use of our National Trust membership! 51 people in attendance, majority from Keenan House. TP asks when our National Trust membership needs renewing – some uncertainty, but likely this summer. TP will check with Brenda about this – she should be back in office at the beginning of June. AP – EJ to get in touch with Tom Briton for information about this.**

viii. Livers Out [TP/EJ]

Nothing to report. **TP will post something about the Ball in the PG Facebook group, and check to see if there has been any further interest. EJ will pick a date and collect payments for the Ball outside of the library (probably this coming Friday).**

ix. Social Secretary []

Nothing to report. ***Eurovision was a success, and our upcoming Pride events look promising. Sumien is also running her walking event with the GCP on 26th May. There will be another Ustinov Live before the end of term, although this still needs organising and advertising. TP advises organising a contingent from Ustinov to join the Pride parade on this coming Sunday. Facebook events for Pride need posting.***

x. **Steering [AS]**

'Meet the Exec' happened yesterday, but was not well attended. The AGM has also been advertised.

xi. **University/College [TP]**

University/College

- There is a BMC (Bar Management Committee) that has been arranged for the the 19th of June.
- New board games have been sent up to Keenan House and we should be getting back the board games I sent up there for a games night.

PVC lunch

- This was mostly a waste of time, the only useful information to come out of this is information regarding an alcohol awareness course which all college common rooms have 25 each places they can reserve. The course will run the week before induction week and I will recommend that next year's exec take part and any extra spaces can be used for Bar staff and possibly extended to sports captains or GCP leads if they are around.

Summer BBQ Update

- Have been in contact with Paul Skerritt and got information about them performing at the BBQ.
- We have some ents that will be getting prices for soon, once we have the prices we can pick some to fit the budget.
- I will be organising a meeting with the full committee to update everyone about the BBQ and will look to involve everyone that attends in the selection of the ents. I am thinking of organising this for next Monday.
- I have spoken to Trudie about staffing for the summer BBQ, I will hopefully be able to arrange a meeting in the next few weeks to discuss stock for the event and an external mock/cocktail tent. ***TP asks MR if he's heard back from Yurie about designs, but she hasn't got back to MR yet, apart from to say that she doubts she'll get it done this month. TP is happy to draft something in the meantime. VB notes that it can still be made into a Facebook event to raise awareness, and that pictures/design can be altered later once finalised. The initial event and advertisement will be going up soon, ideally next Monday!***

Summer Ball Update

- Cost of room hire will work out as £3 per person for the evening guests, this should be £300 for the room hire which is well within the budget.
- Ents will be booked in with D2D, I need to get their information from them to Beamish. The ents comes in under the budget as we decided to not go for a roaming magician; however, if we are coming under budget, and people think it is worth it, we can look into the roaming magician during the meal.
- I need to get PAT testing and other information from Paul Skerit to Beamish for their evening performance. ***TP will also let Beamish know timings etc.***
- Ents only drinks reception, Trudie is ordering extra glasses for the event and can order wine for us at £7 per bottle, she also has some alcohol-free Prosecco that we can use. This will be slightly over the £100 I have budgeted for the reception, however we have the flexibility to move some money around for this. ***Also worth getting a couple of bottles of Shloer, in case non-drinkers dislike alcohol-free Prosecco.***
- Waiting on price for the decorations and cost for the in-house security, these are the two remaining costs we don't know, but these are expected to come in at under £500 for the decorations and under £500 for the security. ***TP has since received confirmation, and the price for decorations will not change. It will cost £4.75 per person attending. Exact confirmation of details will come in the next few days as ticket sales are wrapped up.***
- As we stand (with some approximations) we will spend ~£8800 and have made ~£5000 in ticket sales so will be spending a total of ~£3800 (current numbers can be found in the budgeting spreadsheet). This is less than the £4750 we have available from the budget passed at the Emergency GM. ***EJ asks if this budget will be discussed during the AGM, given that this difference is derived from the previous budget – discrepancy between the minutes and the budget. Suggests wording it differently. TP notes that both differences are evident, but can be clarified during the AGM if anyone doesn't understand them.***

xii. Welfare [JL]

We're currently working on the Pride week. Everything is going well! We have a film night taking place today, a workshop on Wednesday, a pub quiz on Thursday and a karaoke night on Friday. A question here is that we are not sure how to get more students involved in our events? ***Some students feel like events are not relatable, and JL notes that some students are unaware of the concept of LGBT/Pride week. TP responds that these are good points, and that it's worth writing a post specifically on the meaning of 'LGBT' to raise awareness and promote the event. Need to clarify that the party is for everyone, not exclusive minorities! The description of the film night on Tuesday could also do with clarification. VB suggests that MR could promote different options for non-Western films – we will be showing Miyazaki next week! We could also begin advertising film night and different viewing options in WeChat to raise awareness. TP also advocates pushing the karaoke in the LGBT Facebook group to boost participation from other colleges, as long as they are buddied up with an attending Ustinovian. JL encourages including more culturally-diverse***

questions for pub quizzes in general. TP aims to do a big quiz a couple of weeks after exams finish.

6. AOB

N/A

Sam Littlewood

GCR Secretary

21/5/2019