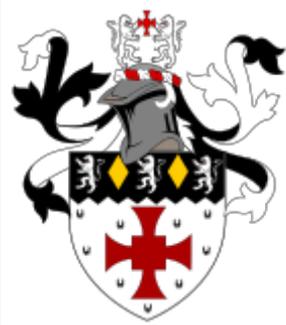


# Ustinov College GCR Exec Meeting Minutes



18:00pm, 4/6/19

1. Apologies: KL, MR, JO

Present: AS, TP, VB, SL, JL

2. Approval of minutes from last meeting. .

All minutes after May 15<sup>th</sup> need approval.

3. Matters arising from previous minutes.

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

[AP] JO to bring numerous budget options for beanbags. **See Agenda Items.**

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

[AP] SL to post reminder to read through past minutes. **Done. SL has posted some reminders already, but will continue to do so.**

[AP] TP to get price options for Paul Skerritt saxophonist. **Done.**

[AP] JO to look into getting the vending machine fixed. **Ongoing.**

[AP] EJ to get in touch with Tom Briton regarding expiration of National Trust membership. **Ongoing.**

[AP] JO to find cost of Welfare polo shirt. **Ongoing.**

4. Agenda Items:

- [JO] Motion to pass a budget of up to £80 OR £120 for two bean bags. A link to both pricing options is available on the exec page. **This will be discussed when JO is present.**

- [JO] Motion to pass a budget of up to £300 for assorted vending machine snacks. **Passed unanimously.**

- [TP] Summer ball decorations budget. £351.50 for decorations for 74 people, this works out at £4.75 per person. This includes centrepiece, light curtain, ivy for the pillars, and chair covers. ***Images of all of these options can be found online. This is all within the budget. Motion to pass a budget of up to £351.50 for this purpose – passed unanimously.***

- [AS] Motion to pass a budget of up to £200 for pizza for the AGM this Saturday. ***AS notes that £200 is the amount which we've passed for previous GMs, so this should be fine in terms of turnout. Vegetarian and vegan options available. Motion to pass a budget of up to £200 for this purpose – passed unanimously.***

- [EJ] GCR 19-20 Budget. This is my proposal for next year's budget. I'll have a longer explanation in the meeting. ***EJ thinks that we will see a decrease in GCR levies next year. Discussion and justification of the changes made to the budget, including the precedent/pattern of changes in areas such as GCR levies which have decreased in recent years. AS emphasises that next year's exec should be strongly encouraged to make trips and formal cost-neutral as much as possible, as part of the revised budget. EJ will talk with VB about altering the Clubs and Societies budget outside of the meeting, and there will be ample scope for further discussion at the AGM on this upcoming Saturday.***

## 5. Officer Reports:

### i. Bar Steward [AMH]

Ustinov Live happened, took around £500.

### ii. Clubs & Societies [VB]

- Put up some signs in the weights area of the gym reminding people of the rules, e.g. not to drop weights.
- If anyone asks you about the printer in Neville House being out of ink (now or in the future), redirect them to college, it's their responsibility to contact CIS about replacing the cartridge (which they were looking into yesterday).
- Festival of Sport is this Sunday, all welcome to come and watch our teams!  
***There will also be food stands, so VB encourages all those interested to attend!***

### iii. Communications [KL]

1. Updated Instagram account for different information
2. Did the office hour & tidied up the GCR office
3. Updated the twitter account— retweeted the Ustinov college account & put useful information to Ustinovians
4. Put different information in Ustinov Livers' Out group
5. Put information in Ustinov WeChat group

***EJ notes that he's had some complaints from people having their pictures from Pride last year posted on the college Instagram accounts. GCR pictures would have been fine, but these were privately taken pictures which required permission. It is noted that this needs to be checked more carefully and more often in the future.***

***TP notes that he also bought a poster with a QR code, which he will be putting up soon.***

**iv. DSU [TP]**

Nothing to report. ***There are jobs going at the DSU if anyone is interested, and these can be seen in their weekly updates.***

**v. Facilities [JO]**

1. Ustinov live happened and was a success, with plenty of people up for playing at the BBQ - churros were also a success.
2. Spoke to Ian about the trophies cabinet and that's being looked into.
3. Discussion about the best way to get the piano looked at - is there a car available?

**vi. Finance [EJ]**

- Finally submitted the accounts to the accountant. Will hear back about that by the end of the week (hopefully before the AGM!)

- Worked on the next year's budget for the AGM. ***This also needs to be sent to the Trustees.***

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Balance brought forward (28/05/2019) £29,834.09

Cash in (28/05/19) +£5,450.00

Vera Bieber - Gym Foam Roller (28/05/19) -£12.97

Adobe License (28/05/19) -£24.96

Dusk Til Dawn - SB booking (29/05/19) -£500.00

Non Stop Kids - Keenan Kids' Event (29/05/19) -£199.00

Netflix (30/05/19) -£9.99

Balance carried forward (04/06/2019) £34,537.17

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**vii. International Student Officer [MR]**

Nothing to report.

**viii. Livers Out [TP/EJ]**

Nothing to report. ***AS has posted about the AGM in the Livers' Out group to try and boost interest.***

**ix. Social Secretary []**

Nothing to report(?). For details on upcoming social events, see University/College report below. ***There isn't currently a graduation formal planned, but college have been looking into this. TP encourages anyone with an idea for running a social event to let him know, and they will have free reign to run it.***

**x. Steering [AS]**

The AGM is coming up this Saturday! It has been advertised on various platforms. Reminder that all agenda items should be submitted to SL by tomorrow at 23.00. All Committee are expected to attend and Exec members will be expected to give a summary of what they have done over the year.

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

College/University

- The Churros people on Friday were happy with the interest from the students and I think it is something I will recommend we look into next year to go along with some of our events.
- College has booked a date for Sexual Violence and Misconduct consent training workshop for the third week in October and we have 12 places.
- The SCR AGM happened last week. No-one ran for any positions, college will run the SCR for the next year until the following AGM unless someone steps up in the meantime, might be an opportunity to run more things with the SCR to try and get engagement.

PresComm

- Gym Waiver form, I got information about what other colleges have on their gym forms, mainly concerning people being in the gym on their own. I have sent this to VB to look into whether there is anything we need to add to our own form.
- DSU-DSO, in light of the feedback about the DSO (Durham Student Organisation) review (which doesn't affect us as an independent charity) the DSU is looking into proposing their own option for colleges. They would set up a Charity and the common rooms that wanted to be part of this system would be

sub-charities in the overall DSU charity. There are still plenty of details that need to be looked into with this system, however in principle I think it is a good idea and if it was sufficiently well set up there might be an option in the future to get involved. This is still in the planning stage at the moment but I think that it would be good to be involved in the development next year if there is the chance to get involved.

### Ball

- Run through the event with Paul Skerritt, decorations should be sorted, Ents should be booked in and the timings should have been confirmed today.
- I will hopefully be calling Beamish to run through the event to make sure we haven't missed anything for the ball.
- Coaches need to make sure that the timings are sorted out with the coach company and we need a contact for both the dining group and for the Ents only group.
- Need to confirm the drinks reception things with Trudie.

### BBQ

- Meeting with VM last week, lots of useful information, main points are to contact the JCR about using their stage and whether there is anything they can tell us about what they organise, need to get Ents info over to them in the next few weeks, and that we need an adverse weather plan if it is too wet/windy.
- We confirmed that external staff will be staffing the bar throughout the day. Trudie is having a meeting today to get info about the bar arrangements, there may be the possibility to have a working out door bar to do more than cocktails but I will wait for further information. ***TP notes that having post-mix rather than cans would be better!***
- Need to arrange Ents. I was going to draft up some options for the ents and put them in the committee group for people to vote on.
- Sumien might have a contact for someone that can do make some advertising material for the BBQ, hopefully we will know whether they can do something soon.
- Need to begin advertising, already have a Facebook event and will save updates until after the ball. ***TP will also post a reminder to attendees to get hold of a masquerade mask.***

## xii. Welfare [JL]

Posted exam tips on both WeChat and Facebook. ***Planning on doing a few more events in the coming weeks, particularly given the impending end of exams. Ideally a fruit or brunch-based event. JL will also post to raise awareness of mental health and other services, and will consult with the Welfare Committee soon to brainstorm any other welfare events which they would like to see.***

## 6. AOB

N/A

Sam Littlewood

GCR Secretary

4/6/2019