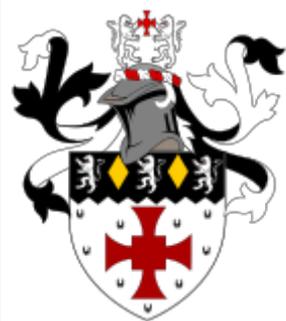


Ustinov College GCR Exec Meeting Minutes



18:00pm, 11/6/19

1. Apologies: JO, MR

Present: AS, TP, SL, VB, KL, EJ, JL

2. Approval of minutes from last meeting. .

All minutes after May 15th need approval. ***SL will edit and upload all minutes to the Drive ASAP.***

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. ***Ongoing.***

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

[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. ***It is noted that this is no longer relevant, as it is now worth waiting for the new committee to take over rather than buying shirts for the extant committee.***

4. Agenda Items:

- [AS] GCR levy: reduce to £20 for the rest of this academic year? ***Some confusion over exact figure, as it was allegedly to be £10 and then £20 for gym membership. VB notes that £10 is sensible, given what this will realistically cover in terms of the remaining events this year. EJ notes that this could cause some controversy given shift in price, but VB notes that this is reasonable. Motion to reduce the GCR levy to £10 for the remainder of the academic year – 5 in favour, £20 – 0 in favour, abstaining – 1.***

- [TP] BBQ design: we now have 2 designs, one from Yurie and one from Sumien's friend. I will bring the designs to the meeting and we can discuss them here. We might be able to use both designs for different things. ***Both designs received very positive reactions, but preference appears to be for Sumien's friend's. It is suggested that one design could be used for the posters and another for the T-shirts. TP still needs to work out the figures surrounding T-shirts, but notes that we'll have a better idea of how much we can spend on it as more and more aspects of the BBQ are locked in and paid for. EJ suggests using one design for the stickers, as these are very cheap to make and eye-catching. General agreement that the design from Sumien's friend will go on T-shirts (AP: TP to price up BBQ T-shirts and present a couple of different options) and Yurie's design will be used on posters and stickers, e.g.***

- [AS] Handover meetings begin from next week. Please could you all write a handover document (or at least update the ones you had), whether there is someone running for your position at the moment or not.

There will be a handover Trustees meeting in the next couple of weeks (by the end of June). I have spoken to Thom (current chair of Trustees) - he will put out a poll soon.

The current exec will keep their voting power during executive committee meetings until they 'officially' decide to hand it over to their successor, or until the end of June. Executive committee members are expected to attend the meetings until (and including) the meeting on 25th June.

Any questions about handover, or things that need to be discussed about it? ***It is encouraged to change things which haven't worked in your role, so remember to consider this when drafting your documents. If there aren't any handover documents from last year then there will certainly be some examples on the Drive, and TP notes that it could instead be an opportunity to offer suggestions for improvements, and is happy to help anyone with these.***

5. Officer Reports:

i. Bar Steward [AMH]

Nothing to report.

ii. Clubs & Societies [VB]

- Visited almost all Ustinov teams during Festival of Sports, took many photos, ran many more miles, and pushed the whole event via the Team Ustinov social media. All the teams seemed happy with how the day went! I'll write up a blog post about the event, probably my last one as CS officer.

- The receptionist pointed out that the gym rule sign on the gym door does not

look great anymore, so I will check the rules to make any necessary (small) changes and print off a new copy which she will laminate for better durability.

iii. Communications [KL]

1. Attended the GM for the office report & did first part of the meeting live video.
2. Updated the social media about the GM (Peter Platypus & livers out).
3. Photo shooting of the Sunday Ustinov basketball team in Maiden Castle.
4. Reminded the dragon boat festival & World Ocean day on Instagram.
5. Shared Durham Guild of Spinners, Weavers and Dyers & Botanic garden bird hide. ***The BBQ has now been put on Facebook, and has received a great number of responses!***

iv. DSU [TP]

Posted regarding the Vice Chancellor Town Hall meeting on this upcoming Friday.

v. Facilities [JO]

Nothing to report.

vi. Finance [EJ]

- AGM happened and we passed everything.

- Got the reports from the accountant and now getting ready for the Trustees meeting.

Balance Brought Forward (04/06/19) 34,537.17

Beamish Extras (Decorations for the Summer Ball) (04/06/19) -351.50

JC Audio (BBQ Stage Hire) (04/06/19) -1,400.00

Eduardo Joel Lopez Torres (Pride Party supplies) -53.37

Eduardo Joel Lopez Torres (Pride Week Pub Quiz) -3.00

Dusk 'Til Dawn (Summer Ball ents) -1,485.00

Balance Carried Forward (11/06/19) 31,244.30

vii. International Student Officer [MR]

Need to talk about Keenan Eid party entertainment. ***Dissatisfied with performance, this will either be refunded or re-run. The Exec will work with Keenan to work out next steps on this issue. EJ will share contact details so that they can pay us back.***

viii. Livers Out [TP/EJ]

Nothing to report. **BBQ details will be posted in the Livers Out and postgraduate groups soon.**

ix. Social Secretary []

Nothing to report. **The Ball is happening tomorrow, and that's it for social events for now. VB has printed signs for the drinks reception tomorrow.**

x. Steering [AS]

The Annual General Meeting happened on Saturday. Unfortunately it took a while to get quorum but once it was met it was held throughout the meeting! We have one candidate for each of President, Vice President, Treasurer, Welfare Officer and Bar Steward. The two Skype husts (eventually) happened successfully. Voting closes tomorrow night at 11pm – the results will be announced on Thursday morning. **AS reminds members to renew their respective email accounts prior to handover to the new Exec. Three constitutional changes were made in the AGM, but TP advises AS to get in touch with Martin Brader about this. TP can also bring this up in his meeting with him tomorrow.**

xi. University/College [TP]

College/University

- Have confirmed with college that there will be a graduation event at the World Heritage Visitor Centre Conservatory on Palace Green from 5pm on Thurs 4th July. **TP will get some details from college about this to include in advertisements.**

Ball

- Everything should be planned for tomorrow. **TP will finalise things with the coaches tonight.**
- Should be expecting an invoice for this soon.
- The weather will be rubbish so it will be best to keep people in the cafe/bar until the coaches are outside so we can minimise the time people spend out in the rain. **Prosecco has also been sorted for tomorrow, and has already been approved as part of the budget. We're well under budget for the Ball, as it stands.**

BBQ

- Have posted about possible ents for the BBQ, will look into the suggestions people have given and run them past VM in the next week. **Inflatable attractions might be difficult on a windy day, so TP notes that we need to be sensible about**

how many of these we'll get.

- We will aim to send out an email advertising the BBQ in the next week hopefully using the graphics we will have decided on.
- Once the ball is out of the way I will look into what else we need to sort for the BBQ. ***It is requested that TP or EJ sign the formal agreement for performances at the BBQ. EJ responds that he is happy to do so.***

TP requests that we compile a list of performers, to fit with the branding of the rest of the event. It is agreed that TwistHelix will likely perform immediately after Paul Skerritt.

xii. Welfare [JL]

Posted on Facebook and WeChat about mental health support services in the University.

6. AOB

EJ notes that anyone who has sent him an electronic reimbursement form needs to ensure that they are signed by hand, as this is required prior to submission. EJ will post in the Committee group reminding all members to do this.

Sam Littlewood

GCR Secretary

11/6/2019