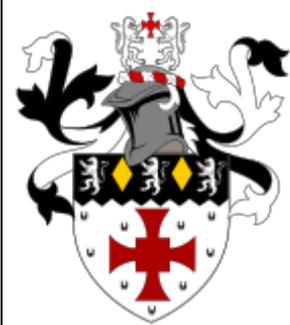


# Ustinov College GCR Exec Meeting Minutes



18:00pm, 18/6/19

1. Apologies: AMH, MR, JL, KL

Present: AS, TP, JO, SL, VB, EJ

2. Approval of minutes from last meeting. .

All minutes after May 15<sup>th</sup> need approval. ***SL will have these done by next week.***

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. Brenda is back now so TP will try and speak with her.***

[AP] TP to price up BBQ T-shirts and present a couple of different options. ***TP will have these for next week.***

[AP] JO to sort out the piano. ***Ongoing.***

4. Agenda Items:

- [VB] BBQ: Volunteer areas I have thought of - what does everyone think?
- Food (how many volunteers at a time?)
- T-shirt sale (2 volunteers at a time).
- Kids area (1-2 volunteers at a time).
- Tech (1 volunteer at a time to help/liaise with tech people) ***AS will most likely be involved in this; it is noted that more people will be required for this in the morning to transport instruments, and at the end to help to take everything down.***
- Welfare (1 volunteer at a time at Welfare table to provide water/sun cream and answer any questions, act as lost child station and so on). ***This will be constituted primarily by the welfare team.***

- Patrol (1 volunteer at a time who is very familiar with the whole schedule and goes around checking that everything is going smoothly and helps out all other volunteers as required).

My goal will be to have at least one committee member in each shift and area and then fill up with further volunteers. **TP will check with Van Mildert about a number of these.**

**VB will put up a poll on Facebook in the committee group to gauge interest in various areas, and attempt to allocate roles on this basis. TP notes that this is also another opportunity for advertising. Volunteers will be free from around 7 or 8, once equipment has been taken down and packed away. It is suggested that a free drink could be offered to those who help to clear up – this is generally approved of.**

- [KL] For the Summer BBQ, do we need any sun cream to protect volunteers from burning, or do we have some left over from last year? **TP suggests that we start running through smaller things nearer the time to check things like this, but it is very likely that we will be buying more sun cream. Water will be available on the bar, and having buckets of bottled water have worked well in the past.**

## 5. Officer Reports:

### i. Bar Steward [AMH]

Nothing to report. **Bar Management Committee meeting tomorrow at 3pm. If anyone has any concerns or question regarding the bar then TP encourages the committee to submit them to him, and he will share them. VB suggests ensuring that the bar is better prepared for the next induction week, given problems earlier this year. JO would ideally like 5-7 staff available.**

### ii. Clubs & Societies [VB]

- Usage of the Maiden Castle sports hall has been going well for our indoor teams.

- Currently working on the handover document. **Quentin has allegedly made arrangements so that we will have access to a swimming pool from October, but the details of this have not yet been made clear.**

### iii. Communications [KL]

1. Advertised the Grey Inter-MCR formal in WhatsApp and Facebook.
2. Forwarded GCP & local events in WeChat.
3. Did offline meetings with several Ustinov residents & asked about their experiences.
4. Advertised Ustinov's Summer BBQ in WeChat group. **Only the BBQ and Ustinov Live remain to be advertised.**

iv. **DSU [TP]**

Nothing to report. *The DSU awards happened yesterday. There is a welfare training event on Friday, 9-5, and a residential training event in a fortnight. Bryony has been in touch with Meg Haskins for more details about this, and it sounds quite comprehensive. We can have up to 4 spaces. Bryony will be attending, and will advertise to the future committee to see who would like to attend.*

v. **Facilities [JO]**

Nothing to report. *JO has been struggling to get hold of all the letters for the Ustinov bar sign, so we will now be getting new signs. AS requests that JO get the keyboard sorted in plenty of time for the BBQ, and to speak to David regarding drumkits.*

vi. **Finance [EJ]**

- The bank account payments are blocked due an nonexistent payment limit. Until we solve the problem we are unable to make any further payments. Please, consider this for future BBQ payments and the bits that are not paid yet for the Summer Ball. *Communication difficulties due to Howlands address. EJ will go to Stockton and try and get this fixed on Thursday, obtaining forms to change the address and other details. TP requests that EJ relay information regarding this back to the Committee as soon as possible, particularly if difficulties like this manifest again in the future.*

- Working on the handover document and making a week plan for the treasurer's handover activities.

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Balance brought forward (11/06/19) £31,244.30

Balance carried forward (18/06/19) £31,244.30

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

Nothing to report.

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

Nothing to report.

ix. **Social Secretary []**

Are we planning a Ustinov Live on July 12<sup>th</sup>? If so we need someone in charge + room bookings + volunteers sorted by then. **AS will be around and is happy to help with this, e.g. room bookings.**

#### x. Steering [AS]

-The AGM was held, with a number of changes being voted through to the Standing Orders and the Constitution. The constitution changes will be presented to the trustees at the handover meeting happening in the next week or two, and will have to be taken to college (as the Pro-Vice Chancellor or their chosen representative(s) have to ratify the changes now as replacement to the collapsed College Council).

-We now have a new Executive Committee! Congratulations and welcome to:

- Diana Martinez – President
- Connor Armstrong – Vice-President
  - Vera Bieber - Treasurer
- Bryony Rogers – Welfare Officer
  - James O’Neill – Bar Steward

Please could all leaving committee make sure their handover documents are written and made accessible to the new committee.

- Handover will officially be from the end of this month, but the last Executive Committee meeting will be on 25<sup>th</sup> June (i.e. next week).

- There will be a bit of an awkward couple of weeks with the BBQ happening on July 20<sup>th</sup> that is organised by the outgoing committee. TP will be making a separate BBQ discussion group to keep BBQ organising going. The new committee will be invited to it, and it means that the old Exec won’t need to keep going to the Exec meetings after the new committee have taken over.

***Trustees meeting will be during EJs absence. AS requests that EJ look into exactly how to submit the accounts and complete the paperwork properly.***

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

##### College/University

- SPRA meeting this Thursday, new President + VP it would be a good opportunity to come along to this, it will be 7pm Thursday evening.

##### Summer Ball

- It happened, from people that I have spoken to it seems that it was a success, thanks to everyone that helped organise and shepherd people around for the

event.

- I'll stick a document on the Google Drive with feedback about the Ball so that if anyone has any thoughts of what was good/bad and can be done to improve things for next year.

### Summer BBQ

- I have shortlisted some ents for the BBQ, I am getting Benny to contact D2D and get their information and I will be contacting VM to find out what information they want to have about the ents.

- Looking into a petting zoo alongside the ents chosen. ***Bryony is looking into this. VB has concerns about fitting all of our ents into the space available – TP will double check this before committing to any more bookings.***

- I will email the President of Van Mildert JCR to speak to them hopefully next week to work out those details with them.

- I will contact D2D to look into a DJ for the evening's entertainment at the BBQ.

- Advertisement, I will look into getting a poster design sorted by the end of the week.

- I will look into T-shirt designs for next week.

- Need an email out to people about volunteering for the summer BBQ. ***An introductory email containing some details and our advertising designs would be advisable, in order to raise awareness and enthusiasm prior to more detailed promotions.***

- I will organise a BBQ meeting to bring the new Exec up to speed on the BBQ next week.

***TP encourages JO to get more bar staff on July 4<sup>th</sup>, given that this is during graduation week and is Independence Day.***

### xii. Welfare [JL]

Nothing to report. ***Bryony is thinking of organising a petting zoo around dissertation hand-in (i.e. the week before) if it proves financially feasible. No clear idea of how much space will be required, but having it on the front garden would be really good as this way the local community could get involved. Could also get some fruit for the period in the run-up to dissertation deadlines. TP also advises that we haven't used all of the bar's budget for welfare events, so we need to look into how this can roll over to next year's exec. Reminder to other committee members to renew their respective email accounts!***

### 6. AOB

***EJ requests that any invoices which still need to be paid need to be sent to him ASAP, and requests that they are signed in advance!***

Sam Littlewood

GCR Secretary

18/6/2019