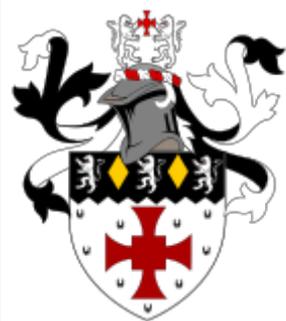


Ustinov College GCR Exec Meeting Minutes



18:00pm, 25/6/19

1. Apologies: EJ, AMH, JL
Present: TP, AS, JO, SL, VB, MR, KL (DM, CA, BR)

2. Approval of minutes from last meeting. .

All minutes after May 15th need approval. *Exec members will have until Sunday to read their respective sections, after SL has posted reminders, then AS will post a poll to vote online so that the last few sets of minutes can be passed before the new Exec take over.*

3. Matters arising from previous minutes.

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

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

[AP] JO to sort out trophy cabinet. *See Facilities Officer Report.*

[AP] JO to look into getting the vending machine fixed. *TP notes that it may be worth talking to Colin about this to see if he can fix it.*

[AP] EJ to get in touch with Tom Briton regarding expiration of National Trust membership. *TP has gotten in touch, and found that it needs to be done by the end of August. VB will speak to Brenda about this soon, to get all the necessary information.*

[AP] TP to price up BBQ T-shirts and present a couple of different options. *See Officer Report – waiting on colours.*

[AP] JO to sort out the piano. *See Agenda Items.*

4. Agenda Items:

[JO]

1) To pass a budget for £86 for two bean bags which can be unzipped + delivery charges. *Also come in a range of colours, although we will likely stick with black.*

Motion to pass a budget of up to £86 for beanbags plus delivery – 7 in favour, 1 abstention. The budget is therefore passed accordingly.

2) More of a point of information at this point that I will need in the future a reimbursement for petrol and parking of approximately £15 for whomever is available to drive Connor and myself to Newcastle to mend the Piano, along with the cost of fixing the piano which could not be stated over the phone. ***No objections raised to refunding petrol costs should the keyboard need to be driven to Newcastle.***

3) To pass a budget for replacing the broken bass speaker - budget to be announced in the meeting as Joe is going to get back to me on a rough cost. ***Around £600 in total, although this is a generous estimate. MR notes that a budget of this size would need to be passed in a General Meeting. It is noted that a particular example needs to be shown before any budgets can be passed, and TP notes that it isn't urgent (although we'll certainly need the cables before Ustinov Live). CA will go through the tech cupboard and music room over the summer so everything can be looked through and tested to see if we need anything else for next year. JO will get specifics about the bass speaker for next week.***

4) Motion to pass a budget of up to £100 for vending machine stock, to keep the machines full for the next couple of weeks. ***VB notes that JO and Thesi need to let EJ know which purchases match which budget so that he can keep an eye on finances. JO agrees to do so in future. Motion to pass a budget up to £100 for this purpose – passed unanimously.***

[TP]

- Until the BBQ we'll need to continue having meetings to discuss BBQ things. Which dates over the next three weeks or so would work for everyone? ***Thursday seems to work well. Meetings will begin this week, and TP will remain in touch with the new committee so that everyone remains informed.***

5. Officer Reports:

i. Bar Steward [JO]

Nothing to report. ***JO has first meeting with Trudie tomorrow. Has plenty of ideas, but nothing to report for now! TP requests that JO talk to Trudie about the external bar issue at the BBQ tomorrow. There will be mocktails and soft drinks available outside. It is noted that providing soft drinks outside is particularly important to make sure that kids can access them easily. BR also suggests that we could have a table specifically for the kids.***

ii. Clubs & Societies [VB]

- Team Durham have asked us to enter our teams for next year by the end of July, so I have sent out a call to the captains to verify that their teams will continue to exist next year and who will lead them.
- I'm happy to keep taking care of C&S related matters until a successor is found! ***TP asks when the next funding call will be – VB replies that the most recent deadline was at the AGM. VB will continue pushing R.E. the pool from August.***

iii. Communications [KL]

1. Photographed the mentor trip.
2. Updated social media.
3. Put different information in WeChat group.

Feel free to message me any information about the BBQ/Ustinov Live – I can help by posting it in the WeChat group/on social media! **VB notes that we need an email about the BBQ, and that we need to start promoting the posters. CA asks if KL has any plans in place for handing over – KL responds that she hasn't changed any passwords, so we still have all the details that we need.**

iv. DSU [TP]

Nothing to report. **DSU Assembly happened last week. TP will speak to Alex Hampton to get updates.**

v. Facilities [JO/CA]

- The handover with Connor is now complete, and my handover document is on the Google Drive.
- I have received the position of Bar Steward from Ariam.
- The lights for the bar have now arrived and will be put in place tomorrow day by Colin.
- College finally have a location for the trophy cabinet and would like us to choose the cabinet, so that they can get it. It will be in the foyer area of Neville's House. **JO has shared options to the Facebook group.**
- The leaflet stand for new and existing students to look at local attractions is here and in the GCR room and Connor and I and whoever else wants to help will get some leaflets on interesting local attractions and activities and put the stand outside the gym, opposite the snack vending machine. If anyone has any suggestions for local attractions let me, or Connor know! **This can also be a good site to keep welfare resources, such as leaflets. DM asks if there is a list of all the local attractions – JO replies that one was made a couple of years ago, but encourages us to send in ideas so that he can get in touch with some places and obtain leaflets.**
- Ustinov Live has been arranged by Ali and Connor, myself, and Ali shall run it on July 12th with or without the Tech Officer. **AS confirms that the bar has been booked.**
- That is all, and I can very warmly welcome Connor to take over from here as the new Vice President once the Trustees Meeting on Saturday is complete!

vi. Finance [EJ]

- The bank account blockage was sorted out. Got the details to contact the business branch at Newcastle and they are willing to help us with the change of mandate. **This will put VB and DM onto the account. They are encouraged to get in touch with EJ to co-ordinate when this can be done over the summer.**

- I'm checking the charity commissioner thing – it's easy to fill in. I'm uploading the format to the group so that you can start filling it. Also, I'm attaching the previous year's report so you can have a better idea of what to put there. If you don't have any idea then please send me a message (I'll be able to sort out some stuff but not everything from here).
- Will meet VB before the Trustees meeting to have a pre-handover meeting. The training for coin counting, emptying the vending machine and pool tables will continue next week.
- I'll send the updated figures for this year to AS later, so that they can be sent to all the trustees prior to Saturday's meeting.

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

Cash In (19/06/19) +£1,355.00

Paul Skerritt (Summer Ball performance) (21/06/19) -£500.00

Beamish Hall (Summer Ball payments) (21/06/19) -£5,223.00

Durham City Coaches (Summer Ball buses) (21/06/19) -£1,700.00

Davidson Taylor (Summer Ball photos) (21/06/19) -£216.50

BT Group (BT Sports) (24/06/19) -£373.99

Balance carried forward (25/06/19) £24,585.81

vii. International Student Officer [MR]

Nothing to report. ***MR has an eye on possibly doing a trip on July 13th, but this is only a possibility.***

viii. Livers Out [TP/EJ]

Nothing to report.

ix. Social Secretary []

There is a Ustinov Live happening on July 12th, we need to send advertisements out and organise people for it. ***We have one late opening left, which is usually reserved for an end-of-term party, but this will be the responsibility of the new exec!***

x. Steering [AS]

Advises the new committee to think carefully about how to navigate the issue of quorum – online votes or an emergency number to reduce it are two viable options. AS and TP will also be giving an end-of-year report at the upcoming trustees meeting.

xi. University/College [TP]

CMT

- Alastair to send changes to the constitution to Glen when they are ready. ***They haven't been sent yet as he was waiting to hear feedback from TP following his meeting.***
- Need to make a diagram of the bar layout, is someone able to sort this?

SPRA

- DURF (Durham University Residents' Forum) - The community is putting together a leaflet for the HMO's keep an eye out for this and check the info sent out.
- Parking - continues to be an issue especially the turn onto Potters Bank. The residents are looking into solutions to this.
- Survey about parking permits happening in Chevalier Court, some members of SPRA are interested in this here however it would need 70% agreement on a survey, however if this gets raised at a future meeting it would be worth making the residents aware of the impact it would have on people living there.
- Double yellow line on junctions is to be looked into as parking on the junctions is an issue, this needs to be followed through with the council or there was a possible option to put bollards on the junction to prevent people parking there.
- No sign for Ustinov on the main road for induction week. I would recommend a sign by the road, this would be good to raise at tomorrow's CMT and to follow up throughout the summer as the sign is important for arriving residents.

BBQ

- Ents are being booked in and have been run past Van Mildert for them to spot any issues.
- We are looking into a petting zoo for the BBQ, only issues would be the placement of it so that the animals are not spooked by noise.
- Trying to book in a DJ for the evening's entertainment, we are hoping to get the DJ from last year's induction week party as people liked him.
- I will arrange a meeting this week to nail down the advertising campaign and to talk through timing arrangements for the day.
- I am arranging a meeting for this week to chat to the VM president to get some ideas about what we can do and what stuff of theirs we can use. ***AS has received a diagram from Jack – he'll share this with TP so that they can discuss the layout of the site for the BBQ. VB asks the times of ents – TP replies that these will be finalised by the end of this week. Everything will be set up by 12, and ents will probably run until 5pm. Music should run until 7pm.***
- I am still looking for t-shirt prices, the design we have at the moment has too many colours so I am waiting for a version with fewer colours to get a proper quote, I would expect that we would be getting about 300 t-shirt that would cost about £4-£5 each and would aim to sell them for £2 so that it costs us about £600 in total, I will bring a proper budget as soon as I get a quote.
- I have a meeting this Friday at 14:30 at VM, hopefully I can get the main bulk of the important stuff nailed down then. ***TP will do some colour and design mock-ups for the BBQ discussion meetings – they'll be posted in the group prior to Thursday.***

xii. Welfare [JL/BR]

Nothing to report. *BR attended training with DM last week, which was good but intense! We now have scratchcards about drinking habits on the bar, and posters will be getting sent around colleges regarding alcohol consumption. BR will get in touch with Annie and email Brenda about communication with college. BR would like to get a multi-faith room in college, as this is a current conspicuous absence, such as in the Observatory. TP thinks that we could secure some funding for this, given the diversity of the student community at Ustinov. It's a common feature at other colleges, so certainly something worth pursuing. TP offers to raise this at CMT tomorrow, too. MR suggests talking to the chaplains around the University about this as well. BR has also had a poster made encouraging people to only take latex-free condoms if absolutely necessary, but this still needs to be printed.*

6. AOB

CA asks if we could do something in the study room. TP notes that there is also the project room, although this is key access. BR notes that if this space isn't being utilised then it could work as another study room, or simply a storage space. TP notes that it already has some cupboards, but this needs to be looked into a bit more.

TP will issue the new exec with keys for the office following the meeting.

Sam Littlewood

GCR Secretary

25/6/2019