

Ustinov College GCR Exec Meeting

AGENDA



18:00 pm, 23/07/19

Action Points from Minutes:

DM will start putting out feelers and we would be booking a venue in town for a Ustinov party.
DM will email Dusk til Dawn to find out how much it would cost for us to have karaoke and a DJ set at the end of term party.
DM will copy the GCR survey from last year into this year's exec folder.

CA will organise a rota for summer office hours.
CA will try and get CIS to reinstate the DSU and Social email accounts.
CA will look into getting further repairs to the keyboard after the summer BBQ.
CA will get a ballpark figure for replacing the sound desk like for like.
CA will email people about leaflets.
CA will put a list of local places to visit on the website before induction week.
CA will advertise another Ustinov Live for the 16th August.

VB will double check with the university finance office and Bidfood that we have paid all due invoices.

JO will contact Durham Brewery for a quote and to see how much space they would need, he will then discuss this with Ian and Trudie.

JO will get a quote from Durham City Coaches.

JO will organise a ticket selling schedule with Lana for selling Dryburn tickets for this trip.

BR will email the Origami lady to see if she would be able to do a session at college over the summer.
BR will start advertising for the dog day and will get the risk assessment finished and sent to college.

DM and VB will liaise with Joel about what further info is needed to change the mandate.

Everyone photos and description by the end of this week and handbook section ASAP.

Everyone to have a think about what we can get the volunteers c.40 and Liz, Johnaton and Greg - £5 per person.

DM and VB will keep an eye out for the invoice and check with college.

Everyone will need to make sure their parts are up to date before the 7th August.

1. Present: DM, VB, BR, JO

Apologies: CA

2. Approval of minutes from last meeting.

- a. Alastair notes that the minutes from the 21st May, 28th May, 4th June, 11th June, 18th June, 25th June have been passed online by the previous exec.
- b. Approval of minutes from the 16/07/19

3. Matters arising from previous minutes.

a. Votes Passed by Online Poll:

Minutes of Exec Meeting held on the 02/07/2019 approved unanimously (4 votes).
Motion to have the summer ball at Ramside Hall was passed (3 votes for, one abstention).

Budget of £128.02 for Welfare supplies passed unanimously (4 votes).

Motion to have an early bird gym membership price which will then be increased passed unanimously (4 votes).

Budget of £144.67 for piano repair passed unanimously (4 votes).

Budget of £200 for BBQ decorations passed unanimously (4 votes).

Prices for next year's gym membership approved unanimously (4 votes).

b. CA will organise a rota for summer office hours. *Ongoing*

CA will try and get CIS to reinstate the DSU and Social email accounts. *Ongoing*

CA will look into getting further repairs to the keyboard after the summer BBQ. *Ongoing*

CA will continue asking Sam about getting a portal for stash and confirming a delivery date. *See Officer Report*

CA will get a ballpark figure for replacing the sound desk like for like. *Ongoing*

CA will email people about leaflets. *Ongoing*

CA will put a list of local places to visit on the website before induction week. *Ongoing*

c. JO will contact Durham Brewery for a quote and to see how much space they would need, he will then discuss this with Ian and Trudie. *Ongoing*

JO will get a quote from Durham City Coaches. *Ongoing*

JO will organise a ticket selling schedule with Lana for selling Dryburn tickets for this trip. *Ongoing*

d. DM will email Ramside Hall about securing a date for our summer ball if it is accepted in the online poll. *See Officer Report*

DM will check with college about the access issues surrounding the business school library. *See Officer Report*

DM will start putting out feelers and we would be booking a venue in town for a Ustinov party. *Ongoing*

e. BR will order welfare supplies if the budget is passed. *Supplies have been purchased they should be delivered in the next week.*

BR will email Wagn Wheel to arrange a date for them to come to college over the summer. *See Officer Report*

BR will email the Origami lady to see if she would be able to do a session at college over the summer. *Ongoing*

f. DM and VB will liaise with Joel about what further info is needed to change the mandate. *Ongoing*

DM and CA will ask CMT if they would be willing to have a stress less yoga session during August. *This was discussed with Martin and Brenda - we have picked dates that the trainers suggested so hopefully this will go ahead*

CA and DM will talk to CMT about getting our handbook on the memory stick too. *Yes we can but this must be sent by the 7th August - [AP] everyone photos and description by the end of this week and handbook section ASAP.*

4. Agenda Items:

a. **[VB] Discuss what went well / not so well at the BBQ, what to learn for the future.**

[CA] From a tech PoV I think the BBQ went well. The snag I would want to fix for next year is to balance indoor/ outdoor music if the weather is iffy. For example, announcing acts in multiple locations.

The venue works and we could use it for next year - if we are going to have wet weather next year we should try and have stage music on the outdoor speakers.

People were bringing in alcohol into VM which that weren't allowed to do this was confiscated and stored behind the bar until people left - if we go back next year we need to advertise that people aren't allowed to bring their own alcohol.

There were too many children in the animal area at times - if we do this again this needs to be better supervised next year maybe have volunteers there.

Tom will write a report about the BBQ - which we can use to see if there is anything else that can be changed for next year.

We had a really good number of volunteers for the day and the day before but we could have done more for the clear up.

Maybe more announcements for music.

The food lasted til half 4, although it was just the veggie burgers left at the end.

b. **BBQ T-shirts/ Volunteer Gift**

[VB] Pass £100 for pizzas for BBQ volunteers on Friday evening. We had a large group of volunteers helping to move equipment to Van Mildert on Friday, which meant that the whole process went very smoothly and quickly. After breaking the bad news about the lack of t-shirts to them, we needed something to cheer them up again and thank them for their help on the evening - hence the pizza.

There were no questions, this will need to be passed online.

[CA] As we all know, the T-shirts were not able to be printed in time for the BBQ. The latest info I have on our order status is that Tom has cancelled everything. We therefore need to decide if we still want any T-shirts.

The design has many colours and it is impossible for some sites. We could get a mug/ travel mug instead - these still have some colour restrictions for some sites and some websites may have large minimum orders. [AP] everyone to have a think about what we can get the volunteers c.40 and Liz, Johnaton and Greg - £5 per person.

c. **[VB] Pass £516 to pay Breakaway for an overdue invoice for pool table reclothings in March.** All within the budget for the year (the pool tables pay for themselves).

There were no questions - this needs to go to an online vote.

d. **[VB] Pass money to pay for the 2018-19 formals.** We finally received the invoice for this past year's formals (minus the ones at the Radisson):

-Bonfire (Hatfield): £2,700

-Christmas (St Aidans): £ 3,030

-Chinese New Year (Van Mildert): £1,710

-Castle (Castle): £2,715

-College Awards (Business School): £1,200
Total: £11,355 (Budgeted: £13,500)

This needs to go to an online vote. Do we know if we have paid the Radisson Blu? We don't know - this will have to be raised with the college [AP] DM and VB will keep and eye out for the invoice and check with college.

e. **[DM] GCR Induction program (for before 24th July!)**

College wants to know the big events so they can include them in their printed leaflet. They also asked if we wanted new/different powerpoints for livers outs. We could keep the timetable for the first half week the same. We should run events at Brackenbury - we could run a family friendly film night there. The clubs and socs fair should be included in the college handbook. College will have four welcome events - two at Sheraton (one for livers in and one for livers out), one at science site for livers out and one at Keenan (they haven't decided if this will be for families or everyone there living there). The consent talk will now be included in the induction rather as a separate event. We can let college know about the big events that we already have booked in (e.g. Green Move out sale, clubs and socs fair, the Induction week formal and the Induction week party) and give them some ideas about the other kinds of events we have planned - these will then be decided at the Induction week volunteers meeting next week.

f. **[VB/CA] Induction email**

VB has posted a draft on the exec FB group

CA: (Have already sent) Will out volunteer request email. Aim is for those interested to help plan some stuff next week. Will need to agree a date to discuss stuff with any who are interested (my pref. would be evening of 31st July or 1st August) and get ideas/ feedback as well as putting together a timetable. If we want our stuff to be included in the e-timetable from the Uni, deadline is 2nd August. I will email Brenda and see if there is any flexibility here

We don't have a real preference but have decided on Thursday 7pm in the bar.

We need to decide on volunteer t-shirt colours - college staff will have light blue. We will still keep the navy blue exec polo shirt but will get a different company.

g. **[DM] Payment of High table from College (Radisson Blu formal)**

See agenda item d

h. **[DM] Handbook deadline before 7th August**

[AP] Everyone will need to make sure their parts are up to date before the 7th August.

i. **[DM] Dryburn space**

Dryburn students will pay less (£300-600 less a year) as the quality of the rooms is not as high as at Sheraton Park. They have a very big community room in Keenan house - CA has photos - the kitchen and the living room is separate in the flats. There is one room with disability access in Brackenbury. We need to ensure we run events there to make the Brackenbury students feel included in college life.

j. **[DM] Ramside Hall data survey**

We need to send Ramside numbers - we've said c.200 people Friday/ Saturday mid June £30 per person Sunday-Thursday £26 per person so we should aim for Thursday - prices include 3 course reception drink disco room hire tablecloths and napkins and VAT. They have an option for half a bottle of wine per person - this will increase the price. Could we have outside space/ adjoining room we will see if they are available Thursday 18th June?

k. **[VB] Pass a budget for £200 for pizza at the GM**

We usually get 20 (£200 worth) pizzas for GMs.
There were no questions - this will be put to an online vote.

l. **[JO] Budget for £300 for the vending machine.**

The vending machine is running low on stock again and Thesi would like to spend another £300 to fill it up. Note that items are chosen so that selling them at 60p apiece makes back the money we spend on them.
VB notes she would like to be notified as soon as the order has been made (ideally by forwarding the confirmation to the Treasurer email), to better track this.

There were no questions. This will be put for an online vote.

m. **[CA/DM] End of term party** - should probably discuss/ agree when the last late opening will be and what type of event to hold. *The 6th June is the last Friday before people move out the day of last hand in. Do we want a silent disco or a normal party? We could have karaoke and a disco. The Mexican Band would like to perform but this would require a significant set up/ take down time of the college tech equipment. Silent disco would provide the best sound quality. If we have to use our own speakers they won't be as good as external speakers because they're limited so as not to disturb the local residents. We should ask dusk til dawn how much it would cost for 3 hours of karaoke and 2 hours of DJ [AP] DM will email to check.*

Nb. If a Silent Disco, the DJ from the BBQ has expressed an interest in performing again (we also had him in the induction week disco). *Would he do a normal party?*

If we're going to have another Ustinov Live in August we should pick a date - No Alastair Friday 9th - how about 16th August? [AP] CA this needs to advertised ASAP.

n. **[CA] Draft motion for Sheraton Reps**

i)The GCR Notes that:

We currently have two Dryburn reps and previously had two Howlands reps back when we were split between the three sites.

The majority of livers in are now based at the Sheraton Park site.

The Sheraton Park site has a number of facilities jobs that are well-suited to a holder of this role; including helping to manage the observatory booking system and assisting with the vending machines as well as liaison with students.

To address the current imbalance between sites, work and people we could increase the number of Sheraton Park reps.

ii)The Proposal:

To amend the current composition of the facilities committee to include two Sheraton Park Reps, both to be elected in the Michaelmas term.

Proposer: Vera Bieber

Secunder: Diana Martinez

This will need a Proposer and Secunder since CA cannot do it. *VB and DM have agreed to propose and second the motion, respectively.*

- o. **[BR] Small discrepancies in the standing orders as to who should be in each committee.** While I was looking at the standing orders to write a motion to add the Sheraton Park and Dryburn Reps to Welfare committee I noticed this.
- The ISO is listed as being on the Welfare committee in the lists of committee members starting on p13, but not in the role details or on the website.
 - The Press secretary is listed as being on the Social committee in the lists of committee members starting on p13, but not in the role details or on the website.
 - The Livers out rep is listed as being on the welfare committee on the website but nowhere in the standing orders.
 - The President is listed as being in college council but this does not exist anymore so should probably be removed and we should remove any other mentions of college council but I have not had time to go through this. (I am currently writing a motion about removing college council which Alastair has agreed to second) See below.

So we should discuss who should be on the Welfare committee so I can write it as a single motion for Thursday.

Clarification of Committee Roles

This motion is made of two parts:

a)

i)The GCR notes: that College Council was abolished last year and a motion was passed at the last AGM to remove mention of it from the Constitution but still it remains listed in the Standing Orders in the role descriptions of the President and the Treasurer.

ii) The GCR believes: that the Standing Orders of the GCR should be updated appropriately now that the responsibilities of Common Rooms are no longer with College Council.

iii) Proposal: Mandate the Chairperson to remove College Council from the role descriptions of President and Treasurer in the Standing Orders.

b)

i)The GCR notes: that there is a discrepancy between the lists of committee members and the role descriptions in the Standing Orders for the International Students' Officer and the Press Secretary.

ii) The GCR believes: that the Standing Orders of the GCR should be updated appropriately to correctly detail the members of committees in their role descriptions.

iii) Proposal: To mandate the Chairperson to add Welfare Committee to the list of committees sat on in the International Students' Officer role description (section 11.3.1.11) and to add the Social Committee to the list of committees sat on in the Press Secretary's role description (section 11.3.6.2).

Proposer: Bryony Rogers

Secunder: Alastair Stewart

5. Officer Reports:

a. Bar [JO]

Box ciders are coming. JO is still working on Action points. There will be new beers coming soon - these have gone to Trudie who will pick 4 based on price.

b. Clubs & Societies [VB]

The building works at Maiden Castle have finished and opened their new sports hall so all our teams' bookings will now be in there as they are potential renovating the old hall- they also have a new gym open. St Mary's have a beekeeping society who want to advertise at our clubs and socs fair so we will let them know when that will be.

c. Communications []

Nothing to Report

d. DSU [DM]

We can advertise for the sleep out in the cathedral in induction week with Josephine Butler and Castle colleges. We will need to contribute to the cost of booking the cathedral for this.

e. Facilities [CA] (Apologies)

Stash order is underway, deadline is 28th at Midnight. I am confident that the order will arrive before the end of August but Moette are unable to guarantee this. The BBQ happened, involving a lot of moving of tech and other items from our storerooms. So far as I can tell this all happened without any issues.

Once I am back from travelling, I will be looking into the small purchases previously mentioned as well as following up on my other APs.

f. Finance [VB]

Hopefully we should have everything signed by the end of this week for the change of mandate. We have received money from the coke machine. DM received an invoice for the vending machine from July however Bidfood said today everything has been paid [AP] VB will double check this.

Balance brought forward (16/07/19) £22.973.43

Durham University (Various Sport teams payments) (19/07/19) -£211.00
Jonathan Reuven (Tennis Club Equipment) (19/07/19) -£57.06
Connor Armstrong (Music Room Equipment) (19/07/19) -£36.26
James O'Neill (Ustinov Live Equipment) (19/07/19) -£48.10
Durham University (Levy payments) (19/07/19) +£3,288.00
CCEP (Coke Vending Machine) (19/07/19) +£232.93
CCEP (Coke Vending Machine) (19/07/19) +£60.79
BT Sports (22/07/19) -£373.99
Balance carried forward (23/07/19) £25,828.74

g. International Officer [JO]

The trip is coming up [AP] JO will call tomorrow and post a budget in the group tomorrow we will discuss prices when we have a quote. We should start selling tickets ASAP. We will initially book one coach but can look into increasing this later - we will need two volunteers to count people on and off the bus.

h. Social []

Nothing to Report

i. Steering [CA]

GM advertising is under way. At present (Friday afternoon) we have no manifestos submitted but there are currently three changes to SOs being considered by exec members to be written and submitted before the deadline.

(Note from Alastair) Glenn had ratified constitution changes from AGM these have been updated and are now in the appropriate folder on the GCR drive.

j. University/College [DM]

On CMT meeting we ask for layout ground floor of Neville and Sheraton House, so we can add it to the Handbook. The college suggests having a guided tour and add info about swipe card for livers-out. The college will talk to DUBS about issues on access to the library. Greenlight from College for 4th August. However, is pending the risk assessment for dogs event. Alastair will send GCR constitution to GMcG and SP. Upload on Google Drive "Arrival & Induction Planner 2019" sent from College. Upload files we might need; Exec contacts & Holiday dates. Upload and update a file called "Events 2019-2020" where is all events from College, Mentors & formals that have been already booked through College. Already update info with Joel so mandate can be changed. College agrees to have activities for stress relief during August, probable keep them during next year, but have to assess how much people would attend the sessions. Still pending schedule for the sessions on August.

k. Welfare [BR]

I have contacted Wag n Wheel and had a meeting with them on Monday morning to discuss the logistics of the Dog Day. This has been agreed for the 4th August 12:30 -4 and Diana has organised a Taco truck to attend on the day too. [AP] I will start advertising this over the next couple of days to both the Ustinov students and the local residents. I have also had a meeting with the Durham disability service and have arranged a meeting with the Counselling service to provide useful information aimed at postgraduates during induction week and to Ustinov students in general. I will be proposing this motion at the GM I have asked Rowena/Joel to act as seconder to this and the other motion (it will be sent to Alastair to double check the wording

but it won't significantly change):

Motion to create the role of disability representative.

i)The GCR notes: that we do not currently have a disability representative on the committee, a role which a lot of other colleges benefit from. A large number of students at the university have a disability, specific learning difficulty or long term health conditions as the university can help to provide various different types of support to mitigate difficulties to completing a student's degree caused by their disability or long term medical condition.

ii) The GCR believes: The GCR can be more effective at signposting students to this support and to promoting the needs of students with disabilities or long term health conditions within the GCR; such as ensuring GCR events are as accessible as possible and participating in university wide campaigns. This currently falls under the role of the Welfare Officer but could be better achieved through the election of a dedicated role.

iii)Proposal:

To create the role of Disability Representative and to amend Section 4.8 in the standing orders accordingly to include the additional text which reads:

Disability Representative

- a) Acts as a contact for all Ustinov students who have a disability or long term medical condition and addresses their concerns.
- b) Represents all members of the GCR with a disability or long term health condition in the GCR.
- c) Signposts students who have or think they may have a disability or long term medical condition to the Durham University Disability Service.
- d) Works with the Welfare Officer to ensure that all information provided by the GCR on the disability support offered by the university and college is up to date and accurate.
- e) Works with the committee to ensure GCR events are as accessible as possible to all members of the GCR.
- f) Liaises with the Durham Students with Disabilities Association to include Ustinov GCR in any university-wide campaigns.
- g) Works to promote the objects of the GCR as set out in the Constitution.
- h) Sits on the following committees: GCR Committee, Welfare Committee.

Proposer: Bryony Rogers

Secunder: Rowena Gutsell

6. AOB

- a. We should have an annual GCR survey **[AP] DM will copy it in to our folder** and we/ will comment on it before we send it out for this year.

Bryony Rogers
Acting GCR Secretary
23/07/2019