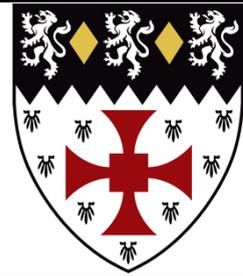


Ustinov College GCR Exec Meeting

AGENDA



18:00 pm, 30/07/19

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 speak to the paint shop to get some colour swatches so we can pick a different colour for the feature walls in the bar.
DM will send the GCR survey round with the college news and the GCR newsletter and will be posted on facebook again at a later date.
DM will mention the smoking bins and asking the porters to ensure people keep noise in the space between Sheraton House and Neville House at CMT.

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
CA will look into getting t-shirts for exec and volunteers during induction week, including getting women's sizing too and will post about t-shirt colours on the exec Facebook group.
CA will find an image for the front of the Handbook.
CA will post on facebook a call for photos for the cabinet.

VB to order the t-shirts for volunteers and finalise lists.

JO will organise a ticket selling schedule with Lana for selling Dryburn tickets for this trip.
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 back in touch with Ian about the Sheraton Park food bank.
JO will talk to Trudie about the Welfare Bar budget and getting some alcohol awareness posters in the bar like the ones we used to have at Howlands.

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

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

1. Present: DM, CA, VB, JO, BR

Apologies:

2. Approval of minutes from last meeting.

- a. Approval of minutes from the 23/07/19 *There were no questions, this was passed unanimously (4 votes).*

3. Matters arising from previous minutes.

a. **Votes Passed by Online Poll:**

Minutes from the 16/07/19 passed (3 votes). *This was put to another vote as quorum was not reached online. There were no questions. This was passed unanimously (4 votes).*

Budget of £354 to paying the accountant passed unanimously (4 votes).

Budget of £300 to stock the vending machine passed unanimously (4 votes).

Budget of £200 for pizzas at the GM passed unanimously (4 votes). *This is now for next week.*

Budget of £11,355 to pay for formal dinners passed unanimously (4 votes).

Budget of £516 to pay for the pool table recloting passed (3 votes). *This was put to another vote as quorum was not reached online. There were no questions. This was passed unanimously (4 votes).*

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

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. *Dusk til Dawn have asked for details as to the timings of the party . We think it should be 9-12 for the karaoke then 12-2 for the DJ after that. DM will let them know about this.*

DM will copy the GCR survey from last year into this year's exec folder. *Done*

c. 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 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*

Ongoing

CA will advertise another Ustinov Live for the 16th August. *Ongoing - this will probably be tomorrow or Thursday*

d. VB will double check with the university finance office and Bidfood that be have paid all due invoices. *We have paid everything up to the order from last week and Joel will pay them tomorrow.*

e. 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. *See Agenda Item*

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

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

BR will start advertising for the dog day and will get the risk assessment finished and sent to college. *See Officer Report*

g. DM and VB will liaise with Joel about what further info is needed to change the mandate. *See Officer Report*

Everyone photos and description by the end of this week and handbook section ASAP. *See Agenda Item*

Everyone to have a think about what we can get the volunteers c.40 and Liz, Johnaton and Greg - £5 per person. *We will stick to the original t-shirt plan plus*

Johnaton, Greg and Liz. Motion to pass a budget of £400 to buy t-shirts for BBQ volunteers passed unanimously (4 votes). [AP] VB to order the t-shirts and finalise lists.

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

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

This is now the 2nd August.

4. Agenda Items:

a. Money for BBQ Photographer [VB]

I'd like to pass £196 to pay the photographer Brian D Taylor for his services at the Summer BBQ (invoice received last week). With the BBQ we are still well over £1000 below budget, so this is well within what we can spend. There were no questions. This was passed unanimously (4 votes).

b. Committee/ volunteer clothing for Induction [CA]

Will need colour/ type/ designs so I can get a quote from Moette. We want to stay with Moette. We will hang off ordering til we have an idea of volunteer numbers. But we can decide on colours on a Facebook post, we are going to stick with polo shirts for exec and we will stick with the same embroidery as previous years. For volunteer t-shirts they will just be printed and we will discuss colours on the facebook post. [AP] CA will look into this. Last year the t-shirts weren't very high quality and the sizes didn't fit women well so we could look into getting women's clothes.

c. Should we continue with BBQ at VM? [DM]

Or should we search for another place that can handle 500 people + licensing for alcohol. We should double check if they are having building work over the summer. We want to use the same tech people because they were very good and much cheaper. We can use VM's stage if we are there. We can't think of any other location that would have equally good indoor, outdoor facilities and the location. If we had to have the stage inside again it would be nice to have the live performances played outside too. The tech company we hired have wifi capabilities so potentially we wouldn't need to run cabling outside.

d. Continuity of trip [DM]

One per month? Starting on October. We could leave this to the ISO when we have someone elected to this role. One a month may not be possible because of holidays and work deadlines. We should advertise them earlier. It is a lot of work to put them on. Two each term and two over the summer might work (8 trips has worked well in the past.)

e. Ramside Hall [DM]

Ramside Hall ask for £1000 pounds to book the venue for 18th June, need to pass this money. This is for 100 people (this is the minimum amount of people) but we can increase the number later the maximum is 200 people. This is then taken off the total amount of £26 per person later. This includes food, decorations and a dj. Adding wine onto the dining tickets would cost £18 a bottle. Motion to pass a budget of £1000 to pay the deposit for the summer ball (we can pass this as an exec as it was covered in the budget at the start of the year). This was passed unanimously (4 votes).

f. Decorating the Bar [DM]

Need colour for painting walls at the bar to pass to Ian. *Lots of people don't like the colours that have been proposed. Ian has said that we can buy new paint that people like. We think it should be a warm colour.* [AP] DM will speak to the paint shop to get some colour swatches so we can pick a different colour.

g. GCR Survey [DM]

Send Survey to all College if everyone agrees. *Motion to send out the GCR survey. This was passed unanimously (4 votes).* [AP] DM will send this round with the college news and the GCR newsletter and will be posted on facebook. We will set the deadline for the end of term party but this will be sent round now.

h. Whitby Trip [JO]

- i. To pass £475 for a 53 seater coach from Sheraton to Whitby on August 24th (9am departure; 4:30 return - 2 X Exec volunteer seats as I can't attend). *Keenan House would like 20 tickets. This can be increased later if Keenan house need more tickets. This was passed unanimously (4 votes).*
- ii. Ticket prices! Vera will do some calculations and bring suggestions tomorrow.

Here are some pricing models for the upcoming Whitby trip - take a look and we can discuss in tomorrow's meeting!

The bus costs £475. Split by 50 seats means that we pay £8.96 per seat. I believe that we should subsidize GCR tickets a bit, so £8 seems like a good price.

For the two most recent trips this year (Bamburgh & Craggside) the prices were £8 for GCR, £12 for non-GCR, and £4 for kids ("Pricing 2" in my tables). I actually think we could make the difference between GCR and non-GCR prices even more drastic to emphasize the benefits of a membership, so £15 for non-GCR members would sound like a good price for me.

Now, what do we do about kids prices? From the prices I found for the 2017-18 year, kids tickets were usually £1-2 less than GCR tickets. This year the gap was typically bigger. I understand that we don't want to put too much financial pressure on families, but given that kids take up a normal seat space, I don't really see why we should subsidize them so drastically. So I would prefer if we would price kids tickets the same as GCR member tickets ("Pricing 1") or at least just slightly less (e.g. "Pricing 4").

The tables below contain three different models for how many tickets we might sell to the different groups (the last model are the actual numbers from this year's Bamburgh trip) and then the money we make back from sales is calculated based on those numbers and the different pricings.

We could keep the prices the same as the last trip and assess the prices for the start of next year. A ticket to whitby on the train costs £18 and there are only 3 trains a day. Motion to set the prices as pricing 3. This was passed unanimously (4 votes).

	GCR	Non-GCR	Kids		
Number	20	15	15		
Pricing 1	£8	£15	£8	£505	
Pricing 2	£8	£12	£4	£400	
Pricing 3	£8	£15	£4	£445	
Pricing 4	£8	£15	£6	£475	
	GCR	Non-GCR	Kids		
Number	35	5	10		
Pricing 1	£8	£15	£8	£435	
Pricing 2	£8	£12	£4	£380	
Pricing 3	£8	£15	£4	£395	
Pricing 4	£8	£15	£6	£415	
	GCR	Non-GCR	Kids		
Number	15	23	12		
Pricing 1	£8	£15	£8	£561	
Pricing 2	£8	£12	£4	£444	Bamburgh
Pricing 3	£8	£15	£4	£513	
Pricing 4	£8	£15	£6	£537	

5. Officer Reports:

a. Bar [JO]

TL meeting on August 14th arranged; still awaiting the finalised list of beers for future beer of the month from Trudie; boxed ciders have been chosen and will be on sale as additional draught items during August (at some point); discussion of coffee liqueurs for Christmas beside mulled wine. Call for recruitment about to be issued for future bar staff (needed for induction week); finally, three bar staff have recently been promoted to TL: Abbi, Liz and Alice, who shall be trained by Dave and myself during August. *Could we get something non-alcoholic and non-caffeinated e.g. hot chocolate or mulled apple juice? Mulled apple juice may take up too much space on the counter as well as wine. This could be bought pre-spiced and then heated in the microwave. People may be put off by the idea of the drink being heated in the microwave. Hot chocolates may be a better plan. Tls can now be demoted without having to have a serious breach of conduct. [AP] JO will get back in touch with Ian about the Sheraton Park food bank. [AP] JO will talk to Trudie about the Welfare Bar budget and getting some alcohol awareness posters in the bar like the ones we used to have at Howlands.*

b. Clubs & Societies [VB]

Nothing to Report

c. Communications []

Nothing to Report

d. DSU [DM]

Alex Hampton wants to volunteer for representing Ustinov at DSU events, except the ones that are for PresComm. *We need to bring to the DSU that it is not possible to make an anonymous formal complaint to college. Currently the person who is being complained about currently has the right to know who has complained and can see the email sent to the college. This should be changed as it may dissuade people from raising their concerns and may potentially make a situation worse. [AP] DM will raise this at CMT and will also mention that several incidents where people have had SVM and other potentially threatening behaviour against them and have spoken to college and they have been told that college can't do anything about it and while they understand the college may not be about to tell them exactly what's happening they want to know they are being taken seriously and be signposted to help.*

e. Facilities [CA]

Stash order has now closed, will keep everyone updated on how that proceeds as we will possibly need more frequent office hours during collection. Everything else is still ongoing. CA will be having a look in some of the other store cupboards over the weekend. We have a new cabinet for people to put photos from home, there will be keys in the office and Helen will have another key. [AP] CA will post on facebook a call for photos for the cabinet. *With future stash orders we can include instructions on how to set up the delivery as it is quite confusing we can do this with screenshots next time we have a portal.*

f. Finance [VB]

Vera has sent the change of mandate and all associated forms to the bank in the post. The figures are below, the changes are basically just payments of things we passed last week. *This will mean there are a few days when we cannot make any payments while the mandate is changed.*

Balance brought forward (23/07/2019) £25,828.74
Paul Skerrit (BBQ Ent) (24/07/2019) -£750.00
B H Accountancy (2017-2018 Accounts) (28/07/2019) -£354.00
Breakaway Pool (Previous Pool Tables Refurbishment) (28/07/2019) -£516.00
Steve Roxton (Piano fixing) (28/07/2019) -£144.76
Adobe Licesing (29/07/2019) -£24.96
Netflix (29/07/2019) -£11.99
Balance Brought Forward (30/07/2019) £24,027.03

g. International Officer [JO]

See Agenda Items

h. Livers Out Rep [DM]

Few respond from them to attend GM, we need to work on another strategy. *We need to think about this for the induction planning.*

i. Social []

Nothing to Report

j. Steering [CA]

The GM did not go as planned, emergency follow up next week. I am contacting relevant proposers/ husters to check they can still make it.

k. University/College [DM]

The college has agreed to paint the walls in the bar area with the TV screens, the colour is pending to be approved. Ramside Hall has sent the contract and payment for booking the venue on the 18th of June, the contract is for at least 100 people each for £26, there is also the opportunity to add more if needed. Photos and role description has been sent to Helen so she can upload the information on College Website and in the email they will send to new students. Everything is sorted for the BBQ handover at Sheraton Park at 12:30 if weather permits. Have been updating the handbook so can be ready for the deadline (2nd August). Update file with all events for next year that College has provided including the bus already booked.

l. Welfare [BR]

The Welfare supplies have arrived and will continue to be stocked in bathrooms (this will be more regular after I move into college on Thursday). The colouring books and pencils for the stress less summer have been ordered and will be put in the bar after they arrive. I have created an event for the dogs which has been shared on a variety of Ustinov pages - I will make sure it gets included in the newsletter and shared again later in the week. *People have raised complaints about smoke coming into bedroom windows from the front entrance of Nevile. [AP] The possibility of moving the cigarette bins away from the doors or installing a smoking hut to the side of Neville house will be raised by DM tomorrow at CMT. There have been complaints from residents about people being loud in the area between Sheraton House and Neville House late at night - [AP] DM will suggest at CMT that residents can raise issues like this with the porters and they can request people keep the noise down.*

6. AOB

See spreadsheet. We will try and have everything done by the volunteers meeting other than the induction section. *[AP] CA will try several images for the front cover.*

Bryony Rogers

Acting GCR Secretary

29/07/2019