

Ustinov College GCR Exec Meeting

MINUTES



18:00 pm, 13/08/19

1. **Apologies: BR**
2. **Approval of minutes from last meeting.**
 - a. Approval of minutes from the 30/07/19 - Approved online
3. **Matters arising from previous minutes.**
 - a. DM will start putting out feelers and we would book a venue in town for a Ustinov party. **Ongoing**
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. **Ongoing**
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. **Done**
DM will mention the smoking bins and ask the porters to ensure people keep noise in the space between Sheraton House and Neville House at CMT. **Done**
 - b. CA will organise a rota for summer office hours. **Done**
CA will try and get CIS to reinstate the DSU and Social email accounts. **Done, and will pick up social PW; waiting to hear back about the DSU account)**
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**
CA will advertise another Ustinov Live for the 16th August **Done**
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. **Done/waiting to hear back from Sam**
CA will find an image for the front of the Handbook. **Done**
CA will post on facebook a call for photos for the cabinet. **Ongoing**
 - c. VB to order the t-shirts for volunteers and finalise lists. **Done/Ordering tonight (Tue 13th)**
 - d. JO will organise a ticket selling schedule with Lana for selling Dryburn tickets for this trip. **Completed and going ahead**
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 back in touch with Ian about the Sheraton Park food bank:

Seeing Ian this Friday regarding this

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.

To be brought up in the meeting on Wednesday and discussed further

- e. BR will email the Origami lady to see if she would be able to do a session at college over the summer. *See Officer Report*
- f. DM and VB will keep an eye out for the invoice for the Radisson Blu and check with college. **Vb has given the invoice to IMD who has said that he would take care of it**

4. Agenda Items:

a. End of Term Party [DM]

DTD Do sadly not have the karaoke available for when we wanted, on September 6th from 9pm, but, however, we can have as an alternative, a silent disco from 9pm until 2pm. Should we all agree, it will be the same price: £225.

Question arising as to whether we should keep or change the current timing or specifics? Unanimous agreement that it is in the Facebook exec page so request for us all to vote online.

b. Halloween Event [DM]

Needs more details:

The college wants more specifications on what we want as from 21st October most colleges have their own formals and so it might be difficult to fit into the university calendar. Consequently, college would like to know if we would like a sit-down meal, a bar available and an after party.

It seems this is what both DM and CA had stated that we wanted in a CMT meeting.

Question: From a bar perspective this is one of our busiest nights of the year and would it be possible to have this at a local college and an after party here?

Unanimous agreement that we do want a meal and an afterparty

c. Comments on the card from Ustinov College Student Support [DM]

Can we look at their card and make suggestions if possible to relate back to college on the student support stuff.

Question: Although this is a college thing, should it mention the GCR welfare stuff?
Unanimous agreement on this matter.

d. Ustinov Freps Active Bystander training starts on 23rd September [DM]

The DSU are going to have a training day going ahead on the 3rd September for bystander training, do we want to make this a voluntary activity for volunteers??
Unanimous agreement on this matter.

e. Agreement on style/ colour of exec shirts [CA]

CA to show options –

CA did not have options to show specifically but there are various styles (with the general agreement of having the Ustinov crest on the left breast with name and role,

on the right, nothing on the back of the shirt, with no dates etc) prices, however, require CA to contact Sam and get back to exec next week.

f. £86 to renew our Ustinov GCR.org website

Discussion entailed the potential actuality of a scam due to an unusual login page when following the link and a lack of knowledge as to what the “.org” site may have been for.

AP [CA] to ask Matthew Roberts to double check the legitimacy of this email

g. CA/DM To ask CMT about putting power sockets/banks in the table in the bar

No further discussion, general agreement that it's a good idea, CA will liaise with college regarding this

5. Officer Reports:

a. Bar [JO]

AP [JO] to look into the licensing for films at Sheraton Park and what the rules for advertisement are now that we are no longer at Fisher House

Nothing to Report

b. Clubs & Societies [VB]

Nothing to Report

c. Communications

[I]

Nothing to Report?

There is now a communications email address

CA would also like to give the additional task to the communications officer to keep track of the ending dates for email accounts and ensure the successful swap over of email addresses when transitioning between roles or ending roles at the end of the exec term in office, so that the emails don't go dead and require re-opening

d. DSU [DM]

DSU have contacted us regarding a Prepf active bystander training also, we have shared the event from Stephenson College Inter-MCR Locomotion Dinner.

Diana went to training at York with MCR presidents (over three days) and everybody there knows the problem with Brackenbury and feeling mutual sympathy to the issue of potential seclusion and isolation from both the college and the social life of the GCR at work in the college (Sheraton and Neville's House).

On the matter of the bar there are important issues pertaining to the Ustinov bar license that should be made clear on a poster so that customers are aware that they need to be signed in by a Ustinov member, and that they cannot drink their own alcohol on the premises; and that they cannot take alcohol bought of the premises and drink them outside the immediate premises.

e. Facilities

[CA]

Bought one guitar stand and a door wedge. Will be buying two more stands soon. Have started rearranging the upstairs storage in Sheraton including moving two boxes

of Christmas decorations to Neville. I'm trying to come up with a good plan to split stuff between the three locations, but this is a work in progress.

In addition, although CA has bought a guitar stand he shall purchase two more for the guitars that we have in the music room. CA is also looking into getting cases for the guitars for transportation between the music room and Ustinov live. Tidying up the Music room CA has tech helper-people.

Discussion that we could move some of the things on the shelves in the GCR office around to make room for the ending machine stock so that there is more space in the GCR room.

f. Finance [VB]

Nothing to Report, figures to follow

Figures: Balance Brought Forward (30/07/2019) 24,027.03

Selecta UK Unlimited (???) (08/07/19) +27.76

University of Durham (Formals 1st Payment) (12/08/19) -5,677.50

Davison Taylor (BBQ Photography) (13/08/19) -196.00

University of Durham (Formals 2nd Payment) (13/08/19) -5,677.00

University of Durham (Formals 3rd Payment) (13/08/19) -0.50

Sumien Deetfles (BBQ Logo Payment) (13/08/19) -150.00

Miss A Dixon (BBQ Petting Zoo) (13/08/19) -300.00

Balance Carried Forward (13/08/19) 12,053.79

g. International Officer [JO]

Nothing to Report

Reps sorted for the Whitby trip, the tickets have sold out and there are £12 of surplus takings. Everything is set and ready to go on a week on Saturday.

h. Livers Out Rep [DM]

Nothing to Report

i. Social

Nothing to Report

[]

j. Steering

[CA]

We had a GM and passed several motions to change the SOs, I believe we may have a few more coming up in the next GM. These changes are all now LIVE on the website. Let me know if you spot any errors (either online or in the document). I may have already found a couple more...

AP [CA] to email Helen to get name labels so that **AP [Jo]** can put up a committee board up in Dryburn.

k. University/College

[DM]

The college has installed the Noticeboard for the photos, shared with us their photos for accommodation (used at the handbook) and, the event "Afternoon Tea meet and

greet with residents" will be on Saturday 5th from 3 pm to 5 pm, later on, we will have the induction party. The GCR has sent to the college the updated version of the handbook and also share the Induction week planner with events from College and GCR. The GCR has sent to Ian a new message for the opt-in membership system. Last week I participated in "Student Leaders' Residential" organized by DSU with JCR, where I have the opportunity to meet people and grow our networking. Also, I had confirmed my attendance at the "President Training: Senate Discipline Committee" in October. Eid Party at Kennan House on Saturday 17th August has been promoted among Ustinovians, catering has been solved.

Further update - Diana has just created a page on Facebook about advertising events for the local residence since in the general meeting they would like to know what we are doing – so we can tell Diana and she can put it over there.

I. **Welfare [BR] – Apologies**

The dog day was a success - Wag n Wheel would be keen to come back in the future. The colouring books have now arrived and have been put in the bar on top of the media box - I have posted about them in the Facebook group. I have (had) put up welfare posters in the public bathrooms - although following some feedback from students I am arranging to have the chlamydia posters in the men's bathrooms moved. Unfortunately, I heard back from the local GUM clinic that they cannot provide us with the postable STI tests as they are only for people 24 and below and we can't guarantee that older students wouldn't collect them if we do it anonymously - they have provided me with information about how we can signpost people to the online system and I have changed the appropriate information in the handbook. I have emailed the origami lady and am waiting to hear back.

6. AOB

CA – Gym pricing: Should we either a) drop gym pricings to £5 with the membership already dropped to £10 after summer ball? Or should we stop selling GCR memberships in this last month and resume from the start of next term? **General agreement that for the remainder of the year a membership for the gym is £10 and without a GCR membership being required.**

James O'Neill

Acting-acting GCR Secretary

12/08/2019