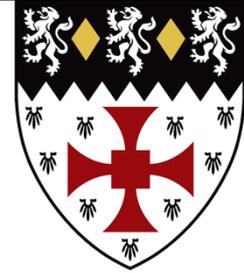


# Ustinov College GCR Exec Meeting

## MINUTES



18:00 pm, 20/08/19

**1. Apologies: BR, JO**

**Present: CA, DM, VB**

**2. Approval of minutes from last meeting.**

- a. Approval of minutes from the 13/08/19

**3. Matters arising from previous minutes.**

- a. **Approval of the minutes from 30/07/19** Passed unanimously (4 votes, online).

- b. **Vote to allow non-members to purchase gym memberships from now until the college move-out date** Passed unanimously (4 votes, online).

- c. **Vote to pass budget of £225 for end of term party (disco)** Passed unanimously (4 votes, online).

- d. 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 post on facebook a call for photos for the cabinet. - *ongoing*

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. - *ongoing, waiting for reply*

CA to ask Matthew Roberts to double check the legitimacy of this email (referring to webpage). - *Email seems to be scam.*

CA to email Helen to get name labels - *Helen will print at the end of the week*

- 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 back in touch with Ian about the Sheraton Park food bank. - *ongoing*

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. - *see report*

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. - *ongoing*

JO can put up a committee board up in Dryburn. - *ongoing*

- f. DM will continue talking with College about Halloween event. - *College is looking for a venue now, ongoing*  
DM To ask CMT about putting power sockets/banks in the table in the bar. - *see report, ongoing*  
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*

#### 4. Agenda Items:

- a. **Is the piano fully repaired now? [DM]**  
*It's not fully repaired but it works. The side is loose now but it works for the medium term.*
- b. **Is the handbook new version uploaded on the Website, if not, when? [DM]**  
*Connor has taken care of this.*
- c. **When are we going to print the handbook? [DM]**  
*Amount needs to be decided and price passed.*  
*Amount: Last year we ordered 800 but they were far too many. Suggestion from CA: 400 this year, to put a few into people's kitchens and hand some out.*  
**→ Online Vote.**  
*Afterwards, follow-up vote on cost.*
- d. **Have all the EXEC completed the Consent matters course on DUO? [DM]**  
*No. Action point to all exec to check whether they have completed the course and complete it if they have not.*
- e. **Should we have a Fresher's facebook page? [DM]**  
*No, that only confuses people. Having all information in the 2019-20 Facebook group should be enough.*
- f. **Need something to remind students to clean up after themselves if eating in bar [DM]**  
*[AP] JO to come up with a plan.*
- g. **Need a reminder to be considerate of the neighbours [DM]**  
*Not at this point, maybe something to keep in mind for the new academic year (e.g. mention in newsletters). Most of the time our students do not cause a lot of disturbance, residents complain more about undergraduates who live in private accommodation around Sheraton Park. Therefore no full-blown campaign needed (unless things get worse next year), gentle reminders would be fine.*
- h. **Which Food Truck for next GM? [DM]**  
*Fat Hippo would be nice, otherwise possibly the pizza van from the Street Food Market.*  
*Shortly after the first GM we can have a poll asking students what food truck they would like next!*

- i. **Last 2 payments pending: end of term party and summer ball deposit; are they done? [DM]**

*End of term party payment was done today (see treasurer report).*

*We still need the bank details of Ramside Hall to pay the summer ball deposit.*

→ **[AP] DM** to contact Ramside and ask for bank details.

- j. **Email to new students prior to move-in**

What information do we want to send?

→ **[AP] CO** to start idea collection on Facebook.

## 5. Officer Reports:

- a. **Bar [JO] - Apologies**

15 beers were chosen, then altered several times, but have now been re-chosen and after much deliberation, finalised, do once I'm back and have a computer to use I'll make a poll for all Ustinovians to vote on in the FB page and the top 5 beers will be chosen for a beer of the month, every month, for 5 months (during term time hours) and the top 3 will be permanently kept for the following year. As I mentioned several weeks back these will replace NBA, Cloister and Vedette.

After much persuasion tango orange will be trialled at the bar next month - so please come buy it so it doesn't go away again!

Bar applications are in, and the seven candidates will be interviewed by Trudie and myself a week on Wednesday to see who's capable to work behind the bar

The TL meeting happened and good points were raised, mainly regarding cleaning: on this matter the bar cleaning rota has been modified by myself, Trudie and the TLs to be more comprehensive and evenly distributed across the week with a spreadsheet to fill in to make sure bar staff are keeping the area clean to necessary standards. An important issue as it turned out the ice machine probably hasn't been cleaned in the last 23 months.

The three new TLs promoted at the end of last month have now completed their training and from September will be the new faces in charge behind the bar. So well done to Abi, Liz and Alice !

A second round of cocktail training is going ahead this Wednesday as half the TLs still can't make cocktails, so there should now be no excuse for TLs to refuse making cocktails at the bar from September.

Trudie has left welfare bar posters to be collected at her desk. On this matter I still need to get an ID Awareness sign printed off and another one which escapes my memory, in time for Freshers week.

Still looking for a good picture to update not the profile but the background picture of the Ustinov bar page: if anyone has a nice one of Sheraton from an evening event please PM me!

Not that it's particularly interesting outside the exciting world of line cleaning but Trudie has finally, after 18 months of reminding, bought a hose to aid line cleaning duties, which will speed this task up by perhaps 10 minutes.

**b. Clubs & Societies [VB]**

Teams for 2019-20 were submitted today.

**c. Communications [CA]**

Social email is up and running. I'm still waiting on CIS for the DSU one. May have to change the email address (eg to DSUrep.ustinovgcr@...?). I now have the login details for Livers Out... I think that is all accounts accounted for? → *CA will triple-check*

Will be changing passwords this week including the Google Drive (noticed some reuse). Will make sure office PC is not affected by this and will compile document of new PWs.

**d. DSU [DM]**

DSU asked for a spreadsheet of which positions we currently have filled and when the remaining ones will be filled. Has been filled out.

**e. Facilities [CA]**

Ustinov Live was a success. We can now mic up a violin, adding to the variety of performers we can host.

During the take-down we moved most of the not-tech out of the tech stores. There are now boxes of paperwork in Neville to be sorted before being burnt/ marked as being kept for legal reasons. I will do it this weekend and continue to sort the rooms in Sheraton.

Final two guitar stands for observatory have arrived, will be looking into cases for the guitars and maybe buying our own electro-acoustic.

*[AP] CA to sort through stored paperwork*

*[AP] CA to sort through Music Room*

**f. Finance [VB]**

Sent off the corrected change of mandate form on Saturday after the bank informed me on Friday that we had used the wrong one initially.

Figures:

Balance brought forward (13/08/19) 18,377.29

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

University of Durham (Formal payments) (13/08/19) -5,677.00

University of Durham (Formal payments) (13/08/19) -0.50

Sumien Deetlefs (BBQ Logo Reimbursement) (13/08/19) -150.00

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

Dusk til Dawn (End of Year Party) (20/08/19) -225.00

Balance Carried Forward (20/08/19) 11,828.79

**g. International Officer [JO]**

Nothing to report.

**h. Livers Out Rep [DM]**

Nothing to report.

**i. Social [CA]**

Now has an email address!

j. **Steering [CA]**

Nothing to report

k. **University/College [DM]**

College has asked for any Welfare information we want to share so they can put it on two different materials: Posters and beer mats for bar. I have shared the information Bryony gave me.

→ *College might want us to contribute to cost of beer mats, figures to follow.*

Also, we have a new "Guide to holding social events at Ustinov College Sheraton Park Site", which also involves that on the website booking form will be updated with the 3 spaces we have at Sheraton Park: Community room, cafe & bar and, Seminar room.

→ **[AP] CA** to link to facilities booking form on GCR website once it is live

About Induction week, I have shared with all the volunteers the email of the Active Bystander course, however, didn't get too much reply, so I have also created a facebook group where I will share things (like the calendar we came up on the last meeting and also shared to College) and make some polls. On this matter, College shared with us that in Sheraton Park there will be 50 staying students and in Dryburn will be 20 families staying for the next year.

Last CMT, I raise the Health and Security problem of having the cable cords in the same table where students also have their meals. I passed the suggestion on having power banks inside the table, College will look into this and update in the next meeting. Also, College has shared with us an updated version of their Organisation chart, going forward of updating I have also made a version of the GCR which I will share on the Drive.

Ian has agreed to put on display at least 3 important rules on the bar, the sign will be on the left side of the bar close to the pipelines. The rules are: Sign in the guest list, Don't take alcohol outside the College and Don't bring your own beverages while the Bar is in operation, taking into consideration the Bar staff will have a backup, Ian will sign with his name, in case any student want to complain.

The empty space in the bar room, can't be used since the Operatives had forbidden to College to have anything there, the reason is in case of a malfunction on the cables there is no fire.

On Dryburn we have now 2 tutors: Lana and Tahir. The first event was last Saturday (Eid Party), and everything went very well.

I have updated all the events on our list on the Drive, so we can have ready the program for next term.

Mentor Adam mentioned that he wants to run another Sunderland Football Trip, we are happy to help with ticket sales again. Date to be confirmed.

The access to DUBS Library had been granted, however, Ian didn't send the full list of students that live on site (by mistake), so there will be some students without access, we will continue working on that.

I. **Welfare [BR]** - Apologies

Have loaded with nightline to get 450 keychains with the nightline number to handout to new students in freshers week (these will probably be put in livers in packs) along with 10 posters to put up around college. I haven't signed us up for nightline training as it will take place in our first induction week and I wasn't sure we'd have time - Diana, Connor and I have already done a condensed version but if anyone is interested in the full version let me know - there will be other opportunities later in the year.

**6. AOB**

Vera Bieber

GCR Treasurer (acting secretary on the night)

20/08/2019