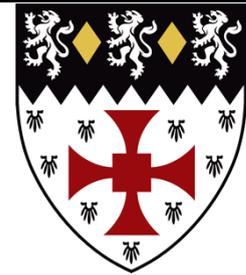


Ustinov College GCR Exec Meeting

Minutes



18:00 pm, 03/09/19

1. **Apologies: BR, VB**
2. **Approval of minutes from last meeting.**
 - a. Approval of minutes from the 13th+20th/08/19
3. **Matters arising from previous minutes.**
 - a. 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. **still waiting on Sam**
CA to start collecting info on what we want to send out in our welcome email. **done**
CA to sort through stored paperwork. **done**
CA to sort through the music room. **done**
CA to link to facilities booking form on GCR website once it is live. **ongoing**
CA to look at a list of local places to visit on the website
 - b. 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. *See Officer Report* Waiting for their repose
JO will get back in touch with Ian about the Sheraton Park food bank. *See Officer Report Done*
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 Officer Report Done*
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. **Done**
JO can put up a committee board up in Dryburn. *See Officer Report Done*
JO to come up with a plan to remind students to clean up after themselves when eating in the bar. **Ongoing** (to put a sign up to say where to put the plates and things go + signs for the bins in the bar)
 - c. 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 to contact Ramside Hall to ask for bank details. **Done and booked for 18th June**
4. **Agenda Items:**
 - a. **GMIS Details [DM]**
Joel to help Diana book the GMIS coaches for next year, James to help Joe and diana with GMIS -

AP: JO send CA last year's GMIS booking
AP: CA to look into volunteers lunch for GMIS

b. Propose date for Induction Week Volunteers Meeting [DM]

This weekend potential meeting for volunteers on Saturday evening (7th)

Discussion regarding inputting the GCR dates into the google calendar and letting the porters know what is happening.

c. GCR Books/ Game supplies [CA]: What and where to ensure they are well-promoted and get the most use?

Diana has organised the game boards and listing what we have multiple versions of, with papers in the games if anything is missing so that people will know for the future.

With regards the books college may provide a bookcase for the existing books - the placement would be in the cafe (unspecified area) and currently ongoing

d. Printing Handbook [CA]

- i. Have found online print service (same as last year) that will print 400 for £249 or 500 for £279 (+delivery)
- ii. We will also need to print posters and induction planners. I am in favour of also printing the induction planners now (if everyone is happy with the design?) and doing the rest once they are ready. ->How many/ sizes?

Agreement on the numbers. a discussion on keeping some for livers out. discussion on saturday to work out the logistics of exec putting up induction week posters and leaving handbooks on kitchen tables.

e. Induction Week Bits [CA]

- i. Need an Induction meeting soon to potentially discuss some of these things with our volunteers too:
- ii. Daytime activities: Tours of Durham, last year we hired a guide for something, helping students to rooms. How do we allocate our (limited) people power?
- iii. Stuff at Dryburn - while it's a smaller group, should we base someone at Dryburn to welcome Brackenpeople? (Linked - how are they being enrolled? Do they have to visit Sheraton for that?)
- iv. I'm sure other people have things to add here...

[Discussion postponed to have with Induction planning group]

f. Tech Purchases [CA]

Waiting on list from James, will edit once I have details. Update, list sent to Connor
Discussion about 2X Behringer subwoofer speakers to be purchased by Connor.

ONLINE VOTE: To pass £379.82 for this purpose.

Reasons for:

1. We currently only have a single bass speaker (the other is a hybrid), this is not ideal and a matched pair of dedicated bass speakers should improve the sound quality.
2. Ustinov Live is a popular event and these would see regular use for many years to come - this is a one-off purchase with guaranteed regular use and payoff.
3. These (along with other high-value tech we already own) will/ should be listed as GCR assets. With this in mind, the purchase can be viewed as an

investment that leaves the GCR with less liquidity but will be roughly even in terms of total worth.

g. Observatory Improvements

- i. James suggested using the photo frames we found for decorating the Observatory. We want to select photos of the BBQ/ Ustinov Live for the music room and maybe some others for the Fisher room (suggestions/ send me photos?). We also have some team shirts (including one In Memoriam) which could/ should be put up.

Discussion regarding putting up the memorial shirt and photo of the deceased darts player with the above idea of putting up the photos

- ii. To further improve the Fisher Room, Alastair/ I wondering about installing a TV and DVD player. This would bring back some of the functionality of the old Howlands common room and let people watch stuff when the bar/ seminar room is busy. If this seem like a good idea (/use of money) I will find prices and talk to Colin about getting an appropriate wall mounting.

Discussion regarding using the Playstation 2 there (which is currently not being used much at all) Furthermore, Connor found an additional room which he will be looking into with college

AP CA to sort the above

AP CA to look into using the GCRs blu-ray DVD player in the Fisher Room

ONLINE VOTE: Since the TV proposal has been rejected previously, is this an idea worth taking forward?

h. Details of Final Party

- i. We need to figure out how/ where to set things up for the party; bearing in mind the DJ will need to use our sound system. This probably means they will need to be careful how they balance the sound levels, if this doesn't work so well we will need to stick with Silent Discos in future.
- ii. Any other things we need to do before it starts?

discussion: Diana has emailed dusk till dawn regarding the sound system and setup requirements and

Comment regarding that some students have requested a decorated and themed party for the last party, however: discussion regarding this will be too short notice and impracticality regarding lack of volunteers.

5. Officer Reports:

a. Bar [JO]

1. (From previous action points) Ian has clarified the things that we can and cannot put in the Sheraton Food Bank and I shall personally oversee it and dispose of any food that doesn't meet with his rules (essentially anything out of date, anything without a list of ingredients, and anything previously opened cannot be stored). I'll make an advertisement for this shortly, but its mainly a thing I wanted up and running for the new academic year.
2. (also from a previous action point) Durham Brewery have been given photos of the bar and are looking into if we can have anything arranged differently for a third keg (I did promise that we would try and get the Ustinovian beer they do on draught as that would be a) an ale which we don't have on draught, and) it has Ustnovian in the title!)

3. (last of the old action points - I think) the photos will be taken and put up in Keenan Tuesday morning (I.E earlier today)
4. Last week we hired 7 new staff: Alma, David, Balder, Angelica, Joe, Ines and Phoebe, they all interviewed well and will be great to have them aboard. We have 8 staff leaving us so that should make life a lot easier in Induction week (something which didn't happen last year). The next recruitment drive will be at the usual October time, should the new team need supplementing. But welcome aboard to the new faces, and remember to say hi to them in the bar!
5. I have advertised 3 potential candidates for the October beer of the month, if you have an interest then check the post out online, I will re-post each week so that people get chance to vote. And for September the beer of the month is Hop House 13, so come and try it if you like it!
6. I have reminded Trudie to get out the Welfare posters which I believe she has given to Diane. Trudie has also printed off ID awareness posters which I will bring to Exec, and I have asked her to re-print off and laminate the sexual harassment poster as it looks a little worn out.
7. We have not had a college drink ... ever ... at Ustinov and so my September challenge is to get one set up for the new academic year. To that end we have had a flurry of cocktail brainstorming sessions at the bar over the last few days and have come up with 1: a twist on the bakewell sour. A drink that tastes like a bakewell tart, but with Curicao syrup will turn the cocktail green. It has had glowing reviews and so I shall ask Trudie to make this one of the college drinks. As the "Sheraton Tart" does not sound appealing for a couple of reasons, we thought we'd name it the "Lady Sheraton" and just looking for a whisky based cocktail that can be the "Lord Ustinov" - to this end we're brainstorming a twist on the very popular Old Fashioned.
8. I shall be looking into the possibility of replacing two sink units which go unused and replacing them with a small freezer for Frozen Vodka. I have emailed Ian and shall be meeting with him on Friday about this, and then hopefully get Trduei to agree.
9. also throughout September (now that staff have had 2 months of cocktail training and making) I will begin discussion with Trduei about mocktails so that we have some non alcoholic choices for the new academic year.
10. For this Friday Trudie and I have decided to try and push for sales on whisky to get rid of some that are lingering on for 2 years with half the bottle remaining. There will be 3 whisky deals afoot at a discounted rate
11. Ian has given the green light for a staff night out to welcome the new bar staff. So there is a small subsidised amount for a meal and potential drinks after induction week (which doesn't benefit you guys, but I am very happy about!)

(This is more for the induction week)

a) there is a bar budget for Welfare things of £250 pounds, so if Bryony has any ideas, that is the annual amount

b) It is university policy that all complaints must not be anonymous and Ian cannot look into a complaint if it is anonymous as the accused is required to have the complaint as it is written read out to him with the name of who made the complaint known. This is worth knowing particularly for when the new academic year starts, as we were unsure about it a few weeks back. It is the same across the university, however, I am just checking if it is the same for employees and employers, as in if a member of staff can anonymously complain about another member of staff.

Discussion: regarding Tequila purchase for Don Julio

Making water available when no bar staff are on or available. On a weekend people going to the gym need water but if the bars is closed they have no where to get water.

b. Clubs & Societies [VB]

Nothing to Report?

c. Communications [CA]

Diana has set up a Whatsapp group as we had an influx of new people on Facebook, some of whom have set up their own messenger group. Unfortunately their issues are mainly with enrolment/ College but we can still provide a little advice.

d. DSU [DM]

Nothing to Report?

e. Facilities [CA]

We went through the Observatory and most of the tech cupboard at the weekend. Some rubbish has been cleared out and we've tested all our cables. There is now a box to be either repaired or disposed of (I have been informed that certain designs can be repaired by an amateur solderer so plan to give it a try with the appropriate guidance).

We've had some ideas to further improve the building (see agenda point). As well as some potential/ necessary additions to our tech collection (see agenda point).

f. Finance [VB]

Nothing to Report - still no access to bank account.

g. International Officer [JO]

Nothing to Report?

h. Livers Out Rep []

Nothing to Report?

i. Social []

Nothing to Report?

j. Steering [CA]

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k. University/College [DM]

Past Tuesday had a meeting with the IndieComm and have arranged a future meeting after induction week. In the meeting we discuss the new system to buy a membership, some training that as Independent charities need (to be discussed further in the next meeting), share some documents too.

The last CMT meeting was about some issues new students have in terms of accommodation, Brackenbury, enrollment process, and the emails that college has been sent (also shared with us, check on google Drive Induction Week folder). Also, College has been in contact with the Principal of VM to ask about the Summer BBQ for next year.

Barnaby Huish (Rector, St John's Church), has been in touch regarding do a joint event on induction week. Probably on a Sunday we don't have any event, TBC.

On the 9th of September, there is going to be a PGCE induction from College, we are invited to attend.

Discussion about the necessity for trustee training for exec members who are student trustees to go ahead asap

- I. **Welfare [BR]**
Nothing to Report

6. AOB

James O'Neill
Acting Acting GCR Secretary
09/07/2019