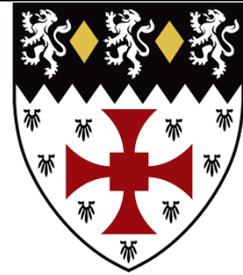


Ustinov College GCR Exec Meeting

AGENDA



18:00 pm, 10/09/19

1. **Apologies: JO**
2. **Approval of minutes from last meeting.**
 - a. Approval of minutes from the 03/09/19
3. **Matters arising from previous minutes.**
 - a. **Votes passed by online poll**

Vote to pass the minutes from the 30/07/19 passed unanimously (4 votes)

Vote to pass the minutes from the 20/08/19 passed unanimously (4 votes)

Vote to pass a budget of £379.82 for new bass speakers passed unanimously (4 votes)

Vote on improvements to the Observatory passed unanimously (4 votes)

Vote to pass a budget of £249 to print induction week handbooks passed unanimously (4 votes)
 - b. 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 to link to facilities booking form on GCR website once it is live.

CA to look at a list of local places to visit on the website

CA to look into volunteers lunch for GMIS

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

CA to look into observatory improvements as discussed in the last exec meeting
 - 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.

JO to come up with a plan to remind students to clean up after themselves when eating in the bar.

JO send CA last year's GMIS booking
 - a. DM will start putting out feelers and we would book 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.
4. **Agenda Items:**
 - a. **Did we get any responses from the GCR survey? [BR]** If so, are there any things that were raised that we need to think about for induction week/ early in

the term?

- b. **New Vending Machine Stock [CA]** Price/ details TBC
- c. **Poster Printing [CA]** Need to agree sizes/ quantities/ designs for Induction Planner and Event Posters.
 - i. I was thinking we want 1 A4 planner per kitchen... how many is this? (same for Vera's poster when ready) plus some A3 for around the reception areas and an A0 for the bar.
 - ii. Event posters, we want small ones to update in reception each day plus enough big ones to decorate the bar.
- d. **More volunteers for inductions week [CA]** do we send out a second call for volunteers? If so, for when and to do what.
 - i. College has apparently offered food in exchange for... something. We are short on volunteers currently so even if we feel this is a good use of time, I question how effective this will be.
 - ii. For GMIS the GCR will provide lunch so I'm thinking this is definitely a good occasion to advertise for more helpers? Especially if returners were planning on visiting the sale anyway.

5. Officer Reports:

- a. **Bar [JO] (Apologies)**
 1. Sent Trudie a small list of good quality tequilas and vodkas from the suppliers list to consider from Diana and Artem
 2. Still Looking into mocktails and the training day for mocktails
 3. Will ask Trudie if the external bar can be permanently positioned by the main bar over induction week as a third keg option
 4. Will be looking into the possibility of having reusable plastics on party nights
 5. Party night update: the busiest one yet with an approximate end of day sales summary of £2100 which is great! The specials (Hop House 13 and the three discounted whiskies) I believe did very well but need to consult with Trudie.
 6. As an extension of the above I will ask Trudie and Ian if we can get a specials board put up to the right of the bar to prevent the current advertising going up.
- b. **Clubs & Societies [VB]**

Nothing to Report
- c. **Communications []**

We have a new DSU email set up. I believe that is now all accounted for (modul James getting the Bar one unbounding).

I have now made draft posters for the induction events, see pngs in the Induction week folder. I'm also working on transferring the designs into sizes suitable for Facebook events. (We need to agree which to print and what sizes - agenda point)

I'm speaking to the video/ quizmasters about getting us (at least me and Diana... plus the relevant committee heads when we have them) added as admins, to make it easier when new people take over those roles.
- d. **DSU [DM]**

e. Facilities [CA]

Have ordered new Bass Speakers and printing of handbooks.

Most of the junk has been cleared from the Observatory, there are three large pieces of tech that will be taken by Butler at the end of the month. Progress on improving the decor/ Fisher Room is ongoing. As Diana pointed out, the cafe opening hours are much reduced so we should keep the vending machine stocked (see agenda item). Can the bar/ hospitality team please keep us/ Ustinov up-to-date on when it is/ isn't open? To avoid confusion and disappointment (especially as people move out).

f. Finance [VB]

I finally have access to our online banking! This week I will work my way through all outstanding reimbursement forms. If you are still waiting for money and have not received any by this time next week, please let me know.

Figures:

Balance Brought Forward (27/08/19) 10,454.80

Cash in (emptying coin safe) (28/08/19) +2,406.00

BT Sport (28/08/19) -267.32

Adobe (28/08/19) -24.96

Netflix (29/08/19) -11.99

Cash in (bank notes from GCR office cash income of the last two months, including Whitby trip) (30/08/19) +760.00

Balance Carried Forward (08/09/19) 13,307.53

g. International Officer [JO]^[1]_[SEP]

h. Livers Out Rep []

i. Social []

j. Steering [CA]

Nothing to Report

k. University/College [DM]

l. Welfare [BR]

I have spoken to Sarah about the drugs and alcohol awareness roadshow and sexual health roadshow to organise a date for them both to come to college - she is trying to get them to happen in consecutive weeks so we can have a welfare/wellbeing fortnight in late October/ early November.

Bryony Rogers

Acting GCR Secretary

09/07/2019