

# Ustinov College GCR Exec Meeting

## MINUTES



18:00 pm, 17/09/19

### Action Points from Minutes

DM to ask if it would be possible to decide on a colour for the wall later, e.g. by involving the new students.

DM will start putting out feelers and we would book a venue in town for a Ustinov party.

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 blu-ray DVD player in the Fisher Room.

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

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.

**1. Apologies: BR, JO**

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

- a. Approval of minutes from the 10/09/2019 → *will happen online*

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

a. Matters put to online vote:

Budget of £225 to pay DJ for Induction Week party passed unanimously (4 votes)

Budget of £200 for Induction Week Karaoke passed unanimously (4 votes)

Decision to buy 25 red t-shirts for Induction Week volunteers passed unanimously (4 votes)

Budget of £315 for Induction Week volunteer and exec t-shirts passed unanimously (4 votes)

Budget of £150.93 for vending machine stock passed unanimously (4 votes)

Exec Meeting Minutes from 12/08/2019 (3 votes for)

Exec Meeting Minutes from 02/09/2019 (3 votes for)

b. CA will look into the cost of a TV and wall bracket for the Observatory - see agenda item

CA will call about T-shirts for Induction week - 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 - ongoing

CA to look into volunteers lunch for GMIS - ongoing

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

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

CA will take the GCR facebook link off the cover photo for the GMIS banner but leave the website and the instagram. - done

CA will send round another email about volunteering during induction week - draft done, will be sent to college

- 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. - ongoing  
JO to come up with a plan to remind students to clean up after themselves when eating in the bar. - ongoing
- d. DM will start putting out feelers and we would book a venue in town for a Ustinov party. *Ongoing*  
DM will put a poll on facebook for volunteer availability. *Done*  
DM will find out how many tables we have for the club and socs fair *Done*  
DM will ask CMT about getting a parking space for the beekeeping society at the clubs and socs fair. *Done*  
DM will message Thom AB and Tom Britton about this to double check what info we need to give about this within charity laws/GDPR law as the university officially 'know' about this problem. *Ongoing - waiting from College response before talk to*  
DM will check when the deadline for opt-in is  
DM will check how many kitchens at Brackbury *Done*
- e. BR will get in touch with Lidl about if they can cater our brunch (if they were able to cater the bakery items we would be able to purchase all our other stuff from them). *Lidl do not do large orders so I will phone tesco tomorrow (Tuesday) and update minutes google doc before the meeting.*  
BR will contact Gavin to find out what we need to provide for a multi-faith room *Ongoing - email has been sent awaiting reply*  
BR will contact Clarissa to help create/ get from her a pamphlet/ flyer with the university SMV procedure information for students. *Ongoing - email has been sent to Clarissia - she is out of office until the 30th September*

#### 4. Agenda Items:

##### a. Bank issues [VB]

As it turns out, Joel picked the wrong form for the debit card application (which is why the bank sent us those useless deposit cards) and if we want debit cards we need to go to Newcastle and make an appointment with a business specialist there. I am at this point incredibly fed up with HSBC who are making everything so complicated and long-winding. The 2017-18 treasurer Alex Blair pointed out to me a few weeks ago that most Team Durham clubs have their bank accounts with Barclays which seems to be working well (also because Barclays has business specialists in their Durham branch, unlike HSBC). I am therefore seriously considering to get an appointment with Barclays in Durham and ask how difficult it would be to switch accounts (according to their website a business account can be switched within a week <https://www.barclays.co.uk/.../accounts/switch-to-barclays/> ). What do you all think?

→ Online vote

##### b. Public Video Screening License (PVSL) [VB]

Renewal of the license is overdue by a couple of months, needs to be done asap. It costs £308; the annual budget included £325 for PVSL, so we are within budget!

→ Online vote

**c. TV for the Observatory [CA]**

We have space for a TV ~49inches wide. This means the screen size can be larger than this. I have found a couple of options (proposed options to be added... I need to find stands for the TVs I've found). Annoyingly if we want a reasonable size, there are no non-smart TVs. Hopefully this won't cause any problems with setup/ usability.

*Question/Statement - If set up and a lack of internet is going to be a problem, could we try charity shops - like the British Heart Foundations furniture store - which might have larger non smart tvs that don't cost too much.*

*Discussion: Should we wait for the GMIS and check there? Seems like a good idea to save money.*

**d. Poster printing [CA]**

- i. Need to confirm designs (GM still ongoing) → via online vote
- ii. Have confirmed from Ian that there are 99 shared kitchens at Sheraton and 8 at Brackenbury. A4 Flyers can be printed in 100 or 250 - recommend getting 100 of each and doing the rest ourselves. Would be £15 each for Planner and GCR. Can do A4/ A3 event ones ourselves? → CIS printing free for A4 & A3 printing. → Online vote to verify this plan.
- iii. A0 posters are £21 for 3. Expected to need 13 different posters (11 events plus planner and GCR membership), which would be £273, which would be expensive but still within the budget (together with money spent on handbooks). → Online vote.

**e. Coaches for the 4 events on induction week [DM]**

*College proposed to pay 50% out of £185 for the 4 coaches from Dryburn Court to Sheraton Park for the induction week events.*

*Events: Boardgames, Quiz, Ustinov Live, Induction Party*

*Buses would ONLY be to go TO events and not back (in the middle of the night!). We cannot do this for the entire year since this is not in our budget. Therefore we cannot set a precedent now and have to wait at least until our GM in October.*

**f. GMIS coaches**

*Quote received from Durham City Coaches is £700. This is much more than in the annual budget (£300), but we are also saving £500 from the budget by not booking Paul Skerritt, so we are still doing fine. We also don't really have a choice here as we need those buses to get to the GMIS. → Online vote.*

*CA has created a schedule for the buses and will discuss it with the bus company.*

**g. Induction Formal coaches**

*Should be doable to run buses that pick up people from both Sheraton and Dryburn. This can be claimed back from the transitional fund.*

*Radisson bar opens at 6, food is at 7. If possible get people to arrive between 6 and 6.30. We could have two coaches starting from Sheraton, then one returns to Sheraton to pick up the rest and the other runs to Brackenbury.*

*DJ runs from 10pm to 1am. Last orders for bar are at 00:30. Buses back: 9.30pm, 11pm, 1am.*

**h. Black history month Movie**

We have to give the option for the Movie that will be played on the 22nd of October. (Black history movie night can't be on the 15th because there will be an event with drums on the 15th). Suggestions were Loving (rated 7.0) or Selma (rated 7.5). Let's go with the higher rated one.

**i. LO Comedy Night**

Tickets are £8 for students, last year we got 15 tickets, so that would be £120 which we will hopefully earn back from sales.

**5. Officer Reports:**

**a. Bar [JO] (Apologies)**

Last week's meeting was postponed until this Friday due to moving out of Ustinov, topics to discuss are: the Beer of the month for October (Chimay); how other colleges have implemented reusable plastics; how other colleges run their toasty bar; food hygiene certificates for staff; when the soft drink line will be cleaned by Coke so we can attach the fanta orange; and a fixed date for the staff night out)

In other news Trudie has managed to move the cocktails to their own button on the till, and out of the spirits page, meaning there's now room for new spirits without needing a second page.

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

Nothing to Report

**c. Communications [CA]**

Forwarded events email to college for new students. Working on volunteer email as well as coming up with a comms plan for induction week. Facebook banners are ongoing but the posters are mostly finished besides from the GM one. We have had a couple of spam/ 'academic' service accounts request to join our group. This is something we'll need to keep an eye on.

**d. DSU [DM]**

Active Bystander Training will take place on the 24th at 5 pm. The event has been promoted on "Induction week" facebook page with the volunteers.

SU Rep induction will be on the week commencing October 14th, date and time TBC.

**e. Facilities [CA]**

Speakers/ handbooks have arrived. I need to dismantle the shelves currently in the social stores as they are fairly broken - be very careful going inside until this is done.

**f. Finance [VB]**

I have almost caught up on the leftover payments from last year but still need to chase down some reimbursement forms for the summer BBQ.

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Figures:

Balance Brought Forward (10/09/19) £13,111.71

Durham City Coaches (Whitby trip) (11/09/19) -£475.00

Connor Armstrong (facilities) (12/09/19) -£24.21

Connor Armstrong (induction handbooks) (12/09/19) -£249.00  
 Selecta UK (Coke) (13/09/19) +£61.75  
 Grad Soc AFC (football referees, requested in May) (15/09/19) -£125.00  
 Vera Bieber (AGM June pizza) (15/09/19) -£195.90  
 Vera Bieber (BBQ inflatable guitars) (15/09/19) -£19.52  
 Vera Bieber (BBQ volunteer pizzas) (15/09/19) -£99.95  
 Vera Bieber (GM July pizza) (15/09/19) -£199.90  
 Ariam Mora (Pool C matches, half) (15/09/19) -£8.00  
 James O'Neill (Pool C matches, half) (15/09/19) -£8.00  
 Moette (induction volunteer shirts) (15/09/19) -£225.00  
 Moette (exec shirts) (15/09/19) -£90.00  
 Diana Martinez (notice board keys) (16/09/19) -£11.76  
 Balance Carried Forward (16/09/19) £11,442.22  
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**g. International Officer [JO]**

Nothing to Report

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

Nothing to Report

**i. Social []**

Nothing to Report

**j. Steering [CA]**

Nothing to Report

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

CMT business

- Got 3 new keys for the small notice board, 2 will be in the office and 1 will stay with the President.
- Painters will be booked in for Xmas with the choice of paint students chose.  
→ [AP] DM to ask if it would be possible to decide on a colour later, e.g. by involving the new students
- Van Mildert's College (David Harper - Principal) has put the date of the 18th of July for the GCR Annual BBQ.
- GCR will be responsible for the space for the Book Club, which will be on the seminar room right hand shelves.
- Sunderland football day trip: Use a 50 seater coach from Lees Coaches company. (Booked by college)
- There are 12 tables and 30 chairs, if there is a need for more chairs, talk to college.
- Radisson will wait for diets, final numbers and table plan to be submitted on Monday the 30th September. (YAY!!)

SPRA meeting

- The bin space and appearance on residents side needs to be improved.  
Perhaps some art/greenery
- If a car is obstructing the path for possible traffic of ambulance/fire service, please contact 101 to report it.
- In case of reporting noise, there are two ways:

- a. With Neighborhood Warden, they will keep a record of the incidents.
- b. With Police, in case of need an immediate response.
- Possible participation on Greening Sheraton Park initiative.
- Try to support their AGM participation.
- GCR has send invitation to Residents for the Afternoon Tea event at College and Food Truck.

**I. Welfare [BR] (Apologies)**

I have contacted Ian about 'Ask for Angela' and he is keen for us to implement this - I have emailed Clarissa about this and getting more information leaflets on the uni's SMV policy and what to do if you wish to disclose/get help but she is away until the 30th September so this may have to wait until she gets back. I have finished the drafts of the sexual health flyer and the counselling service flyer and hope to finish the disability service one by today (Tuesday) this may not be in time for the meeting. I have/will post them in the facebook group if anyone has any feedback and look into getting them printed in A2 poster form next week. They will be put on our website, facebook and emailed round after induction week with a few printed A4/5 size for the leaflet stand office (I want to save paper). I have emailed Gavin about the multi faith room and am waiting for him to get back to me.

6. AOB

Vera Bieber

Acting GCR Secretary

17/09/2019