

Ustinov College GCR Exec Meeting

MINUTES



18:00 pm, 24/09/19

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.

DM to give us a list of courses to do.

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.

CA will take receipt book, envelopes and some float to Dryburn.

CA to arrange a reservation form for the Livers Out comedy.

CA to fix typo on posters.

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

JO will get in touch with North Road Subway and make an order for Saturday.

JO to organise a vote for the name of the new college drink.

VB will write a set of rules for formal ticket sales.

1. Apologies:

Present: DM, CA, VB, BR, JO

2. Approval of minutes from last meeting.

- a. Approval of minutes from the 17/09/19 *put to an online vote*

3. Matters arising from previous minutes.

a. Matters put to online poll

Vote to pass the minutes from 10/09/2019 passed unanimously (4 votes)

Vote to look into moving the GCR Bank Accounts to Barclays passed unanimously (4 votes)

Vote to pass a budget of £308 to pay for the PVSL passed unanimously (4 votes)

Vote to print 100 A4 copies of each flyer (costing £30) passed unanimously (4 votes)

Vote to pass a budget of £273 for printing the A0 posters passed unanimously (4 votes)

Vote to pass a budget of £700 for GMIS coaches passed unanimously (4 votes)

Vote to pass a budget of £120 for Livers Out Comedy Night Tickets passed unanimously (4 votes)

Vote to pass a budget of £250 for the board game night pizza passed unanimously (4 votes)

Vote to pass a budget of £300 for the walking tours of Newcastle passed

unanimously (4 votes)

Vote to pass a budget of £200 for torches for the induction table passed unanimously (4 votes)

- b. DM to ask if it would be possible to decide on a colour for the wall later, e.g. by involving the new students. *We can have until the end of October to decide this.*
DM will start putting out feelers and we would book a venue in town for a Ustinov party. *Ongoing*
- c. 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 - [AP] JO will get in touch with North Road Subway and make an order for Saturday*
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*
- d. 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. *This is going to be too expensive.*
JO to come up with a plan to remind students to clean up after themselves when eating in the bar. *Ongoing - JO will design signs to tell people more info about the bins and a place at the bar to leave dirty plates/ mugs/ glasses*

4. Agenda Items:

a. Formal Ticket Price and Allocations [VB/CA]

- i. We need to decide on how to price the formal tickets.
We don't usually differentiate - because of the transition fund the costing doesn't affect us. If we price at £12 we can encourage people to attend and then if they want to keep the cheaper price they need to buy membership. This was passed unanimously (4 votes).
- ii. We have decided to sell some at Dryburn and also offer reservations at the LO Drinks. We need to decide how many to allocate for each purpose to make the system as fair as possible.
We should remain in communication as to how well things are selling we can make a separate chat. 30 Dryburn, 30 Livers Out, 120 Sheraton Park but this can be varied if sales at one site are low/high. Only buy tickets for themselves [AP] CA will take receipt book, envelopes and some float to Dryburn. This was passed unanimously (4 votes).
- iii. We need to make a set of rules for us/ people helping so we're all singing from the same hymn sheet. [AP] VB will write this.

b. Livers Out comedy Ticket Prices [VB/CA]

We have bought 10 tickets for the comedy - £82 for £10 tickets. Do we sell for £8 or £8.20 - we should sell for £8 to avoid small change and we can afford a loss of £2. There will be a reservation form [AP] CA to arrange this. There will be a meal before that anyone can attend. The vote for ticket prices was passed unanimously (4 votes).

c. Budget for Induction Formal Coaches [CA]

TBA Once Durham City Coaches send me the correct quote. Details are as agreed last week: 2 coaches and 4 runs around 1800-1830, one of these from Dryburn. 3 return trips at 2130, 2300, 0100 to SP via Dryburn. This will cost £465 and will come out of

the transition fund. *This was put to a vote and was passed unanimously (4 votes).*

d. Membership System [CA]

The PVC knows - this has been raised by the other Presidents and DM. If people get halfway through the system (this has been flagged in the powerpoint) but if people don't do anything they may be charged - the uni can't fix it. We won't let this issue drop but there's nothing we can do at the moment. We have to let people know how to avoid the issue because doing nothing isn't an option and will still cause issues - Ian will sort things out if people get charged. We need to clearly advertise this in the email subject so people actually read their emails.

e. Discussion for college drink. [JO]

Are there better names than: "the lord Ustinov, and lady Sheraton" - should we have 2 or 1?

The gendered drinks is a bad idea - we can ask for suggestions for names with recipes on display and possibly put it to a vote if there are several options [AP]JO to implement this.

- f.** College can pay for buses for two induction events but in return they want us to pay for buses for the Sunderland mentor's trip. We haven't been given a choice but if we have to pay for the bus it will make it financially not viable as it will cost more than going to Newcastle which is a Premier League team while Sunderland is not. We can add the 50% onto the ticket price. We've been offered 9th November Newcastle Bournemouth £19 or end of november Man city match but no prices yet. We get up to 30 tickets and only have to let Newcastle know 5 days before compared to a month with Sunderland. Do we turn down college's current proposal - was put to a vote *This was passed unanimously (4 votes).* If college go back to 50% we should start selling tickets after the GM and promote the Newcastle opportunity as a partnership and not a trip and agree at a later date which match. If we don't fill the bus we can look into downsizing the bus or selling to other colleges. Do we agree to this plan? - *This was passed unanimously (4 votes).*

g. Budget for Brunch [VB]

James has a shopping list which will cost £207.08 but we've budgeted £250 for this so we we vote to pass a budget of £207.08. *This was passed unanimously (4 votes).*

h. Adobe and Netflix need a payment in a couple of days.

As we don't have a debit card Vera will pay we also want to reduce the number of screens from 4 to 2. We currently pay £11.99 - two screens cost £8.99, this was put to a vote. *This was passed unanimously (4 votes).*

5. Officer Reports:

a. Bar [JO]

1. Bins in bar will be labelled once again into general and recycling (Trudie said she would get rid of it again if students use both as general)
2. Beer of the month winner is Chimay, I'll make the poster soon to avoid Trudie's bad advertising
3. Orange Fanta going on sale in time for Freshers week (Wednesday)
4. Trying to push Trudie into getting a specials board
5. Toasted sandwiches going ahead
6. Reusable plastics not going ahead

7. A note from Trudie, as we have a new supplier, the price of the Cruzcampo (ie carlabourg replacement) and wine will go up in price slightly, as will the post mix (coke, lemonade etc)

8. We have 7 cocktails and potentially 3 mocktails they just need Trudie to pass them.

Also, as previously discussed, boxed ciders coming in, and will be ready for party night. In addition I'm trying to convince Trudie into having a second beer on tap for the party too

We have agreed on the date for the Halloween party for the 1st November.

b. Clubs & Societies [VB]

Nothing to Report

c. Communications [CA]

Facebook events for the first half of induction week are now live. We'll need to think a little carefully about email communications but should encourage people to check their Uni emails every day. Posters arrived today- [AP] CA will fix the typo.

d. DSU [DM]

We have 400 leaflets from DUCK and info packs to hand out at the welcome desk.

e. Facilities [CA]

Old shelves are now dismantled, this leaves us a little more floor space in the social stores. Next thing to sort up there are the old canvas banners - they take up a lot of space and we only have vague knowledge of what was kept from Howlands.

f. Finance [VB]

I met with Ian MacDonald and Emma Allison to discuss the transitional fund. As you might have heard, this was set up so that the GCR can claim back expenses made that are related to the move from Howlands to Sheraton. However, neither of my two predecessors has ever claimed anything back.

Here is what we are now claiming back:

2017-18 year: 14 times we had a shuttle service between Howlands and Sheraton (induction week, Halloween party, SP opening party, Bonfire formal, Christmas formal, Christmas party, Burns Night formal, CNY formal, end of second term party, welcome back party, Star Wars party after Honours formal, Pride party, Summer BBQ, end of year party).

2018-19 year: move of pool tables from Fisher House to Sheraton, subsidizing the Induction formal and Burns Night formal at the Radisson (what we paid to the Radisson minus what we earned from ticket sales), and buses to the two Radisson formals and the Bonfire formal at Hatfield College.

Total: £13,616.80

I have received an oral confirmation that we will receive this payment from college. Please note that for this year the transitional fund will continue to cover our subsidizing of the Radisson formals and any buses we put on for formals (within reason). However, this will be the last year that we have access to this fund. From next year all our formals are supposed to take place at the new Hub on the Mount Oswald site.

VB is in discussion to get an allotment possibly at the Observatory.

From next year all formal will be at the Hub.

Figures:

Balance Brought Forward (16/09/19) £11,442.22
Dusk til Dawn (Induction Party DJ) (18/09/19) -£225.00
Dusk til Dawn (Induction Karaoke) (18/09/19) -£200.00
Tom Pitts (Admin 2018-19) (19/09/19) -£31.98
Tom Pitts (BBQ 2019) (19/09/19) -£255.24
Tom Pitts (Social 2018-19) (19/09/19) -£163.02
Instant Print (Induction posters) (19/09/19) -£268.16
Filmbankmedia (PVSL license) (20/09/19) -£308.00
Durham City Coaches (GMIS coaches) (20/09/19) -£700.00
Connor Armstrong (bass speakers) (21/09/19) -£376.83
Northern Secrets (Newcastle walking tour) (22/09/19) -£300.00
Vera Bieber (BBQ 2019 volunteer shirts) (22/09/19) -£350.16
Vera Bieber (receipt books) (22/09/19) -£38.85
BT Group (23/09/19) -£383.96
Bryony Rogers (Welcome packs) (23/09/19) -£197.39
Balance Carried Forward (23/09/19) £7,643.63

g. International Officer [JO]

Nothing to Report

h. Livers Out Rep [DM]

We should advertise the Livers Out Facebook Group and share LO events in that group

i. Social []

Nothing to Report

j. Steering [CA]

Am planning advertising for the GM

k. University/College [DM]

CMT business

About the system for Opt-in, Ian has been in contact with Matt Deakin but hasn't have response about the deadline on the system. In case a student get charged (Opt-out system behaviour) we have to send the student to Ian.

For Induction Party, record temperatures so we can have a background to share to University about their "cooling system".

Pass the Movie "Selma" to be part of the Black History month event. College will add it in their activities. Movie will be played on the 22nd October.

College can wait for the changing of colour of the wall until the end of October.

We have confirmed the date for the Neville's Cross Xmas event on the 6th December.

Have a new document with useful contacts on Google Drive.

From the Opt-in system, every Friday I will get a list of students that have paid their Levy, hopefully with their student number, so it can be passed to Vera and sort out the gym membership.

Presidents' Forum

University is looking to rotate porters between Colleges, however, none of the presidents have agreed to it, not even porters. Will come up with a proposed plan to the PVC.

I have to talk to College about procedures in case of damages and who is responsible, as retributing damages collectively.

Lot of problems with offer letters to Posgrads students, since the system has been changed to a centralized way, very slow.

From the survey about Hate crime/incidents, big numbers on the question "How to report & who to report to?", the answers where "don't want to get involved" or "don't think it was a big deal". University will implement a new app for support, different than Pincident. Welfare rep will be trained to use it.

Emphasys on training courses on DUO, so Exec know the processes available in case of emergencies. [AP] DM to give us a list of courses to do.

The menu for the formal is available and is on the drive - they can cater for any dietary requirements.

PACT meeting

There is an initiative to get police volunteer for speed limits, this person will be able to issue warning letters, after 3 warning letters then Police will take some actions.

On the afternoon tea with Residents we are going to have an Open Defibrillator day there will be VIPs there.

I. **Welfare [BR]**

I'm still waiting to hear back from Gavin and Clarissa regarding Multi-faith room/ Ask for Angela will get in touch with Trudie about bar staff training when I know what that training will be. Spoke to Martin about Black History Month and confirmed that we had agreed on Selma on 22th October for the film night. The university's advertising of the whole program including GCP events will be out soon. Have printed the GCR welfare info and will send it round in pdf at a convenient time in our comms schedule.

6. AOB

Bryony Rogers

Acting GCR Secretary

24/09/2019