

# Ustinov College GCR Exec Meeting

## MINUTES



18:00 pm, 08/10/19

### Action Points from Minutes

DM will start putting out feelers and we would book a venue in town for a Ustinov party.  
DM will organise food for the GM.  
DM will send the email to ask for the late opening and confirm the food-truck.  
DM will look into Alnwick Castle events and National Trust properties.

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 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 to come up with a plan to remind students to clean up after themselves when eating in the bar.  
JO to organise a vote for the name of the new college drink.

VB will reply to students who have enquired about Eurasmus memberships after the exec has voted.

BR will organise Induction Week survey.

DM and VB will look into us being overcharged by college for formals last year and request a refund.

### 1. Apologies: CA, JO

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

- a. Approval of minutes from the 17/09/19 and 24/09/19 *This will be put to an online vote.*

### 3. Matters arising from previous minutes.

- a. DM will start putting out feelers and we would book a venue in town for a Ustinov party. [Ongoing](#)  
DM to give us a list of courses to do. [See officer report](#)
- b. 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. [Done](#)  
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 receipt book, envelopes and some float to Dryburn. [Done](#)  
CA to arrange a reservation form for the Livers Out comedy. [Done](#)  
CA to fix typo on posters. [Done](#)

- c. JO to come up with a plan to remind students to clean up after themselves when eating in the bar. [See officer report](#)  
JO will get in touch with North Road Subway and make an order for Saturday. [Done](#)  
JO to organise a vote for the name of the new college drink. [See officer report](#)
- d. VB will write a set of rules for formal ticket sales. [Done](#)

#### 4. Agenda Items:

- a. **Pass a Budget of £146.50 [VB]** To pay Brian Taylor for his photography services at the GCR brunch. *This will be put to an online vote.*
- b. **Pass a Budget of £188.50 [VB]** To pay Brian Taylor for his services at the Induction Formal. *This will be put to an online vote.*

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

We pretty much need to decide if we want to splash out on a new TV or keep looking for a secondhand one. I am unable to do anything about the second for now but if people have ideas of places to search then it may be worth a try. See attached a text file with links to the TVs I found before. About 50inch looks to fit the space.

Pro of Secondhand:

Should be able to find a non-smart TV so no problems from lack of internet  
Much cheaper, especially as we don't know how much use it'll get

Cons of Secondhand:

Will take longer to find  
May be unreliable and have no/ reduced warranty

*We could wait for Black friday - it's not that far away and in the meantime we could look in some charity shops - IF WE HAVE TIME!!*

#### d. **Food for GM [CA]**

Need to decide on a budget/ quantity/ items for snacks. I was originally thinking cakes, biscuits/ doughnuts and maybe some fruit too. Do we get soft drinks or leave them for the bar to sell? *We don't need to buy drinks as we have loads left over from the Brunch and people can buy more from the bar if we run out. Doughnuts/ muffins/ cookies/mini cakes that we can get cheaply from Tesco. [AP] DM will organise this.*

*We propose a budget of £70 food for the GM. This will be put to an online vote.*

#### e. **GCR Membership for Erasmus Students [CA]**

Or other people here for only a few months. I believe Vera had some info to submit here so she may already have it as a separate agenda point? *Last year we charged half price for the levy and the gym membership if people are only here for one term. If people are only here for a month they can get gym membership without GCR membership for £10. We will put this to an online vote. [AP] VB will reply to student requests after vote.*

#### f. **Follow-up from the football discussion two weeks ago [VB]**

Sunderland is cancelled, let's advertise Newcastle?  
- Sun 27/10 at 14:00 vs Wolves - tickets £19 each

- Sat 09/11 at 15:00 vs Bournemouth - tickets £19 each

- Sat 30/11 at 12:30 vs Manchester City - tickets £23 each

*Sarah says the Sunderland match hasn't been advertised yet so this shouldn't be a problem. We should do this as an online booking form (separate forms due to logistics).*

**g. Halloween Party [DM]**

*We should have this on the Friday 1st November. We could do it Halloween/ Day of the Dead party Chuchos taco truck could be there. We could also have face-painting we don't know how much this will cost atm. We can have a late opening and a costume competition if we have interest - this should be discussed with the social committee. [AP] DM will send the email to ask for the late opening and confirm the food-truck.*

**h. Ratify new society [VB]**

*The Ustinov Love Island Society. All documents can be found on the Google Drive. This will be put to an online vote.*

**i. Survey for Induction week [DM]**

*We might need to run a Survey to get the impressions of the Induction week. [AP] BR will look into/ sort out this.*

**j. Trip for this month [DM]**

*Before students get busy, would be worth to start planning a trip for this month. We should decide this asap (probably before the GM) [AP] DM will look into Alnwick Castle events and National Trust properties. We could go to Fountains Abbey which is National Trust and maybe the Lake District in the Summer. We usually go somewhere with a Christmas Market - Maybe York this year.*

**k. National Trust Membership [VB]**

*VB has called them and we will get an invoice soon. If we pay for it why do college keep the card - we should get this back from college. Or we could propose that college pay for half and they can use it for mentors trips.*

**5. Officer Reports:**

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

*Report - the bar made £2300 approximately, and is I believe the new record highest for Sheraton bar (and only £300 less than the usual howlands total for average parties).*

*There's various previous bar tasks still being worked on, meeting with Trudie Thursday so there will be a proper report next Tuesday.*

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

*We still don't have our indoor slots at the DHSG but I'm emailing the person in charge twice a week and he is very apologetic.*

**c. Communications [BR]**

*We need to make sure we keep checking the comms email address as we have had a few people replying to comms emails to ask questions and we haven't seen them for several days.*

**d. DSU [DM]**

The SU has already launched a 'register to vote' campaign, they have decided to start recruiting Ambassadors to help with getting students to register to vote. These Ambassadors will be provided with resources and a budget to help spread the registering to vote message- **attached the application form [here](#)**. Any student can apply to be an Ambassador. Events and Information from DSU has been sent by email to all Ustinovians.

**e. Facilities [CA] (Apologies)**

We were unsuccessful at finding a TV at the GMIS. We now need to decide what to do as an alternative (see agenda point). James and I found the promised stack of old BBQ photos so are now rethinking the decoration plans for the observatory. I have some ideas to use a number of old photos as well as adding more recent ones. Am unsure how much I'll be able to do before I return to Durham.

Ustinov Live was a great success, incl. the new bass speakers. Plan is to advertise for tech helpers before the next one (in addition to any who run for tech officer) to try and keep the tech team strong. We would like to fit two more Lives before Christmas... we were thinking early November and early December? Any comments/thoughts on this? They will want to be on midnight-opening evenings (pref. Friday so takedown is easier).

*We suggest Friday 8th November (the day after the Bonfire Formal) and Friday 13th December for Ustinov Live. This will be put to an online vote.*

**f. Finance [VB]**

I am fairly sure that college overcharged us for the formals last year because I have been looking into the numbers and making them give me the price per head and those just don't match up with the totals they made us pay. For example, we had to pay £2,700 for last year's Bonfire Night formal but they now admitted that the price per head should have only been £8, so with 180 students attending we should have only paid £1,440. The finance office is aware of the issue now and working on finding the correct numbers. [AP] **DM and VB will look into this and request a refund.**

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Figures:

Balance Brought Forward (23/09/19) £7,643.63  
Cash in (Formal ticket payments, gym memberships) (30/09/19) +£3,915.00  
Vera Bieber (Icebreaker quiz utensils) (30/09/19) -£24.42  
Vera Bieber (Induction boardgames pizza) (30/09/19) -£242.90  
Vera Bieber (GCR Adobe license) (30/09/19) -£24.96  
Vera Bieber (Drawers for Observatory and yoga mats from CDFHS) (30/09/19) -£7.00  
Vera Bieber (Induction Bingo prizes) (30/09/19) -£20.00  
Vera Bieber (GCR Netflix) (30/09/19) -£8.99  
Cheque in (College paying for High Table at last year's Radisson formals) (01/10/19) +£1,765.00  
James O'Neill (Induction brunch) (01/10/19) -£207.08  
Balance Carried Forward (07/10/19) £12,788.28

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**g. International Officer [JO]**

Nothing to Report

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

Only 2 people attended the Livers Out comedy night. We had several people reserving tickets and then not coming to college to pay for them - we should look into this at future events and a couple of people who paid but did not go. We also did not sell/reserve all of the (10) tickets so we may need to advertise better in future.

**i. Social []**

The Induction Party was really loud but we haven't had any complaints from local residents. See DM report for more info.

**j. Steering [CA]**

GM Advertising is being composed... pending some info to help promote the trustee role available. - CA will be back Sunday in time for the GM.

We currently have seven manifesto submissions.

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

**CMT matters:** We need to buy paint tester colours for the GM so I can pass the result to College. Also, I will ask the College for the minutes of our meetings. The college has to update its information on DUO and links provided by Connor:

[https://www.dur.ac.uk/ustinov.college/college\\_life/catering/](https://www.dur.ac.uk/ustinov.college/college_life/catering/)

[https://www.dur.ac.uk/ustinov.college/college\\_life/facilities/social/](https://www.dur.ac.uk/ustinov.college/college_life/facilities/social/)

[https://www.dur.ac.uk/ustinov.college/college\\_life/facilities/study/](https://www.dur.ac.uk/ustinov.college/college_life/facilities/study/)

[https://www.dur.ac.uk/ustinov.college/college\\_life/facilities/arts/](https://www.dur.ac.uk/ustinov.college/college_life/facilities/arts/)

**Report on our first Induction Formal:** Comments from students were satisfactory, all went well. The music during dinner wasn't appropriate and this detail has been shared with Trudie. The DJ after-party was finished at 11 pm since just 3 students wanted to stay later. Cloakroom as very slow and it took some students 40 mins to get their coats meaning they missed the first coach.

**Report on our first Induction Party:**

Temperature			Any other issues Notes
Time	DJ table	Outside Bar	
9:30 pm	NA	22.6 C	
10 pm	22.3 C	23.6 C	
10:30 pm	22.8 C	24.7 C	Bar side-door open and cafe/bar entrance doors opened.
11 pm	24.1 C	24.2 C	At 11:15 pm had a report of water leaking from the air conditioning.
11:30 pm	24.3 C	23.8 C	The amount of water increased so it was reported to the porter, porter called security to send a plumber.
12:00 am	23.6 C	23.5 C	
12:30 am	23.8 C	23.4 C	5 teenagers tried to stay in the party but they were kicked out by bar staff

1 am	24.3 C	23.8 C	
1:30 am	25 C	23.2 C	
2 am	24.6 C	23.1 C	The bar has closed and half of the people have left the bar.
2:30 am	23.3 C	23.7 C	The bar is almost empty, very few people.
3 am	NA	NA	DJ has left the College.

**Exec matters:** List of courses to be taken by all Exec:

- **Consent Matters**
- **Data Protection and Information Governance**
- **Health and Safety All Staff Training**
- **Safeguarding**
- **Greenspace Environmental Sustainability Online Training Module**

Meeting with Colin Wilkes for the Durham Market Place agreement. Keenan will have a drop-in social on Wednesday 16th 6pm, PVC will be there to talk to students. *He will send DM more info about the market place and see if we can get a discount in the cafe - they also have a Halloween event which we can share. They can also help us if we want to run events for charity.*

**University next events:**

MCR PressComm, Wednesday 9th October.

SU Rep Induction, Monday 14th October.

Presidents' Forum, Wednesday 16th October.

President Training: Senate Discipline Committee, Thursday 17th October.

Mop-up Finance Training for Presidents/**Treasurers**, Thursday 24th October.

Induction Group meeting, Tuesday 5th November.

*DM will have a meeting with the Nevilles Cross /GCR community event organisers tomorrow.*

**I. Welfare [BR]**

I have organised with the Alexes and Ben to have a Mental Health themed Pub Quiz next Thursday (this Thursday is World Mental Health Day but Thom AB is coming up to do a pub quiz so this can't be changed). I am going to do a tea, cake and chat on Monday 6-7 as our Mental Health Day event, where I'll also be providing information on the uni counselling service. I have re-emailed Gavin Wort and Clarissa Humphries about the multi-faith room and Ask for Angela, respectively.

**6. AOB**

- a. The University has updated their fast food policy Ian has sent it to Dm and there is a new form that the Food-trucks have to fill out, including a pitch fee - the uni now charges a pitch fee but Ian has set our pitch fee at £0.

Bryony Rogers

Acting GCR Secretary

08/10/2019