

Ustinov College GCR Exec Meeting

AGENDA



18:00 pm, 15/10/19

Action Points from Minutes

DM will start putting out feelers and we would book a venue in town for a Ustinov party.
DM will look into Alnwick Castle events and National Trust properties.
DM will contact the taco truck to organise opening times and send the invoice of the DJ for the Halloween party to VB.
DM will post on social media about a Diwali festival to gauge interest and how people would like to celebrate.

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 will organise the photos proposed to go up in the Fisher Room so it can be voted on in next week's exec.
CA to look into exec and committee t-shirts.

VB will come up with a set of instructions on how to use the Moette portal.

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.

BR to continue to promote induction week survey and report back to exec after it closes.

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

1. Present: DM, CA, VB, BR, JO

Apologies:

2. Approval of minutes from last meeting.

- a. Approval of minutes from the 08/10/19 *passed unanimously (4 votes)*

3. Matters arising from previous minutes.

a. Votes Passed by Online Poll

Vote to pass the minutes from the 17/09/2019 passed unanimously (4 votes).

Vote to pass the minutes from the 24/09/2019 passed unanimously (4 votes).

Vote to pass a Budget of £146.50 to pay Brian Taylor for the brunch passed unanimously (4 votes).

Vote to pass a Budget of £188.50 to pay Brian Taylor for the formal passed unanimously (4 votes).

Vote to pass a budget of £70 food for the GM passed unanimously (4 votes).

Vote to make Erasmus student gym membership and GCR membership half price for one term and £10 for gym membership only for one month passed unanimously (4 votes).

Vote to ratify the Ustinov Love Island Society passed (3 votes for, 1 abstention).

Vote to confirm the date of the next two Ustinov Lives as the Friday 8th November and Friday the 13th December passed unanimously (4 votes).

Vote to pass a budget of £150 for national trust membership passed unanimously (4 votes).

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

DM will organise food for the GM. *Done*

DM will send the email to ask for the late opening and confirm the food-truck. *Done*

DM will look into Alnwick Castle events and National Trust properties. *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 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. *See Agenda Item*

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

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

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

- f. BR will organise Induction Week survey. *This has been created, emailed round and the link has been shared on Facebook and WhatsApp and was live since yesterday. It will be open for 2 weeks. As of lunchtime today (before the event was shared on WhatsApp) we had had 28 responses with the Party being the most popular event (11 votes) followed by the quiz (4 votes), then jointly the Afternoon Tea with the Residents and the GMIS (3 votes each). The least favourite events, after no answer (17 votes), were the Induction formal, Ustinov Live and the quiz (2 votes each). Some of the complaints were the bass speakers being too loud at Ustinov Live (from someone who was trying to get to sleep somewhere in Sheraton House) and the sign up system for the formal. I will create a full report of the feedback after the survey has closed and will keep sharing it over the next two weeks.*

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

4. Agenda Items:

- a. **Followup to email received about the opt in system [CA]**

Last week, the university sent an email around about payments for accommodation and JCR (GCR) membership fees which included the following text:

“Many students have already chosen to become JCR members by paying their membership fee online. If you have not done so yet there is still time to do so at [link]. From the 14th October onwards we will be working with the JCR/MCR Representatives to identify who has still not signed up. During w/c 21st October we

will email students who have still not paid for membership, giving them the opportunity to opt out, otherwise an invoice will be raised.”

DM will meet with the PVC and other college presidents tomorrow and discuss this.

b. PlayerLayer Stash [VB]

I got an email from PlayerLayer which is the company that provides sports stash to Team Durham, Collingwood, and Van Mildert. They asked if Ustinov would be interested in getting some stash / sports kit from them too. I quite like the idea of being able to offer a wider variety of stash to students (e.g. also branded sports clothing), but what do you think? As an example, here's their shop for Van Mildert: <https://playerlayer.com/.../van-mildert-college-shop.html>

They don't have a large selection out of non-sports clothes so it wouldn't interfere with the other stash we have. We should wait a couple of weeks between Moette orders and this so as not to confuse people or mainly target to the sports teams or gym goers. This will be passed onto the new Clubs and Socs Officer (if elected) after the elections.

c. Decor in Observatory [CA]

The original plan for the observatory decorations involved collection photos of Ustinov Live/ BBQ to put in the old frames we have. Along with this, there are a number of team shirts to go up too.

Since then I have checked the observatory cupboards and found a stack of old BBQ photos. I am thinking it would be nice to fill up a whole wall with these.

My proposal:

- In Memoriam T-Shirt and other frames on RHS of corridor near entrance
- Other team shirts spread out around building
- Large artwork currently in music room to be properly mounted, will take up whole wall above the electric organ (opposite windows)
- Small Photos of recent BBQ/ Live performers spread around music room
- Larger photo of 2019 BBQ volunteers in Fisher Room
- All previous BBQ photos (1999, 2006-2016) to be arranged in a grid on a large bare wall (to left of pool table) in Fisher room - aim is to also have space to add to year on year. We have a time-gap to maybe dig some more up. We didn't take a 2019 photo... I want to change this going forwards
- TV will go above where table is now (see other agenda point).
- Picture/ explanation of Fisher in the Fisher Room... also plaque for door?... and another one for music room?
- Noticeboards in corridor to be filled with A3 designs about our observatory facilities (instruments etc.) as well as contact info for VP/ CS for suggestions.
- Space for other pictures in Fisher Room?
- This also leaves some bare walls in the corridor depending on T-shirt placement. Suggestions? *We could leave this bare so it grows over time.*
- This is sketchy in places but I am already talking with Colin/ Emma to get stuff up once we have photos printed and framed. If people have suggestions/ comments/ specific photos then please pass them on. I'll make a folder in the Drive to arrange pictures.

We need to make sure the budget stays low - photos could potentially be printed through the uni and we already have the frames.

[AP] CA will get this organised so that photos can be approved next week

d. **Halloween Family Party [DM]**

Activities need to be planned and send a call for volunteers for the event.

DM has spoken to Anna Kranz and she has sent information from last year. Anna won't be here but so we need someone to organise it - this has fallen under VP in the past. We will leave decorations up for our party and people can leave them here if they want. We send an email to call volunteers to a meeting and if there is someone keen to organise they can take charge and CA will coordinate. There could be a Day of the Dead element. [AP] CA will send round the call for volunteers

e. **Halloween party [DM]**

Need to pass money for the DJ and talk with College to have a food truck on that day. *The residents have been notified that we will have a late opening. We will ask if the food truck (Chucho's tacos) can be there either 8-10 or 7-10. [AP] DM will contact the taco truck to organise opening times and send the invoice of the DJ for the Halloween party to VB.*

Motions to pass a budget of £225 for 5 hours of disco (9pm-2am) for the Halloween Party passed unanimously (4 votes).

f. **Bonfire formal [DM]**

We need to send the information for **Bonfire formal** by the 31st of October. So we need the online form to be sent soon. *We need to send the student's information, dietary requirements and seating plan for the 31st. This seats 180 (max 200) and 15 for high table. Sign up should be on the 24th October - payments 24th, 25th 26th, resale on the Sunday 27th so everything is finalised on Wednesday 30th at the latest. This will be priced as £12 for GCR members and £17 for non-members.*

This was put to a vote and passed unanimously (4 votes)

Do we put on a bus? We can say this in the advertising email and look into it after we know how many people will potentially need transport - We will not be providing free transport due to it being quicker to walk to Hatfield than to drive, there will be guided walks down before the meal. If this would inhibit your ability to attend, please get in touch with us at welfare.ustinovgcr@durham.ac.uk.

g. **Diwali festival [DM]**

On October 27th Diwali festival is celebrated, any opinion for this? Should we wait for the result of elections?

We should have this on the Friday 25th and [AP] DM will post on social media to gauge interest and how people would like to celebrate.

h. **University Challenge**

We need to get the team who will represent Ustinov!

DM is going to have a meeting with the DSU reps so that all the college run the same entry challenge. We will pass this on to Alex Hampton. The first round at the DSU is on the 23rd, 24th, and 25th October. [AP] DM will contact the Alexes and Ben to organise this and bring up the joint GCR SCR quiz night.

5. Officer Reports:

a. Bar [JO]

Nothing to Report

b. Clubs & Societies [VB]

Newcastle vs ManCity reservations filled up within 15 minutes, currently 45 people on the waiting list. Newcastle will let us know closer to the time (match is on 30/11) whether they'll have additional tickets for us. The Wolves match reservations also filled up Sunday night but we still have plenty of spots for the Bournemouth match if anyone asks you.

It was raised in the survey that we don't have enough clubs and socs - we can't create more clubs unless we have people to lead them. In future we could advertise the DSU fair more - while making it clear that college teams are separate from this.

c. Communications []

Nothing to Report

d. DSU [DM]

Yesterday went for the induction for the position. The SU Rep responsibilities are: Communication/campaigns, Assembly, Elections, University Challenge (see agenda point) and be SU Rep Comm. *DM has updated with them the email account for the DSU rep.*

e. Facilities [CA]

Stash portal is now open until 24th Oct. Have had reports that it is slow, Moette are chasing up.

[AP] VB will come up with a set of instructions

f. Finance [VB]

Balance Brought Forward (07/10/19) £12,788.28
Selecta UK (Coke Machine) (09/10/19) +£83.20
Davisontaylor Photography (GCR Brunch) (09/10/19) -£146.50
Davisontaylor Photography (Induction Formal) (09/10/19) -£188.50
Diana Martinez (Halloween decoration) (14/10/19) -£32.00
Balance Carried Forward (14/10/19) £12,504.48

g. International Officer [JO]

Nothing to Report

h. Livers Out Rep []

Nothing to Report

i. **Social []**

Nothing to Report

j. **Steering [CA]**

Had October GM with Michaelmas elections. After some drop-outs, we have 22 people running for 19 positions. The meeting was almost three hours long, a snap-poll (unminuted) suggested that an interval with a drinks/ toilet break might be desirable. This is partly because there were fewer people using the bar during the meeting. I would recommend trialling an interval next time a meeting >2hrs looks likely and seeing how it goes.

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

CMT matters:

Colours have being displayed in the bar, and I will post a poll soonish. The links were shared with the College and they have deleted them. The list of temperatures and Issues was passed to Ian, who will be in charge of share the information about the temperatures with the central management. The principal has asked to have a meeting with the Treasurer and me to discuss our plans for our budget.

University matters:

On the 9th had the first meeting with the MCR PressComm, DSU has committed to share more information about what we can share with our students on the Brexit situation, also they will search on how the University distributes the Postgrads among all colleges. David Evans has confirmed he will go to the drop-in session at Dryburn, to hear our students.

Community matters:

We have 5 students coming to the talk and the afternoon tea given by St. John's Church, they have shared all the events and activities they have and are welcome to all Ustinovians to attend, I will share this information later in an email. I have promised to share the list of family events we have at Sheraton park to SPRA, NCA, and St. John's Church. We got very delicious cakes from St. John's Church which was shared with students after our GM.

Exec matters:

New Week planner at the office, to have in the office, so the person doing office hours knows what is going on during the week, also the DSU planner have all events that are confirmed with the College/University. Working with mentor for a campaign on awareness of walk/bike on dark roads.

l. **Welfare [BR]**

Yesterday (Monday), we had our first welfare event of the year: a coffee, cake and chat evening - over the hour and a half we had around 12 students attend. This Thursday I will be hosting the pub quiz (with Brad Din) on a Mental Health Awareness theme. I will meet with the newly elected welfare committee ASAP and will come up with a plan for welfare hours to present to the exec meeting next week.

a. New Exec and committee T-shirts [BR]

We should probably get them as soon as possible after the election so that they can be worn as many times as possible. Do we need to get people one t-shirt per committee or could we have everyone have the same shirt with their committee written on the back?

In order to keep the price down we will have crest on front printed committee on back [AP] CA to enquire how much it would cost to have colours based on committees or all the same colour. Everyone (including exec) will get one t-shirt - people will need to pick a committee. Exec will also get polo shirts to match the existing designs.

b. Office Hours training for new exec [CA]

CA will train everyone in doing office hours and the new chair (if elected) will design the rota.

c. Gym Induction Training

What we did last year was that it was voluntary to do inductions - gym induction induction will be done by Christos (who attended the induction training with Team Durham).

d. Fireworks [VB]

This will be an agenda item next week.

e. New times for exec meetings

This will be discussed next week.

Bryony Rogers

Acting GCR Secretary

15/10/2019