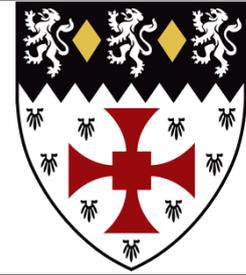


Ustinov College GCR Exec Meeting

AGENDA



18:30 pm, 22/10/19

Action Points from Minutes

DM will get in touch with the DSU societies to find volunteers for the henna.
DM will find out who need DBS checks and who will cover the cost of this - we will not be able to get these in time for the kids party. DM will clarify that the supervision is the responsibility of the parents and the volunteers would never be on a 1-1 situation with the kids.

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.
CA will buy batteries and DVD sleeves.
CA to speak to Martha about getting feedback from Dryburn residents.

AH will advertise the University Challenge selection at the pub quiz on Thursday to gauge interest and go from there.

VB will make an excel sheet for us to track our hours.

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.
BR will organise signs explaining sanitary towel bin usage with the signs in a variety of languages.

SH will create a Diwali playlist.
SH will look into Alnwick Castle events and National Trust properties alongside other trips.

RR will draft a sign for notifying parents that photos will be taken during the event.

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

- 1. Present: DM, CA, AH, VB, BR, RR, SH**
Apologies: JO
- 2. Approval of minutes from last meeting.**
 - a. Approval of minutes from the 15/10/19 *Approved on a general aye*
- 3. Election Results and Welcome to the New Committee Members [DM]**

a. Existing Executive Committee Members

President: Diana Martinez [DM]
Vice-President: Connor Armstrong [CA]
Treasurer: Vera Bieber [VB]
Welfare Officer: Bryony Rogers [BR]
Bar Steward: James O'Neill [JO]

b. Newly Elected Executive Committee Members

Chairperson: Alex Hampton [AH]
Clubs and Societies Officer: Rayan Rachedi [RR]
International Students' Officer: Ahmed Shafquat Hassan [SH]

c. Newly Elected Committee Members

Deputy Social Secretary: James Ireland
Formal Secretary: Arabethan Lecuyer
Video Master: Philip McCann
Election Officers: Muhammad Mahmudul Hasan and Kimberley Liu
Female Welfare Rep: Jess Craig
Male Welfare Rep: Tomos Lloyd-Evans
LGBTQ+ Rep: Nicole Terry
Disability Rep: Joe Wilcock
Dryburn Rep: Martha Muir
Ecology Rep: Fiona Brewis
Tech Officer: Alastair Stewart
GCP Liaison: Bea Fones
Assistant Treasurer: Shahzeb Bey
Female Sports Rep: Junru Wang
Male Sports Rep: Christos Vlahos

Student Trustee: Tom Toward

d. Welcome to the New Exec [DM]

Remember you are volunteers however, you have chosen to take on these roles so you should manage your time - so always your degree and your health first, then us. We are part of a committee so people will ask you what is going on on the exec you can always ask the other members of the exec for help.

GCR and college are not the same thing - we are a charity body and as a charity we have a structure with a board of trustees which are external from college who are there to make sure we follow the laws. So if college ask you questions that you cannot answer you can send them to Diana. In situations that you don't know what to do you can ask for help from people who have been here before. We have a lot of resources including the week planner with events and who is in office hours this week. We also have the student life planner for all the events in the year, e.g. Castle Formal, DM will try and keep this updated as much as possible. We have the GCR bible where there are the constitution, standing orders, cash handling etc. We have a draw unit for storing GCR things and DM will put things in there if you are not around. Finally, if there is something in the office that you need please ask DM and VB. Please try to keep the office clean! Keys and cards must stay in the office so they don't get lost. If something is broken in the office ask CA.

4. 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 will look into Alnwick Castle events and National Trust properties. *Ongoing - this will be passed on to SH*
DM will contact the taco truck to organise opening times and send the invoice for the DJ to VB. *DM has sent the info to the food truck and they will be attending either between 7-10 or 8-10 he wants to know if we want to sell tickets or if they will sell food. - It will be less risk if we don't take on the ticketing system and this way will keep it open for local residents. We need to advertise that it is cash only.*
DM will post on social media about a Diwali festival to gauge interest and how people would like to celebrate. *Done - we have ideas from Mandeep - Diwali Rangoli - the library may have left over lamps but we can't have them lit in college/ electric tealights. We could have Diwali related music - [AP] SH will create a playlist - if we buy henna we may be able to get students who will be willing to do henna. [AP] DM will get in touch with the DSU societies to find volunteers.*
- b. CA to link to facilities booking form on GCR website once it is live. *Done*
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 will organise the photos proposed to go up in the Fisher Room so it can be voted on in next week's exec. *Ongoing*
CA to look into exec and committee t-shirts. *Ongoing*
- c. VB will come up with a set of instructions on how to use the Moette portal. *Done*
- 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. BR to continue to promote induction week survey and report back to exec after it closes. *Ongoing*
- f. DM and VB will look into us being overcharged by college for formals last year and request a refund. *Ongoing - VB has spoken to Ian.*

5. Agenda Items:

- a. **Pass a budget of £437 to pay to Newcastle for 23 tickets (£19 each) for the Wolves match on Sunday [VB]**
Note that we have already sold these tickets, we are just passing on the money. *This was passed unanimously (6 votes).*
- b. **Vending Machine [CA]**
Pass budget for new load of vending machine supplies. NB After this load, I will get a poll posted on Facebook to gather ideas for future stock.
Proposal: to pass £154.54 for the next order. This gets us:
 - 24 choc tracker
 - 18bacon and syrup crisps
 - 30 kinder bueno white
 - 24 PB kitkat

- 48 mars
- 48 dairy milk
- 32 each Doritos tangy cheese and chilli heatwave

This was passed unanimously (6 votes) - these will be delivered Thursday

c. Re-ratification of basketball, frisbee, hockey, table tennis, and pool clubs [VB/RR]

This was passed as a single vote unanimously (6 votes).

d. Future Exec Meetings [CA]

When can we all do weekly/ most weeks? Now we have a bigger exec we should fix a meeting time and stick to it regardless of peoples' personal schedules but it should obviously be a time that everyone can make or keep free other than exceptional circumstances. *We could agree on an initial day and then this might change later. We have agreed on Wednesday 6:30 start as an initial suggestion and to keep office hours 6-8.*

e. Covering of unfilled exec/ committee head roles [CA]

Strictly this is all the responsibility of the VP... in reality I have a PhD to do as well. If Bryony agrees, I would be happy to split the secretary role. Whether we do alternate weeks or some other arrangement I don't mind but I feel I should definitely minute the next GM.

Other unfilled roles: Social, Comms, DSU, Livers Out, (Induction Officer). I would be happy to oversee the comms committee if someone else can take social. I have already found someone to help us write the weekly newsletters. I would suggest we continue to split general social media between us, this volunteer would also help with instagram etc. if we would like them to (subject to their own commitments).

2nd Part: Have all the regular committee members had some kind of handover induction or at least some contact with one of us?

AH will act as DSU and CA will keep going as Webmaster/ Comms but people will post about their own events and the comms email is in the facebook group, with Social we will plan things in exec and then have people take on certain events We hope JI will take want to take on Social Sec at the next GM and has had several ideas. RR is happy to take on a larger social role after Christmas. Our GCP Liaison has agreed to write the weekly newsletter (fill in as Press Secretary) and help out a bit with social media in the future. CA will talk to her about what she needs to do. BR is happy to do LO welfare and we hope to have 3 people running at the next GM.

f. Social Committee Meeting [CA]

Details TBC but will obviously relate to the above. *We need to have a meeting this week before Diwali/ Halloween/ Formal. The meeting will be on Thursday. DM has designed the banners for the Halloween parties and will print the poster. The family event is up on social media and DM will make the party facebook event.*

g. DBS checks for volunteers [DM]

Family events we need to use these forms for the volunteers in case they take photos. *We won't be having a GCP photographer at our kids parties - we have Brian at the Halloween party. If in the future we are taking photos of the kids we need to have them fill out a form in advance. [AP] DM will find out who need DBS checks and*

who will cover the cost of this - we will not be able to get these in time for the kids party. DM will clarify that the supervision is the responsibility of the parents and the volunteers would never be on a 1-1 situation with the kids. [AP] RR will draft a sign for notifying parents that photos will be taken during the event.

h. Pass a budget of £200 to pay for candies, pinata, pumpkins and decorations for Family Halloween Party [DM]

Needs to be ordered ASAP from Amazon and get the pumpkins from Tesco. Any left over would go to the pub quiz. This was passed unanimously (6 votes).

i. GCP description of new projects [DM]

See description on facebook.

j. Campaign to understand facilities use around University [DM]

I have received some email complaining about cleaning in the rooms, due to lack of information, it would be good to have information about the things students have in their rooms and social spaces. [AP] BR will organise with the signs in a variety of languages.

k. Record of volunteering hours [DM]

PVC has mentioned that Colleges don't have any idea of where the support from University goes, with this in mind, GCR should start a record of all volunteering hours and the impact we made through all the activities. [AP] VB will make an excel sheet for us to track our hours.

l. Pass a budget of £100 for the Diwali party with the aim of not spending it all [DM].

This was passed in a vote (5 votes for, 1 abstention)

6. Officer Reports:

a. Bar [JO]

We will be looking into getting shutters for the bar for safety reasons.

Looking into changing the End of Day time on the 2nd PDQ machine for parties as it currently cuts off at midnight, (meaning when I cashed up I was down by the last two hours of sales).

A Team Leader meeting is being organised in the week commencing 28th so an update will be given at Exec after that.

Discussion in progress to decrease how many staff are on in the evenings - some days will be just one member.

Possibility of having Pub Quizzes completely in plastic cups (judgement call on TL).

Signs to go up regarding info on where to leave glasses and plates.

Still working on the college drinks and the last mocktail choice.

b. Clubs & Societies [VB/RR]

Potentially we may not be able to use the Durham School facilities during the school's holidays - Team Durham were helpful with bookings at Maiden Castle but this will be an ongoing issue.

We will get access to Durham Girls School from the 4th November - undergrad colleges have left a mess and we (the university as the school doesn't differentiate) are on a final warning.

The handover is going smoothly.

c. Communications [CA]

I still have some social media admin things to do with respect to our new exec and comms committee. Will be doing this over the next few days when I get around to it. I have possibly found us a fill-in press sec. On a related note, I have recovered the press sec email from the previous incumbent and extended/ transferred ownership to me. *We will change the admins to include AH and move BR and JO to moderators and add the new exec as moderators for the page and the facebook group.*

d. DSU [DM]

Working to have the results on the University Challenge. *We need to send 5 names to the DSU by Sunday. [AP] AH will advertise at the pub quiz on Thursday to gauge interest and go from there.*

e. Facilities [CA]

Stash portal is still slow, I think we're going to have to put up with this as it closes Thursday night and the hosting is out of Moette's control. I'll post/ email on Thursday to remind people of the deadline.

If I can get details from the new exec, I can get exec shirts sorted - this will be at the same time as the regular T-shirts though... will email Moette tomorrow to ask pricing as discussed last week.

The new eco rep has already spoken to Ian RE moving some oak saplings to the grassy area around Sheraton. I believe this will be happening as soon as she gets a spade.

[AP]CA will buy batteries and DVD sleeves.

f. Finance [VB]

Balance Brought Forward (14/10/19) £12,504.48
National Trust (15/10/19) -£150.00
Yan Birch (BBQ DJ) (17/10/19) -£50.00
Connor Armstrong (GMIS volunteer food) (17/10/19) -£36.00
Connor Armstrong (Guitar strings) (17/10/19) -£5.34
Connor Armstrong (LO comedy tickets) (17/10/19) -£82.00
Dusk til Dawn (Halloween party DJ) (21/10/19) -£225.00
Balance Carried Forward (21/10/19) £11,956.14

g. International Officer [JO/SH]

There will be an evening in the bar every other Wednesday before exec, where ASH will be in the bar. There has been some interest in international students' buddy system ASH will send round the form.

h. Livers Out Rep []

Nothing to Report

i. Social []

The family Halloween party has been posted on facebook as well as at Dryburn and

Sheraton Park.

j. **Steering [CA/AH]**

Our elections finished on Friday. We had a total of 137 votes cast, this is higher than this time last year (89) and the recent exec elections (90) although not really all that high. Everyone has now been invited to the committee Facebook group (James O'Neill is pending) and I am collecting photos for the website (as acting webmaster). The physical copies and boards at Sheraton/ Dryburn will be up to the new steering committee.

I have trained many of them for office hours, will be providing a list to Alex as to who still needs training.

Further inductions I am leaving to the heads of each committee (see agenda point). We should make sure all the new people are accounted for there though.

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

University matters:

First TreasComm of the year – due to be held between 3 pm to 5 pm in the Pennington Room at Grey College on 31st October.

From PresComm on 10th October, Maiden Castle fees - at the moment college teams are paying the university to use its own facilities, this will continue at the next meeting.

CMT matters:

Train the trainer - Consent course at the end of October, 12 places for GCR.

Noise complaints from induction events (Karaoke and Induction party) from Students, not locals.

Exec matters:

The drop-in session last week was a success, with the visit of David Evans, and the opportunity students had to talk to him, I will have a later talk with him to continue working on Dryburn area matters.

Fat Hippo didn't get enough selling on the GM day, due to a lack of students, I would say it was the weather that didn't help.

IndyComm meeting update to be added.

[AP] CA to speak to Martha about getting feedback from Dryburn residents.

l. **Welfare [BR]**

I had my first meeting with the core welfare team and we organised a rota for welfare hours for the next two weeks starting this Sunday. I have emailed Clarissa Humphries again about Ask for Angela and will update you when she has replied. I have also arranged a meeting with Rvd Gavin Wort on Friday to talk about a multi-faith room.

7. AOB

Bryony Rogers

Acting GCR Secretary

22/10/2019