

# Ustinov College GCR Exec Meeting

## AGENDA



**18:30 pm, 30/10/19**

### **Action Points from Minutes:**

AP: DM to email hospitality (on bonfire formal)

AP: DM to make spreadsheet to arrange social event allocation.

AP: DM to check with College (Mitie Porters/ Gym access)

AP: DM to pass this to CMT and then coordinate announcing.

AP: CA to update relevant info on GCR website and check the uv-exec mailing list

AP: CA to email CDFHS and enquire if they have a 2nd hand TV

AP: CA to look into the online calendar and possibility of using it to aid collaboration with other parties running events

AP: CA to coordinate comms committee/ GCP liason on cross-communication

AP: CA to prepare new order for next week

AP: SH to do this. Including a walkdown from Dryburn as it's a really short walk

AP: SH to find good place for November trip

AP: AH to advertise Quiz, UC.

AP: AH/ BR to do (photography) as part of general party management.

AP: JO to fix bar email

AP: JO to ensure bar staff check IDs on access again - for entire evening. Should have them mark hands with pen/ stamp.

AP: Social Committee should hold events over Xmas but not necessarily in observatory.

AP: Everyone to remember that campus cards might be needed to collect parcels

### **1. Apologies: JO**

## 2. Approval of minutes from last meeting.

- a. Approval of minutes from the 22/10/19

Passed on the general aye

## 3. Matters arising from previous minutes.

- a. Online vote to purchase insurance renewals:

(POI - Our insurance runs out on the 31/10/19)

Prices:

General insurance - £841.92 (budgeted £900)

Student insurance - £1,332.80 (budgeted £1000)

General Info:

The officer's insurance has significantly increased from last year, clarification of this was the cause of the delay.

There is a general £500 redundancy in the budget which will cover the increase but future annual budgets will need to be adjusted to account for the increased cost of officer insurance.

This passed - 6 in favour, 1 abstention

Motion:

Pass a budget of £ 2174.72 to cover the general and student officer insurance of the GCR.

- b. DM will get in touch with the DSU societies to find volunteers for the henna. *Done*  
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. *Ongoing - College will cover the cost. Only 4 GCR would have it.*
- c. 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. *Emailed Moette... no response yet*  
CA will buy batteries and DVD sleeves. *Done*  
CA to speak to Martha about getting feedback from Dryburn residents. *Ongoing*
- d. AH will advertise the University Challenge selection at the pub quiz on Thursday to gauge interest and go from there. *Done - see DSU Report for update*
- e. VB will make an excel sheet for us to track our hours. *Done*
- f. 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*
- g. BR to continue to promote induction week survey and report back to exec after it closes. *Done, see agenda point*  
BR will organise signs explaining sanitary towel bin usage with the signs in a variety of languages. *Ongoing - to confer with CMT*

- h. SH will create a Diwali playlist. *Done*  
SH will look into Alnwick Castle events and National Trust properties alongside other trips. *Ongoing*
- i. RR will draft a sign for notifying parents that photos will be taken during the event. *Done - New Folder on Drive*
- j. DM and VB will look into us being overcharged by college for formals last year and request a refund. *Ongoing*

#### 4. Agenda Items:

##### a. Pass money for Fireworks Coach [CA/ SH]

We need to make an event/ signup and advertise the trip on Saturday. **AP: SH to do this. Including a walkdown from Dryburn as it's a really short walk**

We have a quote for 1 x 53 seater to pickup at 1820 and return at 2020.

It was discussed to ensure good attendance, a nominal fee would be useful. To collect money, we will be opening the office at some extra times between now and the trips.

Proposal: to pass £120 to cover the cost of this trip. [passed, all in favour]

Proposal: £1 for members, £3 for non-members [5 in favour, 1 abstention]

##### b. Pass money for clubs & societies [VB]

Finance committee on 29/10/19 to discuss funding for basketball, frisbee, hockey and pool.

Basketball: Requested new gear: balls, cones, 1st aid as well as a refund for referee payments. GCR will cover gear and half of refereeing. The items will cost £208, the GCR contribution to the referee fees will be £135 for the year.

Proposal: Pass £350 to fund the three basketball teams [passed, all in favour]

Frisbee: 6x frisbees for £72

Proposal: pass £72 for frisbee [passed, all in favour]

Hockey: They have requested over £2000 of money to replace  $\frac{1}{2}$  of their protection gear as well as pitch hire and other things. It has been suggested for them to shop around and find cheaper sources. nb They did not make a request late year.

Pool: £75 for new cues - new cues will stay in the office to keep them in better condition.

Proposal: to pass £60 for 4 cues [passed, all in favour]

##### c. Scammers in the WeChat group [AH]

Members of the WeChat group have been sending myself and others significant amounts of messages about persistent scammers taking up to £30k from student families. I would appreciate some feedback on how much of an issue this is (as I've heard conflicting reports), and any plans we can put in place to help prevent this.

Suggestion is to recommend emailing a member of the exec committee - either president or treasurer. This will let us deal with the problem more quickly and also keep tabs on how often this is happening and how serious the problem is.

**d. Bonfire Formal [DM]**

We need to have a plan to walk-in students, how would they return, if we are going to use decorations.

Due to constraints on time being in Hatfield before the formal, it was agreed to not do anything additional this time. Social Committee will look into this for the next formal. **AP: DM to email hospitality**

Walkdown: AH, CA to go via Dryburn; DM, RR, BR to be down there in advance. VB and other committee on formal to handle Sheraton walkdown.

**e. Exec email accounts [DM]**

Update email on Drive, not with the username ie duv0zz22. Also, need confirmation of emails working for Chairperson, Secretary, Clubs&Socs, Induction Officer, ISO and Bar Steward.

Bar Steward does not work. **AP: JO to fix**

Induction Officer does not exist... this will be not dealt with until needed.

**AP: CA to update relevant info on GCR website and check the uv-exec mailing list**

**f. Trip for November [DM/ SH]**

We need a place so Vera can come up with a pricing model for it. Consider having a trip to York for their Christmas Market, from 14 November – 22 December 2019, more info at <https://www.visit-york.org/whats-on/christmas>

**AP: SH to find good place for November trip**

**g. Halloween movie on the Observatory [DM]**

This now won't be possible, however, we can try to have something special for December, since some students will stay at Durham.

**AP: CA to email CDFHS and enquire.**

**AP: Social Committee should hold events over Xmas but not necessarily in observatory.**

**h. Social Secretary [DM]**

We need someone to cover the activities, I won't be able to continue acting as Social Secretary.

This is to be split between in exec in coordination with social committee. Most pressing task is for the Halloween Party - various prep tasks needed for this.

AP: DM to make spreadsheet to arrange this.

AP: JO to ensure bar staff check IDs on access again - for entire evening. Should have them mark hands with pen/ stamp.

**i. Possibility of closing office hours on Fridays [AH]**

Currently, there are no volunteers to fill in Fridays as a regular slot, and there are potentially not enough committee members to regularly fill them. Fridays are closed already when there are parties on; this could aid transparency as to when they will be open/ closed.

If there are important ticket sales, we can open it for this purpose.

[Above passed on the general aye]

**j. Mitie Porters allowed gym access [AH]**

Staff and porters have previously been allowed gym access (at least at Howlands). Would this be possible at Sheraton given our insurance as they aren't students or technically Ustinov staff.

This seems reasonable. If it were feasible, we would agree in future how to handle these memberships/ pricing.

AP: DM to check with College

One a related note, ID checks for parcels are now being carried out. We should raise awareness of this and support the college staff.

AP: Everyone to remember that campus cards might be needed to collect parcels

**k. Wall Colour Poll [BR]**

We had 62 valid votes. The most popular colour for the bar wall was Lilac (17 votes, 27%) followed by Plum (13 votes, 21%).

AP: BR to pass this to CMT and then coordinate announcing.

Colour	Votes	Percentage
A (Mustard yellow)	4	6%
B (Plum)	13	21%
C (Red)	4	6%

D (Orange)	8	13%
E (Lilac)	17	27%
F (Beige)	5	8%
G (Pale Pink)	9	15%
H (Biscuit)	2	3%
<b>Total</b>	62	

#### **l. Induction Week Survey [BR]**

We had 67 responses and the feedback was mostly positive with 81% of people rating induction week as 7/10 or higher. I have created a summary of what was said about each event in a separate document on the google drive. People's favourite event was the Induction party, with 30% of the votes and most of the written feedback describing it as fun and involving a lot of people. It was described as very sweaty, although we are working on that with Ian. The Icebreaker Quiz was the second most popular (16%) followed by GMIS (13%). The Quiz was described as a great place to meet people and people were fans of the free wine (even though this wasn't us!) and found GMIS to be very helpful and liked the green aspect of it. The event with the most negative responses, after No Answer (54%), was the quiz (10%), I think enjoyment really depended on which group people ended up in. There seems to be interest in wine and cheese nights and more chilled events with Livers Out and Dryburn residents wanting more activities tailored to them, which is something we can work on throughout the year. The feedback for the clubs and socs fair mostly wanted more teams/societies there (maybe we could get more external clubs in next year) and taster sessions. There was also a lot of positive feedback about the members of the GCR and our volunteers. Other good suggestions includes name badges for people during early events, and better advertising for some events. There also seems to be a good understanding as to who the GCR is and what we do with 60% of people rating that 8-10 and a further 25% rating it as 5-7.

#### **m. GCR Membership System [DM]**

Uni have proposal: do we want to email those who have not touched the system to inform them that they will be charged.

Proposal: To turn down the offer of sending reminders and then invoices to those who have not interacted with the form. [passed, 5 for, 1 abstention]

Suggestion: We would need advance clarification on membership systems to avoid having these same problems in future - opt-in vs opt-out and various other problems.

Suggestion: Respond and see if they would be able to send an email that we compose advising people to interact with the form and again advertising the benefits of GCR membership. As long as this would not involve auto-invoicing people.

## **5. Officer Reports:**

### **a. Bar [JO]**

Report from my last meeting:

1. TL meeting organised for Wednesday evening to go over: the teenagers frequenting the bar each afternoon and early evening; cleaning 2.0; the rumour of college looking at bar staff on the CCTV without consent; do the TLs know which gas canister should be attached to which keg; the temperature behind the bar; beer rounds on quiz nights
2. Getting shutters for the bar 2.0 UPDATE: now not happening. To operate the media suite, we need to get the key from the porters. **DO NOT CLIMB OVER THE BAR!**
3. Getting a bluetooth device and a bar-paid spotify premium account where students can add there own songs and TLS can play a bar-playlist - or indeed any playlist from, hopefully, a building collection of playlists made by TLs
4. Bar night out re-organised for the end of term in December - To ask Trudie on Wednesday about external staff for this
5. Finally, the beer of the month is Brooklyn Lager, which Trudie has ordered and it is here (Beer of the month Chimay will instead arrive in December)

Kids from estate are now only permitted in the bar area during cafe opening hours.

### **b. Clubs & Societies [RR]**

We have had a meeting with Vera and the Sports Reps yesterday; discussed strategy for the foreseeable future. Most notable points include:

- We will continue to offer tickets to football games to students; some of the sales were a real success with more people on the waiting list than actual tickets. Christos has the contacts and will keep working on our offering.
- They (reps) have both been given access to the Team Ustinov social media (Facebook, Instagram) and will seek to continue communicating about Ustinov's sports results; we are also asking captains to send photos and results of their games every week. I will also be updating the website in the coming weeks.

In terms of general strategy for the future, the plan can be summarized as follows:

- In the short term, we will consolidate the societies we already have — I am chasing after ratification forms for the few/many societies who have yet to file them. By the time of the meeting, we will also have had a Finance meeting which would affect some clubs.
- In the longer term, we will look to encourage the creation of new societies based on who has expressed interest through various means (from talking to us or from the match-maker form at the C&S Fair): amongst suggestions, we have had creative writing, Bible study, netball, squash, photography, gardening, etc. In the longer term we will also start a poll to see where there is scope for improvement for the gym but as it is looking pretty neat this is lower priority right now.

Facilities update: we are waiting for slots confirmation from DHSG — once details are confirmed, captains will be advised. Once that is sorted, I will look into getting slots at MC for when schools are on holidays/half-term/exam time; and look into swimming arrangements.

### **c. Communications [CA]**

Am chasing remaining committee members for photos for website then will pass on to steering committee. I'm aiming to have a newsletter our next week - coordinate timings with president emails to avoid duplication/ too many emails?

Will agree day for this and ensure it goes through committee group and is all checked.

We also want to improve communication and relationships between GCR and GCP, using both the liaison officer and other channels.

AP: CA to look into the online calendar and possibility of using it to aid collaboration with other parties running events

AP: CA to coordinate comms committee/ GCP liaison on cross-communication

AP: DM to email GCP on this

### **d. DSU [DM/ AH]**

Ran trials for the Ustinov University challenge team – six attended and have been submitted to Poppy (DSU liaison) to form the Ustinov team.

Home matches organised for 6.30 and 7.15 pm on Thursday in the Seminar room. Room is booked, but have been asked by Poppy to try and find some sort of bell/ringer for each team. NEEDS ADVERTISING. Away match likely to be on Saturday afternoon at St. Chads, awaiting response for the exact time. Poll filled out for DSU rep meeting next week, awaiting the response.

AP: AH to advertise Quiz, UC.

### **e. Facilities [CA]**

The social stores are becoming incrementally more sorted. The next task is to get down the set of canvas banners up there and inventory them. I believe most are BBQ material so can then be stored in the Observatory as we won't need them very frequently.

We have begun advertising for the next Ustinov Live. We have been suggested sound-damping mats for the new bass speakers. After speaking to the tech officer, we are thinking this might be a good idea even if we don't believe there is an issue - will look into this before the December event.

Vending machine is restocked. Please let me know (will pass this on to other committee) if it starts to run low. Am currently splitting refilling duties with the finance committee in the absence of a SP rep.

AP: CA to prepare new order for next week

### **f. Finance [VB]**

Balance Brought Forward (22/10/19) 11,956.14

BT Group (22/10/19) -383.96

Cash In (money from office including football ticket sales, pool tables, vending machine) (22/10/19) +3,050.00

Endsleigh (General Insurance) (25/10/19) -841.92

Endsleigh (Officer Insurance) (26/10/19) -1,332.80

Balance Carried Forward (29/10/19) 12,447.46

**g. International Officer [SH]**

We have a quote for the Fireworks trip on Saturday 2nd Nov (see agenda point).

I am doing my first International students session tomorrow (30th Oct). Based on the response tomorrow, I'll figure out the frequency of these sessions. This was nicely attended. Some international students are having language issues. It was noted that there may be ways in Ustinov/ Sheraton to assist with this as well as through the University.

I will also be discussing the buddy system with those who turn up for the session. Alternatively, I'll write up a rudimentary version of the system and create a form to see if anyone is interested to sign up. Some of this can be dealt with in conjunction with the Welfare team and their drop-ins across Durham.

Collaborating with MCR ISOs might also be nice?

**h. Livers Out Rep []**

Nothing to Report

**i. Social []**

See agenda points.

**j. Steering [AH]**

All GCR officers have had their office hours training apart from Steering Committee – planned for Sunday 3/ Nov. Majority of committee members will have had their first office hours by the end of this week with a more experienced committee member to help make sure they understand it. Transfer of chair account has been submitted to CIS and exec meetings booked in for the project room. Have not been able to finalise office rota until teams are aware of their indoor training schedules as there is currently very little leeway in matching committee members to office hours.

NEED TO ORGANISE FULL COMMITTEE MEETING AND CHASE UP PHOTOS

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

University matters:

On PresComm, we have decided to make a survey with the staff to come up with a plan for the Centralized plan that the University has, survey has been discussed on the CMT.

CMT matters:

Everyone can have the DBS check and University will pay for this.

Exec matters:

I'll circulate the MoA to past presidents and Chairs to discuss the new version, everyone on the Exec is welcome to check and let me know of any ideas.

I have created a File “Things TO-DO” on Drive, for each Subcommittee, where I would use to keep up to date things we need to work on. On the “Exec Comm” tab, you will see that there are some comments, basically is to let you know the official dates of each term, our goal would be to end the term with everything tick, and also, this file will help me to prove our impact.

I have started, with a “President Update” email, this would be sent every Monday evening, and will have the same information I have posted on Facebook. This decision is due to some students don’t have access to Facebook.

#### **I. Welfare [BR]**

Last Week I met with Gavin Wort (the coordinating Chaplin) to discuss the possibility of having a multi-faith room in college. He said that in the past college has said no because they are a secular college but gave me some information about what would be needed if we did have one. I am going to present this to Martin on Thursday during our regular meeting. The newly elected welfare team will also be at this meeting where Martin will introduce himself and give them a talk on the college’s wellbeing role and boundaries. We had our first welfare hours on Sunday – no one came – we will try 3 more slots (two midweek, one weekend), if there is still no interest in this, we will coordinate with AH to work welfare hours into the main office hours rota. I have been in touch with Clarissa Humphries (Sexual Misconduct Prevention and Response Manager) about an ask for Angela campaign in the bar and she is looking into training for bar staff.

#### **6. AOB**

##### **a. Quiz Materials [CA]:**

£9 for the purchase of nine (9) Tesco Baby pumpkins at £1 each for the Halloween quiz.

##### **b. Music Room for short-term:**

While not an erasmus student, it seems fair to charge the same amount as for Erasmus students.

[passed on the general aye]

##### **c. Film Night**

The Video Master has requested to move film nights to Monday [passed on the general aye]. With the caveat that it be properly promoted to not catch people out.

##### **d. Halloween Party [JO]**

Do we want a costume competition eg at midnight.

This seems like it may be overly complicated and interrupt the atmosphere. If we see good costumes, can add to the following newsletter or have a display on the photoboard.

**AP: AH/ BR to do as part of general party management.**

Connor Armstrong  
Acting GCR Secretary  
29/10/2019