

# Ustinov College GCR Exec Meeting

## AGENDA



### Action Points from Minutes

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

DM to contact CR presidents and CMT to find a Saturday in July in order of pref: 18th, 25th, 11th July, 1st August. Any suitable venue (BBQ).

DM will ask Ian if we can have a food truck at the next exec meeting.

DM will make blog posts on the website which will be linked to in the weekly newsletter.

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

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

CA to prepare new order for next week.

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 speak to Martha about getting feedback from Dryburn residents.

CA will send the Newsletter out tomorrow.

CA will contact the people in the proposed observatory photos before they are printed.

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

SH to find a good place for November trip/ SH will look into Alnwick Castle events and National Trust properties alongside other trips.

AH will look into the proposed date for the next exec meeting just to check there are no major clashes.

AH will plan a committee social and full committee meeting on a date DM can do.

AH To find out who will be able to run as election ambassadors and get some more info for a voter registration push.

Bar Steward to fix bar email.

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

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

Bar Steward to ensure bar staff check IDs on access at future events.

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

CA and AH will chase people about photos for the website and the board.

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

18:00 pm, 06/11/19

1. Apologies: SH
2. Approval of minutes from last meeting.
  - a. Approval of minutes from the 30/10/19 *Passed on a General Eye*
3. Matters arising from previous minutes.
  - a. James O'Neill has resigned from the role of bar steward and we have accepted his resignation.
  - b. DM to email hospitality (on bonfire formal) *Done*  
DM to make spreadsheet to arrange social event allocation. *Done*  
DM to check with College (Mitie Porters/ Gym access) *Ongoing - see report*  
DM to contact CR presidents and CMT to find a Saturday in July in order of pref: 18th, 25th, 11th July, 1st August. Any suitable venue (BBQ). *Ongoing*  
DM to pass the wall colour decision to CMT and then coordinate announcing. *Done - this will be announced in the newsletter*
  - c. CA to update relevant info on GCR website and check the uv-exec mailing list *Done*  
CA to email CDFHS and enquire if they have a 2nd hand TV *Ongoing*  
CA to look into the online calendar and possibility of using it to aid collaboration with other parties running events *Ongoing - GCP events added in a separate colour but they are not appearing on the website at the moment.*  
CA to coordinate comms committee/ GCP liason on cross-communication *Done*  
CA to prepare new order for next week *See Agenda Point*  
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 speak to Martha about getting feedback from Dryburn residents. *Ongoing*
  - d. BR will organise signs explaining sanitary towel bin usage with the signs in a variety of languages. *Ongoing*
  - e. SH to set up bonfire coach sign up. Including a walkdown from Dryburn as it's a really short walk *Done*  
SH to find a good place for November trip/ SH will look into Alnwick Castle events and National Trust properties alongside other trips. *Ongoing - See agenda*
  - f. AH to advertise Quiz, UC. *Done*  
AH/ BR to do (photography) as part of general party management. *Done*
  - g. Bar Steward to fix bar email *Ongoing*  
Bar Steward to come up with a plan to remind students to clean up after themselves when eating in the bar. *Ongoing*  
Bar Steward to organise a vote for the name of the new college drink. *Ongoing*  
Bar Steward to ensure bar staff check IDs on access again - for the entire evening. Should have them mark hands with pen/ stamp - *we need to get a stamp for future*

*events and talk to college about having bar staff there for the whole events in the future.*

- h. DM and VB will look into us being overcharged by college for formals last year and request a refund. *Ongoing - Ian is looking into it as college can't find the prices.*
- i. Social Committee should hold events over Xmas but not necessarily in the observatory. *Ongoing- Social committee meeting on Saturday*
- j. Everyone to remember that campus cards might be needed to collect parcels. *This will be included in the next college wide email.*

#### 4. Agenda Items:

##### a. Next GM [AH]

We should aim to have the next general meeting at the start of December before most students leave. Suggest either the 1<sup>st</sup> Dec or 8<sup>th</sup> Dec (has children Christmas party). *Can we move it to a Saturday evening (30th Nov) - this would be the same day as the football but this is at lunchtime so people would still be able to go. [AP] AH will look into this date just to check there are no major clashes and [AP] DM will ask Ian if we can have a food truck at the next exec meeting.*

##### b. Sound at bar events [CA]

Do we need an action plan to deal with the sound at these events... did the complaints at the party subside when we kept the doors shut?

Regardless, I think it might be worth having a silent disco at the Christmas party to alleviate some of these issues. In addition, damping mats for the new bass speakers seem like a good idea to get ahead of any potential complaints there. *The aircon is fixed and we now have control this may help us keep the doors closed. We don't think we have any noise complaints from local residents. We have had c.10 complaints from Livers In about the Halloween Party. If the noise in the courtyard is caused by smokers - the porters have to deal with this but some of the new porters were unaware but will be told in future.*

##### c. Responsibility for social events [DM]

*DM has updated the list of social events in the google drive, we have allocated events to people in the social folder. Any Christmas Ustinov Live (13th December) will be confirmed with Trudie on Monday at the latest. If there are going to be large numbers of local families attending the children's parties we should ask the SPRA for help running the Children's Christmas Party. We could have a party at Dryburn - but we should ask what the Dryburn residents want would they like it to take place at Keenan over the Sheraton Cafe. We will ask Lana and Tahir to ask for feedback as they will get more responses than we are likely to. After the Halloween party a considerable amount of our decorations and toys disappeared. We need to get more information about the DBS. We will not be having a college based Graduation event - the MCR Pres Comm have agreed to have an Inter-MCR event at the DSU.*

##### d. Approve £310 for hockey club funding [RR]

They have provided detailed explanations on what they require and have sent us an updated funding bid. They have accepted that training pitch hire fees would be covered by the club and half of umpire payments would be paid by the club. In terms

of protective equipment, their request was justified by their needs and their desire to get good value for money. They provided (very) detailed explanations to this effect and both Vera and I are satisfied with their updated bid for equipment of £201 for equipment renewal (all the equipment they requested previously minus the £21 for match balls) + £108 for the first time purchase of face masks, and our share of umpire fees: a total of £500.

*This was passed unanimously (5 votes).*

**e. Volleyball Club re-ratification [RR]**

I am still awaiting for their forms but should get them today (Tuesday) and will upload them as soon as I have everything. The motion is to re-ratify the volleyball club. *Their finance request will be put forward at the next exec meeting. This was passed unanimously (5 votes).*

**f. Vending machine order [CA]**

To pass a budget of £150 for vending machine stock - split between Bidfood and Amazon with the subscription on Nakd bars- this will be brought back to exec before other orders in the future and we can cancel at any time.

*This was passed unanimously (5 votes).*

**5. Officer Reports:**

**a. Bar [JO]**

The beer of the month has been advertised, Brooklyn Lager for this month and Chimay will be the winner of December.

I'm afraid, due to a lack of time and dissatisfaction of a working relationship with bar management I shall be resigning as bar steward. All the very best to you all, and I look forward to participating in your events when I can! :)

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

- Still waiting on most ratifications, I am in the process of sending reminders to the relevant people. We also have a Choir undergoing ratification — the Choir coordinator has gotten in touch. Badminton is also in the process of re-ratification.

- Facilities: for Durham High School for Girls, we have now heard back. We have been given all 3 time slots we requested and an extra time slot, for a total of 5.5 hours a week. All teams need to get an induction to the facilities, which we have booked for Thursday. They currently do not want us to play tennis there, which is an issue, but we are hoping to convince them that we are really nice and that they should let Ustinov play tennis there. Team Durham has insisted on the fact that they will have a zero tolerance policy for breach of the terms of hire — so I will remind captains of the need to tread carefully

- PlayerLayer has gotten in touch with us — they are a supplier of stash and kit that already works with Collingwood, Van Mildert and Team Durham and they do seem to offer stash that we do not get from Moette so I will get in touch with team captains to see if they may be interested and, if yes, will suggest another stash sale with them! Will advertise it specifically as sports stash.

**c. Communications [CA]**

I've updated the photos I've been sent on the website. Facebook page will need to wait until I have access to photoshop. I am working on getting a newsletter out for Thursday. I am unsure if this is the best day but it seems to make sense to have it go out after exec rather than before? [AP] CA and AH will chase people about photos for the website and the board. [AP] CA will send the Newsletter out tomorrow. [AP] DM will make blog posts on the website which will be linked to in the weekly newsletter.

**d. DSU [AH]**

Held two University Challenge matches – won both (140-75 vs. John's, 145-80 vs. Cuths')

Unable to attend Assembly on Thursday

Attended DSU rep meeting on Wed

**e. Facilities [CA]**

The ecology side of things continues to go well. There are a few other ideas as well as the allotment to present to College/ other parties when we have a concrete proposal. I am happy to take over coordinating the allotment if Vera would rather focus on other things... I don't mind either way. Banners I'll be aiming to move to the observatory before Ustinov Live.

[AP] CA will contact the people in the photos before they are printed.

**f. Finance [VB]**

Here are some topics that were discussed in the TreasComm meeting I attended last week:

Concerning Levies: All other college JCRs that were present at the meeting are going ahead with using the university to send invoices to students who have not yet used the online system, with the email also giving students the option to opt out by replying. Overall, the university is planning to return to an opt-out system, possibly already for next year (not yet 100% confirmed).

Since we decided not to have the university send out invoices for us this year, I think we should really launch another advertisement campaign to get students to join the GCR. We're currently only at about 260-270 GCR members, that is really low, even compared to last year.

Concerning Bar Finances: Whether JCRs receive any money from their bars varies a lot. Some examples include:

A bar giving all its leftover profit at the end of the year to their JCR as a lump sum

A bar giving their JCR a share of their profit

Some bars pay directly for BT sport

Some JCRs never get anything from their bars (we're one of these)

Some bars even force their JCRs to pay for extra security at events (despite the bars making a huge profit at those events)

Overall, most bars make a profit that is eventually used to benefit the students. Over the weekend I have been talking to various bar staff members to find out why ours hasn't been making any profit for years. I have brought up some of their complaints with Ian who said that he would absolutely appreciate a written list of complaints (can be anonymized) which he could then use to improve the management of the bar.

Concerning Clubs & Socs Finances: The question will be raised with Team Durham why they make us pay so much. We don't want our college payments to subsidize the uni sport, that would be unfair! The way sports teams are financed varies a lot from college to college. Some models are:

High JCR levy, no extra fees for sports team members, all funded through levies (Grey)

Sports teams raise fees with their members and the JCR matches what each team has raised (Cuth)

JCR covers up to 60% of each sports team's expenses (Mildert)

Sports teams have their own income through sponsorships (Hild Bede)

Sports teams completely fund themselves by charging fees to their members, apart from the JCRs occasionally helping out with one off long-term purchases (Collingwood, Trevelyan)

Generally, most JCRs make their sports teams submit budgets with their re-ratification. Unfortunately, this would be difficult to do for us due to lack of overlap between years. However, C&S funding is a topic we really need to have some more discussions about when starting to budget for the next year.

Something else to bring to all your attention: When items are purchased for specific events, we should always try to purchase all of them at once (or in as few batches as possible) and pass a budget for said event beforehand. I know it feels easy to purchase a few items here and there, but this is NOT how the £50 spending allowance of committee members works – purchases for events add up! Also, separate reimbursement forms need to be submitted for each event or purpose that you make purchases for. Finally, always run the cost of anything you are purchasing by me before making the purchase, even when it is below £50 (preferably with a short email)! I run projections of our spendings in which I need to be able to include upcoming expenses, ideally also the small ones that are not passed in exec.

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Figures:

Balance Brought Forward (29/10/19) £12,447.46

Connor Armstrong (office materials) (30/10/19) -£25.81

Newcastle United (Wolves match) (31/10/19) -£437.00

Balance Carried Forward (04/11/19) £11,984.65

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**g. International Officer [SH] Apologies**

1. I've asked Durham city coaches for a quote on the trip to York for the Christmas Market. I am looking at 30th November 2019 for the trip, going in at 10 am, returning at 5 pm. By the time we have the meeting I will have received the quote (I am supposed to receive it on Tuesday by 4 pm). Without our discount, we're

looking at GBP 490 for a 50 person coach. *The 30th wouldn't work because that is the day of the Newcastle football match and the GM - the alternative date for the trip could be the 23rd.*

2. I am also looking into the possibility of going to Beamish for their Christmas Market as well. This is more for December (early days) when everyone is either busy with First Term submissions or aren't in the country anymore. This way it's a short trip, less hassle and relatively easy to recreate whenever.

3. For January, I am looking into doing a trip to Edinburgh. I am currently waiting on a quote for a day trip for 30 people. I am in talks with Cross Country Railways regarding the matter. Also, I am speaking to members of the Student body in St. Andrews to figure out the possibility of "crash". If it works out, then we make this an overnight trip. This would make this a more inter-varsity relationship building exercise. Allowing Durham students to meet and get to know St. Andrew's students. This trip (if it happens at all) will take place sometime Mid-January, or at least that's when they're providing me a quote for. Will receive news by Wednesday morning. *St Andrews is a very long way away from Edinburgh and the train prices are quite expensive.*

4. I have met with a number of International Students who keep asking for help with their development of the English language. They're looking to improve without having to pay for a course and they seem to find the TLC and DCAD services inadequate. The Cathedral runs a few free services, I'm looking into arranging one for Ustinov students.

5. Reached out to Livers Out students over the weekend and held an impromptu session with them to get a feel for how they're dealing with their time in Durham. They were appreciative but did complain about access to college events. While they recognise that the GCR is doing all it can, they did propose figuring out someone full time at each location to help with communications.

6. *The Fireworks trip was a success (we made back £102 of the coach price of £120) but some people couldn't find the coach after.*

**h. Livers Out Rep []**

Nothing to Report?

**i. Social []**

Ustinov Live is on Friday and we are having a Social comm meeting on Saturday at 2pm.

**j. Steering [AH]**

All committee members have now had their officer training and their first shift completed with a more experienced committee member.

The majority of members have submitted photos to Connor for the notice board and website.

Planning dates on a full committee meeting

Removed out of date announcement from Ustinov GCR 19-20 FB page

**[AP] AH will plan a committee social and full committee meeting on a date DM can do.**

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

University matters:

I have contacted all presidents of the Common rooms and so far, I haven't received a reply with possible venues for the BBQ.

On Monday, I had dinner with all JCR Presidents and Sabbatical officer on the Chancellor house, where we raise some problems, one that was discussed for more than one hour was the lack of permanence of staff in College and the issues arising from it. Another issue is the lack of Postgrads oriented events and Maiden Castle Fees.

CMT matters:

Ian will double-check if porters from Mitie are able to use the gym and which would be the procedure, he will come back to us with the details.

The temperature/issues report from Halloween party was shared with Ian, see below the table, he will have access to change the temperature in advance for events where it gets too hot, but we need to let him know about the events in advance.

Time	At Window	At Dart Board	Notes
21:40	23.1	-	
21:55	23.8	23.4	
22:25	24.5	24.4	Very Busy
22:50	25.3	25.3	Still very busy
23:15	-	-	Bar staff open bar door
23:30	25.8	26.2	All windows steamed up
00:00	26.4	26.7	Some people leave
00:50	26.7	27.4	Still quite busy (window in door in corridor also steamed up)
01:20	26.4	26.5	
01:45	25.9	26	

The college will put 1 person from hospitality to support GCR events for the Family events in order to follow food procedures.

There have been several complaints, one of these is, mainly Chinese students, taking photos of the inside of a residential house, by the window. Another one, students using bins from local residents to dump their trash. Other about the noise of students that walk through the residential area and making too much noise. Sarah will send an email to ask students to follow certain code of conduct and GCR will also support this message.

College have requested that GCR share the information for elections of the 2 members that will seat on the CAB sent by College.

GCR matters:

Everything is ready for the Bonfire formal, details had been sent to Hatfield. For the next social events, I have uploaded them on the file Things TO-DO, on the Social Comm tab, you will find all social events, so we can discuss who will be responsible for which event.

I have been in contact with Charlotte from DSU to get proper training on how to run campaigns, so we can run the road safety campaign, waiting for her reply on a possible date to have the training.

All social events have to be shared with at least 1 month in advance, at the beginning of the month, to Trudie so she can arrange the rota and have the bar stock, otherwise, the event will be deleted from the Calendar.

Exec training day from DSU will be on the 13th November and the schedule is:

ER152

1pm – Social/Ball Chairs - Event Management Workshop

2pm – Vice Presidents - Leadership and Followership

3pm – Treasurers - Building Relationships with Donors

4pm – All Exec - Working in Teams (+fun teambuilding)

ER157

1pm – Chairs - Effective Chairing and Leadership Skills

2pm – Secretaries/Comms/PR - How to get heard

3pm – Union Reps - An Introduction to Campaigns

4pm – All Exec - Working in Teams (+fun teambuilding)

MCR PresComm

[AP] AH To find out who will be able to run as election ambassadors and get some more info for a voter registration push.

I. **Welfare [BR]**

We have now held 3 of the 4 trial welfare hours, only one person has attended any of them so far. Unless this drastically changes this weekend I will be speaking to AH about getting the Welfare Team added to the general office hours rota - advertising that the welfare team will be available. I am working on getting the signs for hygiene bins translated and will get them sent to Martin who has promised to get them up in relevant bathrooms as soon as possible.

6. AOB

a. **Associate Membership Request:**

An ex-GCR member and now staff member would like to be an associate member of the GCR.  
[approved by the President]

Bryony Rogers

Acting GCR Secretary

05/11/2019