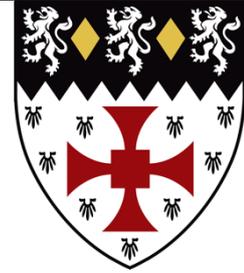


# Ustinov College GCR Exec Meeting

## AGENDA



**18:30 pm, 27/11/19**

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

DM to post links on Facebook to policy documents from other IndyComm colleges.  
DM to report back from Ian about the BBQ plan.

CA to look for all the craft stuff we have for the kids party before we organise a meeting for volunteers.

CA will find out the size for the Santa costume.

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 speak to Martha about getting feedback from Dryburn residents.

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

CA to fix bar steward email.

CA to move GCR books to the seminar room and look at promoting.

AH will put out a call for volunteers for kids Christmas party.

SH will look into Alnwick Castle events and National Trust properties alongside other trips.

VB will do a Tesco order for GM snacks.

VB to show the ISO how to design form for future use.

VB will look into a card machine this when we shop around for banks and speak to IndyComm for suggestions

RR to coordinate possible new cricket club.

RR to look into seeing our bar license

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.

RR/VB will clarify with St Mary's college if we will have the bar after and the conference bar to buy wine before/during the formal.

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

### **1. Apologies:**

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

- a. Approval of minutes from the 20/11/19 *Passed on a general aye*

### **3. Matters arising from previous minutes.**

- a. The poll to book another coach for the York trip was put to an online vote, this was passed (6 for, 1 abstention).
- b. DM to check with College (Mitie Porters/ Gym access). *Ian said that they are ok to use the gym but they have to buy the membership and be inducted the same as any staff member.*  
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). *We have been told by Ushaw that they are happy to have us for the bbq, for the original date and Ian will find out if they can handle that, and then contact Diana. This will be detailed at the next GM with the currently available information. If things change again we will hold an emergency GM to discuss this further.*  
DM to chase College for details on Xmas Formal. *Done. there will be ticket sales from tomorrow.*
- c. CA to email CDFHS and enquire if they have a 2nd hand TV. *Done. We will use a projector instead.*  
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 speak to Martha about getting feedback from Dryburn residents. *Ongoing*  
CA will contact the people in the proposed observatory photos before they are printed. *Ongoing*  
CA to fix bar steward email *Ongoing*  
CA to move GCR books to the seminar room and look at promoting. *Ongoing*  
CA to look into carpet for the drum kit for future Lives. *Done*
- d. SH will look into Alnwick Castle events and National Trust properties alongside other trips. *AC have a few things going throughout December, but they haven't got back to us about bulk prices yet.*
- e. AH To find out who will be able to run as election ambassadors and get some more info for a voter registration push. *Done*
- f. 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 at future events. *Ongoing*
- g. DM and VB will look into us being overcharged by college for formals last year and request a refund. *Ongoing*
- h. VB to show the ISO how to design form for future use. *Ongoing*
- i. RR to coordinate possible new cricket club. *Ongoing*  
RR to look into redoing our poster designs. *Done*  
RR to look into seeing our bar license. *Ongoing*

#### 4. Agenda Items:

- a. **Review folder of Policies from all Independent Common rooms [DM]**  
*In order to prepare for the MoA have a look at the other IndyComms policies. [AP]*

DM to post links on Facebook.

**b. Discuss a budget to buy gifts for the children's party [DM].**

Instead of toys Santa will be giving away chocolate and we will give away toys as prizes for games. We have some left over from last year and can buy a few more for this year. [AP] CA to look for all the craft stuff we have before hand. [AP] CA will find out the size for the Santa costume. [AP] AH will put out a call for volunteers.

**c. Pass a budget of £62.57 for welfare supplies [BR].**

We are running low on some of the welfare supplies. I am currently making a welfare tin filling 'shopping list' to try and reduce the number of the expensive latex free ones we are giving out! *This was passed unanimously.*

<b>Item</b>	<b>Quantity</b>	<b>Price per unit</b>	<b>Delivery</b>	<b>Total</b>
<b>General Supplies 27/11/19</b>				
Latex Free Condoms (144 pack)	1	£49.99	£0.00	£49.99
Sanitary Towels	4	£1.65	£0.00	£6.60
Tampons	2	£2.99	£0.00	£5.98
<b>Total</b>				<b>£62.57</b>

**d. Pay Newcastle United: £690 for 30 ticket for ManCity match on the 30<sup>th</sup> [VB]**

This has already been collected. *This was passed unanimously.*

**e. Do we want to provide deserts for people at the GM. If so, we would need to pass a budget? [AH]**

Suggested shopping list from Tesco:

Donuts: 3 flavours, 4 per pack, total 8 packs = 32

Muffins: 4 flavours, 4 per pack, total 8 packs = 32

4 packs mini muffins

4 packs brownie bites

4 packs millionaire bites

2 packs mini gingerbread men

Total £44.40

[AP] VB will do a Tesco order. This will be less than £50 so no budget needs to be passed.

**f. Ratify Men's Football [RR]**

All in order and usual – all documents are on the Drive - this is a standard ratification. *This was passed unanimously.*

**5. Officer Reports:**

**a. Bar []**

Nothing to Report

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

Sports:

New societies: squash is still in creation and hopefully will be ratified soon. We got 45 people showing interest on the swimming poll. Amongst those, 25 are interested in a society; 12 want to hear more about it; 8 are interested to swim alone. Half of them want to swim once a week and 30% more than once a week. I will email Team Durham now to ask about arrangements. We have circulated a poll about a photography society; and a poll about cricket — slowly, to avoid poll overload and sustain interest!

The football team is supposed to play against Teikyo University but it has been postponed to next term to allow time to prepare this properly.

I will also need to look into facilities for sport teams over the vacation as we cannot access the Durham School and High School for Girls during their vacation time — thankfully, it is also vacation time for the university so the undergraduates will have vacated Maiden Castle.

I'm still waiting for ratification forms from gaming and tennis: it has been long enough and if they do not fulfil the formalities or at least get back to me by the GM, I will inform them that their status as GCR societies is no longer sustainable and they can no longer access our equipment, facilities or funding.

Societies: Hairstyle & Lifestyle has requested funding, we're being careful with it to make sure it fits the GCR regulations for funding and their request alongside a list of assets has been transferred to Vera.

Communications: we've agreed with the GCP to publish a weekly sports column for The Ustinovian blog, emphasizing that it is about GCR Clubs & Societies, not Ustinov Clubs & Societies. It will be written every week by the sports officers based on what we already publish on Team Ustinov and submitted directly to their editorial team every Tuesday, for publication on Wednesday mornings. I have emphasised with them that we are trialling, and we'll see how that works out in coming weeks. I have been updating the sports pages on the website. I want to make the Team Ustinov branding more prominent.

Gym: I'll have to look into the budget we have for the gym as people have requested new equipment and I would quite like to circulate a poll early next year asking for people what changes they would like done to the gym, if any; we'll then see how we can do this based on budget. I will also put up signs asking people to get in touch if there's any maintenance issue in the gym.

*We need to ensure that all clubs and societies' assets are stored on college premises unless permission not to is gained from the clubs and societies officer. RR will be meeting Polly from Team Durham tomorrow along with the other clubs and socs officers.*

**c. Communications [CA]**

Our new mailing lists are working. I have amended uv-exec to include all the recent changes as well as the addition of a livers out rep. Newsletter to go out tomorrow.

**d. DSU [AH]**

Unfortunately, I was unable to attend the SU reps meeting this weekend due to prior commitments. In this they discussed potential campaigns to run over Christmas using the SU budget. I believe they discussed looking into the DSU governance and sexual violence and misconduct campaign, but am still awaiting minutes. We are

currently discussing the possibility of submitting an emergency motion for the next Assembly (or even having an extraordinary Assembly) to amend the previously passed strike policy, in particular how it relates to the use of student fees. Currently staff fees go into a centralised pot, which was last year spent on some items and policies that benefitted all students eg. Mental health funding, subsidising academic societies. There seems to be a general consensus amongst the SU reps that this strike policy isn't fair on students, particularly international and masters students who might be unable to use these policies or have paid significantly more for them. A proposal is being mentioned to amend the policy so that SU is mandated to officially lobby the University to repay student fees to the students themselves to ensure that students are not paying for something they are not receiving. Ustinov is in the tricky situation where we have students affected by the strikes and involved with them, so we cannot take a significant stance on any proposal for the SU to come down on one side of this debate.

*CA mentioned that in future (after the strikes have ended) we should provide PhD students info on the UCU.*

**e. Facilities [CA]**

Met with Ian about the Allotment plans. Generally positive response but the decision will not be his. He is going to set up meetings with our eco rep and the relevant people including a site visit. I'll keep you posted. Am going to get in touch with the Butler tech team to maybe get them to have a look at our dodgy bass amp - even if they can't help us fix it, they should hopefully be able to help keep repair costs lower. I've "inventoried" (rummaged around in) our Christmas decorations. We have enough to decorate the bar at least. There are also a number of crackers and a Santa costume. The crackers are in kind of bad shape though so not sure if we want to use them at a formal?

*College have said yes to the vegetables, and probably to the fruit cages, but no to everything else as they need planning permission for any permanent structures.*

**f. Finance [VB]**

\*\*\*\*\*Figures\*\*\*\*\*

Balance Brought Forward (19/11/19) £27,490.37  
Connor Armstrong (damping mats) (20/11/19) -£35.90  
Bidfood (Oct order) (21/11/19) -£154.53  
BT Sport (22/11/19) -£383.96  
Bidfood (Nov order) (22/11/19) -£122.63  
Balance Carried Forward (25/11/19) £26,793.35

**g. International Officer [SH]**

We now have a 53 seater and a 25 seater coach these cost £760 – we currently have 5 unsold tickets.

**h. Livers Out Rep []**

Nothing to Report

**i. Social [RR]**

We might want to formally discuss James' pub golf. It looks pretty ready to me and

the next question is when and how we should advertise it — most notably, do we want to set a date for it (quite probably, next term?)

Christmas formal: College has got back to us with formal pricing - £13.50 per head. Once we have this, the sign-up form will go out to Committee members and the Choir — which has been offered seats whose price is being looked into by Vera and, ideally, they would be offered up to 15 seats to perform at the beginning of the formal. [AP] RR/VB will clarify with St Mary's college if we will have the bar after and the conference bar to buy wine before/during the formal.

General election event: I will look into having a casual general election event set up — nothing fancy, just letting people know it is being screened in the bar and that the bar is serving.

Side note: I will not be attending exec for the next 2 weeks, meaning that this is my last exec before the Christmas formal and the General Election.

*For ticket sales, the office will open on Friday with VB and RR, and AH will go to Dryburn on Sunday 7pm-8pm. The office will be closed on Saturday.*

j. **Steering [AH]**

We have the next GM this week so I am currently gently pushing people who have shown interest in running for positions to submit manifestos. Once received, I shall share with the secretary email for the agenda and steering committee. A reminder to all exec to submit officer reports and agenda items, ideally before the Wednesday deadline.

*CA suggests we should limit the length of officer reports to 3 minutes generally and 5 minutes for the Presidents. BR will live stream it.*

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

University Matters

On Friday, as Postgrad President I was part of the Lay member of Council interviews, in order to get a new member.

College Matters

After a long meeting on Thursday, we have finished the feedback with respect to the "2019-20 Planning".

GCR Matters

On Sunday I have published a form so students can fill in order to get a space in the visit to the Town Hall.

Have been in touch with Lana, and Kennan House is almost empty, I will get numbers from outside families and check with College to make the Xmas Family Party at Dryburn instead of Sheraton Park.

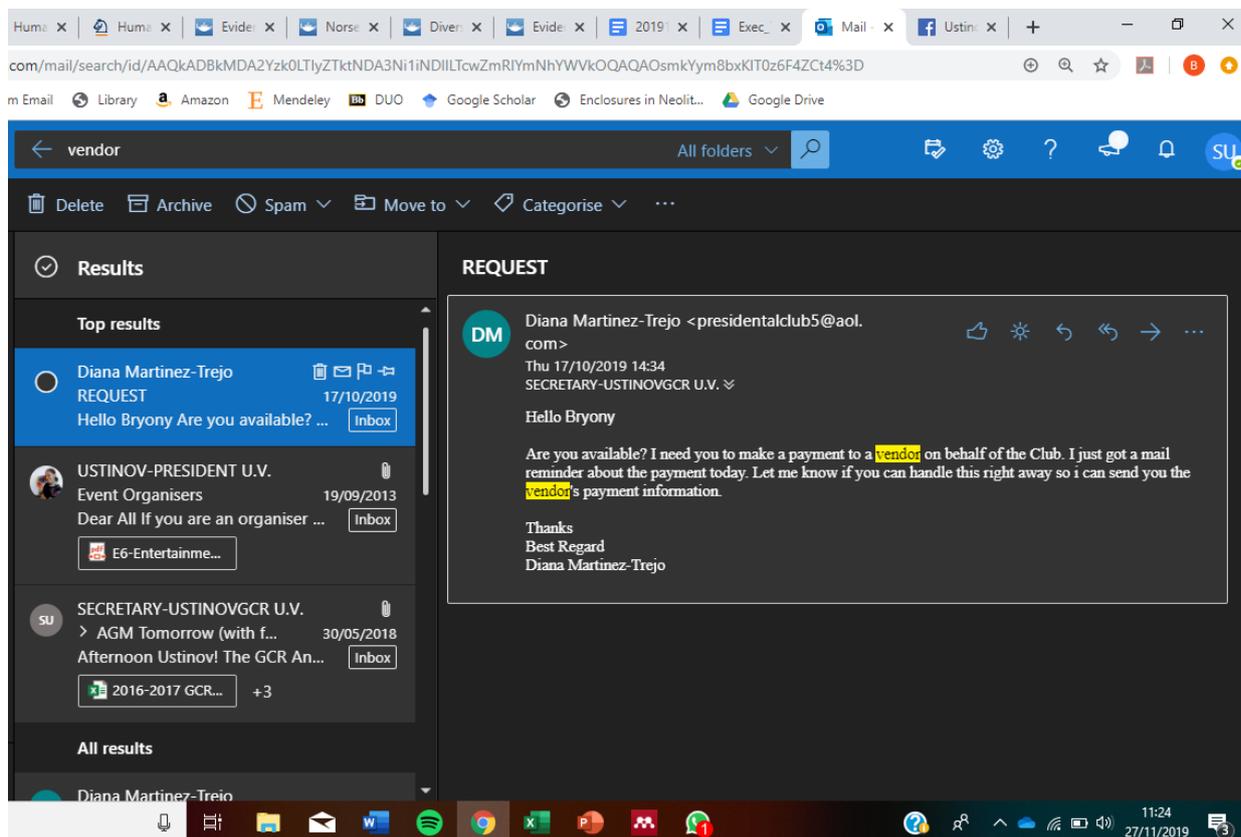
l. **Welfare [BR]**

I've done very little this last week due to GM prep! But I am arranging another welfare meeting. We have had our first week of welfare hours combined with

regular office hours. As far as I know we didn't have anyone coming with welfare questions. I have had someone come and speak to me about kitchen hygiene/ etiquette and have asked CA to make a general request for people to respect other people who share their kitchen in the newsletter. I have sent the sanitary bin posters (you can see it on the Drive) to Martin along with our section for this month's wellbeing newsletter and am currently writing a guide on how to fill the welfare tins.

## 6. AOB

### a. Phishing Scam [BR]



This email was sent to me at the secretary account pretending to be Diana in October. It got filtered into spam which is why I only saw it today. I have reported it as phishing but as it was quite a sophisticated one I thought I'd bring it up to you all today.

### b. Can we consider a card payment system for the GCR? [RR]

With a surcharge for the students who would like to pay card? I'm constantly getting annoyed at how painful it is to get cash around Ustinov and a card payment system would be a game changer. Something as simple as a £1 surcharge would largely cover fees and more and this would simplify everyone's life. There are many providers specialized in providing simple and fairly cheap card payment facilities to small companies or charities that handle some volume of payment but not an insane amount and, while I understand this may be some work to set in motion; it would be useful for everyone.

[AP] VB will look into a card machine this when we shop around for banks and speak

*to IndyComm for suggestions.*

Bryony Rogers

Acting GCR Secretary

27/11/2019