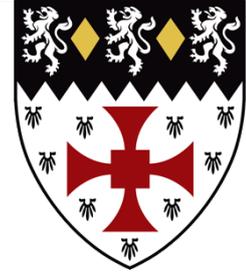


Ustinov College GCR Exec Meeting

MINUTES



18:30 pm, 11/12/19

1. **Apologies: AL, RR, DM, SH**
2. **Matters arising from previous minutes.**
 - a. DM to report back from Ian about the BBQ plan. *Ongoing*
 - b. CA to look at a list of local places to visit on the website. *Ongoing*
CA will contact the people in the proposed observatory photos before they are printed. *Ongoing*
CA to fix bar steward email. *Done*
CA to move GCR books to the seminar room and look at promoting. *Ongoing*
CA to make signs and promote the returning of board games. *Ongoing*
 - c. VB to show the ISO how to design form for future use. *Ongoing*
VB will look into a card machine this when we shop around for banks and speak to IndyComm for suggestions. *Ongoing*
VB to make "save the date" event for Burns Night formal. *Ongoing*
 - d. RR to coordinate possible new cricket club. *Ongoing*
RR to look into seeing our bar license. *Ongoing*
RR to advertise gym closure 8:30-10:30am 5.12.19. *Done*
 - e. AL to come up with a plan to remind students to clean up after themselves when eating in the bar. *Ongoing*
AL to organise a vote for the name of the new college drink. *Ongoing*
AL to ensure bar staff check IDs on access at future events. *Ongoing*
 - f. JI to organise a social comm meeting. *Done*
JI to plan Epiphany Term card. *Ongoing*
 - g. RS to speak to tennis president about disaffiliating the society. *Done*
 - h. DM and VB will look into us being overcharged by college for formals last year and request a refund. *Ongoing*
DM to draft email to Hairstyle and Lifestyle Society about funding and RR to approve. *Ongoing*
3. **Agenda Items:**
 - a. **Closing the office over the Christmas break (AH)**
I shall be leaving Durham on the 19th/ 20th of December (back around the 6th/ 7thJan). Depending on officer availability, I suggest we close Office Hours after 18thDecember as we will be having the end of term party on the Thursday 19th. Do

we think it is worth keeping the office open longer, subject to committee availability?

Term ends this week so people may be going home earlier. The office could be opened next Tuesday (Alex can cover if necessary) if needed but we shall close the office on Sunday 15th. Need a poster on the door saying who to contact.

AP: AH to advertise final office hours before Christmas.

b. Christmas Formal (VB)

Need to decide on jobs, e.g. who leads students down from Sheraton (76), what to do about students living at Dryburn (10), who prints and prepares name tags, table lists, AND table numbers...

Post in committee group to see who will lead students down from Sheraton. Rayan is preparing table lists and numbers. Possibility of a minibus from Dryburn? It is probably too late to advertise this to see how many would be interested.

AP: BR to advertise bus timetable and a walking map from Dryburn to Mary's.

c. Burns Night Formal (VB)

- Should we decide to use FIXR? *The number of tickets for sale on FIXR can be changed continuously, as well as allowing an option to sign up for the formal through FIXR but by paying in cash at the GCR office. The Burns Night Formal would also be the best formal to trial this ticketing system as the sign up is close to the beginning of term and some students may not be back to pay in person.*

This was put to a vote and passed unanimously [5 votes].

- Ticket sale dates? *Friday 10th. Need someone in the office to take payments for those not using FIXR (have to pay by the 12th). Also someone at Dryburn to take payments?*

AP: AH to ask for volunteers to sell the tickets at Dryburn.

- Advertisement start? *Next Wednesday (18th). Date of the formal has changed from 25th Jan to 24th Jan.*

d. Money for Committee T-shirts (CA)

TBC once I hear back from Moette. Will chase to get a response before tomorrow evening. *Order as soon as possible to receive in the first half of January. CA to get a quote from Moette and any additional t-shirts wanted.* **AP: CA to chase this.**

e. Pass money for New Year's Eve celebration (DM)

Proposal to spend £60 on Prosecco and Schloer. This was put to a vote and passed unanimously [5 votes].

4. Officer Reports:

a. Bar [AL] Apologies

I would like to make the bar a personal Facebook account. My bar email will also be set up tomorrow.

b. Clubs & Societies [RR] Apologies

- Sports: tang soo do should be re-ratified by now. This means all societies are now ratified save for tennis — the tennis club president has finally replied to my emails and accepted that we'll look into re-ratification in the new term. For swimming, Dave has gotten back to me to let me know we have a budget of £200 to work with and he will get back to me with logistics in the new year — he's proposing a monthly swimming receipt system, but I will see if we can negotiate something else. Vera is also no longer taking care of badminton as she used to.

- Facilities: there were some concerns that the key to the DHSG was misplaced last week. A number of captains and other people have been emailed with a reminder of relevant rules — with some being keener to accept them than usual, but the rules now seem to be settled after Diana re-emphasised them.

- January joiners: due to the limited success of the January refreshers fair last year, we will not be holding one this term but I will get in touch with club captains to ask when they'd be keen to welcome new joiners and will have a poster prepared for the new joiners to know when and how to get involved in our clubs & societies. *Plan to have a welcome event for new arrivals and a refresher about clubs and societies. DSU refreshers fair will be advertised closer to the time [AH].*

AP: RR to prepare clubs & societies poster for January joiners.

c. Communications []

d. DSU [AH]

Jess (Opportunities Officer) has created a Sustainable development goals advent calendar covering 17 goals agreed by world leaders. I'll advertise this, even though we're over halfway through. I've advertised information about voting in the General Election, I will again on the 11th and 12th to remind people to do it and give links to the SU guide. Some staff may still be taking action short of a strike (ASOS), so some students may be affected e.g. delays in staff marking work. The DSU Refreshers fair has been scheduled for Jan 15th – will advertise closer to the time. Officer and Trustee nominations open on Jan 20th – I'll put up a post giving students some information in case they are thinking of running.

e. Facilities [CA]

Vending machine order has arrived and (with some hiccups) has been loaded. I have also shown the new SP rep how this works. Drumheads and cables have arrived and will be ready to use for Ustinov Live. *David will fit the drumheads tomorrow. We'll be trying out a new Karaoke arrangement to see if getting lyrics on the TV screens is useful. I'm going to be making new signage over the Christmas break to cover the Observatory, Library, Board games, Pool tables and anything else relevant. I'm unsure on designs yet but will make sure they're all uniform.*

f. Finance [VB]

About the photographer for the Christmas Formal, I have negotiated with David that we will pay him £75 for his services. He will be present on the evening to take photos between 18:30-21:30 and do his best to have the photos ready to go to us within a week. He also understands that he won't be getting food because eating and taking photos would just be too stressful. I have furthermore talked to Katie to check if there are any special instructions about taking photos of the high table that I should give our photographer, but she said that there are none. I'm planning to meet him at Mary's on the evening and make sure that he is familiar with the location before releasing him to do his job.

Figures:

Balance Brought Forward (02/12/19) £31,464.47
Newcastle United (ManCity match) (04/12/19) -£690.00
Durham City Coaches (Fireworks Trip coach) (04/12/19) -£120.00
Durham City Coaches (Induction Formal coach) (04/12/19) -£465.00
Durham City Coaches (York Trip coaches) (04/12/19) -£760.00
Durham University (GCR Levies up to 12 Nov) (10/12/19) +£10,320.00
Balance Carried Forward (10/12/19) £39,749.47

g. International Officer [SH]

Durham city coaches have quoted us 675 GBP for a trip to Nottingham to visit "Wayne Manor". Details of the trip were given in the last report. We could discuss and finalise later. Any suggestion brought on, I can take back to them and we can move forward from then. *Any vote will be passed after talking to SH in person.* Most international students are now leaving or will leave for Christmas break. I am unaware of any particular problems that they might have had in the interim. ISO sessions have revealed nothing problematic yet.

International Students were wondering what they could be doing if they are in Durham over Christmas break. Some were asking about events. I just told them to keep their eyes on the page. *New Year's Eve celebrations will be advertised. BR had an email about BRPs but they need to talk to the international office or immigration services – everyone agreed to send any emails received on to the University.*

h. Livers Out Rep []

i. Social [JI]

I have finished planning out Pub Golf and am waiting to see if it is acceptable in its current form before attempting to find a timeslot for next term.

I have priced up a wine and cheese evening through Costco. Based on 24 bottles of good wine, both red and white, 75 (175ml) wine glasses for hire, as well as 5kg of various cheeses, I totalled up at just over £300. However, I am aware that we could accomplish the same objective through Tesco at a much lower cost. It simply depends how many people and to what standard we wish to carry off a Wine and Cheese evening. *Would need to know how many people would be interested before planning to spend £300. Could include jazz with this and have a ticketed event that entitles you to a free glass of wine from the bar (see University/College report later).*

AP: JI to talk to Joe and Lennie from GCP performance strand to have a joint event of Jazz, Wine and Cheese.

Between 20th March – 25th April we could look at hiring out an area of/the entirety of an external venue for a cocktail/mocktail evening. This way, people from both Dryburn and Sheraton as well as others living out could have either cocktails/mocktails or whatever really floats their boat at a fairly accessible part of the city. Due to the timing, it would also mean that there would be not many undergrads lurking around the city. *James has spoken to Ebony bar and Revolution and this could be a possibility. Whisky River, Blue Eye and The Boathouse are also potentials.*

Arabeth has suggested a Murder Mystery evening at the college which sounds like a great idea. The details of which I'm not sure about so I would have to work with her on this.

St Patricks Day would be a perfect event for the college. I've talked with Arabeth about possibly bringing in some themed drinks (GREEN) for use in the bar before embarking on a themed bar crawl. *Maybe a recipe from last year for the green Shamrock juice would be useful. This would be on a Tuesday so no late bar license hence the bar crawl suggestion.*

Pancake Day could be used to host an evening of board games (Joe is very happy to take lead on this aspect) as well as possibly bringing in a food truck OR purchasing supplies from Tesco to allow people to make their own pancakes. *Making pancakes could be problematic so a better solution would be buying them from Tesco and warming them up in the microwave.*

Aim for 7th or 21st February for the next Ustinov Live. Also going to try a Karaoke event either hiring an external company or run by Tech Comm (date flexible). Alex will also advertise streaming of the election results tomorrow during the quiz.

j. Steering [AH]

One member of the GCR committee has sadly resigned due to other work commitments. I'm currently in the process of removing them from the committee board (*done*), and adding the new members onto it. I need to speak with Emma about getting photos put up at Dryburn. New committee/ Exec will have their office hour trainings by this meeting. I'm currently working on fitting them into a new and updated GCR rota.

AP: AH to make a new poll for available office hours next term.

k. University/College [DM]

University matters

On the meeting with the University about College planning, the principal flag to the University that the arrangement Ustinov has with DUBS should continue after DUBS moves, otherwise, Ustinov will lose some space for study. It was also mentioned that Ustinov has ⅓ of their students living out, while 65% of those living-in are Chinese that come to study at DUBS.

AP: AH to ask Diana how the meeting with the University about College planning went.

University is considering the possibility of opening Keenan House to all Colleges, but will continue being part of Ustinov, since this year there are 22 empty flats out of 64.

College matters

Ian has updated me that livers-in have now access to the DUBS library, however, it will remain closed from 5:30 pm on the 20th December to 8:00 am on the 2nd January. This information has been posted on social media and it would be good to add it to our newsletter.

At the CMT meeting, College informed us that we will have 5 new Ph.D. students and less than 10 Erasmus students. They will try to arrange a "meet and greet" but they don't expect any turn-up. In January there is going to be a Reception at the World Heritage - Palace Green, Helen has been contacting students who will graduate on those dates and if any of us want to attend we have to book a place with her.

From GCP – Volunteers: they will have a Jazz event in February at Chad's, but they will see if we can have a joint event with GCP to have one event at the College in March.

GCR

A possibility to have the wine in an event, while the bar is open, is to have tickets for it and then those tickets will be taken to bar staff so they can give the glass of wine. This procedure has been done before when I was in the GCP on the 5th of May, we gave free beer.

l. Welfare [BR]

I'm having a meeting in Chester-Le-Street on Friday with Jess (female welfare) and a women's shelter to organise a toiletries and make-up donation drive after Christmas. Martin has organised the stands in the disabled toilets for sanitary products and has arranged for new signs to go on them to make them gender

neutral and labelled a 'bathroom for all'. *Joe (disability rep) didn't want to replace the disabled toilet but as no structural changes can be made to the building to add more toilets, this is the best option for a gender-neutral toilet.* He is also working with the housekeeping team and Emma to ensure the signs about the sanitary bins go up in bathrooms ASAP.

Arabeth and I will have been to bar management by the meeting and have discussed our version of the "Ask for Angela" campaign – *the meeting got cancelled. A more gender-neutral name was suggested instead of Angela, e.g. Charlie, or potentially having a male name as well such as Diego. However, Angela is already more known and having two names could be confusing so Angela will be the name taken forward in the campaign.*

5. AOB

Rebecca Salthouse

GCR Secretary

11/12/2019