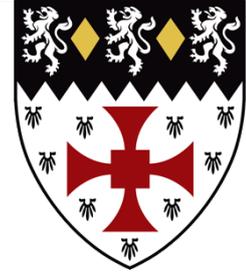


# Ustinov College GCR Exec Meeting

## MINUTES



18:30 pm, 18/12/19

1. Apologies: AH, CA, AL, JI
2. Approval of minutes from last meeting.
  - a. Approval of minutes from the 04/12/19 *[passed on the general aye]*
  - b. Approval of minutes from the 11/12/19 *[passed on the general aye]*
3. Matters arising from previous minutes.
  - a. DM to report back from Ian about the BBQ plan. *Done - BBQ will happen on a Sunday in July at Van Mildert (no licensing for Ushaw).*
  - b. AH to advertise final office hours before Christmas. *Done*  
AH to ask for volunteers to sell Burns Night Formal tickets at Dryburn. *Ongoing*  
AH to make a new poll for available office hours next term. *Ongoing*  
AH to ask Diana how the meeting with the University about College planning went. *Done*
  - c. 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 move GCR books to the seminar room and look at promoting. *Ongoing*  
CA to make signs and promote the returning of board games. *Ongoing*  
CA to chase Moette about committee t-shirts. *Ongoing*
  - d. 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. *Done*
  - e. RR to coordinate possible new cricket club. *Ongoing*  
RR to look into seeing our bar license. *Ongoing*  
RR to prepare clubs & societies poster for January joiners. *Ongoing*
  - f. 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*
  - g. JI to plan Epiphany Term card. *Ongoing*  
JI to talk to Joe and Lennie from GCP performance strand about a joint event of Jazz, Wine and Cheese. *Ongoing – GCP seem keen for the event in February.*

- h. BR to advertise bus timetable and a walking map from Dryburn to Mary's for the Christmas Formal. *Done*
- i. 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*

#### 4. Agenda Items:

##### a. Christmas Family Party Photographer

Pass £146.50 to pay Brian Taylor for family party photography. *This includes the Dropbox price. This was put to a vote and passed unanimously [6 votes].*

##### b. BPR phase 2 update and actions

*See University/College report.*

##### c. Replacement Keyboard Stand:

When doing Ustinov Live we noticed that our keyboard stand has been badly bent and the mechanism broken. We are unsure how this happened, as we've never had issues with it ourselves. I'd like to buy a new one (<£25 depending on brand) but put it in the tech room for performances only and leave the old one in the observatory (if we are satisfied it will safely support the keyboard... else we risk damaging the keyboard). *Vera has approved spending £25.*

On a related note, whilst sign-making I want to try and make "contact us if there are issues" clearer for obs. users.

##### d. Christmas Eco Newsletter:

As we've done a fair amount of eco stuff this term, Fiona would like to make an extra newsletter to tell everyone what's been going on. This would be sent from comms (or would press-sec be better?) email via uv-info and I'd aim for it to be late next week (to space it out a little with the other newsletter... this would fall between Christmas and New Year). Once we have this big update out the way, Fiona would then aim to work more frequent updates into the usual newsletter. We might still aim for a bigger separate one each term to tackle a particular issue (e.g. "What is the Climate Emergency?").

Questions: Is this a good use of uv-info (don't want email overload)? I think it should be fine, as people will get fewer emails over the holidays anyway.

Any comments/suggestions on the timing/other arrangements?

#### 5. Officer Reports:

##### a. Bar [AL] Apologies

Nothing to report.

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

Sports: Badminton has asked me for possibilities to train at Maiden Castle during the vacation after I emailed everyone in late November asking all teams if they needed alternative arrangements. I have gotten into touch with Team Durham to look into it. I've also been asked if they could make a stash order with Moette as hockey does — could we look into this? *Connor has replied – the hockey team can contact Moette and order straight from them.*

Funding: there are already pending funding requests in the New Year, mostly gaming and hairstyle & lifestyle — we'll discuss them. Badminton has also mentioned they would ask for funding soon. In the New Year, I will send around the next funding call

to all clubs & societies and, as per regulations, they will have two weeks to submit a funding request. We can then discuss all of this in Finance Committee later in the New Year.

Comms: I'll email team captains to prepare a poster for January joiners alongside the funding call — this will also be good to encourage current students to get involved into something new as the new term begins.

Graphics: I'll make graphics proposals once I've gotten a few summative out of the way and post them on Facebook over the holiday to advertise upcoming events next term and show you what I meant with the term card thing.

**c. Communications [CA] Apologies**

I am aiming to get a final newsletter out before Christmas. Likely date is Monday 23rd. Does anybody have any comments/ suggestions on this or shall I just put out a request for news as usual? *We will post in the committee group with any suggestions for the email.*

*A separate email should be sent out about Burns Night Formal, especially to ask for speakers. A few people have shown their interest to Alastair. This should be sent out early January. Vera is going to post instructions into the group about how to use FIXR as you have to set up an account before. The link to the event will be private.*

Also... the holidays are a good time if people have suggested website improvements/ updates. Let me know if you have any ideas.

**d. DSU [AH] Apologies**

Advertised to the GCR information about voting in the GE. The undergraduate students have left, so not much DSU stuff.

*DSU is planning a Common Room Awards Night in June that would celebrate the achievements of Common Rooms across the University and June 8th has been booked as a preliminary date.*

*Campaigns and collaborations fund would go live in January and this information will be posted on the Committee page so everyone knows about it in case someone wants to apply for it.*

**e. Facilities [CA] Apologies**

Ustinov Live was again a success. The new drumheads were much appreciated. We need to manage the Karaoke more carefully next time to keep control of things and ensure we don't disappoint those who want to perform (but still finish at a reasonable time).

We are fairly sure we can run our own karaoke. We had unforeseen tech issues with YouTube (but Spotify worked fine on the screens).

I'm going to get pool table signs up before the party and move the library (with its new additions) before I leave for Christmas. The rest of my signs will be prepared for the New Year.

**f. Finance [VB]**

I emailed the college finance office again on the 10th December to ask for invoices of the Induction and Bonfire formal. The last times I asked for these they replied with excuses, this time I just got no response at all, this is getting quite frustrating. As you can see from the figures below, my assistant treasurer and I brought the cash earned from recent ticket sales (York trip & Christmas formal) to the bank last week, so our safes are almost empty at the moment and ready for a Christmas break.

Figures:

Balance Brought Forward (10/12/19) £39,749.47  
Selecta UK (Coke machine) (11/12/19) +£45.83  
Selecta UK (Coke machine) (11/12/19) +£398.50  
Cash In (11/12/19) +£4,927.00  
Diana Martinez (Christmas family party 1/4) (12/12/19) -£4.00  
Diana Martinez (Christmas family party 2/4) (12/12/19) -£7.50  
Diana Martinez (Christmas family party 3/4) (12/12/19) -£34.17  
Diana Martinez (Christmas family party 4/4) (12/12/19) -£8.00  
Newcastle United (Southampton match) (17/12/19) -£95.00  
Balance Carried Forward (17/12/19) £44,972.13

**g. International Officer [SH]**

*Nottingham trip – see minutes from 4.12.19. Nottingham is too far away (would spend at least as long on the coach as you would there) and expensive. There is no entry fee to the gardens but need a ticket to go inside the castle and would have to buy in groups. Alnwick and Raby Castle may be better options (could be film related), as they are closer and also National Trust properties.*

**h. Livers Out Rep []**

**i. Social [JI] Apologies**

I have got in contact with Joe and Lennie with regards to the Wine and Cheese night and how Jazz could be incorporated into the event. Lennie has taken the idea on-board and is giving it some thought. He will be back to me shortly.

Now I'm home I will be contacting the college bars that I've short listed for St Patricks Day in order to illuminate any potential problems with us tipping up during the crawl. *The 17<sup>th</sup> March falls in the last week of term so this may be an issue.*

I am still to settle on the best venue for the livers out cocktail/mocktail evening but will hopefully have an answer by the end of the week.

Xmas will also give me time to start planning out aspects for the Burns Night Formal. I will probably contact Alastair regarding last year's event. I am now in contact with Dusk til Dawn so once we've established what is needed organisation should be rather efficient. *College has booked a Ceilidh band and a bagpiper. Diana will check with college for more information about the event.*

*AP: DM to tell JI we have a bagpiper arranged by college.*

**j. Steering [AH] Apologies**

I've put up the new committee photos on the noticeboard. Advertised that the GCR office will be shut till 2020. Currently working on updating the standing orders to reflect the changes passed in last month's General Meeting, and developing a new office hours rota for committee members.

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

University Matters:

**BPR phase 2 update**

BPR2 will be focused on Housekeeping and Portering services within Colleges. Presidents have asked University if there is a savings figure or cost savings target, however, they have mentioned University is not in that stage yet. Nina Griffiths and Paul Taylor assured presidents that if University is going to change anything in the University that has an impact on students they will need to follow the Student Consultation framework. Other factors that would influence the outcome are benchmarking done by University, feedback from Heads of College and Service Providers, financial information, opinions/vies of UEC and how it fits into the wider University Strategy, also the political landscape may influence the outcome. The proposed changes will be taken to UEC at the start of February (3rd Feb) and the response from Presidents to the changes will be as an appendix paper. The ½ week consultation will begin on 24th February.

College Matters:

Ian and Emma have shared with me that in Brackenbury 4 of the washing machines were returned after some re-call of products. In the meantime, students that are affected by this will have access to other washing machines.

The Vice-principal of John Snow College has been in contact with Katie to offer to Ustinovians some free spaces for a trip that the College is organizing to Newcastle. The information has been shared in our social media and how to get in contact with the Vice-Principal.

**I. Welfare [BR]**

*Bryony and Jess visited the women's shelter in the Go Car. They would like donations of any kind (other than alcohol), especially clothes and coats.*

6. AOB

Rebecca Salthouse

GCR Secretary

18/12/2019