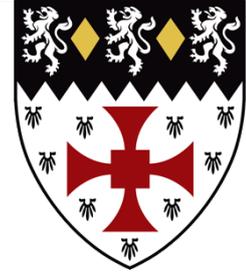


Ustinov College GCR Exec Meeting

MINUTES



18:30 pm, 29/01/20

1. Apologies:
2. Approval of minutes from the last meeting.
 - a. Approval of minutes from the 22/01/20 – *passed on a general aye.*
3. Matters arising from previous minutes.
 - a. CA to look at a list of local places to visit on the website. *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 contact tech people from last year for a quote for the Summer BBQ once we have a confirmed date. *Ongoing*
CA to show RS and AH how to upload things to the website. *Ongoing*
CA to go to Lidl and see how much the hotdogs cost and how to store them. *Done*
CA to look into PAT testing of the tech equipment (speak to tech officer). *Done*
CA to draft an agreement for a band member to sign to borrow tech equipment for the charity gig and RR to read. *Done*
CA to liaise with the pool team to get replacement cues/tips. *Done*
 - b. VB will look into a card machine when we shop around for banks and speak to IndyComm for suggestions. *Ongoing*
VB to post in the WeChat group about Chinese New Year to see if someone can bring a laptop so we can play the TV show they want in the bar. *Done*
VB to make a Facebook event for Brexit Day leaving drinks in the bar. *Done*
 - c. RR to look into seeing our bar license. *Done*
RR to get in touch with Ian to request CCTV details and register the complaint about broken pool cues. *Done*
 - d. AL to come up with a plan to remind students to clean up after themselves when eating in the bar. *Done*
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. *Done*
AL to advertise the themed cocktails. *Ongoing*
 - e. JI to organise a joint Jazz/Wine/Cheese event with the GCP performance strand. *Ongoing – see report*

- f. AH to speak to David Evans about postgraduate graduations all being moved to winter. *Done*

4. **Agenda Items:**

a. **Food at the GM [AH]**

What food truck/ pizza would we like to have at the GM. Due to time constraints, it would need to be a food truck that we have already had before. *Tacos, buns, Fat Hippo or pizza. Bryony will order pizza on the day.*

AP: BR to order pizza at the GM.

b. **Allotment Tool Purchase [CA]**

Following discussion last week, I would like to raise the requested budget from £50 to £70. This is because we forgot to factor in delivery costs and the original budget did not leave much of a buffer for additional tools - depending on the condition of the ground/ pallets we may additionally need: sandpaper, fork, additional spade. We hope to source extra tools from local residents who have old tools they no longer need. As with much of this, we are trying to reuse rather than buying new wherever possible. This can't necessarily be relied upon though. *They will now go there in person so don't need to pay delivery charges but they may still need extra equipment. Pass £70 – this was put to a vote and passed unanimously [9 votes].*

c. **Karaoke Event [CA]**

After discussions with our Tech Officer (and team), we think that it might be worth looking at booking in an external person for the upcoming Karaoke event. This will be more expensive but we haven't yet spent much on non-party events this year. The tech team will already be running Ustinov Live 2 weeks prior, and we also believe that hiring a person in will make the event a better experience for students (with a proper machine/ lyrics) and make it feel *different* from Ustinov Live. This is obviously dependent on being able to book someone, my proposal "should we look into booking an external DJ/ gear?"

If we can't book it for that date we could push the date back a week or two. The general consensus is that hiring an external company would be favourable. James will get in touch with Dusk til Dawn and ask for availability for the upcoming date for karaoke (21st).

AP: JI to contact Dusk til Dawn about the upcoming karaoke event on the 21st Feb.

d. **Future Live Music Event [CA]**

Last year we had a couple of events where we hired in an external band, so far we have not done so. In addition to the Wine/ Cheese/ Jazz in the works, do we also want to look at having an event in the bar where music is the main focus (rather than off to the side while people grab free cheese and wine)? *Paul Skerritt band is a possibility – they are not cheap but they give us a massive discount. If we hire them for this then we could have them only for the BBQ and not for Summer Ball. We should definitely look into hiring a band. Vera would like to check our budget to see if we could go for Paul Skerritt or look at hiring a cheaper band.*

AP: VB to check our budget to decide whether to hire Paul Skerritt band for an event.

AP: CA to contact Alastair about hiring the Paul Skerritt band pending budget check.

e. **Gym membership transfer [RR]**

A student recently came into the office asking if she could transfer her gym membership to a friend. I am not technically opposed to it although I would not

want this to happen too frequently. I'm looking for thoughts and opinion before I get back to that student. *Reception would have to take away gym access from the current student. If we let it happen once then we may end up with more people wanting to do the same and this would be hard to manage. If it is someone with a medical condition or moving away and physically unable to go to the gym then this would probably be a good option, but the student may not want to disclose this information. Decision to allow student to transfer gym membership on the condition that exec pass it case by case instead of just going straight to reception – this was put to a vote for this particular student and passed [6 for, 1 against, 2 abstentions].*

f. Finance Motion I – Men's Football [RR]

They've requested £651.82:

Type (e.g. practice pitch hire)	Number	Price per unit	Total price
Practice pitch hire	20	£20.00	£400.00
Referee Fee (two teams)	14	£12.50	£175.00

Item	Number	Price per unit	Total price	Justification
Training Balls	3	£21.95	£65.85	Almost out of balls
Goalkeeper gloves	1	£10.97	£10.97	Have only one pair

The Finance Committee concluded that, last year, they managed to pay for their own pitch hire and they have their own bank account so they should be able to do the same this time. For referee fees, our policy is that we pay half so we recommend we do the same here and cover £87.50. All the items requested are fair. **The Finance Committee thus recommends covering a total of £164.32. Pass £170 – this was put to a vote and passed unanimously.**

g. Finance Motion II - Badminton [RR]

They've requested £86.52:

Item	Number	Price per unit	Total price	Justification
Nylon Shuttle (Yonex Mavis 2000)	4	£11.99	£47.96	
Feather Shuttle (Yonex AS 10)	1	£19.98	£19.98	
Feather Shuttle (Senston A2)	1	£8.99	£8.99	
Badminton Grip (30pcs)	1	£9.59	£9.59	

The Finance Committee concluded that this is a straightforward request, and they've got high membership to justify it. **We recommend fully covering it, i.e. for a total of £86.52. Pass £90 – this was put to a vote and passed unanimously.**

h. Finance Motion III - Gaming Society [RR]

They've requested £405.24:

Item	Number	Price per unit	Total price	Justification
Call of Cthulhu Starter Kit	1	£22.88	£22.88	Allow members to start playing this system
Escape the Dark Castle	1	£29.86	£29.86	Good little game that would also be suitable for the bar area. Is nice in that it is cooperative as well
Escape the Dark Castle - Cult of the Death Knight	1	£17.83	£17.83	
Players Handbook	1	£27.84	£27.84	This book along with the DMG will allow anybody in the society or in the College set-up and run a D&D campaign. The two books will be available to be borrowed
Dungeon Masters Guide	1	£27.94	£27.94	See above
DC Spyfall	1	£23.99	£23.99	Good group game suitable for the Society and the College as a whole
Santorini	1	£24.98	£24.98	Introductory competitive game, short play time, can be played in a cooperative way too.
The Reckoners	1	£77.42	£77.42	Intermediate cooperative game for those who like to work together
Roll Player	1	£48.36	£48.36	Competitive game with a short play time for those who like to beat others
Scyth	1	£51.95	£51.95	A competitive and more complex resource management game
Arkham Horror 3rd Edition	1	£52.19	£52.19	A cooperative long play game, can play solo or up to 4 players

The first three games were requested separately and more recently from the rest. They only claim 5 members and games are expensive, and the GCR already has a fairly extensive collection so the **Finance Committee recommended approving no more than £80**, which covers the first three games on the list. This would also be conditional on them having a games night in the Bar at least once a month and

advertising it on our social media to drive membership up — as they have a very low number. *Pass £80 – this was put to a vote and passed unanimously.*

i. Finance Motion IV - Hairstyle & Lifestyle [RR]

They've requested £41.30:

Item	Number	Price per unit	Total price	Justification
Night Waves Heatless Headband - Black	2	£4.80	£9.60	Hair accessories for events
Large Hair Doughnut - Black	3	£3.30	£9.90	Hair accessories for events
Solid Hair Sticks - Black, 2 Pack	4	£3.00	£12.00	Hair accessories for events
Hair Grips - 50 Pack, Black	4	£1.20	£4.80	Hair accessories for events
Black & Clear No More Snag Mini Hair Bobbles	1	£3.00	£3.00	Hair accessories for events
Matte Bobby Pins - Black, 30 Pack	4	£0.90	£3.60	Hair accessories for events
Luxe Hair Ties - Black, 12 Pack	2	£2.10	£4.20	Hair accessories for events

The Finance Committee noted that this is a reasonable request having regards to the low amount and the high membership — especially as the society fulfils a valid purpose in college and caters to international students that do not otherwise get involved in the GCR community. **The Finance Committee recommends approving the motion fully for £41.30.** *They are also now complying with the GCR and storing their dresses at college. Pass £45 – this was put to a vote and passed unanimously.*

j. Lending of Tech [CA]

I have drafted an agreement to be signed for the tech lending tomorrow. *The agreement was sent around before the meeting and Rayan has given feedback.* They have clarified which amps they wanted and would also like to borrow the bass guitar in addition to the cables required for everything. Subject to the signing and us being sure they can transport it safely the proposal is now:

To lend out the bass guitar, blackstar guitar amp, small fender amp (for keyboard) for the music event. The bass amp has failed its PAT test and so will not be lent out. *Subject to them signing the agreement and paying a consideration, the lending of the above equipment for the upcoming charity event was put to a vote and passed unanimously.*

k. Vending Machine Order [CA]

Proposal is to pass £160 to cover next order.

Actual cost should be £150.70, this gets us: 48 mars, 32 chilli doritos, 18 cocoa orange nakd, 18 blueberry nakd, 24 4-finger kitkat, 24 galaxy cookie crisp, 36 corkers salt&vinegar, 30 kinder bueno white and 48 crunchie. Expected revenue if we sell out: £166.80. *A poll will be sent out for feedback before the next order. Pass £160 – this was put to a vote and passed unanimously.*

l. Money for Committee T-Shirts [CA]

The specs were discussed previously, I now have a confirmed figure. For 6 exec polos and 12 regular T-shirts the price will be £252. *These should hopefully arrive with the next stash order towards the end of February.*

The exec polos will feature embroidered name and role as well as a crest, all in burgundy. The committee T-shirts are coloured by committee but not personalised beyond this. They have "GCR Committee" printed on the rear and an embroidered crest. *Pass £252 for the t-shirts - this was put to a vote and passed unanimously.*

m. Money for Pool Table Servicing [CA]

I have a quote from Breakaway to service our pool tables. Both need levelling/reclothing and the match table needs new cushions. I am waiting to hear back on when they will do the work but have asked for it to be soon (as we have matches coming up).

Total cost will be £546, this is budgeted for as a known expense. The pool tables have made £586.40 so far this year so they will produce a small surplus overall. *Pass £546 – this was put to a vote and passed unanimously.*

n. HUB and Muga use [DM]

We received conflicting information from College and University. University says that the facilities were built for just John Snow and South College, with Ustinov College not being part of the agreement. Along with John Snow and South College, Collingwood would also have priority for the MUGA (the sports facility) as these three colleges were the ones to contribute money towards the development of the facilities. College says the HUB should also be shared with Ustinov, however Ustinov will not have access during term time and the HUB is not designed as a sports facility, it is simply a place to host social events with room for 300 students. Having said that, we have managed to secure the formals and two mentor dinners per term. I am trying to see if there was any form of written agreement between University/College and the GCR about the facilities we would have access to after the move to Sheraton Park since there are some disparities on the information given by College and University.

Every other college has access to sports facilities and as of next year we may not as the Durham High School for Girls is not very happy with giving us access to their sports facilities. Ustinov contributed to facilities built at Howlands (floodlights for the MUGA) before the move to Sheraton. We feel, as the only postgraduate only college, we are being treated differently to other colleges and should also have access to sports facilities.

o. Summer BBQ - Saturday August 1st at Collingwood [AH and CA]

We had a successful meeting with Collingwood's CMT on 28th of Jan to discuss hosting our BBQ there on Saturday August 1st. They all seem excited to allow

Ustinov to host our event there, and were very helpful in going through the logistics. Collingwood day has a very similar setup to our BBQ, and as such, they would be able to provide multiple different external and internal options for stages, music, ents, food and children's areas. Importantly, they have easy access to the Collingwood main generator (so no need for externals), and plenty of access for vehicles. An exact plan of where everything would go has yet to be decided, and the main decision we would need to make is depending on what stage we would like. There are several bar options available, and while no music can be played outside after 11 pm, there are several rooms available for a silent disco, with the bar ending between 1 am and 2 am.

Collingwood rent out their rooms for conferences over the summer so this is the best weekend for them, it is also one that their bar manager can be present for. Everything else is then logistics. There will be many decisions to be made and plans to make, the main ones being the staging and wet weather arrangements - these can be dealt with jointly between the exec and other knowledgeable people. Space, availability and pricing are the main factors here. This decision should come AFTER we get in touch with tech people to try and find someone willing to tech is for the day. (My preference would be contacting the people we used last year). We can then talk to them as well as Collingwood to figure out potential costs and practicalities. I have been told the main extra expense is a roof on the stage but until we have pricing there's probably no point debating it.

Regarding everything else, there is enough outdoor space to move the kids' area a little apart from the rest (and the alcohol). There is room for inflatables and food trucks in the car park and several large rooms indoors in case it rains (and for the evening). They are used to having 'bottle bars' (what we have been calling external bars) and could also do the catering (although this is newer to them so would want to nail down early).

There may be a few caveats/ differences that they require (e.g. wristbands for alcohol serving) but from discussions with their CMT, I believe these can be worked out to make an event, which works for all. The only thing we need to be careful with is the fact that their Ops manager will be on holiday for most of July, and will have just finished Collingwood Day before this. It was made very clear that they will not be able to sort out all the health and safety paperwork, and it was suggested that either Ustinov or the central University systems will have to do this. This has not currently been discussed in detail with Ian. *Ian has since agreed that he will work on the risk assessment so there is no problem with this. The general consensus seems to be that Collingwood for 1st August is the best date/venue.*

Motion to have the BBQ at Collingwood on Saturday August 1st – this was put to a vote and passed unanimously.

5. Officer Reports:

a. Bar [AL]

Nothing to report.

b. Clubs & Societies [RR]

* Sports: I'm meeting Dave to discuss the swimming society either later this week or early next week, will keep everyone updated at the next executive committee

meeting. I have contacted Jonathan to figure out what's happening now with the tennis club and if he's still interested in taking care of it and, if not, we'll look for an alternative.

* Varsity: Our men's basketball team has also been invited to go against Loughborough in the Varsity — once this is all in order, we will advertise this heavily as Team Durham is unhappy with the attendance at recent varsity games! *Rayan will make a Facebook event for this.*

* Super Bowl event is planned and I will make the Tesco order shortly for delivery on Saturday or Sunday. Is anyone able to pop by Lidl later in the week to buy the sausages? If not, I'll see if I can figure out a time to go myself. *James has offered to go to Lidl. A Super Bowl pass has been purchased. Only bar stewards are able to use the microwave behind the bar for health and safety reasons so there will need to be another method of heating the food. We could ask the porters to use the microwave in their kitchen. The sausages could also be eaten uncooked.*

AP: JI to buy the sausages from Lidl.

c. Communications [CA]

Newsletter went out last week. I am still making website tweaks and updates as time allows (sorry new exec for your faces not being up yet).

It has been suggested to me that we (all) make a point of inviting friends in the College 2019-20 group whenever a new event is made. In addition to directly informing them, it should also bump the event up other peoples' feeds and make it more visible to help with advertising.

d. DSU [AH]

I've re-advertised the upcoming applications for SU officers/ trustees and Ecofest, a one-day festival to raise awareness about sustainability. Over the past week the SU Reps voted to take a motion to Assembly condemning the current DSU President over her handling of several issues; notably intimidation, misuse of power, and for going against her key election pledges. After reviewing the motion and supporting evidence, the view of myself and several Exec members was that a Vote of No Confidence (VONC) is not a suitable first measure, or likely to pass the requirement of a supermajority (67%) at Assembly. In light of this, I lobbied the SU reps to instead propose a Motion of No Confidence (MOC) as I felt this was a more appropriate first step, and far more likely to be successful given it's need for a simple majority (51%). I did not co-sponsor the motion. On Sunday, the SU reps voted to propose a MOC, but after the motion was submitted on Monday, the articles were leaked to Durfess. Following this, the SU threatened legal action to have the post removed, and several individuals received large amounts of abuse, to the point they have asked for their sections to be removed which has caused the motion to be cancelled. *The SU is saying it is now a lot more serious than originally thought as the reputation of the DSU president and future career prospects could be damaged.*

e. Facilities [CA]

I am currently in contact with Breakaway to look at servicing our pool tables. I've ordered some cheap replacement tips for pool cues and will be liaising with the Pool team for advice on what to do longer term with cue maintenance.

I have been informed that of 6 devices PAT tested at the observatory, 3 have failed (see agenda point j). *Everything has been PAT tested apart from the keyboard in the*

Observatory. I will be taking appropriate follow-up steps (quarantining and looking into possible repairs/ further testing) but we are unlikely to have a solution before the next Ustinov Live. However, the tech hire from other colleges is incredibly reasonable and even in a worst-case scenario, we are looking at less than £10 to hire what we need for the evening (subject to transport). *We will need a trip to Aidan's to hire the equipment Thursday or Friday and then return Saturday. We could use the GoCar if needed.*

f. Finance [VB]

I sent out a poll about FIXR to all formal attendees the day after the formal and so far it has been filled in by 23 students: 16 who paid online, 6 who paid in person, and 1 who did both. On average, they found the site fairly easy to use (average 1.78 on a scale of 1 to 5 with 1 being the easiest) and 70% thought that we should continue using FIXR (4% no, 26% maybe). About 17% of all students found the fee charged by FIXR too high but any online selling platform will charge a fee and at least FIXR is transparent about it. Overall, I therefore think that continuing to use FIXR would be a good idea.

Figures:

Balance Brought Forward (15/01/20) £44,311.55

BT Sport (22/01/20) -£383.96

Durham University (Composition Fee part 2) (28/01/20) +£4,862.33

Bidfood (VM January) (28/01/20) -£142.27

Connor Armstrong (VM January) (28/01/20) -£14.00

Balance Carried Forward (28/01/20) £48,633.65

g. International Officer [SH]

February 15th - trip to Ripon (Fountains Abbey). 9 am departure from Ustinov with a stop at Dryburn. 5 pm departure from Ripon. Cost comes up to £420. Diana has kindly volunteered to go with the crowd. *Diana has also made a Facebook event.* International Dress day might happen in March. Would GCR want anything to do with it? *We could invite the choir to perform.*

h. Livers Out Rep []

i. Social [JI]

The music and performance budget at the GCP will allow up to £150 for a joint Jazz/wine event which the college will need to sign off on. Part of this budget could go some way to paying for refreshments etc. Lennie is using his links to the music department to advertise for interested bands/associated performers that he is due to get back to me with.

I also need to clear up the issue regarding licensing in the bar. What problem will arise with opening the divider and utilising the entirety of the space? *If the divider is closed then you can treat them as separate rooms and have wine in the seminar room with the bar being open. The better option would be having the divider open and giving out tokens to get wine from the bar then there is no issue with the licensing, and we have more space to use. Colleges have jazz bands that could be interested in playing at the event. The potential dates would be the 6/7th March.*

AP: JI to contact Butler Jazz.

Separately, I contacted Revolution on the waterfront enquiring about a cocktail evening that could form an inter-MCR event between 20th March – 25th April. They stated that the upstairs area could be utilised for the event but they were wishing to know about numbers closer to the date. *Diana can liaise with other college's MCR's to choose a date that would be best suited for everyone.*

Finally, St Cuthbert's and St Chads have got back to me confirming that we can crawl through them on St Patrick's Day. Hatfield are yet to respond after numerous e-mails and I am not sure if Johns bar may be too small...

j. Steering [AH]

The GM is all booked in; I'll advertise it tomorrow after we decide what food option we would like to go for. *We decided on pizza (see agenda point a).*

k. University/College [DM]

Meeting with finance committee – suggestion for a vending machine in Dryburn. They came up with a good solution to find a company to put a vending machine over there and they will stock it. It wouldn't be feasible for us to go over there and fill it because we don't have the storage facilities, and also there have been reports of breakages of various things at Dryburn. We also don't know if Dryburn will continue to be a facility just for Ustinov or whether it will be open to other colleges as of next year.

A date will be set for the meeting between college and Collingwood about the Summer BBQ. We also need to get the quotes for entertainment and a stage, after we have a better idea of what the budget involves. At the Eco talk, County Durham expressed interest in supporting/sponsoring the purchase of reusable cups for the BBQ instead of using single-use plastic cups.

The Summer Ball is also sooner than the BBQ so we need to book things for this first. We can advertise at the GM for people to be involved in planning the Ball and BBQ, particularly advertising the roles of Ball Secretary, Deputy Social Secretary and Formal Secretary. Summer Ball is on the 18th June so we need to start thinking of a theme and getting people involved to help with the planning. We also need to plan what entertainment we would like at Ramside Hall so we can decide on ticket pricing and budgeting.

l. Welfare [BR]

The welfare team had a meeting and we discussed some of the ideas we had for this term. Phil will be showing Erin Brockovich as the film night during the week leading up to International Women's Day and we will also be hosting a pub quiz that week. There will be a sex ed pub quiz on the 13th Feb. I will also be doing welfare drop -ins on the science site and at Dryburn in the middle weeks of Feb - time and place TBC (this will be with the reps and any other members of the welfare committee who are available/ want to come). I will get biscuits but this will be <£50 if Vera agrees. The food bank box has been repurposed for our toiletries collection. Jess has also created a poster telling people how to fill the welfare supplies and this will be shared on the committee page (as long as it's ok with Alex) later this week. I will do

an audit of the welfare supplies over the weekend and propose a budget next week
if we need any more condoms etc.

6. AOB

Rebecca Salthouse

GCR Secretary

29/01/20