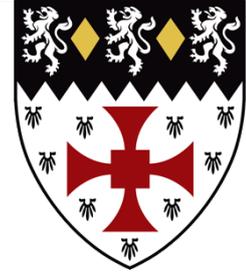


Ustinov College GCR Exec Meeting

MINUTES



18:30 pm, 12/02/2020

1. **Apologies: RS, VB, DM**
2. **Approval of minutes from last meeting.**
 - a. Approval of minutes from the 05/02/20 - *Approved 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 design signs for Sheraton Park the Observatory. *Ongoing*
CA to contact tech people from last year for a quote for the Summer BBQ. *Alastair has done this we are waiting for a response.*
CA to show AH how to upload things to the website. *Ongoing*
CA to contact Alastair about hiring the Paul Skerritt band pending budget check. *Ongoing – we are looking into alternatives due to budget constraints.*
CA to look into designing the sign for procedures. *Ongoing*
 - b. VB will look into a card machine when we shop around for banks and speak to IndyComm for suggestions. *Ongoing*
 - c. AL to organise a vote for the name of the new college drink. *Ongoing*
AL to advertise the themed cocktails. *Done – this will continue.*
 - d. JI to organise a joint Jazz/Wine/Cheese event with the GCP performance strand. *Ongoing – GCP money has been promised. JI is waiting for a reply from Butler Jazz.*
JI to make a Facebook event for Karaoke on the 22nd Feb and advertise. *Ongoing*
 - e. RR to update the term card with the new date for Karaoke. *Done*
RR to send an email to the pool team to make the bar staff aware when they are playing matches so as to not dim the lights. *Done*
RR and AL to remind students in the bar for pool matches, who are not members of Ustinov, that if they want to drink they must be signed in. *Done*
RR to create a poll to see who is interested in tennis. *Done*
 - f. BR to order pizza at the GM. *Done*
 - g. DM to speak to Trudie about changing the date of the karaoke event from Friday 21st to Saturday 22nd. *Done*
DM to share the criteria for nominations for the Common Rooms Awards Night. *Ongoing.*

4. Agenda Items:

a. Hockey Table [CA]

There has been some interest in having an air hockey table in the bar. It has been suggested that we should replace the table football table. However, this is very valuable and resistant to beer/drinks. There is not space for it in the bar and it would be quite fragile and one spilt drink may be the end of it! We could put an air hockey table in the observatory, or the community room if it was suitable to collapse. £40-£60 has been the suggested budget, which is very cheap but may suggest lower quality. We think that it would be good if people would use the observatory so this may increase peoples' reasons to go there.

[AP] CA to look into this.

5. Officer Reports:

a. Bar [AL]

The bar still exists.

b. Clubs & Societies [RR]

Squash will be ratified next week; they will sort out their membership for committee members later this week at the office. I am waiting to hear back from the gaming club before I can proceed with bringing a motion for ratification forward. I am also thinking of making a Facebook group for Ustinov team captains and presidents fairly soon as that would be a very helpful way of communicating and possibly more efficient than email (not least because Facebook tells me when someone on a group has seen a post).

I met Dave last week to discuss the swimming club — this is ongoing, as we now need to hear back from the finance department. The website link to Ustinov College was fixed following our meeting. He also would like to know how to push international students to get more involved in college sports; it could be good to see how we can work with the ISO to figure this out.

In other unrelated news, can we think about drafting terms and conditions for sale of tickets for the Summer Ball (and possibly, for the Summer BBQ)? They are fairly big events and I think it would be good to have a good contract when selling tickets to cater to any possibility (Ramside Hall being on fire the day before, somebody being kicked out by security, or somebody being unhappy about the taste of their alcohol, etc).

c. Communications []

There will be a newsletter this week and we have someone running it this round of elections so hopefully we will have a Comms officer by next week!

d. DSU [AH]

I attended Assembly last week and gave a full report at the GM. The officer candidates will be revealed this week, and I will then give my opinions on who people who should vote for. I have advertised the events and surveys currently taking place at the DSU on the GCR FB page.

e. Facilities [CA]

Following on from the Health & Safety Meeting I attended with College, we need to

make sure our risk assessments and policies are up to date. I'll be checking our paperwork over the weekend and starting work on digitising stuff. We have a bunch of risk assessments that cover most of our activities, we just need to make sure people in charge of events are aware of them. The Ball and BBQ are dealt with separately each year. Anything unusual/ different also needs to be looked at (e.g. Allotment Society) to make sure we are meeting our duty of care. I'll be meeting with Emma to talk over incident reporting (not that we've needed it in the time I've been involved...) and check that our RAs are OK.

As a side note, Sarah will be doing a site-inspection sometime for HS reasons. This includes the GCR office. I have since spoken to Emma and they might have a shelf in the Gym cupboard we can use for Vending supplies which will help keep the floor clear.

I hopefully by now have a date from Breakaway for the Pool Tables. Other stuff is ongoing, I am looking through some (urgent in one case) tech purchases that are needed and trying to get the signs and Vending sorted when time allows (working with Max in these).

f. Finance [VB]

Figures:

Balance Brought Forward (04/02/20) £49,657.65
Vera Bieber (GCR Adobe January) (05/02/20) -£24.96
Vera Bieber (GCR Netflix January) (05/02/20) -£8.99
Fiona Brewis (Allotment tools) (05/02/20) -£54.02
Brian Taylor (Burns Night Photos) (05/02/20) -£140.00
Newcastle United (Norwich match) (05/02/20) -£76.00
Bidfood (December order) (05/02/20) -£85.54
Bidfood (February order) (05/02/20) -£132.71
FIXR (Football tickets) (05/02/20) +£38.00
Miles Hudson (Hockey training pitch hire 18-19) (05/02/20) +£260.00
Durham University (Hockey invoice1 18-19) (06/02/20) -£300.00
Durham University (Hockey invoice2 18-19) (06/02/20) -£420.00
Balance Carried Forward (06/02/20) £48,713.43

g. International Officer [SH]

The fountains Abbey trip is more or less settled. I spoke to Alnwick Castle to see if they can do discounts for large groups of students, we are waiting to hear back as they are going to talk to their management. I couldn't get through to Raby with the email on their website. I will be having an ISO drop in soon but the date needs to be confirmed, however, people have not been showing up in very large numbers. There has been interest in a Spring Festival celebration but we are unsure how to celebrate this, there have also been requests for more intercultural events but there have been no suggestions as to what yet. If we are going to put on cultural events this needs to be done sensitively so we will look in researching these events and bringing in societies and individuals that can help. There has been in some interest in a Bollywood film night.

[AP] SH to look into Ramadan events.

[AP] SH and AH to start looking into Getting to Know you Quiz.

h. Livers Out Rep []

We have someone running hopefully we will have a Livers Out Rep next week.

i. Social [JI]

Josephine Butler Jazz Band are yet to reply regarding confirmation of date for the Jazz/Wine evening. I have sent across two e-mails, but replies are slow.

Dusk til Dawn have confirmed karaoke and sent across a copy of the contract and invoice. Payment is to be made on the 17th when Vera is back in the country.

I will be organising a meeting for the social committee at some point in the next few days following elections to gather fresh ideas for events. Potential events centring around the college need to apparently be submitted by the 20th so Trudie can organise rotas. Furthermore, after much deliberation with Trudie, we are good to go with the drag night and karaoke.

j. Steering [AH]

We had the first GM of the term this week. Attendance was notably higher, and was likely due to the free pizza provided compared to previous meetings when food trucks were invited. Despite an improvement in turnout, this turnout was not representative of the Ustinov population, particularly those living in. We should investigate means of improving the turnout from the Asian community at Ustinov. Four students decided to run for positions, which is great, and should help us plan the ball and BBQ. It would be worth having another full GCR committee meeting and social event. It has been raised by several GCR members that they would appreciate.

k. Welfare [BR]

Very little to report – college hasn't had many submissions for its IWD photo wall I have been encouraging people to send in photos with limited success.

l. University/College [DM]

College matters:

Here is the list of dates secure in the HUB for next year:

Friday 2nd October – Induction

Friday 6th November – Bonfire Night

Friday 11th December – Christmas

Friday 22nd January – Burns Night (Burns Night is actually Sat 23rd)

Friday 12th February – Chinese New Year (this is the exact date for the start of Chinese New Year 2021 which works well)

Monday 5th July – Awards Formal (this was the only date we could get that week so I've held the venue but we may wish to consider off-site venue – for example, we are using the Town Hall this year)

The only formal not yet scheduled is Castle Formal which will probably take place w/c 29th March 2021 but College usually books that right after this year's event so Helen will be able to confirm that date in due course.

Rebecca Salthouse

GCR Secretary

12/02/2020