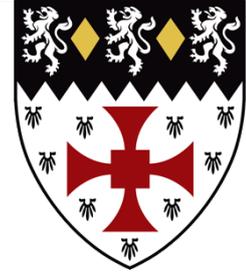


# Ustinov College GCR Exec Meeting

## MINUTES



18:30 pm, 19/02/20

1. **Apologies:**
2. **Approval of minutes from last meeting.**
  - a. Approval of minutes from the 12/02/20 – *passed on a general aye*
3. **Matters arising from previous minutes.**
  - a. **Results of elections:**
    - i. Communications Officer: Maggie Lou
    - ii. Livers Out Representative: Shreya Khandelwal
    - iii. Ball Secretary: Amy Bartlett
    - iv. Ents Officer: Jordan Warren
  - b. 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 show AH how to upload things to the website. *Done*  
CA to contact Alastair about hiring the Paul Skerritt band (or other) pending budget check. *Done – sticking with the Butler Jazz event*  
CA to look into designing the sign for procedures. *Ongoing*  
CA to look into getting an air hockey table. *Ongoing*
  - c. VB will look into a card machine when we shop around for banks and speak to IndyComm for suggestions. *Ongoing - future*
  - d. AL to organise a vote for the name of the new college drink. *Ongoing*
  - e. JI to organise a joint Jazz/Wine/Cheese event with the GCP performance strand. *Done*  
JI to make a Facebook event for Karaoke on the 22<sup>nd</sup> Feb and advertise. *Done*
  - f. SH to look into Ramadan events. *Ongoing*  
SH and AH to start looking into “Getting to Know You” quiz. *Ongoing*
  - g. DM to share the criteria for nominations for the Common Rooms Awards Night. *Done*
4. **Agenda Items:**
  - a. **Welcome to new Exec members**

**b. General Meeting [AH]**

We need to have another one quite soon, however it would make sense not to do this until we have some idea of expenses for the ball and BBQ. Do we have a rough idea of when this might be? *The main priority is how much the stage will cost for the BBQ.*

**c. Co-opting a Sheraton Park Rep [AH]**

*Before the recent GM we had a candidate who wanted to run for Sheraton Park Rep but could not make the meeting. My suggestion is we get them to do a mini hust at the next meeting and vote whether or not to co-opt them.*

**d. Vending Machine Order [CA]**

Proposal is to pass £205 (actual cost £203.06). This is more than our usual budget but a lot of chocolates are on sale so I propose we take advantage (Max made most of this order, I made minor tweaks). Total money we make if it sells out: £216.60. *Pass £205 – this was put to a vote and passed unanimously [11 votes].*

**e. Motion to ratify squash club [RR]**

All documents are now in order — the committee members have obtained GCR associate membership. *They have a weekly slot at the racecourse. This was put to a vote and passed unanimously [11 votes].*

**f. Updated finance motion for the Super Bowl [RR]**

It turns out I exceeded the Super Bowl budget by £1.60 due to a typo somewhere on the price of the Lidl sausage. Vera recommended I file an updated motion instead of just taking the loss, so this is a finance motion to update the Super Bowl budget to £102 instead of £100 to cover for the extra £1.60 in sausage. *Pass £102 instead of £100 – this was put to a vote and passed [10 for, 1 against].*

**g. Health and Safety update [CA]**

Following the meeting I attended last week, I have reviewed our current set of risk assessments (RA) and our procedures for this. I've updated most of our RAs for our regular/ common events (Ustinov Live, Parties, Karaoke etc.) although still need to finalise the day trip one. *There is a health and safety policy guidance that will be typed up and kept in the GCR bible.*

Anything not covered by this (Wine/ Cheese, possibly the drag show, children's parties) will need to be looked at separately before the event. I'll send around the procedure document for you to take a look at.

In addition, any 'incidents' or near misses will need to be logged and reported according to the University procedures. I'll be meeting with Emma tomorrow so I know how to do this. *We are also currently testing all our tech equipment.*

**h. BPR2 Update & Actions [DM]**

Should we show some support to our staff? If so, how? *Other colleges are including "Save our staff" on their open day t-shirts. The MCR president at Aidan's is making a campaign to put signs up in the Calman. We could include a clear explanation on this in the Newsletter to make sure students are aware of what is going on. We could also try and do our own survey. It needs to be made clear to students that although they are cutting cleaning, the University has made no plans to cut accommodation fees. There is an upcoming GCP event on leadership and team building that we can attend and potentially ask questions about the BPR2.*

Information from the meeting the staff had on Monday/Tuesday:

**Portering Service** - looks like weekend porters are the hardest hit. They've reduced weekend porter hours from 12 hours to 8 hours; with 5 days out of 7 contracts it means more resilience because they can move people around without paying overtime to cover holidays and sickness. So there will be three people covering an 8-hour shift each during one weekend day, rather than two porters that cover 12 hours each, which means the current weekend porters will be losing income and may quit.

**Housekeeping service** – It was suggested to maintain the schedule for cleaning communal areas but only clean the rooms once a term and pantries once a week. Kitchens would be cleaned every fortnight.

*Is it worth contacting the unions directly about the housekeeping? Apparently the unions aren't supporting the staff.*

**i. Pancake Day next Tuesday**

*Pass £100 for pancakes and toppings (but not spend that much) – this was put to a vote and passed unanimously [11 votes].*

**AP: CA to ask Max to organise the Pancake Day event.**

**5. Officer Reports:**

**a. Bar [AL]**

*Eco-meeting: University staff also attended. We have vegan food in the bar now and are now selling milk! We have been using reusable plastic cups (polycarbs) but they need washing differently to glass so there have been issues collecting them and washing them in time to reuse them on busy nights. We are getting new team leaders. International Women's Day Cocktails are also coming up. Thinking about a system to change the staff hours slightly so they work half an hour less and finish early. For party nights, the tills have been set up so you can have more than one person on at a time to speed up ordering drinks. We were also thinking to not have the extra bar at the next party as it doesn't make any money and people don't use it. Making this a bottle bar instead would be a good idea and potentially moving it further away from the bar so more people are likely to see it and the queues will be smaller.*

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

Sports News:

I managed to sort some alternative arrangements for the teams at Durham High School for Girls and Durham School (both closed this week). The basketball team has a slot at MC tonight and the badminton team has alternative arrangements for this weekend.

The badminton team will not have their slot at the Durham High School for Girls next Tuesday as Stevenson has asked for it and I had to promise them a one-time use of our slot to compensate for us preventing them to play a match due to the key situation last December.

We should have ratified the squash club by now. They have a weekly slot and will hopefully advertise them again in the next newsletter. Can Vera give Neel moderator access to the racket sports group on Facebook please?

Team Durham had their AGM on Monday. Notable reports include:

- TD reviewed their governance and the functioning of DSO (Durham Student Organisations), one notable finding for us is that there is confusion from independent CSR as to what support we can/cannot access. A review is ongoing.

- College Sports: college invoicing will be done in the next week (but has been a bit delayed). The York Varsity is coming up on March 1st.

- Interestingly, in terms of finances of the athletic union: Team Durham spent £3,745.32 on colleges so far (mostly transportation for varsities) and has a total £164K deficit.

- Relevant dates: the York Varsity will take place on March 1st; and the Festival of Sports (no longer 'Durfest' apparently) on Saturday 6th and Sunday 7<sup>th</sup> June. *We don't have any Ustinov teams for the York Varsity.*

**c. Communications [ML]**

*Maggie will have meetings with Connor this week to handover. We need to increase our engagement with Livers Out and other students living in, especially the Chinese students to increase engagement. Maggie will be made admin in the WeChat group and we could engage better with the WeChat group. We need a way of making sure more people read the Newsletter as this is where all the events are advertised. Maggie can also take over the Instagram and Twitter accounts to use these as a platform to advertise events.*

**d. DSU [AH]**

The current sabbatical positions have been advertised at the DSU. I'm currently reviewing the manifestos of the candidates, and once done will advertise who I'm voting for, and encourage others to vote for them. *Some presidents are going to push to vote for RON.*

**e. Facilities [CA]**

After some faffing, the pool tables have been serviced. According to Anna, they did not re-cushion, only re-cloth so *it should be cheaper than what was passed*. I still need to chase down an invoice (sorry Vera...).

The allotment continues to progress. *Connor is working on re-designing parts of the website to make things easier to find and is happy to continue acting as webmaster.*

**f. Finance [VB]**

Figures:

Balance Brought Forward (06/02/20) £48,713.43

Dusk til Dawn (Karaoke) (18/02/20) -£200.00

St Aidans Tech (Bass amp hire) (19/02/20) -£3.00

Shiyun Wang (H&L Soc accessories) (19/02/20) -£43.50

Balance Carried Forward (19/02/20) £48,466.93

**g. International Officer [SH]**

I spoke to Shunpe, there is a Japanese festival that coincides around the first week of March. It's called Hanabata, I think. We could meet with Rei and Shunpei and set up a date for an event that celebrates this.

Another one of these events is in April. It's one that's close to my heart. It's Bengali New Year to be celebrated on the 14<sup>th</sup> of April. I could potentially help set stuff up and maybe do a parade? *A tradition is making a float of an owl for the parade to celebrate culture and poetry.*

We had our Trip to Fountains Abbey! Diana is a Legend. Enough said. *The students were happy with the trip, despite the bus being late picking everyone up because of the storm. For future trips we can add a stop in town (suggested the stop near the*

*passport office as there is space for the bus to pull up and wait) as well as Sheraton and Dryburn.*

The next trip will be Alnwick

Alnwick Castle only 2020 - pre-booked group rates are as follows:

Adults - £12.15pp

Students (in full time education and over 17+ years of age) - £11.50pp

Children (5-16yrs) - £6.80pp

Children (0-4yrs) – free of charge

Here we have the prices. This is the best they could do for us. In addition, the bus would cost us roughly £400. *The ticket prices are quite expensive and may put students off. We could just do the gardens or the Castle and not both in the same day (£20). A poll would be a good idea to see if students are interested. There is also the town to explore. We would have the students buy the tickets themselves there and just sell coach tickets. The suggested date is the 28<sup>th</sup> March (20<sup>th</sup> March is end of term party and there is a Mentors trip on the 14<sup>th</sup>).*

**h. Livers Out Rep [SK]**

*The night-bus (DSU run) has been unreliable with no one answering the phone. Diana suggested a discount card for Livers Out groups for a certain taxi company, which may encourage Livers Out to attend events here at Ustinov. Shreya will contact taxi companies to see what they can do. Shreya would also like to do office hours somewhere else e.g. at the science site or a café in town. This could be over a lunch period as a drop-in session, as a float would be needed if we were to also do ticket sales. If there is a demand for this then this could be done in the future.*

**i. Social [JI]**

Josephine Butler Jazz Band have confirmed for the 7<sup>th</sup> March. They have quoted me £230 for a performance of 1hr 30mins. This would consist of x2 45 min sets and a 15 min break between. This price has been adjusted to account for the equipment that we are able to provide for them. I still need to create drinks tokens for soft/alcoholic beverages for the event as well as advertise on Facebook. Other than that, the event has pretty much come together. *The GCP are providing £150. If we match what the GCP are paying then we would only have £70 left for drinks and cheese. If the GCP could contribute a bit more now the performance time has increased then the GCR would also match this. We need to pass money for the band now. If we can't get any more money then we could just provide cheese and jazz and people can buy their own wine.*

*Pass £150 and review after consultation with the GCP – this was put to a vote and passed unanimously [11 votes].*

**AP: JI to contact the GCP to see if they can contribute more money.**

I will be advertising St Patricks Day later this week once I have a banner together.

**AP: JI to advertise the St Patrick's Day event.**

*Alastair is currently contacting acts for a next Ustinov Live as some bands who regularly perform are not going to be here for much longer (Los Patroncitos). If we advertise the event in advance we could have it on the 27<sup>th</sup>/28<sup>th</sup> March, even though it is during the Easter break.*

**j. Steering [AH]**

After a successful GM we've had several new Exec and committee members elected.

They've now all been inducted and I am currently working on updating the rota to include them. In the mean time, I'm currently working on a lot of behind the scenes stuff updating online information such as the trustee details, S.O.s and pictures on the website.

**k. Welfare [BR]**

The donations for the shelters have disappeared again - I am looking into it but have been snowed under this week. Hopefully I will have a bit more of an answer about what has happened before exec but we may have to have a rethink about what we do with donation boxes in future. *The bin has been moved to under the reception desk.*

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

Bar Staff Review yesterday on the JCR PresComm: we had a visit from Chis Finnemore and Deborah Moller-Andersen with an update on the Review of Flexible Workforce. The recommendation was to raise the payments to University pay scales. The reason to do this is that the bar facilities are owned by University and therefore want to have the same system. However, the hidden point is that this extra money will come from a rise in the price of bar products.

6. AOB

**John Snow and South College Bar License**

They are applying to have a license between 10am and 2am Monday – Sunday. If they achieve this license then we should fight for a better license, i.e. increasing our number of late licenses.

However, Sheraton park is right in the middle of a housing estate. Bar management have talked about getting local residents involved in the meetings.

**Castle Formal**

Can we decide on a date for ticket sales to commence? 3 weeks before the date was suggested. 8pm Friday 6<sup>th</sup> was decided.

Rebecca Salthouse

GCR Secretary

19/02/2020