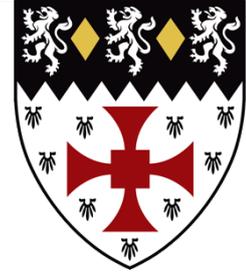


Ustinov College GCR Exec Meeting

MINUTES



18:30 pm, 26/02/20

1. **Apologies:** SH, SK
2. **Approval of minutes from last meeting.**
 - a. Approval of minutes from the 19/02/20 – *carry forward to next meeting*
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 look into designing the sign for procedures. *Ongoing*
CA to look into getting an air hockey table. *Ongoing*
CA to ask Max to organise the Pancake Day event. *Done*
 - b. AL to organise a vote for the name of the new college drink. *Ongoing – future*
 - c. JI to contact the GCP to see if they can contribute more money. *Done – see report*
JI to advertise the St Patrick’s Day event. *Done*
 - d. SH to look into Ramadan events. *Ongoing*
SH and AH to start looking into “Getting to Know You” quiz. *Ongoing*
4. **Agenda Items:**
 - a. **Change of office hours rota [RR]**

Can I suggest we agree to switch the office hours rota to a 3-week one? As it stands, all but 2 openings a week have 2 people on office hours which is definitely a waste of time in most cases. Most often, no one or no more than 2 or 3 people need something from the office and in the rare cases when we have a peak in activity due to ticket sales, we can always get people to provide occasional backup as we already did a few times. Furthermore, with the addition of the 3 newly elected members who would join the rota, we currently would have 2 people on office hours every day (but Fridays, as we’re closed) and 3 people on one day. The point is we have way more people on office hours than we need and I am sure a three-week rota would be welcome by everyone!

I understand there are concerns about people forgetting their office hours then — but I trust that we’ve got a fairly bright committee that will be able to add their office hours to their calendar and, if need be, can be reminded *via* a weekly post (as Alex already does) on the Committee group; and, if people are unconvinced, we could run it as a trial?

Some people who are new to office hours may not be comfortable in doing office hours on their own, especially if they get asked a question they haven’t heard before.

It's also helpful having two people in case one person can't make it. Better to work it out in your pairs if you want to take it in turns and be more flexible, but not advertise this.

This was put to a vote to keep office hours as they currently are [1 abstention, 2 against, 6 for] – office hours will stay on a 2 week rota.

b. Tech/ Music Room Purchases [CA]

These are a set of items Alastair and I have been discussing for a while, all bundled up to pass as a single budget.

Keyboard stand: Our old one is completely shot, we need this for practice and the next Ustinov Live (somewhat urgently). £25

Guitar Cases: We need to transport these for each Live and also the BBQ. Cases will prevent damage when they are loading into cars/ vans, potentially saving money on repairs/ broken strings and extending their life. For 3 guitars: £50

Cork board (60cmx90cm + pins): Part of the observatory improvements. Plan is to have the board and pins in the music room for people (and committee) to add photos to, whether they be of BBQs, Lives or other relevant events: £20

Total budget to pass: £100 (in case of fluctuations)

This was put to a vote and passed unanimously [9 votes].

c. Bean bags for the bar [CA]

These were passed by a previous exec but never purchased (see 25th June 2019).

Proposal is to buy two new bean bags for the bar at £41 each (pass £90 total). These are advertised as water resistant (even suitable for outside) so will wipe clean and the cover can be removed in case of major spillages. Colour negotiable? I favour the slate grey to match the current ones but we could go more colourful?

https://www.amazon.co.uk/Bean.../dp/B014USH532/ref=sr_1_5

NB: These were also presented as a possibility/ alternative at one time. Would be more expensive and I'm not sure the outers are machine washable (definitely aren't wipe-clean). <https://www.amazon.co.uk/icon-Soul.../dp/B075K95FLP>

Suggested to bring this up in a future exec meeting after we have decided the budget for the BBQ – this was put to a vote and passed [8 for, 1 abstention].

d. BBQ/ Staging Discussion [CA]

Alastair has heard back from the tech people and has a preliminary figure for staging and tech of £1500 (£100 more than last year). There are many asterisks/ details/ subtleties here... I will aim to write them down before the meeting. This includes our next steps: assembling a budget and passing it at a GM. *The quoted price covers use of Collingwood's own stage (not a covered stage), the use of the two tech people for the day to help set up etc. and run the tech during the day, and covers anything we want to hire (sound systems, speakers, microphones, cables). They are also flexible about what we want them to do on the day and will be the same as last year. We may need some additional power cables (not included in price), as the stage is further away than the stage at Van Mildert (should be around £50 extra, AP: CA/AS*

to check). The price is the same whatever the weather and doesn't include a stage cover. If it rains, the dining hall is probably the only place we can hold it. Connor will look into wet weather arrangements and also for serving of food. **AP: CA/AS to enquire about the conditions under which we'd need to move inside or have a fixed cover.** They are happy with the 1st August but the date is only held until the 26th March. We passed £8000 for the BBQ in the annual budget at the AGM so won't necessarily need a GM to pass this specific budget but it would be good to have one to inform people. We need a decision before the 26th March.

Costs for nighttime DJ set up – may be cheaper to separately hire DJ speakers etc. and a DJ instead of a DJ with his gear. For £190 they would provide tech support in the theatre until 2am so we could then just hire DJs. This option would not have the same 26th March cut off but they would still need some notice. We need to get in touch with Dusk Til Dawn about hiring a DJ. DJ set up in theatre - we may not need much at all because they already have lighting etc. set up so we can save some money. It may be an idea to have a silent disco in the JCR, as you can't bring glass into the theatre (but can bring drinks in plastic cups – someone would need to check). Collingwood also said they could set up a temporary bar in the theatre. It was suggested to have the JCR as a quiet area and not have a silent disco in there. Further discussion on this to be left until BAG group as it is less urgent.

The guy in charge of tech is coming up to Durham by the end of next week so would be potentially helpful to arrange a meeting with them. **AP: CA/AS to follow up.** If a site visit is involved then may be helpful to get other exec/committee members to look around the site. The food costs also need to be looked into before 26th March so we have a better idea of the money we have available to spend. **AP: DM/CA to follow up on catering.**

e. Ustinov Live date [CA]

Alastair has contacted bands about Saturday the 28th March. The bar rota has already been done for March but we can ask Trudie. It is after term ends but if we advertise it well then people will still be around. The choir will also be performing.

f. BBQ/Ball [AH]

Move the discussion of the BBQ and ball to other meetings and not bring these up in exec. The social committee is meeting this Sunday.

5. Officer Reports:

a. Bar [AL]

We have cocktails for the drag night on Friday and International Women's Day.

b. Clubs & Societies [RR]

In sports, the volleyball team was invited to represent Durham against York at the upcoming Varsity. Squash is expected to file a motion for funding soon enough — I will bring it to exec when I have it.

c. Communications [ML]

Maggie had a handover session with Connor earlier. Will keep track on upcoming events to start advertising and promoting them. There is an upcoming meeting with the social committee and after a theme for the ball is decided then the advertisement can start.

d. DSU [AH]

Voting ends on the 26th for next years DSU Sabbatical Positions and Trustees. It's been rather hectic compared to previous years. I attended question time last week, and contacted all candidates running to give them advice on how to advertise to Ustinov students. As of writing, we currently have the lowest turnout at 5.63%. *They have cancelled their results meeting tomorrow.*

e. Facilities [CA]

Follow-up from the Pool tables: they were re clothed and levelled but neither was recushioned. This decision was taken by the repair guy after inspecting the tables and seeing that one set of cushions had never been re clothed before and the others were replaced relatively recently. This means they'll be over £100 cheaper than we passed. Once they send me an invoice, I'll forward it to Vera.

I've obtained the extra rug that was hovering around college and it is in the Fisher Room, making the floor look less boring.

Pancake event was successful - we served 128 pancakes, 12 potato scones and 9 crumpets to over 100 people!

Re: The health and safety stuff, I've now typed up most of the procedures on to the Drive (in the folder with the RAs *under exec and then facilities*). When people run events that need to be covered, I'll talk to them and make sure everything makes sense.

I've decided to speed up signage, I'm going to make rough signs for the library, darts, pool, board games and DVDs and work on improving the graphics at a later date.

Once the board games sign is up, I'll send around an email about a 'games amnesty' to try and encourage their return.

I've also had an invoice for the committee T-shirts so they should be imminent. Will aim to get newer committee members kitted out in the final Stash order.

f. Finance [VB]

We still have money.

g. International Officer [SH]

Durham City Coaches have finally got back to me verbally on the phone. Once I am able to gain access to my laptop, I'll send in the official quote that they should have sent in by now. They said on the phone that with 3 stops on the 28th March from Durham to Alnwick (at 10:00 am) and returning (at 17:00 pm) should be around £440 (Approx). *The time to get there could take 1.5 hours so leaving at 10 am is too late. Can discuss this at the next exec meeting when SH is here and then pass.*

AP: AH to ask SH for details of the Alnwick trip.

Also...I intend to host ISO session on 1st March! I'll make an event and maybe Comms can share?

h. Livers Out Rep [SK]

Nothing to report.

i. Social [JI]

The GCP have agreed to up their budget for Wine/Jazz to £175. With this and the fact that college can provide hospitality in the form of cheese selections means that we have £120 to play around with.

After speaking with the president and vice president of JBB, they have agreed to hold a Q&A during the 15-minute interval for the GCR and GCP to gain insight into the life of a student musician and to answer any other relevant questions. They have also given permission for their photographs to be used in advertising.

During the CMT meeting – the form for the event said that people had to book in for the event and if they booked on they would get free wine; this is not the case and needs to be updated. Joe will make a presentation at the beginning about jazz and during the break there will be a Q&A session. They can't give free wine so we would have to sell tickets and then subsidise the wine. Katie wants us to have two different invoices, one for us and one for the college so we can split the money – i.e. the first jazz session is charged to college and the second to us. We also have to think about the cheese. We could ask JB band for an invoice of £175 for the GCP to pay and then we pay the rest. This would solve the problem with refreshments. We will advertise the event as a jazz night. Diana could ask the GCP to pay £175 for the jazz and we will organise the rest. We will make sure the GCP doesn't contribute any money to free alcohol.

Final decision: we will figure out a budget for the cheese and the band and then split the cost of this with the GCP. The money the GCP are contributing will all be invoiced straight to the band and we will buy the cheese and contribute the rest. Everyone can buy their own wine from the bar and different wines will be advertised. The budget has already been passed.

AP: AL to create a wine list for the bar.

j. Steering [AH]

By this meeting I should have sorted out all the officer stuff for the board and timetable, and updated the trustee information.

k. Welfare [BR]

There have been some events for LGBT+ History Month including the lecture, these went well. We have the drag show on Friday. Donations for the women's shelter are still ongoing. The bin has been moved to under reception.

l. University/College [DM]

University matters:

There is going to be a tour of the HUB on the 18th of March from 11 am to 12 pm, so we can see the venue we are going to use for the formals.

College matters:

BPR2 will have the following repercussions for Ustinov College: for Housekeeping, the frequency and the number of staff won't change; this implies keeping the annual cleaning. Our weekend porters will be the most affected (Jonathan and Ray) since they will lose some hours on their shift by changing from 12-hour shift to 8-hour shift. The actual schedule for them is 6 am to 2 pm, 2 pm to 10 pm and from 10 pm to 6 am. With the BPR2, the new schedule will be 8 am to 4 pm, 4 pm to 12 am and from 12 am to 8 am, disadvantaging staff working at 12 am with no transport. Some colleges will be allocated more porters as they hold 2 sites, however Ustinov College will not benefit from this despite having a site at Dryburn.

About the Summer BBQ, Ian had his first meeting with Jane at Collingwood and everything is going very well. However, because of the BPR2, Jane has asked if we

can have our first meeting mid-March. In terms of food, it will have to be served inside.

PAC meeting: HMO's (houses for multiple occupancy) – will send info to Livers Out Rep. Liver's Out have to be warned to lock doors. Tell everyone who has a bike to not use chains and use the other more secure locks. Bike theft is increasing in this area.

6. AOB

Rebecca Salthouse

GCR Secretary

26/02/2020