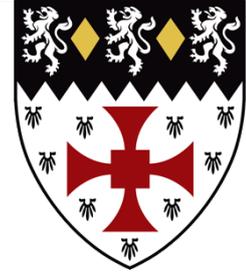


Ustinov College GCR Exec Meeting

MINUTES



18:30 pm, 04/03/20

1. **Apologies: RS, RR, CA, ML**
2. **Approval of minutes from last meeting.**
 - a. Approval of minutes from the 19/02/20 *Passed on a general aye.*
 - b. Approval of minutes from the 26/02/20 *Passed on a general aye with small changes.*
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 and the Observatory. *Done*
CA to look into designing the sign for procedures. *Done*
CA to look into getting an air hockey table. *Ongoing*
CA/AS to check the extra cost for the additional power cables for the BBQ. *Ongoing*
CA/AS to enquire about the conditions under which we'd need to move inside or have a fixed cover for the BBQ stage. *Ongoing*
CA/AS to see about meeting the tech guy when he is in Durham. *Ongoing*
CA/AS to follow up on catering for the BBQ. *Ongoing*
 - b. SH to look into Ramadan events. *Ongoing. SH will come up with plans for these and present at a future exec.*
SH and AH to start looking into "Getting to Know You" quiz. *Ongoing*
SH to plan the Alnwick trip. *Ongoing – Durham City Coaches have not given a quote despite numerous phone calls, we may need to postpone this until we actually have a quote.*
 - c. AH to ask SH for details on the Alnwick trip. *Ongoing – see above*
 - d. AL to create a wine list for the bar for the Jazz night. *Done*
4. **Agenda Items:**
 - a. **Formal payments for first four formals of the year [VB]**

After much back and forth (and various corrections from my side), the college finance office has finally sent me a correct invoice for this year's formals so far.

Here's the breakdown:

Induction Formal ~ £5,400.00 (180x30)
Bonfire Formal ~ £1,753.20 (180x9.74)
Christmas Formal ~ £1,795.50 (133x13.50)
Burns Night Formal ~ £4,650.00 (155x30)
Overpayment from last year's formals ~ -£1,731.00

Total: £11,867.70

This is all fine with our budget, especially considering that we will be able to claim back a lot of the money paid for the two Radisson formals again.

Motion to pass £11,900 to pay for these formals passed unanimously (7 votes).

b. Castle Formal [VB]

I have received the menu and price per head (£16.50) from Trudie. Going off this, I believe we can charge £15 for GCR members and £20 for non-members again. Are we good to start selling on Friday night? Once these prices are passed we need to start letting committee members sign up ASAP. *Committee sign up to go live tonight. Fixr will start at 8pm on Friday and money collection will be done Saturday – Thursday next week and any left-over tickets will be put back up for sale online.*

*Motion to pass the above prices and selling plan passed unanimously (7 votes). [AP]
VB will draft an email and forward to ML to send out via comms.*

c. GM on the 22nd March [AH]

This is before the deadline for the tech support, but a little close. I'll see if Sarah P can make it.

We need to have a budget passed for the ball as soon as possible and a rough outline of the BBQ in order to confirm with the BBQ tech people by the 25th March. We need vague numbers by next week's exec in order to confirm our plan before the GM. DM may have food prices by next week. Due to the short turn around we will need to have pizza as we do not have time to organise a food truck with college.

d. Problematic Reimbursement Form [VB]

Our eco rep Fiona submitted a reimbursement form for manure for the allotment (£20). Instead of a receipt she attached a Facebook conversation printout and a handwritten note. Without a receipt I do not have the proper documentation to make the reimbursement. The Facebook conversation is between her and someone telling her that the farmer they got the manure from won't be wanting payment, but she explained that she offered him £20 anyway in person and he took it, so she'd like those £20 back from us.

I explained the situation to our former treasurer Alex Blair and asked for his advice. Quoting his response:

"Choices of action are up to your discretion - you can either accept the cost with the lack of receipt as (effectively) an officer error, if you're satisfied that the goods were provided and the overspend relative to the assigned budget is acceptable - as she's documented and accepted the error, that significantly helps if there's any query. In this case I'd probably raise the issue to exec as a token vote, such that there is collective responsibility and transparency on the fact a nonstandard payment will be made. Alternatively, you can refuse it and play hardball unless she can generate a receipt.

Personally I'd do the former, particularly if it's the first error, as she's followed good practice after the mistake was made and provided reasonable documentation (and admission) that a mistake was made regarding payment procedures. A vote covers your back in the sense that you would have sought out authorisation from the

committee for deviating from accepted practice, and therefore reduce the risk of any accusation individual malpractice by authorising it. And IMO the cost of officer errors like this should fall on the GCR (and if they had been grossly negligent, then removed from the role - far too extreme for first mistake on this scale) and instead should just be fully declared."

What are your thoughts?

We think that as this is the first time and it's only a small amount with good intent, we will reimburse her. We have previously done this with a society that bought an item without an advanced budget. This was passed unanimously (7 votes).

e. Events announcements [CA]

I have heard comments that the upcoming Jazz event wasn't known about by everyone. This is partly down to the short notice but it also hasn't been advertised to people who aren't on our social media platforms. A newsletter would partly help this... would it also be worth doing an events roundup (perhaps semi-regularly) for people who only care about that side of things. This is also relevant as we have a few events coming up during the break and need to give people plenty of notice (formal, Live, trip etc.).

On a related note, we possibly need a call for party volunteers soon?

f. Co-wheels [DM]

Need to share with students about the Co-wheels we have at College, so we can keep it. Here is more information on how it works <https://www.co-wheels.org.uk/faq>. [AP] ML to add this to the next newsletter. [AP] ML to post in the committee group weekly about what people want in the newsletter.

g. BPR2 Survey [DM]

Need help to share the "student consultation" survey of BPR2 with students.

h. Pass £x for Family Easter Party [DM]

We need to buy prizes for the activities, chocolates for the kids and maybe more decorations? I put x because I have no idea how much chocolate we might want to buy, also Lana has shared with James and me the offer on Tesco for this. So far I have toys as gifts and 3 kg of egg chocolate (small eggs) for £68.36. Chocolates cost £24.99, in case you don't want those. Note: if we have left overs of the chocolates it can be used in the induction week at the desk.

Motion to pass up to £150 for the family egg day passed unanimously (7 votes).

5. Officer Reports:

a. Bar [AL]

The bar is still there! [AP] AH to find out the previous college cocktail's ingredients

b. Clubs & Societies [RR]

Nothing much to report. Hockey collected ice packs today.

c. Communications [ML]

Nothing to Report.

d. DSU [AH]

Still no update on the election results. This is beginning to get quite ridiculous. Several SU reps have submitted motions to Assembly next week, let's see which one's get through governance and grants.

e. Facilities [CA]

The Stash order has now arrived. This includes committee gear for all but the most recent election. If there is budget (Vera?), I'd like to arrange for any remaining new committee members to get T-shirts with the third and final order which will be next term.

The Observatory purchases are now mostly installed, the cork board will be waiting until I have some printed photos in frames to go up too. PAT testing of the stuff over there will be finished soon. I have had a suggestion that the PS4 be moved over there as it doesn't get much use in the bar. This would need to wait until I have a working audio-visual setup over there anyway but I'm honestly not sure what I think about it. Opinions?

If we do move it to the observatory we need to ensure it's secure. We should advertise it more as lots of people are unaware that it is there, but when it is out then it is popular. We could put posters up in the bar and [AP] ML to share it in the newsletter.

The Library has now been moved to the seminar room and I have put up signs for the dartboard, library, DVDs and board games in the bar. Still to do: media cabinet, pool tables, observatory... any others?

We have had one of the housekeeping staff interested in accessing the DVD library – as long as they leave contact details then this is ok. [AP] CA to advertise the boardgame amnesty. [AP] RR to get the games society to have a games night in the bar – they have quite low attendance at the moment so having it in the bar will help with that.

f. Finance [VB]

Figures:

Balance Brought Forward (06/02/20) £48,713.43
Dusk Til Dawn (Karaoke) (18/02/20) -£200.00
St Aidan's Tech (Bass Speaker) (19/02/20) -£3.00
Shiyun Wang (H&L Society) (19/02/20) -£43.50
FIXR (Fountains Abbey trip tickets) (19/02/20) +£258.00
BT Sport (24/02/20) -£383.96
Moette (Exec polo shirts) (27/02/20) -£108.00
Moette (Committee shirts) (27/02/20) -£144.00
Breakaway (Pool table re-clothing) (27/02/20) -£396.00
Durham City Coaches (Fountains Abbey Trip) (27/02/20) -£420.00
Gilbert Yeung (Badminton equipment) (27/02/20) -£87.92

Diana Martinez (Family egg day) (27/02/20) -£5.00
Rayan Rachedi (Ice packs) (27/02/20) -£12.95
Rayan Rachedi (Super Bowl) (27/02/20) -£101.59
Connor Armstrong (VM Feb Amazon) (04/03/20) -£17.10
Connor Armstrong (Pancake day) (04/03/20) -£51.10
Connor Armstrong (Music equipment) (04/03/20) -£95.17
Balance Carried Forward (04/03/20) £46,902.14

g. International Officer [SH]

See above for information on the Fountains Abbey trip. We don't have anyone interested to run a Japanese spring festival events. But we could buy origami paper and organise our own event with Teikyo University. Bengali New Year is on the 14th April (the day after Easter Monday) but there won't many people around in college during that time. Holi is also coming up on the 10th and 11th of March – we already have Holi paints but we need to advertise it and book it and fill out risk assessments as soon as possible.

[SK] Some livers out have been asking about the Indian festival of Holi and I propose having a small table set up with some Holi colours (we already have them so shouldn't be too much of trouble). We will need to buy some flower petals and sweets that correspond to the festival. Should not be too expensive.

Motion to pass a budget of £75 for paints and sweets for Holi passed unanimously (7 votes).

[AP] SK to look into getting the sweets and paints for Holi and permissions from college.

h. Livers Out Rep [SK]

Over the course of last week, I have talked to three private accommodations in Durham and they are willing to allow us to post a notice/pamphlet in their common areas/notice boards about events in Ustinov. Once they are finalised, I can print them and post as many as possible to make sure word gets around.

Talk about taxis and discount is also underway, this could be extended to the Jazz night as well, based on whether the taxi drivers agree or not. Even otherwise, we could advertise discounts to get back for livers out.

i. Social [JI]

- Disco for the 20th March will set us back £225, 20:00-00:00.
- Silent Disco for homecoming (25th April) will set us back £500 for 200 headsets, lasting from 21:00-01:00
- I'm going to Tesco on Friday to buy foods for the Jazz evening.
- I am yet to begin planning Easter family party.

Homecoming should be moved back to the Friday 1st May so that people are there and we tend to have better turn outs on Fridays compared to Saturdays.

[AP] JI to change the times of the Discos to 02:00 as we already have late openings

booked.

j. Steering [AH]

I've mostly done the new rota, just looking into having fixed drop-in sessions in town. I've suggested a possible date for the next GM, and the Ustinov Principal is free for it. I'll also draft a possible letter advertising the remaining alumni trustee role.

k. Welfare [BR]

l. University/College [DM]

University matters:

On the Presidents' Forum, PVC Jeremy Cook asks us to share with students the University Code of Conduct; I'm still waiting for Laura Day to share this with me. The additional retail facility in the TLC, a sushi bar, which was the result of a survey made in 2017 with less than 300 replies from students, has been postponed due to a fry fan problem. On the topic of Student Enrichment, University is trying to expand with more global citizenship events, experience Durham, Durham inspire award, a Student Support Review is coming, more to update later. University is thinking about replacing the College Council with the College Advisory Board, but there are some issues with how this will affect Independent Common Rooms. When PVC was asked about the reason for the BPR2 his answer was "University Council is asking to make the University more efficient". With this regard I have shared an email to all College students to be part of the "student consultation" by filling the survey.

College matters:

About the raise of Composition fee, University would like to know what it gets back from it. Also it was pointed out on the Presidents' Forum that University gives £1M to College plus the Composition fee.

I have raised with CMT the lack of communication about the Council Report; this issue was raised by University College JCR President, since there was a complete lack of acknowledgement/information of Common Rooms activities around Colleges.

CMT has raised that they have received for the first time from University a budget that will cover president and treasurer accommodation rooms. With this new budget, College has asked us if we have considered having Sabbatical positions.

Exec matters:

I have booked a visit to Ramside Hall for this Sunday at 10 am. I will coordinate this, if anyone wants to come please let me know. This will help anyone who is involved in the Summer Ball.

For the Family Easter event, I have raised with CMT the problem of photographer; they will look into this, since it involves taking photos of children.

In 2021 there is going to be an anniversary event, still working on details, for the opening of Neville House building. This event is being arranged by Nevilles Cross Residents Association and College (Martin), he will let us know more later.

It has been confirmed by CMT that next academic year, Brackenbury will continue to have Ustinovians.

I am working to make the Summer BBQ "official" so Trudie can get in contact with the chef at Collingwood and have the budget for the food considering we will have the same amount as we have in Van Mildert the past year. This is the text I used in the booking form:

"Friday evening to bring all our stuff over. Saturday morning 9:00 am to start setting up, BBQ starts at 12 pm and the party ends at 2am. Sunday morning to take down our stuff."

6. AOB

a. Castle Formal Photographer [VB]

Should we put out a general call or ask the guy who did it last time. We will ask David first if not we should put out a general call. [AP] DM to contact David.

b. What are our final three late openings? [VB]

We have three left we usually have one for the pride party - we are having the end of term party, the end of year party and we could use one for homecoming but then we would not have one left for the pride party. We will set this as an agenda point next week.

Rebecca Salthouse

GCR Secretary

04/03/2020