

# Ustinov College GCR Exec Meeting

## Agenda



18:30pm, 11/06/18

**1. Apologies:** AS, VB, KL, AM

**Present:**

TAB, JG, AB, TP, XM, VU, JT, FO, CW, MR

**Absent:** JS, AH

**2. Approval of minutes from last meeting.**

Minutes from 04/06: not currently available.

**3. Matters arising from previous minutes.**

**4. Agenda Items:**

**i. Office hours [TAB]**

When should we move to summer office hours and what should they be?

It was discussed that with stash left to sell there is general agreement on normal office hours until the end of summer term (I.E. for two weeks). After term ends once a week at HF, SP, on Wednesdays, 6-8PM to coincide with potential Gym Inductions.

**5. Officer Reports:**

**a. Bar Steward [VU]**

Both bars still exist. Setting up meeting with Ian, Sarah and Trudie to formally introduce Ariam as the new bar steward. Handover shall be wrapped up in 10 days.

A meeting with hospitality and Ian shall be set up to have the handover with college with Ariam. In addition the world cup poster advertisement and drinks from hospitality have been created and printed, ready to go up in the bars, which will be put up both at HF and SP. However, the bar for the BBQ may need volunteers from the GCR committee to help move drinks over from the bar to the temporary BBQ bar, which Trudie Ball suggested.

An issue is raised regarding using volunteers help beside paid bar staff.

This matter is left not concluded.

The issue of bar staff discounts is raised, where discounts are remaining a contractual element within the interviews, despite it being discontinued at SP.

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

*TP to follow up on connecting the gym machines to the network.*

TP - This issue is still ongoing

*TP to send MR the information about how the PS4 works so it can be put in the Communications Officer handover document (in particular, the copy right setting that does not work with the splitter).*

TP - To send all information to Matt

*TP to organise the FIFA event (booking and advertising).*

TP - Still to be advertised

*TP sort out putting up the pool cue rack in SP.*

TP - Still to speak to Colin

*TP to send out a funding call for sports/societies.*

TP – Still to send out funding form for the sports/societies

*Advertising festival of sport on Wednesday.*

TP – Once all the information has been collected the event shall be advertised and sent out regarding the festival of sport

*Issue with printing out gym memberships at HF*

XM – Has had an issue regarding this. AP to get paper for the printer [JO]

**c. Communications [MR]**

*MR to email the politician (Cllr Elizabeth Scott) who asked to join the Ustinov 2017-2018 Facebook group.*

Discussion started and she is now part of the group

*AS to send out an email about Summer Ball ticket payments and refunds.*

This was done.

*AS to send out an email with instructions about meeting times and places for Summer Ball.*

This was done.

*Media cabinet name plate to be fulfilled with Colin*

This issue should be concluded shortly.

*GCR PC*

PC is organised – price being around £650

**d. DSU [AH]**

Absent

DSU assembly still requires someone to attend, on 12<sup>th</sup> June. If anyone can go?

No one could attend from the Exec.

**e. Facilities [XM]**

*XM to find out about moving the piano from HF to SP.*

Discussion regarding an email to Ian about moving the piano, coke machine and pool tables.

AP - AS to sort out the tech side at HF.

AP - AS to send a list of what needs to be sent over regarding tech.

This shall be concluded after the BBQ.

Discussion over new exec to decide where the new items shall be positioned from HF to SP in both the bar areas and the GCR office.

*XM to follow up on changing supplier for Ustinov stash.*

Discussion regarding the new company. Very good feedback form was received. From the portal link the price was considered very reasonable for future use.

AP - XM to forward pricing to AB.

*Volunteers for BBQ*

30 volunteers for the BBX have been organised, who have signed up for the event.

Discussion regarding when to order the t-shirts. Finance needing to be consulted on the order.

*XM to sort out stationary at SP.*

AP – XM to purchase one of everything that is at HF for SP.

Discussion regarding purchasing something for cash handling (e.g. a notebook) needs to be purchased for SP

*[AS to talk to AB about the tech equipment that should be taken next year so things that are not being taken can be stricken off from the GCR's assets.]*

*To be done online, or when AS returns.*

Discussion regarding what funds need to be given for replacing the blown speaker from one of the Ustinov Live events and to take the money from which budget. The conclusion from a financial perspective is to keep the expense for the speaker separate from the BBQ budget.

**f. Finance [AB]**

Figures from the treasurer:

*(From previous week)*

*Balance on 28/05: £49,804.72*

<i>Papa Johns</i>	<i>-£200.30</i>
<i>Beamish Hall</i>	<i>-£9,600.00</i>
<i>Lees Coaches</i>	<i>-980.00</i>
<i>Beamish Extras</i>	<i>-£1,199.95</i>

*Carried forward (08/06): £34, 634.44*

*[AB to look into insuring our assets before the next trustees meeting.]*

Up to date as of yesterday

*AB to write about sorting out online (ticket) payments in his handover document so the next Treasurer can attempt to sort it.*

All payments up to date for handover. All cash income updated over the year

*JG to speak to AB about organising an official transfer of assets from the College to the GCR.*

*MR to send the link to the new SP computer to AB.*

Computer issue has been organised – price around 650

*MR to find out how much the GCP spent on buses using the transition fund, then forward this to AB.*

AB updated 2017/2018 accounts

AB cleaned up 'cash income' docs for the year to make them more accessible to everyone.

All envelopes have been gone through and banked and registered all income to the GCR.

A single e-document has been made where all cash-income has been made per office hours, in one page for GCR committee and exec.

Discussion regarding the current payment system: there have been some issues with sticking to budgets, proposal raised to be much more careful with both the budget, and with refunds, in the coming academic year and future Exec. The Bonfire Night, Chinese New Year and Summer Ball budget are raised as examples and income for these events resulted in being down. In further discussion it was suggested that part of the issue with completing the financial year cash-income document was due to poor documentation by GCR exec and committee members on office hours in this academic year. AB raises the issue of great amounts of time being spent on making sure all income has been collected and allocated to respective ticketed events which could have been saved with detailed documentation of cash-income by those on office hours.

For the next year the primary document shall be on an updated excel sheet augmenting the float sheet with columns for income, tickets sold, etc . The notion of purchasing a GCR till was raised and the matter left unconcluded.

*AB Completed first main handover meeting with Joel*

First part of the handover with Joel over the weekend.

All information sent to the accountant and everything is ready for them to finalise.

*AB Request for JO to get printer paper for Sheraton needed for remainder of the hard copies of invoices!*

Invoices need to be send off for the final handover with Joel

It was suggested that the end of year financial report be taken to tomorrows trustees meeting.

Agenda: NQ – middle eastern party - £200 on food; £50 on pizza and the rest on pizza  
Unanimous decision to pass £200 budget on middle eastern food night

**g. International Officer [JO]**

*AP- JO to set up email with MR and Phoebe so that Matthew can take over the LD trip for next term*

Not much to report. All trips cost neutral. 7 trips. 8<sup>th</sup> tbc

Handover notes sent to MR.

Summary of current info with 8<sup>th</sup> trip contact and handover organisation with MR. Last trip just needs date.

*International party over the summer?*

JO to discuss with NQ.

**h. Livers Out [CW]**

No one came to Brunch ☹️

Proposal to call the cathedral and go up the tower for a liver's out event. Discussion regarding when to have this event in light of the minors gala. Conclusion to organise the livers out trip art exhibit on minors week before the miners gala event in Durham

**i. Social**

**i. Social Secretary [NQ]**

Social committee meeting went over the Middle eastern Party and came up with budget [now passed]. Will use decorations that are perishable.

Discussion regarding help to be organised for for the Midde Eastern party.

DJ information, HF 9-12. The bar will open throughout with the first world cup football match of that night coinciding in the bar area.

AB to chase up the refundable deposit from the silent disco party.

**ii. Ball Secretary [FO]**

*Ball happened and everyone had a great time 😊*

Discussion on topic of the ball regarding an incident where there was a report to the security staff regarding suspicious activity involving potential drug taking in the toilets. Some students

were checked by security staff shortly afterward but nothing was found and no one was found guilty of the allegation.

Discussion regarding the risk-assessment at Beamish.

Drinks [bottles of wine] were put to one side after the meal to prevent student from drinking other tables leftover bottles of wine and becoming too intoxicated. Beamish put these extra bottles behind the bar for free consumption for the students which resulted in further very intoxicated students, contrary to the GCRs plan. JG raised an issue with the bar manager on this point in conjunction with the issue with mine-sweeping extra wine in creating very intoxicated students at the Summer Ball.

Question regarding if there were any issue with the coaches, regarding the issue of Lees Coaches changing the order on the day? There were no issues.

Discussion regarding the issue with Lees coaches changing te order on the day and whether a formal complaint should be made. Matter rested at changing the coach company to Durham City Coaches.

A Proposal for a post-mortem on the ball to be carried to see what worked and what didn't to help the next GCR Exec for the coming year.

AP – TAB to put on agenda for the next week regarding ball sec

Suggestion raised to have, someone go for free to the ball without drinking to supervise the event would be a good idea.

#### **j. Steering [TAB]**

*The handover period has begun. Reminder to everyone to complete a proper handover with their successors, or if you have no successor to write a thorough handover document!*

Request to make it clear when the handover has begun, and documents given, so that Exec knows which positions have changed hands, with a handover document. In addition make sure the email forms are filled out and given to CIS so that the accounts are renewed.

It is suggested that the form for the email account continuation to be signed by the incoming GCR member so that the account is under their name, to help prevent any account closures should any member graduate from their course whilst the account is open under their name. Furthermore, paper-forms for email account continuation are currently active until July 11<sup>th</sup> before they turn to online forms

Question raised if the handover period shall last until the BBQ on July 1<sup>st</sup>? This is confirmed.

TAB – To consult with JS to see if he will be present for the summer BBQ

A suggestion is raised for having welfare volunteers for this event. However, due to the issue of untrained students in welfare positions on a very busy GCR social event this could be problematic. In further discussion it is raised that the current welfare team are not trained officially in welfare and a suggestion made that there needs to be changes to the welfare role in the SOs

TAB – To talk to JS about what a welfare team should do in the BBQ social event

Question asked regarding when we have the change over to the new Exec FB page? The conclusion being that the new Chair should do this however he, the president or VP shall do so after July 1<sup>st</sup> until the replacement has been made.

#### **k. University/College [JG]**

JG and TP met with the Uni's new community engagement officer on Weds, not much new there. She seems pretty competent, though time will tell.

DURF was on Thurs morning. Some issues left un concluded within this meeting.

Was doing a bit with the ball all week, and that happened. Thanks again to FO for an awesome night. Had a chat with Ian - Seems we've always had a chiller that could in future be used for a temporary bar (one keg and one tap), FYI for VU- Sarah's trying to put it together and make it work. Talked to Quentin to discuss the tennis courts and finalise dates with what we shall get at Durham School. Discussed HF fire alarms on issues regarding university policy. This matter is not yet concluded. Also asked about the bar staff discount - apparently this is a thing that was actually voted out at a bar management committee / bar staff meeting 3 years ago, but, has just never been taken off the till. Also, since the discount makes several of the drinks technically against university alcohol policy when the discount is applied, they're definitely not supposed to be doing it. Basically - Ian says no to bar staff discounts. Forgot to email Stuart about PISP, but will look it up in the minutes to discuss tomorrow. As usual a few other things but not important. Next thing is following up on sports with Quentin. Handover doc is currently at 20 pages, 6000 words, and counting.

**I. Welfare [JS]**

*JS to post in the college group from the GCR page about not abusing the free condoms.*

*AP TAB – to post in the group about abusing the free condoms*

**6. AOB**

- a. XM – Trudie mentioned crisps out of date by July 18<sup>th</sup> which need to be put first in the vending machine to sell them before they go out of date.

James O'Neill

GCR Vice President and Alastair killer

11/06/2018