

# Ustinov College GCR Exec Meeting

## Agenda



18:30pm, 02/07/18

Welcome to the new exec!

**President: Tom Pitts**

**Vice President: James O'Neill**

**Treasurer: Eduardo Joel López Torres**

**International Student Officer: Matthew Roberts**

**Communication Officer: Kimberley Liu**

**Clubs and Sports Officer: Vera Bieber**

**Bar Steward: Ariam Mora**

- 1. Apologies:** FO, XM, KL  
**Present:** VU, JO, TP, JG, EJ, NQ, MR, CW
- 2. Approval of minutes from last meeting.**  
Minutes from 11/06/18/25/06 and 06/18: Approved
- 3. Matters arising from previous minutes.**
- 4. Agenda Items:**

- i. Discussing induction week [TP]**

Discussion regarding a) needing to work out induction week involving the handbook and booking events in a timetable and a budget to pass at the next GM next week.

**AP [TP]** to make a budget for the GM.

B) how to distribute late openings for Induction Week;

C) Livers out events to be worked on for induction week given the higher influx of livers out students.

**AP [MR]** to consider organising some walking tours; D) to organise the moving of HF to SP (facilities committee to organise)

**AP [TP]** to finalise events

E) Need to advertise the GCR and the opt-in scheme so we are financed for the events we wish to run during next year and so that students understand what the GCR is and how its run.

- ii. Welfare [CW]:** A clothing/toiletries student donation at moveout. The ladies at Durham Socialist Clothing Bank (now named the Community Clothing Bank for political purposes) at the women's gala would be happy for donations but if people object we could look into an alternative charity.

Discussion regarding running this scheme alongside the Green move-out sale, involving clothing/toiletries which could be collected by donations from students. SP and HF reps could organise boxes for this once contacted.

The reps for the charity are away over the summer period but by back in September which will be in time for Ustinovian students moving out and potentially donating.

Question regarding what they exactly need: they don't want shoes but basically anything else that is unopened.

**AP [CW]** – to contact reps and get bags for this.

- iii. **Finance [AB/J]:** Budget - Football Rubber Crumb Use As previously discussed, Football have not budgeted for paying their pitch hire fees this year, despite clear instructions given at the beginning of the year to declare all payments expected to arise. Payments for May have now been charged, totalling £60 (see attached). Motion: to approve £60 for football pitch hire.

Discussion concluding that this payment cannot be repeatedly made. Only captains should be able to book the pitch hire. Request for someone to contact the captains to make sure players have paid for the pitch hire or not so that the GCR does not need to pay for the pitch.

Motion amended to pay if necessary – motion passed unanimous.

- iv. **Reimbursement for CNY Formal** Another reimbursement form has been received for Balloons, paper lanterns and red envelopes for Chinese New Year formal, totalling £118.08. This is in addition to previously discussed costs of £200 for karaoke at the event and £394.80 for various Chinese food. The event was greenlit with a budget of £500, meaning that with this additional request, the event was £212.88 over budget. This agenda item is to approve the request for reimbursement to avoid officers being out of pocket, but strongly noted that Social committee events next year **MUST** adhere to the budgets provided for them.

JG – we can see that this was a mistake on part of the officer.

Motion passed unanimously.

## **5. Officer Reports:**

### **a. Bar Steward [VU]**

Both bars still exist. Handover complete. Hospitality have been emailed saying that Ariam is now bar steward.

Point raised regarding the closure of Howland's bar in mid-July. To be discussed at CMT on Wednesday.

Point raised regarding Sheraton opening later next year -The result being the Neville's Cross Committee have said they will abstain from voting on this topic so the potential is there.

### **b. Clubs & Societies [TP/VB]**

Nothing to report apart from re-adding Ustinov students to the gym access list for Howland's over this summer.

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

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

**c. Communications [MR/K]**

Nothing to report.

Discussion regarding the handover with Kimberley to be completed when she gets back. The possibility to host an open conversation about the recent Facebook controversy post which will be considered for the future. A discussion with Jarno has begun for a Café Pol event on this issue. This shall be considered.

Question involving the appearance of this matter in Durfess and whether this discussion is a good thing to be left up or not. The conclusion being that this will largely go unnoticed.

**d. DSU []**

Nothing to report.

The main point being the focus on the 'ripped-off' student fees event topic. Which was with some drama.

**e. Facilities [XM/JO]**

Finished the BBQ rota. Sent Handover document to James. Will let volunteers know when they are working on the BBQ. Will also upload the BBQ rota to the google drive. And have provided BBQ information to the Dryburn representative, seemingly they knew nothing about the BBQ.

JO – Book-swap scheme going ahead and we have three shelves saved for storing books for Ustinov students for pleasure-reading purposes.

**AP [JO]** – look into coach for Dryburn for the BBQ

**AP [JO]**– Tell Xiaoxiao to email out the rota.

**AP [JO]** – To talk to Jono about taking the DVD library over, and buying in cases for this.

Question regarding rubbish pick-up on the observatory hill. The conclusion being that it has been basically completely collected.

Question regarding moving the pool tables and futsal table to Sheraton and whether we can use the facilities at observatory. Students are use to not paying for pool. The conclusion to this question being that the tables currently at Sheraton aren't regulation standard so cannot be used by the Ustinov pool teams. Pool is a big part of the Ustinov life and the income helps the GCR.

Question regarding what will currently happen to the Sheraton café pool tables if we replace them with the Howlands ones? The conclusion being to either donate them to charity or leave them for Stephenson College at Howlands.

**AP [TP]** – to sort out the transition budget

**AP [TP]** – **MOVING !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!! (address the move and transition budget).**

*XM/JO to sort out stationary at 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.

**f. Finance [AB]**

Figures from the treasurer:

Accounts for 16/17 have been submitted to the Charities Commission, along with the Annual Trustee Report. Our accountant has been paid for his services.

All hard copies of available invoices have now been added to the financial records binder, in final preparation for handover.

Joel has dropped the email form off for continued access to the Treasurer email account.

A list of outstanding payments has been set up on the Drive. College will be contacted this week with requests for them to settle their debts to the GCR (joint message from Joel and AB).

Still waiting on many invoices to come through for the BBQ (eg. no acts have yet submitted invoices). This is currently the only thing holding up final handover.

Following the cancellation of the GCR debit card, there are expected to be disruptions to the GCR Netflix account and Creative Cloud products. BT services will not be affected, as they are set up via direct debit. These will be able to be re-instated once Joel receives his debit card!

GCR Debit card fraud - at 12.40pm on Tuesday (26/5) I received a call from HSBC and a follow up text due to a fraud alert on the GCR account. I returned the call, using the official number printed on the back of our card at ~15.00 and found it was due to a very large number of suspicious payments using the debit card (under my name) to book and stationary shops (The Works, Lowplex Books, The Book People, Wordery etc). I told them that these were not authorised by us and that we had no suspicions as to who may have done this. The GCR debit card was immediately cancelled and all pending transactions that they were aware of were cancelled/refunded. ~ 8 more debit card transactions to similar shops appeared on our transaction report on the same day; I initially thought the refund for these were being processed (as they were identical to some of the transactions told to me over the phone, but rang HSBC again on Saturday to alert them and they immediately refunded those ones too, but they reached our statement (see the officer report update for these). No further payments have been made since the card was cancelled on Tuesday, and I have confirmed that the debit card is secure in the safe and has not been lost or stolen. I am monitoring the account daily for any further suspicious activity. All fraudulent payments have been refunded in their entirety. The bank said that they may send a form asking for more information for their investigation; if we receive this (and it is not guaranteed that they will send one), we must fill it in and return it to HSBC within 14 days otherwise any fraud refunds they have issued will be reversed. It seems this has been caught early enough to avoid major problems - we still have access to internet banking, as that has not been compromised. It is worth noting though, that although that this is the first debit card attack on our account, there have been many phishing emails sent to the Treasurer account asking for payments fraudulently (none

of which successfully, of course!). It is important that all Exec members (but especially the Treasurer) remain diligent about this, and make sure to confirm payments through multiple channels (i.e. not just via email).

**Finance payments:**

BH Accountancy – £354.00  
Card Fraud refund + £273.55  
The Works + £2.00  
Dusk Till Dawn refund + £200.00  
BT Group - £356.75  
The works - £42.00  
The works – £41.99  
The Works - £26.99  
The Works - £41.99  
The Works - £26.99  
The Book People Godalming - £24.94  
Wordery Farnborough - £40.71  
Lowplex Books - £73.98  
Vera Bieber Table Tennis soc - £48.38  
Dusk till Dawn - £520.00  
Dusk Till Dawn - £2,290.00  
Davisontaylor Phot - £216.50

**Balance Carried Forward: £34,163.14**

The seven payments to The Works/Wordery/Lowplex/Book people are fraudulent, as is the related £2 refund from the works. The bank refund is also listed.

Davisontaylor is summer ball photography, Dusk til dawn is the BBQ entertainment payments

Also D2D gave us the £200 silent disco deposit back!

Point raised regarding the need to sort out the opt-in topic of induction week.

The fiancé committee meeting was held last week. In it was discussed three funding claims: Firstly, the table tennis society which was approved; Secondly, Ultimate frisbee, passed unanimously. Thirdly, hairstyle lifestyle wanted equipment to use for exercise equipment: skipping ropes, space markers, speed agility ladders. This funding request was not passed as a society request. As a GCR budget it remains open for discussion.

Discussion regarding the expectation that next year's budget to potentially be halved. It is therefore very important to advertise the GCR and explain what it is next year!

Point raised that GCR Membership cards could be a possibility

**AP [Jo]**– Transition budget – Sports shed needs to be moved over. Talk to Ian Mac and Emma about how things are being moved

**g. International Officer [MR]**

Nothing to report.

The Lake District walk to be budgeted and put on next year with further discussion with the hill walking society.

NQ was contacted by Laura for the Kinrin performance (£30 per ticket) on Fridays and Saturdays between now and September. To be discussed more next week.

#### **h. Livers Out [CW]**

Nothing to report.

Email back from cathedral today. Up to 20 people get a tour around the cathedral before visiting the tower and the open treasure. MR to create Facebook event for the livers out trip.

#### **i. Social**

##### **i. Social Secretary [NQ]**

Nothing to report

##### **ii. Ball Secretary [FO]**

Nothing to report

The idea that a post mortem on what worked and what didn't would still be handy for the ball BBQ Update – The new stage has been booked and confirmed. The site looks good and ready for the BBQ. Stage is being built on Thursday. T shirts have been ordered. T shirts for children and students, in a variety of colours. 3 acts cancelled last week but others have been booked in to replace them. Insurance has been sorted with a final quote, but without weather coverage – fortunately the weather is forecast to be sunny. No security have been ordered for this event.

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

Nothing to report.

New Facebook group for exec 2018/19 has been created and current members added!

Thom has finished handover.

HLM –certificates are made to be handed out at the BBQ

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

Induction week is the most important job we have over the summer and plans need to be starting in the next few weeks. I have drafted a timetable with the events we know we need to plan for that I'll be adding to the Google drive soon so people can view and comment on it. This will become the main focus of the Exec meetings over the next few weeks.

Still need to meet with the guy from the Loft to organise a Ustinov takeover, this is happening tomorrow. Need to discuss HOWLANDS MOVE OUT.

The second largest thing we will have to deal with over summer, I'll be organising a facilities committee over the next few weeks to sort things like the observatory and moving furniture from Howlands to SP. SPRA - SPRA are currently looking into doing some work to the football field near SP, they have a consultation evening arranged for 19th of July in the community room, it would be worth having someone there to observe and maybe push for things that would be useful for our C&S that use the field. ALCOHOL AWARENESS ROADSHOW - I have dates we can

book these guys in next year, need to pick a date that avoids clashes and perhaps will guarantee that people attend.

**I. Welfare [JS]**

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

Nothing to report.

Question regarding what's going to happen with the consent matters course? The result being that no news has been received from Clarissa yet.

**6. AOB**

**a.**

James O'Neill

GCR Vice President/ Moneypenny-the-second.

02/07/2018