

Ustinov College GCR Exec Meeting

Agenda



Action points from 09/07:

AP [TP] – To sort out the transition budget

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

AP [TP] to consider the discussion and finalise the induction week plan by Monday 16th. Using two late openings for the week.

AP [TP] To look at more board space in Sheraton

AP [JO] to call the coke machine and have this transported ASAP.

Suggestion: GCR computer needs to be bought quickly and the adobe suit being installed.

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.

AP [JO]– Sports shed needs to be moved over. Talk to Colin for organising removals.

AP [JO] – to call the coke company to get the vending machine

AP [JO] – discuss with Glenn details about the art exhibition for Induction Week

AP [VB] – to look into the above agenda item and see in what way it can be of benefit to the GCR.

AP [KL] to come up for a strategy for different positions to have space on the GCR board.

Repeat of the previous week's comment regarding the GCR's position on not paying for pitch hire that we do not otherwise know about. Necessary to have football teams paying for their own pitch hire over this summer.

AP [FO or someone else] TO consider a post-mortem on the Ustinov Ball to see what worked and what didn't

AP [CW] – to contact reps and get bags for the Durham Socialist Clothing Bank.

AP [Three Lions] – Bring it home !!!

18:30pm, 09/07/18

1. Apologies: CW, NQ

Present: TP, VU, JO, EJ, MR, RA, KL, VB

2. Approval of minutes from last meeting.

Minutes from 09/07: Approved unanimously with changes to be made from CS and F.

3. Matters arising from previous minutes.

4. Agenda Items:

- i. [TP] A draft plan for induction week has been made that will be posted on FB exec page soon, it would be great if everyone could have a look at before tomorrow's meeting. Most of it is budgeted for already it will just be a case of organising who will be in charge of things.

Question: Does the breakdown make sense? [agreement]. Discussion regarding the importance to man the GCR table during the Wednesday-Thursday of the beginning of induction week. Handing out welcome packs and the GCR booklet. This is beside running the evening events through the 1.5 week induction week. [discussion relating the breakdown of induction week GCR events]. If people think there is a good idea for an evening event of the first weekend do relay this.

Question: With regard to jet-lag different students recover differently so we don't need to keep the first few evenings free necessarily. Might be a good idea to have orientation and history walks in the afternoons for new students also.

Suggestion for this in the second week with Friday night being casual, and Saturday being a late-night party. Going into the week of induction week, there is a film night with popcorn, Ustinov Live on Tuesday. Discussion regarding it being difficult getting acts in for Ustinov Live. Fresh students may not wish to perform.

Question: Would a Karaoke machine be a good idea? [general agreement about Karaoke being very popular last year and would be a good idea.]

Question: Maybe make it a talent show? [discussion regarding how this could still have the same issue. Further discussion involving chatting to Alastair and Jo and seeing what's possible]

Question: Could we ask the choir? [The conductor will be absent over the summer so there are no rehearsals]

Question: Could we ask the DSU to supply acts for Ustinov Live? [They will have their own college events to deal with during induction week.]

Discussion regarding walking tours, suggestion for a walk in the daytime on the Wednesday. And the possibility of Bingo for the evening. On the Saturday evening of Induction week there will be a hiring of the Loft, on North Road for a social event. Possibility of selling wristbands to make back some of the money we shall lose next year with opt-in changes.

We will need responsible people to take people back to Sheraton after this event. And to make sure there's not too much noise walking through Sheraton private housing. We have to then consider making the booklet and the communications aspect of induction week. For induction week was passed £3,200 to use for events.

AP [TP] to consider the discussion and finalise the induction week plan by Monday 16th. Using two late openings for the week.

- ii. **[TP]** We also need to allocate jobs for people to do over summer for moving out of Howland's. Important jobs will be Howland's office and the storage rooms in Cycas, I'll have a better idea as to what needs to be done after I have a meeting tomorrow about it.

From the meeting today with Emma, we have discussed the larger items to be brought and installed on July Tuesday 24th – this being the vending machines. The rest of the big stuff, which consists of sofas and music room items to go to the observatory will be organised by Nelson's moving service in the first week of September. Sports shed shall be moved in the next fortnight along with the scaled-down library and DVD library. This requires this weekend to clean out Howland's GCR and Cycas storage space. Sorting things, boxing things, and getting what needs to be moved taken over to Sheraton. We will need shelves installed in these rooms. If anyone can give a hand with TP and JO on Wednesday to clean the SP GCR that would be great. Suggestion for Sunday 9-4 PM. to sort out Howlands. There is a plan of things to be moved. A lot needs to be thrown away and differentiated from that to be kept. Colin will transport and reassemble the sports shed, which needs to be emptied on Sunday. A lot in there is in bags so this should be ok. There is a lot of stuff however. This will be relocated to behind Neville's House in a current parking space.

Question: Will the observatory be ready in time? [This should be the case. we shall have to move in around the decorating taking place.

AP – [JO] to call the coke machine and have this transported ASAP.

Suggestion: GCR computer needs to be ought quickly and the adobe suit being installed.

- iii. **[VB]** A vote to approve the funding requests: £27.46 for table tennis – unanimous
- iv. **[VB]** £71.94 for frisbee – passed unanimously
- v. **[VB]** £45.89 for hairstyle lifestyle society involving exercise equipment. Still pending.

AP [VB] – to look into the above agenda item and see in what way it can be of benefit to the GCR.

5. Officer Reports:

a. Bar Steward [AM]

BBQ happened. All went well. Made just under 5K in profit. Nothing else to report.

Profits were nearly £5,000 from the BBQ, £1,700 from the outside bar alone. A big profit which broke last year's record considerably. Need to up staff on the world cup days due to the amount of customers, on Tuesday and Wednesday and for the final on Sunday. Discussion regarding staffing numbers.

b. Clubs & Societies [VB]

Inventory of the sports shed was done and the sports captains were contacted about how much storage they will require at Sheraton next year. Based on that a suggestion was sent for a storage solution to TP. Furthermore, almost all presidents/captains were contacted to find out whether (and if yes, when) they will have their hand-over over the summer. It would be good to put up some advertisement for the clubs and socs in the near future (a draft to be shown at the Exec meeting).

The only society where there is no response from is Woman's football. Advertisements should be put up soon [example given with unanimous approval].

AP – [TP] to look at more board space in Sheraton

AP – [KL] to come up for a strategy for different positions to have space on the GCR board.

Repeat of the previous week's comment regarding the GCR's position on not paying for pitch hire that we do not otherwise know about. Necessary to have football teams paying for their own pitch hire over this summer.

c. Communications [KL]

Nothing to report.

A bit of promotion for the BBQ and AGM. Trying to update usernames and passwords. Need to update passwords for the new exec. This will be Kimberly's decision.

d. DSU [-]

Nothing to report.

e. Facilities [JO]

Meeting with Emma and TP this morning regarding the transportation of GCR property from HF to SP. TP has created a spreadsheet for this and plans are beginning to be put in place. I shall be meeting with Ray and Colin to transfer large items on Tuesday 24th and will be carrying over the mini-library and DVD library in the next fortnight. Consulting with Colin with regards to the Sports shed placement at SP and this is now being looked into. I shall be discussing with Colin with regards placing the matriculation photos, these will most likely be positioned on the ground floor of Neville and Sheraton House. Transportation of the Coke machine is being looked into. Transportation of the music room, and furniture for the Observatory is being organised with TP.

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.

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f. Finance [EJ]

Last week the rest of the signed forms for the bank account changes, these shall be brought to the bank with TP, on a date to be confirmed (possibly with AB).

The T-Shirts stall at the BBQ was a success. All available T-Shirts were sold.

Regarding a non-anticipated budget on Saturday, there was a request for food for the volunteers after the BBQ food had ended. It was decided not to pass the request [there was of course supposed to be a food van for evening food which sadly was never organised].

Figures from the treasurer:

Media Displays -£3000

Alive Network - £950

Alive Network - £361.52

Holly Havens - £200

J A Graham BBQ T Shirts - £1380.94

MR. JAB Landman Ustinov BBQ - £100

Event Insurance LD - £532

Paul Skerritt - £1,000

Balance Carried Forward: £23,53.05

g. International Officer [MR]

Nothing to report.

Possible daytrip in August to Tyneside Priory, but this requires budgeting and looking into. Also considering first trip to York. For the Christmas market in December.

MR – To consider a Bollywood party this summer like last summer - **AP [MR]** – to look into this and devise a budget.

h. Livers Out [CW]

Nothing to report

AP [CW] – to contact reps and get bags for the Durham Socialist Clothing Bank.

i. Social

i. Social Secretary [NQ]

Nothing to report.

JG looking into what worked and what didn't on the Summer BBQ via a survey. So far very positive results.

VU to talk to Nigel about a World Cup Final Party.

ii. Ball Secretary [FO]

Nothing to report

AP [FO or someone else] TO consider a post-mortem on the Ustinov Ball to see what worked and what didn't

j. Steering [VU]

The handover period should be over. Another reminder to everyone to complete a proper handover with their successors, or if you have no successor to write a thorough handover document!

Manifesto ends by 11PM tonight for the next elections on Thursday. Discussion regarding an explanation of how the GM works to the new Exec, who to send their reports to etc.

Committee board will be looked into over the summer.

k. University/College [TP]

I have a few meetings tomorrow about moving over summer and I will have updates from them that I will give here.

I had a meeting last week about booking out the Loft for a Ustinov only event the weekend following induction week. All we have to do is sort out selling/distributing wristbands and if it is successful this is something we can repeat throughout the year

Meeting today with non-DSO presidents: one of the things to be put on soon is financial training from a representative from a bank, which may be useful. Also, communications strategy was addressed: newsflashes shall be sent out every fortnight starting from August, explaining the GCR, college staff, and introductions of the committee.

AP [TP] – to sort out the transition budget

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

l. Welfare [-]

Nothing to report.

Question: Do we need condoms still? [Adrian shall be taking some over from the Fisher stash to Sheraton.]

6. AOB

- a. **VB** – can we create a new folder in the google drive for new exec?
[agreement]

James O'Neill

GCR Vice President and part-time angry-Scotsman

09/07/2018