

Ustinov College GCR Exec Meeting

Agenda



ACTION POINTS

AP [TP] – to sort out the transition budget

AP [TP] to organise the quiz.

AP [TP] to book in the Karaoke through Dusk til Dawn

AP [TP] to book in Paul Skerrit (Saxophone player for an extra 100 to be discussed later in the summer).

AP [TP] to book the Silent Disco, booked through Dusk till Dawn.

AP [TP] will write the initial section – “What is the GCR”, with input from international students.

AP [TP] will write the welcome from the President section.

AP [TP] to ask everyone for a description of their position and a description of themselves.

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

AP [JO]– sports shed needs to be moved over. Talk to Ian Mac and Emma about how things are being moved

AP [JO] to buy £50 of pizza for the Cycas storage move out day, Sunday 29th 10 am – 4PM, pizza for lunch.

AP [JO] to run Ustinov Live with Alastair

AP [JO] to organise the Newcastle Walking Tour

AP [JO] To organise the T – Shirts for committee and Volunteers

AP [JO, VB, MR] to transport sports shed stuff to the Office on Thursday evening to let Colin transfer the sports shed to SP.

AP [JO] to write the “Facilities at Sheraton” section of the handbook

AP [JO] to write the “Guide to your Flat” section

AP [JO and AnnieM] to write the Guide to Kitchen cleanliness

AP [EH] to go through financial papers

AP [VU] Office hours and office hour inductions. And to sort the new committee board.

AP [AM] to organise the Brunch

AP [AnnieM and MR] to write the Starters Guide

AP [AnnieM and TP] to write the “Guides to Partners” section

AP [AnnieM] to write the GCR Welfare section

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

AP [CW] to organise the Livers Out Drinks

AP [CW] to make the Durham City Centre Map and Wider map

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

AP [KL] to contact Sandhita to see if the newsletter is still being sent out, and whether it needs to be taken up by Coms. In this regard ask on Saturday or Sunday if anyone has any items to out into the newsletter.

AP [KL] To write the “GCR events” section in the handbook

AP [KL] to write the Induction Week highlights section of the handbook

AP [MR] to talk to Will with the Green Move in and **[JO]** to look into booking coaches and work on the Green Move in with Matt

AP [MR] to run the Film Night

AP [MR and JO] to organise Matt's Country Walk

AP [MR, KL, TP] to look into, organise and print the Posters and advertisement

AP [MR] to make the posters again. Printing organised by [TP]

AP [MR] to write the “Beginners guide to Britain”

AP [MR] To write the Green move section

AP [MR] To write “5 Things I wished I’d known” section

AP [NQ] to look into organising and budgeting the Bollywood Party.

AP [PC] to organise and liaise with Alastair and buy in sim cards

AP [VB] to organise the Clubs and Socs fair

AP [VB] to organise the Games night and order the pizza for this event

AP [VB] to organise Gym Forms

AP [VB] to organise Formal Tickets sales

AP [VB] To write the Clubs and Society section of the handbook

AP [VU] to organise the General Meeting

AP [VU] - New Facebook group for committee to be organised in September by Chair.

AP [EVERONE] TO LOOK THROUGH THEIR RESPECTIVE DRAWERS IN HOWLANDS

18:30pm, 16/07/18

1. Apologies: VU, CW, EJ

Present: TP, JO, VB, PC, MR, KL, NQ, AM

2. Approval of minutes from last meeting.

Minutes from 09/07: Minutes past.

3. Matters arising from previous minutes.

4. Agenda Items:

i. [NQ] Should we have a Bollywood party?

From the discussion it was decided that it would probably best to have it asap, particularly with dissertation hand in date coming up in two months time. Discussion for looking into DJ for the Bollywood party with dusk till dawn.

AP – [NQ] to look into organising and budgeting the Bollywood Party.

ii. [TP] Howlands move out schedule, some of us cleaned the office on Sunday, still cleaning left to do in Cycas storage and double checking in the music room as to what is ours. We need to sort a date for the Cycas storage clean to happen and hopefully get more volunteers as it will be a big clean.

The discussion involved looking at the plan which is becoming more and more complete with most of the stuff already sorted. The transportation of smaller and larger items have now been considered and being organised. Vending machines will be being moved on the 24th July; pool tables required a budget being passed next week to be booked in over the summer and Nelson’s removal will remove

the music room and sofas which will be booked soon. Cycas storage shall be organised by James in the next few weeks, along with the DVD library, book library, and the GCR owned games.

- iii. **[TP] Induction week Schedule: you will have all seen the current schedule, we need to finalise this and come up with kick-ass names for the Walk/Bingo/Loft takeover.**

The discussion related that the induction week schedule would begin with the GCR welcome table being stationed in Sheraton Café from the first Wednesday – Friday. In the evening of the Wednesday we will have the Games Night, followed by the Quiz Night on the Thursday, and the International Welcome Evening at the DSU on the Friday. On the Saturday shall be the brunch to start with followed by the Green Move In Sale during the day, followed by Livers Out drinks in the evening before Karaoke. On Sunday will be the Clubs and Socs fair. On the Monday will be Film Night, ran without a video master [MR doesn't mind running this]. Ustinov Live will be held on the Tuesday. On the Wednesday is Matthew's Country Walk in the afternoon followed by Bingo. On Thursday will be the Paul Skeritt band. Friday is a late opening and a DJ party [there was a discussion on whether it should be a silent disco or a regular party – with consensus on it being a silent disco. The reason being that it may attract more freshers to want to take part as it would be more unusual]. Induction Formal will be held on Saturday at the Radison Hotel. [There was a discussion regarding the formals being external from now on. With regards to where the formals will be this has yet to be fully looked into and booked by TP]. On Sunday will be the Newcastle walking tour. Then, the first week of proper term shall hold the first General Meeting on the Thursday; and on the Saturday will be the Loft (Union Bar) booked for Ustinovian students [with the wrist band sale still to be discussed in the future and decided upon].

- iv. **Induction Week Jobs: We will be allocating the jobs for everyone on the committee to be responsible for during induction week.**

In this discussion we addressed that welcome packs will need to be sorted, involving the GCR booklet, condom, shampoo, USB, and other items that might be worth admitting.

Secondly was discussed who shall do what. From this discussion we decided that **VB** shall organise the Games night and order the pizza for this event. **TP** will ask Thom or Jamie to help write a quiz. **MR** to talk to Will with the Green Move in and **JO** to look into booking coaches and work on the Green Move in with Matt. **AM** to organise the Brunch. Livers Out Drinks to be organised by **CW**. **TP** to book in Karaoke. Clubs and Socs fair to be organised by **VB** [Discussion about the GCP possibly requiring a table for the Clubs and Socs Fair]. **MR** to run the Film Night. **JO** to run Ustinov Live with Alastair. **MR** and **JO** to organise Matt's Country Walk. **TP** to book in Paul Skeritt (Saxophone player for an extra 100 to be discussed later in the summer). **TP** to book the Silent Disco, booked through Dusk till Dawn. Induction Formal organised by **VU** and **TP**. Newcastle Walking Tour organised by **JO**. GM organised by **VU**. Loft Takeover already organised [to be decided on is the matter of either selling or giving tickets/wrist bands away for free.

Secondly was discussed the welfare pack issue, however brainstorming ideas are still required here.

Posters and advertisement to be looked into and finalised by **MR** and **KL** and printed by **TP**. With regards to the Walking Tours of Durham: Karol and Harry Cross might be worth contacting on this. This will require a different route than previous years with being positioned at Sheraton. The Walking Tours and who will be in charge of the Volunteers to help run this is still to be decided upon.

T – Shirts for committee and Volunteers to be organised by **JO**.

Gym Forms – organised by **VB**

Formal Tickets sales organised by **VB**

Sim cards – a great idea last year and worth doing again. **PC** to organise and liaise with Alastair and buy in.

MR to make the posters again. Printing organised by **TP**

- v. [TP] Handbook update: The handbook needs updating, the current sections and who is responsible is on the excel document, do we need any other pages/ finalise who does which page. Sort date for all sections to be done by**

Discussion related to everyone how to find the handbook on the google drive. Online should be a copy with a list of people's jobs. When people write their sections, upon a word document, or saved images and the copywrite issue that go with said images, it is important to save in a file that is clearly labelled in the google drive so that they can be put together as the handbook once adobe suit is back up and running.

Secondly, from this discussion, it was decided that: **TP** will write the initial section – “What is the GCR”, with input from international students.

TP will write the welcome from the President section.

It was suggested to use a high quality image of the SP painting hanging in the SP café.

Beginners guide to Britain to be written by **MR**.

Starters Guide to be written by **AnnieM** and **MR**

Durham City Centre Map and Wider map organised by **CW**

Facilities at Sheraton to be written by **JO**

Clubs and Society page to be written by **VB**

GCR events to be written by **KL**

Guide to your Flat to be written by – **JO**

Guide to Kitchen cleanliness to be written by **AnnieM** and **JO**

Green move in sale to be written by **MR**

Guides to Partners to be written by **AnnieM** and **TP**

GCR Welfare section to be written by – **AnnieM**

“5 Things I wished I'd known” section to be written by **MR**

Induction Week highlights to be written by **KL**

- vi. [TP] Website: Alongside the handbook the website needs updating, MR will find the pages on the website and with TP will allocate pages for people to update. Will also need to discuss other social media that we have and if we can push harder with that (insta, twitter).**

From the discussion it was decided that the website needs to be as up to date as the handbook will be. The first thing to do is to find out what pages are on there – this needs to be looked into and jobs assigned. We will also need a short introduction from everyone, what they do, their position on the GCR etc

AP [TP] to ask everyone for a description of their position and a description of themselves.

AP [VU] - New Facebook group for committee to be organised in September by Chair.

5. Officer Reports:

- a. Bar Steward [AM]**

This week we had a problem with the dishwasher, due to fairy liquid being used by accident (soap explosion). We had an emergency meeting today to revise the closing procedures. Hygiene issues and so a closing down check list drafted for SP.

b. Clubs & Societies [VB]

Have started to look into portable fitness equipment to purchase for the GCR but will wait with presenting a list / putting it up for exec vote until after the sports shed has been moved to Sheraton. Would appreciate if people would fill in the new gym form I posted in the exec group a few more times so that I can work on the spreadsheet formulas and test them better! Thanks to the feedback on that so far.

Clubs and socs survey for new students has been created, following Jamie's suggestion at the GM. So, how do we go about passing this on to Lynsey?

Can we clean out Cycas next Sunday so that we can then deposit the contents of the sports shed in a Cycas room while the shed itself is moved to Sheraton? – Still to be finalised.

Discussion about needing an extra GCR board.

Question about Durham school – Quentin still needs to confirm the details.

AP [JO, VB, MR] to transport sports shed stuff to the Office on Thursday evening to let Colin transfer the sports shed to SP.

c. Communications [KL]

1. The wechat resell group (between Ustinovians & 12 weeks language centre course students) got 135 people in it and they have been trading well recently.

2. There has been created an "overhearing at Ustinov College" (for now it is an unofficial account).

A) The general focus of this page is to make Ustinovian life more convenient by allowing students to resell their things, and mainly for language course/pre-sessional course students as the freshers have not yet arrived. By October 2018 they will gradually arrive, while most of current Ustinovian's 2017-2018 need to move out before Sep. 12th. Hopefully the English version of this reselling scheme could get more international and local students involved. Finally, if possible, this page could be a potential page for polls for the 2018-2019 students to share the link of their questionnaire —most of Ustinovian's are business school students and they need to share their project to gather participants for themselves or their friends.

B) what exactly do you want this page to do —it could be a resell and potential participants poll so that students who want to do business are welcome to post a link on this page

C. *distinct from the main college page*— it will be a "servant page" for the main college page— it will share the information of the main official account — and the 1st post of it is "GCR EXEC voting"

3. Posted the voting for new EXEC in both the official Facebook group & WeChat

[Discussion] Consensus on not allowing the above described page to cover too many aspects or to interfere with the GCR page. Or to set it up unofficially so that it isn't related to the GCR. Important to make clear that the page is not affiliated with Ustinov so that there is no confusion. Decision to call it the Buy-Sell Group.

AP – [KL] to contact Sandhita to see if the newsletter is still being sent out, and whether it needs to be taken up by Coms. In this regard ask on Saturday or Sunday if anyone has any items to put into the newsletter.

d. DSU [-]

Welcome to Pedro for his first day of Exec! 😊 (Nothing to report).

e. Facilities [JO]

Helped to clean the office at Sheraton. This coming week I'll be transferring the book and DVD libraries. Looking at tech stuff and cleaning out Cycas.

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

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

AP – [JO] to buy £50 of pizza for the Cycas storage move out day, Sunday 29th 10 am – 4PM, pizza for lunch.

f. Finance [EJ]

I went with TP to the bank last Friday. They said we have to wait around 10 days to finish the process. Meanwhile, they have both emails (president and treasurer) so they can contact us if they need something.

I sent Vera a picture of the invoice (and description of it) for the football club.

The Netflix account has been suspended due the payment issues. As soon as we got the new cards I will update them.

Also, the photographer sent the budget for the next year, we have to discuss about it. We can't make any payment yet.

About the pizzas for the last meeting... AB remind me that any payment over £50 should be accepted and voted during a EXEC meeting. We have to remember it for future meetings.

When I arrive to my flat I will check the Induction Week budget, but till right now I don't have any issue with it. Also, I'm passing Vera my comments about the Cathedral issue so she can discuss them in the next meeting.

Figures from the treasurer:

(From the previous week)

CCEP Britain + £324.38

Nigel Quinn St Patricks Day - £19.20

Nigel Quinn College Honours - £43.98

Nigel Quinn Halloween party - £38.04

Nigel Quinn Xmas Formal Decs - £129.19

H Lights 13058 DUUC1 - £3,000.00

Amelia Dunn INV 001 BBQ Design - £400.00

JC Audio JC1079 - £950.00

A Murray Travel Ustinov GCR - £570.00

DavisonTaylor Photo 0355 - £182.00

Clare Wallace Summer Ball - £74.68

Nigel Quinn Bonfire Formal - £67.33

Nigel Quinn CNY Formal - £118.08

J A Graham Assorted BBQ - £434.78

J A Graham first Aid Pack - £1.12

J A Graham Common RM Equipment - £247.75

Balance Carried Forward: £23,53.05

g. International Officer [MR]

Nothing to report.

h. Livers Out [CW]

Livers out event happened. Nothing else to report.

[From discussion] Two people turned up. Could have gone better. Communications went well with the cathedral but missed the time for the tour itself. Miscommunication with the tour guide times and the tower times.

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

i. Social

i. Social Secretary [NQ]

Nothing to report.

ii. Ball Secretary [FO]

Nothing to report

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

j. Steering [VU]

Nothing to report

AP – [VU] OFFICE HOURS ND OFFICE HOURS INDUCTIONS. AND SORT OUT THE COMMITTEE BOARD.

k. University/College [TP]

- i.** Met with Martin Brader to discuss the communication strategy over summer, the plan is two emails a month starting August with a small section about the GCR.
- ii.** The Move out schedule was sorted and Sunday a few of us cleaned the GCR office at Howlands, all that is left is some tech stuff, the DVD library and a load of files with information that needs to be sorted by EJ + TP
- iii.** CMT was mainly updating college on the move-out schedule
- iv.** Meeting about the works to be done in Howlands most of which will be scheduled for the start of august and hopefully with minimal disruption to those working in the café. Send any complaints you might get about the works to me and I can make sure that it gets resolved through college.

- v. GM happened last week, it was relatively successful. The results will be known by this meeting and TP will have communicated the results to candidates

AP [EVERONE] TO LOOK THROUGH THEIR RESPECTIVE DRAWERS IN HOWLANDS

AP – [EH] to go through financial papers

AP [TP] – to sort out the transition budget

I. Welfare [-]

Nothing to report.

6. AOB

a.

James O'Neill

GCR Vice President and part-time lazy-Scotsman

16/07/2018