

Ustinov College GCR Exec Meeting

Agenda



1. Apologies: Tom, Vinay, James

Not present: Nigel, Kimberley

Present: Annie, Vera, Joel, Matthew, Clare, Pedro

2. Approval of minutes from last meeting.

Minutes from 23/07. *Minutes left to pass at the next GCR Meeting.*

3. Matters arising from previous minutes.

None.

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.

There was no report from the Social Officer about the Bollywood party, so it was raised an Action Point to Nigel to make a meeting with the social committee to sort out everything related with the party, including budgeting and advertisement.

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 date for the Cycas cleaning remains as it was scheduled. We are expecting everybody to go and help during the cleaning. Moreover, we require Nigel to take a look at Cycas storage in order to decide what things we are going to keep from the previous parties.

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.

Clare suggested a Livers Out activity (e.g. picnic) during the Induction Week. She is going to check the activity and the date.

Also, there was a request from the Games Society for new games, they want to get them for the induction week. However, they require to send a list of the games before acquiring any of them in order to avoid duplicity between the games that we already have.

Vera asked who the GCP contact for the Clubs&Socs fair would be, Matthew volunteered.

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

Reminder to everyone to check their jobs on Tom's spreadsheet.

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

Action Point for everybody, check the Drive Document! Everybody must submit the "Officer Introductions" (Short descriptions of themselves, their roles and a picture) and work on their respective sections according to the list of work to do.

Pedro suggested to add a DSU section to the handbook, this way it will be possible to describe how to enrol into the DSU societies and participate in the different activities they do.

We have the suggestion of asking the people on Facebook for "things they wish they had known before they came here".

Also, there is an issue with the Adobe Creator Suit License. **Matthew** is trying to see if CIS could give us access to the software we require to modify the Handbook. However, the best option is to buy one for ourselves but at the moment we still can't make any purchase or payment.

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).

Action Point for Tom to do a list of responsibilities for the webpage, who is going to be in charge of all the different sections.

Matthew made the payment for the website and know is working again. It was pointed out that the webpage not only needs updating of information, but also needs some general tidying up to make it clearer. We agree in make a team, headed by Matt, to work over the webpage and all the required changes. **Action Point for Matt** assemble a team for this.

5. Officer Reports:

a. Bar Steward [AM]

Nothing to report.

b. Clubs & Societies [VB]

C&S advertisement:

Asked the presidents and captains for photos of the clubs/societies and used my contacts to get even more. Not complete yet but working on it.

Question raised by the Hockey captain: Can we put advertisement on the screens in Sheraton (particularly during induction week)?

➔ *We can put advertisement on the screens, we only need to talk to Ian Macdonald to do it.*

Gym Forms:

I spent a lot of time this week writing up forms and guides for the new gym membership system, as well as a set of gym rules (to be shown at the meeting). Are people happy with the gym rules? Can we put them up?

The Gym Rules are fine, we should put them inside the Gym and also upload them on the website. Possibly print them on a bigger poster with a clear font.

All my spreadsheet formulas should also be working now, but I'll wait until after we've moved the content of the GCR office to officially implement the new system.

Equipment storage:

Everything from the sports shed was moved to the Fisher GCR office last Wednesday – thanks to Nigel, Sandy, Jono, and Joel for their help! Question to James: When will the shed be moved to Sheraton?

I also checked the storage in the community room and I believe that we would fit more stuff in there if we use the space a bit better. Whose are the locked big drawers in there? [Answer: residents]

Action Point for Vera *to discuss with Games Society how to re-arrange their games in the Community Room storage so we can have more space there and possible store more things there.*

c. Communications [KL]

1. Addressed a problem with the GCR admins on Facebook in order to post news—Currently using the Peter Platypus account to send instead

2. Contacting Sandhita for the newsletter – [further update on this next week]

Joel suggested to use the Newsletter as a pre-introduction of the new GCR members was made. We still have to discuss it. Also, the possibility to use them as a way to promote the open positions for future elections.

Clare will pass to Kimberly *any other possible suggestions of events for the next Newsletter.*

3. Sent a welcome to the different clubs. & society to post in GCR Instagram / Twitter to gather more people!

d. DSU [PM]

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

Pedro contacted Alex Hampton *to complete the handover and how to manage his new role. At the moment he doesn't have access to the GCR email.*

e. Facilities [JO]

All the board games have now been taken over to the GCR café at Sheraton from behind Fisher bar. The books, DVDs, futsal table, Sports shed, and vending machine shall be taken over tomorrow afternoon with Collin now that the sports shed has been emptied. The college art exhibition is being addressed "Ustinov as Home". Cycas shall be emptied this Sunday and everything remaining from there shall be stored in the GCR office for Colin to collect at his nearest available afternoon.

About the vending machines, we decided to make the move without taking out the money due to the current amount of money inside the safes.

f. Finance [EJ]

Last week we (AB and I) worked on cleaning the safes and counting the coins in the small safe.

During the cleaning:

- We destroyed the old Debit Card!

-The excel document with the incomes was updated with the information from the envelopes and safes at Howlands (The previous coin count was accurate! £750). This Saturday I moved the envelopes from the money box at Sheraton Office to Howlands (Counting still required).

- We found non-referenced containers with money for charities. We need to decide what to do with it because we can't have that money.

Clare explained about doughnuts money, it was raised for the National AIDS Trust, and Pedro is going to ask the DUCK how Joel can give them the yellow boxes.

- There is an envelope from a "Trip" from Lara and no further reference about it. Before considering that money part of our money we need to know what that money was for.

Clare explained that the money was for a Beamish Trip from Dryburn residents, and suggested Joel to ask more about that to James.

- We found an envelope with foreign coins and notes inside. Those coins are not worth enough to be exchanged in our currency and we can't keep them as well (Waste of space). AB talked with Brandon about those coins (Because he is a coin collector) and I brought the coins to Sheraton during the week so he could take a look. He supported that the rarity and denominations of the coins is not worth enough, even for collectors! He offered to buy some of the coins for £3 and suggested to exchange the Euro notes for Pounds. Even with the coins he offered to buy, a lot of foreign coins remains in that envelope.

We vote to accept the payment of £3 from Brandon for the foreign coins. It was passed unanimously. The Euro notes would be changed until we gain access to the bank account again.

- There was a note for a Pay-Pal account inside the safe. It seems that is connected to the President email account. AB suggested that could be used to receive payments for trips and other small things due the charity restrictions (I will take a look at the rules for charities). I tried to enter to see if it's possible to track the last transactions but I failed using the password, so the only other way is requesting a change of password or using the email for it.

Action Point for Joel to ask Tom to reset the password for that Pay-Pal account and decide what to do with it after checking it.

In other topics... No news from HSBC (yet)!

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]

Nothing to report.

Action Point for Clare, *contact the reps and get bags for the Durham Socialist Clothing Bank.*

*We discussed about the Cathedral Event. Nobody was taking care of the event while Clare wasn't here. Also, the time at the Facebook event wasn't right at all and made things confusing. The Cathedral charged us and **Matt paid for it**. A good strategy for future events like this would be that at least two committee members need to know everything about the event (payment, times, contacts....), that way we can avoid this kind of misunderstandings.*

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

Action Point for Vinay, *sort out the committee board and make the schedule for office hours.*

Action Point for Vinay, *check everybody has access to their GCR email accounts.*

This week Office Hours would be covered by Nigel at Howlands and Joel at Sheraton. There is a suggestion to decide the people each week because we are only running Office Hours every Wednesday at the moment.

k. University/College [TP]

My report this week is that I have contacted Paul Skerritt and the removals company, I think the removals will happen on the 4th September. I've also picked some dates for the nightline training thing for all of us before induction week. Remind everyone to look at the updated induction week schedule that I'll stick in the google drive and do their bits, along with the handbook stuff. Also, action point Vinay to get the new members of the exec sorted with email account stuff.

Action Point for everybody, *check their respective drawers and clean them of unnecessary things.*

Action Point for Joel, *check the financial documents.*

Action Point for Tom, *work on the transition Budget.*

l. Welfare [-]

Nothing to report.

6. AOB

Action Point to Vinay *to talk with the porters again and restrict the access to the Offices (Howlands and Sheraton), ensuring that only committee members can borrow the key / access the offices.*

Eduardo Joel Lopez Torres

GCR Treasurer

23/07/2018