

Ustinov College GCR Exec Minutes



Action Points to be Addressed:

AP [TP] To sort out the transition budget

AP [TP] To organise the quiz.

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

AP [JO] To run Ustinov Live with Alastair in Induction Week

AP [JO] To organise the Newcastle Walking Tour in Induction Week

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

AP [JO] To look into booking coaches for the GMIS

AP [EH] to go through financial papers

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

AP [VU] to organise the General Meeting

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

AP [AM] to organise the Brunch. **CW** to be in charge of 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 at Whisky River

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

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 in Induction Week

AP [MR and JO] to co-organise Matt’s Country Walk

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

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

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

AP [MR] To write "5 Things I wished I'd known" section

AP [MR] Matthew made the payment for the website and now 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.

AP [NQ] to look into organising and the leavers party.

AP [NQ] advertise leavers party, get a DJ, and to look into if the drinks at fisher will be discounted

AP [NQ] To organise through Tony the buses for the leavers 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 [EVERONE] TO LOOK THROUGH THEIR RESPECTIVE DRAWERS IN HOWLANDS

AP [EVERYONE] To send JO their measurements (S, M, L, XL) for GCR T-Shirts.

AP [EVERYONE], *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.*

1. Apologies: TP, MR,

Not present: VU, JO, EJ, VB, KL, AnnieM, NQ, CW,

Present:

2. Approval of minutes from last meeting.

Minutes from 16/23/30/07.

3. Matters arising from previous minutes.

None.

4. Agenda Items:

- i. **[TP] Howlands move out schedule: some of us cleaned the office on Sunday, Cycas storage, book library and DVD library. Date needed to organise the last of the DVD sorting**
Agreed upon 10am on Sunday.
- ii. **[TP] Proposing a budget of £264 to move both pool tables, hopefully this can be done in the first week of September. By Breakaway**

Suggestion to look at the dimensions of the pool tables and the SP bar to find a good location for the bar.

Budget passed unanimously.

- 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.**

Suggestion for comedy night at the Gala (Friday 5th and following Friday 12th in October). And suggestion for a picnic, which is weather dependant. Other ideas include a film night or laser quest trip post induction week. Other suggestion includes a treasure trail

Suggestion for the Loft Take Over: **“Ustiloft: Ustinov Loft Takeover”**

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

Reminder to everyone to check their jobs on Tom’s spreadsheet and the Action Point List at the top of every agenda and Minutes document.

Ariam cannot make the brunch but Claire will takeover on the day with all exec members that can help out.

AP [for everyone] to send JO their measurements (S, M, L, XL) for GCR T-Shirts.

- v. **[TP] Remind everyone that the Handbook changes need doing and to start looking at the pages on the website that need editing. I want these changes done by the end of the week. Action point everyone! Going over this again.**

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”.

AP [VU] to speak to TP about this.

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.

AP [VU] to check with Matt on this

- vi. **[TP] The Induction week event at the DSU on the Friday the 28th of September for has been changed to an international student’s night and then a postgraduate night on the 29th. Therefore, I suggest that we should rearrange the induction week schedule to have the Karaoke on the Friday and push for the postgraduate night on the Saturday. Unless anyone has any other**

suggestions or worries. If this is agreed action point TP to change the schedule and to communicate the changes with Brenda. Going over this again.

**CHANGE Karaoke and livers out on Friday and DSU postgraduate night on Saturday.
AP to update with Tom**

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 now 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 to 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]

Thanks to Tom pestering Quentin, we now have a schedule for indoor sports facilities access next year: three slots at the Durham School and three slots at the Durham High School for Girls. Furthermore, we will have access to the Durham School Swimming Pool every Thursday from 6pm to 8.30pm during term time. As soon as Tom returns, I hope to be able to go and see the facilities and learn about their access. Once I know the difference between the halls, I will work with the captains to discuss which team gets which slot.

In other news, the cricket equipment that needs to stay at Howlands over the summer is now in the smaller Cycas room and the rest of the sports equipment in the GCR office can be moved to Sheraton once the sports shed is complete.

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 possibly store more things there.

Suggestion for Tom - **AP [TP]** to look into restricting access for the Durham School to levy paid Ustinovians

c. Communications [KL]

Nothing to report.

d. DSU [PM]

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

A talk with AH was done to go over the handover. Waiting on a green light from Tom to go over what to include in the handbook. Important information for the treasurer which shall be gone through this week.

As of yet no access to the GCR email.

e. Facilities [JO]

This week the coke machine fault was logged with Coke, but no engineer has come out yet, so this needs to be followed up on. We have cleared out Cycas and the items in the first room can be taken over to storage at Sheraton 9 (with certain induction week items going to the office). We have created the start of the new book library at Sheraton and nearly completed the DVD library transition with a full alphabetised inventory of the library. This shall be completed once more plastic wallets have been purchased. The sports shed has been re-built at Sheraton and the sports gear can now be taken over. I still have the handbook duties to look into which shall be addressed this week.

AP Claire to look into, post induction week, a quilt wall-art of cut up t-shirt pieces.

f. Finance [EJ]

First, we received the letter from HSBC to say the cards shall be sent shortly. Account access is not yet known and needs looking into. All money from Sheraton envelopes has been counted (£165 approx).

The DJ from the BBQ requires needing payment but the account is not yet active.

EJ to *laisse* with Etienne to see how he can be paid, and if possible, to paid into his French bank account and pay any fee there might be.

Figures from the treasurer:

(From the previous week)

Balance Carried Forward: £

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.*

i. Social

i. Social Secretary [NQ]

Nothing to report.

Bollywood Party, should be occurring on the coming Friday. Bar was due to be closed but Ariam shall be covering. However, due to late planning this party shall be cancelled and time invested into the leavers party.

AP [NQ] advertise leavers party, get a DJ, and to look into if the drinks at fisher will be discounted

AP [NQ] To organise through Tony the buses for the leavers party

ii. Ball Secretary [FO]

Nothing to report

j. Steering [VU]

Nothing to report

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

This Wednesday Vinay to do the office hours and show Pedro the office hours and from the 13th Annie on the Wednesday of that week.

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

k. University/College [TP]

- I am now back in the real world and can once again access the internet reliably

- I have booked in the Paul Skerrit band to perform on the Thursday of Induction week.

- I have booked in Nelsons removals for the 4th of September for the move out of the music room, waiting for confirmation this week.

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.*

Question: Can we see the observatory this week?

Answer being to contact Ian and arrange a viewing

l. Welfare [-]

Nothing to report.

Handover from James due soon. Email requires to be addressed through CIS at the library.

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.*

AP [VU] To book the offices for Exec for the next four weeks

James O'Neill
GCR Vice President and Italian Galivanting Scotsman
30/07/2018