

Ustinov College GCR Exec Meeting

Minutes



1. Apologies: MR, NQ, CW

Not present: AM, JO, TP, VB, KL

Present: CW, VU, MR, EJ, NQ

2. Approval of minutes from last meeting.

Minutes from 30/08 (not passed)

3. Matters arising from previous minutes.

None.

4. Agenda Items:

- i. **[TP] Handbook pages, if yours isn't done, get it sorted. Also, if people can sort their short intro that would be good**

People who are not here after the IW won't require to do their officer introductions but could still help.

Voting about the party: We can't vote because we don't have quorum.

- i. **[TP] End of term party, Nigel are you sorting this? If so should we pass a budget now for it, as it is the last party I'd suggest passing £500 with the intent to spend it all on a DJ plus lighting. I think we need a blow out party to send fisher house off. Please discuss**

IW Rough plan must be pass this week: Upload that on Facebook.

Clare will do the Treasure Trail by her own.

5. Officer Reports:

a. Bar Steward [AMH]

Nothing to report.

Will ask Ian about the possible discounts during for the alcohol during the last party. Nigel will do the event without saying anything about the discounts until we know.

b. Clubs & Societies [VB]

Ian Macdonald (operations manager) and Martin Brader (assistant principal) showed Joel and I around the Observatory on Thursday morning. The rooms look very promising and big! Please check out my report in the Facebook group. Refurbishment of the rooms will start in a few weeks and will hopefully finish by 10th of September, according to Ian.

All our sports teams have been re-entered for next year's competitions! Additionally, I have entered a table tennis and some badminton teams because from experience it is easier to pull out a team at the end of September than to enter one then.

New padlock for the sports shed has also been ordered, so that we'll have two keys for that in the future (e.g. one for the porters, one in the GCR office).

Nigel requires to ask Ian Macdonald how we are going to give access to Ustinovians. Joel will ask him during the week.

c. Communications [KL]

- 1. Have communicated with different groups of people whose picture will be used in the handbook;*
- 2. Have asked our art mentor, Miyoko Sama, for help of design of the handbook;*
- 3. Will communicate with the GCR exec regarding the final version of the handbook*

In case somebody wants to do an event, if somebody is doing in combination with the GCR, the GCR will promote it. If not, we can just promote it.

d. DSU [PM]

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

Nothing to report

e. Facilities [JO]

Colin should be about to/has already taken over the sports equipment to Sheraton. This week the book and DVD library shall be transported over. I shall also be asking him this week to put up on display all matriculation photos in Sheraton. I shall be re-connecting with coke to see if there's a date yet for when the coke machine shall be transported (and looked at again!).

Have checked my drawer in the fisher office and seems to be mainly Joes things from being tech officer so shall hand them over to Ali when back/tell Alistair to collect them so my drawer is empty. Still need to write up handbook entries which I will tackle this week now Cycas and the DVDs have been sorted.

Nothing else to report.

f. Finance [EJ]

We received the NIPs for the debit cards (Tom's and mine) but not the cards! We are still waiting for them. Moreover, the bank didn't communicate for the online account yet, so I will try to contact HSBC to see what's happening.

I sent an email to the Financial Team from DU about the duplicated invoices for "Facility hires". The day after that, we received another invoice with the same amount. I will call them this Monday. The football team paid for the other one.

Figures from the treasurer:

(From the previous week)

Balance Carried Forward: £

Vote about the Etienne money to pay in cash, Vinay will check with Tom if we can do it or not. That will be posted on Facebook if required.

g. International Student Officer [MR]

Nothing to report

h. Livers Out [CW]

Nothing to report

100pounds to book the place for the Drinks out (Whiskey River). We cannot book for the Comedy Night without knowing how many people are going to go. She didn't contact to the bank but we just need plain bags to do it. She will check with the College if we can use the bags here, otherwise we are going to buy them.

i. Social Secretary [NQ]

Nothing to report

NQ will contact during the week to the DJs representative and Tony.

j. Steering [VU]

Email authorisation forms sent to all to get their email accounts up and running. Office hour induction for Pedro this Wednesday. Will conduct an office hour induction for Annie when she gets back. Went through all the GCR minutes that need passing. In the process of sorting out the Committee Board. Booked meeting rooms for August.

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.

Nigel will check about his email account as the Soc Sec. Vinay to talk with the porters.

k. University/College [TP]

-booked Nelson's for the 4th of September

-booked Paul Skerritt in for induction week

-sorting induction formal the week I get back

-thanks to the guys who helped clean cycas and the dvd library and thanks to James for organising it!

*I'll be back next week so I'll start to get induction stuff moving again. If there is anything people want to ask me just let me know. **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

Joel check the insurance for both safes.

l. Welfare [AM]

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.

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

Eduardo-James-Joel-O'Neill, Viva-Mexico!

GCR Vice President

06/08/2018