

# Ustinov College GCR Exec Meeting

## Minutes



**1. Apologies:** Clare, Ariam, Matthew, Kim, James

**Not present:**

**Present:** Nigel, Tom, Vinay, Vera, Joel, Annie, Pedro

**2. Approval of minutes from last meeting.**

*Minutes left to pass at the next GCR Meeting.*

**3. Matters arising from previous minutes.**

None.

**4. Agenda Items:**

**i. Silent Disco during the Induction Week.**

Each headset required for the Silent Disco costs £1.70 each one, the estimated amount for the event is of 200. The question is if we would like to increase the amount of headsets for the event from 200 to 300 due the amount of people who could come to the party.

*Joel suggested to do more advertisement in case we decide to increase the amount of headsets, however the activities are supposed to be advertised anyway. Also, Pedro asked if the space we have at Sheraton is big enough to have the party, Nigel said that using the seminar room space would be enough. The decision was to keep the 200 amount.*

**ii. The first arrive will be the 9<sup>th</sup> of September.**

The education students will arrive around the 9<sup>th</sup> of September, so the proposition is to have a Pizza Night in that date as a "Welcome" for them.

**Action Point for Tom Pitts** to check with Breda the date and then sort out the Pizza Night.

**iii. Summer Ball.**

Tom checked the possible dates for the Summer Ball next year with the Beamish Hall. There are no Friday or Saturday open for the event, so he proposed it to be the Thursday 6<sup>th</sup> June.

*It was out the possibility of certain lessons (Like IR) that could affect the date because people won't be able to attend. Moreover, Vinay suggested to keep an eye over Ramadan and see when the date would be next year. At the moment, the tickets for the event will remain the same prize. Also, it could be possible that during the following weeks we will have to pay the deposit for the place.*

**iv. Quiet Hours in the observatory**

Annie proposes to make a space for "Quiet Hours" at the Observatory. In order to do it, we need to make a time table for the access, so neither the music room hours and study hours will crash.

*It was pointed out there is a possibility to open two rooms at Sheraton Park for study and a computer room, and they could be used as well for the activity. Also, the access for the Observatory still needs to be restricted, so we need to sort out a way to proof that people are part of the GCR (I.e. a GCR membership card). At the moment, and considering the previous meetings, the best option is to get some kind of card that would be only given to people who pay the levy.*

**AP for Annie** to contact James to sort out the access and hours.

**AP for Everybody** to decide the possible GCR card for all the possible things we need. **AP for Joel** to look at a Printer and other ways to print the cards.

**5. Officer Reports:**

**a. Bar Steward [AHM]**

Nothing to report.

**b. Clubs & Societies [VB]**

Mostly worked on website updates - C&S stuff and a bit of general stuff after a discussion with Tom. Reminder to everyone to upload their photos for the handbook to the Google Drive since those will also be used for the website! The committee page (<https://ustinovgcr.com/your-committee/>) still contains a lot of placeholder pictures right now.

**AP for Vera** to talk with the College and Sports about advertising (Keep track of what she already did before)

**c. Communications [KL]**

Nothing to report.

**Action Point for Kimberly** to start uploading content in the different Ustinov College media accounts, especially the Instagram account. Also, try to find "My Cell", the mobile.

**d. DSU [PM]**

Nothing to report.

**e. Facilities [JO]**

Everything was moved from Howlands to Sheraton Park. The next date to move things from Howlands to Sheraton will be the 2<sup>nd</sup> of September.

*The Foosbal table must be clean, Tom proposed himself to clean it. Also, to check about the pool tables move.*

**Action Point for Tom** to remind people about the moving the 2<sup>nd</sup> of September.

**Action Point for Vera and Nigel** to move the Series from the DVD Library so they can keep moving the rest of the things. **Action Point for Kim** to post on facebook and wechat about the stash that is still at Howlands.

#### **f. Finance [JL]**

- Made the payment for the new PC (without monitor)

- Went to HSBC to sort out the use of online purchasing and online banking. They asked us to send info again for the online banking. Need to get all the docs (again) ASAP.

**Action Point for Joel** to check which one is the nearest business branch and see how to sort out the documentation easy.

-The online purchases is done and now we can start using my card for the payments.

- Received a letter from the bank with the statement of our savings (Thanks to Vera for helping me to take a look at it).

**Action Point for Joel** to go to Howlands and check the really old financial docs.

**Action Point for Joel** to update the Netflix account.

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.

#### **i. Social Secretary [NQ]**

Nothing to report.

*The coaches are not in service at the moment, so we have to try to find a way to contact them and see the plan for the next activities.*

## **j. Steering [VU]**

Office induction hours for Annie this week! Planning a social before everyone leaves! Facebook group for next year is now closed from secret. It's ready to be sent out!

The rest of my action points - ongoing!

**Action Point for Vinay** to arrange the Office Hours and GCR Table schedules for the Induction Week.

## **k. University/College [TP]**

(Tom will provide me the officer report)

**Action Point for Matt** to take a look into the condom dispenser.

*The cost to use the Radison for the Induction Week Formal is of £30 per person and it will be the 1<sup>st</sup> Sunday during the Induction Week. The amount of people expected is of 200 distributed in 20 tables and we should pre-order 30 bottles of wine because we can't bring our own alcohol to the place. If people want to get more, they should buy it in the place.*

## **l. Welfare [AM]**

Annie met James for the handover during the week.

*Continuing with the fruit for dissertation time, we need somebody to wait for it to arrive.*

*Also, James suggested to contact Miss Tess Tickle to come for an event, however before doing it we have to decide the event in which we can ask her to come.*

6. AOB

Eduardo Joel Lopez Torres (who even is James Stuart?)  
GCR Treasurer and Part-time Secretary  
20/08/2018