

Ustinov College GCR Exec Meeting

Minutes



1. Apologies: James, Pedro, Ariam

Not present:

Present: Joel, Vera, Clare, Vinay, Annie, Tom, Matthew

2. Approval of minutes from last meeting.

Minutes from 14,21/08 (still to be passed). Left to pass them the next week.

3. Matters arising from previous minutes.

None.

4. Agenda Items:

- i. **Welcome pack budget and contents. [and] 'Meet the welfare officer' in induction week.**

It was said we have to discuss what are we going to include in the Welcome Pack and also make a budget for it. She shared a rough budget for the Welcome Pack and will take a look during the week for more accurate prizes per bag. Moreover, a coffee session were the Welfare Officer meet the newcomers was suggested. It could be combined with the Student Support meeting.

- ii. **New monitor**

The new computer doesn't accept the old monitor so it would be good to get a new one or an HD connector. At the AGM we accepted a budget of 800pounds, so we are still under the budget (considering we spent 649pounds before). So we want to pass a 110pounds for a new monitor. The licensing and other software could be considered in the next AGM.

- iii. **This Sunday everything will be move from the office. 10 onwards, everybody who can go should do it. Remind everybody to keep working on their**

5. Officer Reports:

- a. **Bar Steward [AHM]**

Nothing to report.

There is a list of things required for the brunch from the last year, Tom will ask Alastair about it.

AP for Tom to ask Alastair about the Brunch list.

b. Clubs & Societies [VB]

C&S: More website updates, added photos of Sheraton Park facilities. Updated GCR Google calendar. Working on collecting other photos. Planning to put some sticky notes on things in the Fisher GCR office because I won't be here for the move next weekend.

Also started to help Kimberley to revive the GCR Instagram account. Request to Annie: the next time you refill the fruit, could you please get a photo of yourself with it that we could put on Instagram for advertisement?

c. Communications [KL]

Photographing the weekend Ustinov 4th annual conference; posting difference events on social media.

Cooperate with societies & clubs officers for some social media accounts for pictures.

d. DSU [PM]

Firstly, my apologies because I will not be able to attend today's meeting. Secondly here is my report: brief description of the DSU differences with the GCR added for the DSU page of the handbook. Started to work on the DSU section of our webpage. Finished reading handover notes, preparing timeline for university challenge. Finally, I am going to be out of the UK until the 25th of September.

However, I'll be in touch and checking this FB group constantly. Please let me know how I could help for the induction week.

e. Facilities [JO]

Sorry for the month away, hopefully with completing the Fisher transition in July and completing my Action Points from Florence all is well. Ok, bit of a long one I'm afraid:

-Firstly, the minutes from the last two weeks shall be sorted and uploaded this week. My apologies for that, been a very busy last fortnight.

-So, I have contacted Coke, again. I can see from the VP account that Xiaoxiao requested the removal and re-installation at Sheraton back in March, with a date confirmed of August 1st; I then made my own request in July, submitting the same form and still they haven't removed it. However, hopefully, this time someone will actually take it away and install it in Sheraton. Looks like the problem is there used to be a sub-division of the coke company in the NE called Coke-Hub-Vending which have closed as of this summer, so, now different branches or subdivisions are taking over meaning they're swamped and we're no longer talking to the same people. If nothing happens in the next week I shall look into it again when back in Blighty, which is in four days' time.

- The Newcastle Walking Tour is booked, request for volunteers has been sent out but I shall be one of them and I believe MR helped last year, so if Matt is happy again we could just run this ourselves once more. Again, Alex shall be organising it through the company's side and there shall be two guides leading the tour, with 15-20 students or so per guide, with at least one GCR volunteer per group to assist and make sure no one gets left behind. Date and Time to be put up on FB in Sep.

- The GMIS is sorted; I'll book the coaches for GMIS this week; Will suggested booking them from

11-4:45 with two coaches running constantly back and forth from Sheraton to the warehouse (the idea being as one leaves Sheraton one will arrive). Looking on Google Maps it's about a 20 minute drive from Sheraton so I think with the time for a drop-off/pick-up we're looking at a 30 minute journey, meaning that students will have about 30 minutes to go through, pick up their things, pay, and get back on the coach. I believe this must be the same as last year. This basically means volunteers will need to hurry people along after 25 minutes has elapsed. Food still needs to be looked into and a budget passed for this next week (if someone else could look into that whilst I'm away that would be great – last year Will ordered Subway for everyone on party platters).

- I believe Matt is organising the Country Walking tour and I'm more than happy to be volunteer on this.

- I have now contacted the custom clothing business, they have the Ustinov crest and are ready to take our order. They take approximately three weeks to get everything ready at this time of the year so I will send off the exec polo-shirt and volunteer t-shirt order by Wednesday this week so that we get them in plenty of time for induction week. So far, the leading colour is Royal Blue! Upon the polo shirt on one breast-side will be the Ustinov Crest and underneath this your name and GCR position. The Volunteer t-shirts will be the same as last year.

Because some of the Exec members are going to leave Durham during the Induction Week, it is suggested not get them the new T-Shirt. Also, the name is suggested to change it from the front to the back.

- I am organising with volunteers the Durham City Walking Tours, and figuring out a circular route taking in the main points on the way to the city, train station, and back via our Sainsburys local. This will be taking place at the beginning of the main Induction Week, i.e. Mon 1st – Wed 3rd as such I may be absent from the GCR desk on these afternoons assisting the volunteers should we not get enough numbers (I ideally want 15 for the tours and the GMIS). If you want to spread the volunteer word to friends staying on, please do! I will be asking Xiaoxiao if the volunteers are due a lunch after the tours have been given, and if so will pass a budget for this next week.

- My entries for the GCR Handbook should be complete and I presume they're fine.

- No word back from college concerning the book-cases in the seminar room, previously I had been told that we were entitled to all the lower ones. On re-confirmation of this I shall return and sort out the games, the books and DVDs (fun times eh!?) If anyone would like to assist with this then feel free, I shall be doing it next Sunday afternoon, September 2nd.

The space in the seminar room was taking during the Ustinov Annual Conference for the exhibition of Objects of belonging but they are supposed to release them after the exhibition finishes.

The re-arrangement will be made with the rest of the things at the Café that are going to be moved.

f. Finance [JL]

Made an appointment to go to HSBC branch in Stockton and see what we can do with the online banking.

The computer arrived! Matt took a look at it and seems everything is fine.

Financial documents sorted. The insurance was found between all the documents, need to contact them to change the address.

Figures from the treasurer:

(From the previous week)

Balance Carried Forward: £

g. International Officer [MR]

Scouted out a possible route for the walk, that I think will be better for induction week. Rather than taking folks down to Low Burnhall, I think we might take the walking path that branches off from Nevilles Cross Bank, goes down through the woods alongside the River Browney, and wraps around leading up to Toll House Road (next to Sainsburys). From there students could then either head back along the road to Sheraton Park, or could keep leading them along the Nevilles Cross walking path that leads down into Durham. Think it might serve as a nice introduction to the Sheraton Park area. Also, logged into Comms Account briefly to send out the Amigos invitation for Lake District trip on Sept 1st. Thought I might ask if it would be a good idea to add UV-Info access to the ISO e-mail account

The walk was move to the 6th of October because the previous date was busy with the rest of the planned activities.

Matt is going to leave this weekend and come back until September 11th

h. Livers Out [CW]

Nothing to report.

Vinay is going to check the Whiskey place for Livers Out Drinks.

Clare is going to leave for a week.

i. Social Secretary [NQ]

Nothing to report.

The event for the Leavers Party was done and the buses will be running.

j. Steering [VU]

Office hour induction for Annie this week. Finished reading handover notes, so more or less ready to wield my full power as Chair. GCR exec members have been given their well deserved nicknames!

Other action points - ongoing!

The rest of my action points - ongoing!

k. University/College [TP]

Update in meeting.

Induction Week Formal: Asked Jamie about the money. He said the price could be held in the same price as before (£10 and £15)

About the bar licensing, there are not official complains until today.

About condoms, Ian suggested the college will buy a condom dispenser for the toilets. Annie will take a look on it and Tom will check how we are going to divide the cost of it.

Tom booked Disco Cotour, they have lighting and sound, also he sent off deposits for Silent Disco and Karaoke. Paul Skerrit sent the contract for the event.

Sent the menu for the Summer Ball and Induction Week formal. He booked the place for the Summer Ball next year.

Foosball table is clean!

Training 21st of September (Active Bystander Training).

I. Welfare [AM]

Fruit arrived and went down well, will order some more tomorrow (Monday). Went through welfare drawer and everything in it seems useful so will be moving it all over to Sheraton.

Made a document with all the Welcome Packs contents.

6. AOB

Shall the game consoles be mentioned on the webpage? Yes, they should.

Eduardo Joel Lopez Torres

GCR Treasurer and Part-time [slowly becoming full-time-give him another scholarship] Secretary

27/08/2018