

Ustinov College GCR Exec Meeting Minutes



1. Apologies: James, Kimberly, Vera, Matthew, Pedro, Ariam, Clare, Nigel

Not present:

Present: Joel, Vinay, Annie, Tom

2. Approval of minutes from last meeting.

Minutes from 6,13,20,27/08. 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.**
- ii. **Induction week small bits to be sorted on the week.**

During the Induction Week we require to have a GCR table and decide who is going to work on what. In order to do it, Annie suggests to choose a day to do everything we need to do (i.e. posters) for the table. Vinay suggested to work on that during a Monday evening, because that day we need to meet for the GCR Exec meeting. The suggested day is September 24th.

AP for Vinay to sort out the final bits for the GCR table.

5. Officer Reports:

a. Bar Steward [AHM]

Had a meeting with Trudy today. She annoyed at staff not cleaning Howlands properly; three bar staff may (potentially) have been hired which needs looking into as no advertisement has been put up.

AP for Ariam to follow this topic with the college. Ask to keep GCR members out of Monday shifts and suggest a right amount of staff required for the Induction Week. The new staff should be hired before the Induction Week so they can have the proper training to their jobs.

b. Clubs & Societies [VB]

I had a meeting with the sports captains on Tuesday! Only about a third of the invited people showed up, but enough to cover all sports (basketball, cricket, football, hockey, and myself for table tennis / frisbee). We allotted the time slots in the sports halls to the teams, leaving the two weekend slots

open as flexible slots that all teams can book whenever they want to. I also discussed a few things concerning the C&S Fair, advertisement, re-ratification, and funding for next year with the captains. Overall a very productive meeting. Another meeting with the society presidents will take place in September.

Furthermore, I updated the "equipment rentals" page on the GCR website to mention our games consoles.

Question: Do we want to continue using the projector booking form on the website? If yes, who knows enough about the projector in Sheraton bar to update the "projector booking" page (<https://ustinovgcr.com/projector-booking/>)?

The booking page should be only linked to the bar and not the seminar room projector. This is because that one already has a booking form. Also, the booking forms should be advertised so everybody could know how they can use them and know if it is free to use or not.

About the differences between the three bookings, the bar booking must be known by the bar staff and they have to keep in mind that they shouldn't use it for personal purposes (Unless previously booked by themselves). The seminar room and the community room should keep work as usual.

AP for Vera, Ariam and James to sort out the issue with the projectors, designing the booking page and a modification for the system.

c. Communications [KL]

1. Completed the GCR event pictures page & the paragraph
2. Posted different events happened in Durham in fb page

AP for Kim to not to link Ustinov Webpage in random events without knowing if it's related or not with us.

3. Helping GCR moving from Howlands to Sheraton Park
4. Took off pictures in Howlands and handed to the chairman
5. Gathered 6 volunteers totally for green move & Durham fresh week tour

AP for Kim to tell the volunteers to contact James for the volunteer.

d. DSU [PM]

Nothing to report

e. Facilities [JO]

Finally back! Helped exec move the last of the Howlands GCR items over to Sheraton and stored them in either the office or the storage rooms respectively. Volunteer numbers should now be fine for induction week. That's pretty much for this week.

AP for James to get volunteers to help people move into the college. Maybe 10 would be enough to help the college the first three days and the rest of the volunteers help us in our activities.

AP for James to make an inventory of all the stuff we have in the different places after the move.

f. Finance [JL]

- Cleaned most of the financial documents at Howlands.
- Payed Adobe and Netflix accounts. Also, the passwords were changed.
- Went to Stockton to try to sort out the Online Banking issue (Update during the Exec meeting)
- Vera designed a new form for the reimbursements that includes the missing information for online banking transfers. Should be test soon

Figures from the treasurer:

(From the previous week)

Balance Carried Forward: £

AP for Joel to pay the BBQ invoices, previous reimbursements and C&S things.

AP for Joel to prepare an Induction to reimbursements for EXEC members.

g. International Officer [MR]

Nothing to report

h. Livers Out [CW]

Nothing to report.

The Whiskey River booking is under Clare's name and we don't have to pay!

i. Social Secretary [NQ]

Nothing to report.

AP for Vinay to ask for different kind of songs for the playlist of the party.

j. Steering [VU]

College Facebook group for 2018/19 advertised. Action Points pinned to the Exec Group. Committee Board Photos in Howlands taken down (Waiting for College to put up a new board at Sheraton). Booked Whisky River for Friday, September 28 for Livers' Out Drinks.

The cash handling induction is still pending. Vinay will create a pool to decided which one is the best date so everybody can attend.

k. University/College [TP]

Handover BBQ 20th September

The BBQ we were supposed to have before for all the GCR ex-members and members. the BBQ will be at 12 o'clock in Howlands.

Bar/Café rearranged

The pool tables are moved now, we have to pay for the move.

Pool tables have been moved

PC up and running, AP for EJ to look at the induction week posters and help TP with designs

Sorting Handbook

AP for TP to contact AMH about the minimum card spend on party night

We need to advertise about the cash and how much money could be required before using the card
Laura Day wants to come along to an Exec meeting before induction week VU to pick a week Update
in meeting.

We decided to wait until September 17th so Matt could be back by that date.

AP [JE]- *check the insurance for both safes.*

I. Welfare [AM]

Got rid of Fernanda on the agenda (you're all welcome) and put my actual initials in – YAY I'm no longer a hyphen!

Helped with move over from Howlands on Sunday and moved things around at Sheraton Café.

Welfare section is staying the same as last year in the handbook.

Checked for condom dispenser online but there's no information about whether or not the company ships to the UK, so I have emailed them and am awaiting a response.

Robinson's greengrocer website is down so can't order fruit for this week at the moment but will keep checking it.

Welcome packs are now being sorted by College, but there are few things we need to add such as shampoo.

The proposed things to add to the welcome packs are shampoo, condoms and the GCR handbook.
Also, a file-version of the poster that is in everyone's kitchen. This should be sorted two weeks before two weeks before the Induction week.

6. AOB

The 24th of September we will have our Exec meeting at the Seminar Room because the Community room is already booked.

About the Ustinov as Home Competition, the college asked us for help to sort out the competition and James asked us if we were willing to do it. Tom said he we talk with James and decide something about that topic.

During the next academic year, we should use the space we have at Ustinov as students.

Eduardo Joel Lopez Torres

GCR Treasurer and Surrogated-Irishman-cum-Scotsman

03/09/2018