

Ustinov College GCR Exec Meeting

Minutes



1. Apologies: MR, NQ, CW

Not present:

Present: AM, JO, VU, TP, VB, EH, KL

2. Approval of minutes from last meeting.

Minutes from 06/08; 13/08; 20/08; 27/8; 03/09 (still to be passed)

3. Matters arising from previous minutes.

None.

4. Agenda Items:

i. [VB] New gym membership system

Description: there is a 'how to do' explanation for students, placed into poly-pockets which can be taken by students at their leisure from the GCR office. Students then can go through instructions for the online Gym form, so that we do not need to deal with thick piles of gym forms, which will hopefully make the whole procedure a greener and easier one. Students then can come to the GCR office to pay for their subscription, and the GCR officer can pull up their form on the google drive, and input the student ID no. There will then be a student induction checklist for the GCR officer to follow.

Question: should these be printed out in bulk by those with access to free accounts?

Agreed.

Question: Should we create a video for this?

We are currently just waiting for the final number from Anna of current students staying on who have been inducted.

ii. [JO] £220 for lunch for GCR and volunteers on 29th September, Monday 1st, 2nd, 3rd October

Unanimously passed.

5. Officer Reports:

a. Bar Steward [AMH]

The last party of Howlands was very successful!

I spoke to Trudie today and they shall begin advertising for the bar positions from the beginning of the next academic year.

Question: How many staff shall be employed?

- Trudie didn't mention.

b. Clubs & Societies [VB]

I met with Anna Gangi (receptionist) and Emma Temperley (Assistant Operations Manager) last week to have a chat about the gym. Anna recently started the job and wants me to submit gym access requests in a new format, so I adapted my spreadsheets accordingly. The computer program with which they give users access seems to be a bit of a pain because they cannot reset access for all users at once and have to change the settings manually for every single card/user. So resetting might take a while (especially for those people who are not moving out from Sheraton and keeping their cards), but she wants to start working on that from the 12th. I'll get another update from her after she had a handover meeting with Faye Lowe on Tuesday, then we can hopefully start to inform people when they're going to lose access and when they can come and purchase new gym memberships. Also got an email back from Frazer (College Sports Manager @ Team Durham) about advertising our teams to postgrads from other colleges, but that discussion is still ongoing.

Update: I received an email from Frazer regarding the payments for the football matches, which have been paid with no outstanding payments.

c. Communications [KL]

1. Took pictures for Ustinov farewell party
2. Gather 12 pre-sessional course volunteers for green move
3. Proofreading the GCR handbook together with exec people

For the farewell party I took some pictures which can be used in future years. Also, is the final version of the handbook ready?

- This will be finalised hopefully by tomorrow.

Can we have a translation of the handbook?

- This would be difficult and would need translations in all languages attending Ustinov so this is not possible.

d. DSU [PM]

Nothing to report

e. Facilities [JO]

- Actually back this time! Have received confirmation that the coke machine is being taken out of Fisher by September 12th but waiting for a date for installation at Sheraton but will be within September.

- Coaches booked for the Green Move in Sale (11:30-17:30) the price is still being gone through by the coach company as they need to factor in how much diesel will be used, and will call me back soon with a quote.

- The Newcastle walking tour is now booked and payment has been made.

- *awaiting the invoice for the Exec and volunteers T-shirts*
- *A thank you to Kimberley for helping getting Chinese student volunteers!*

Question: Where about will the posters for induction week be located?

- Probably hanging where the art work is

Question: Do we need to plan for people to put up the induction week prints in the kitchen?

- This will be organised after the kitchens are cleaned

Question: Can we have the flags back up in induction week which would be nice for the international students?

- This is a possibility but there is a quiz which a poster round so this needs to be considered

f. Finance [EJ]

Made the first payment attempt with Jono. It was successful!

I will make some other payments right now.

Figures from the treasurer:

Balance brought forward £15,705.57

Popcorn for film's night -£6

Food for film's night -£50.68

Balance Carried Forward: *£15,228.89*

Query: Breakaway invoice looked strange, on a spreadsheet, but I was wondering if this was the invoice to be paid.

- Just double check the amount.

g. International Student Officer [MR]

Nothing to report

h. Livers Out [CW]

Nothing to report

The cloths collection – how do we go through the motions on the clothes collection? If we hand over the howlands site on the 12th/13th how will this be collected?

- This we may need to do ourselves otherwise they will be thrown away. Best to check with Claire.

i. Social Secretary [NQ]

Nothing to report.

The last party of Howlands was very successful!

j. Steering [VU]

Sorting out suitable time for everyone to meet to do the Office Hour Induction regarding gym memberships and money handling. Will send you guys a poll this week. Will sort out the office hour timetable for the GCR tables and subsequent office hours for the induction week.

k. University/College [TP]

Update in meeting.

Friday party was successful. We are moving out officially on the 13th September, so everything in HF needs to be accounted for. Need to work on the handbook and posters for induction week. There are two objections to the bar licensing, on the 24th TP and Ian Mac will go to a licensing committee meeting will hear from the objections and discuss. If this gets passed then there will be the new extended opening times for induction week. I also need to get a key from everyone for HF. I also need to do a risk assessment for induction week.

Question: what happened about the sexual harassment course that Jamie Graham wanted to organise?

- There has been no update on this.

l. Welfare [AM]

Nothing to report.

Condoms shall be bought for induction week.

6. AOB

I combined the money boxes from Sheraton and Fisher but don't know whether to combine them or just use one.

- The most important thing is that there is plenty of change for induction week as the majority of international students will come with £50 notes.

James O'Neill

GCR Vice President p.s who even is Alastair?!

10/09/2018