

# Ustinov College GCR Exec Meeting

## Minutes



**1. Apologies:** KL, AMH, PM,

**Not present:**

**Present:** JO, EH, AM, TP, VB, MR, CW, VU

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

Minutes from 06/08; 13/08; 20/08; 27/8; 03/09; 10/18 (still to be passed)

Majority on 6<sup>th</sup> with two abstentions; 13<sup>th</sup> passed on majority with two abstentions; 20<sup>th</sup> passed on majority with two abstentions; 27<sup>th</sup> passed on majority with 4 abstentions; 3<sup>rd</sup> passed on majority with 3 abstentions.

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

None.

**4. Agenda Items:**

**i. [JO] Stationary Budget:**

2 X 2,500 sheets of multipurpose copy paper: £41.78

Amazon basics stapler £3.94 and 2X 5000 26/6mm staples £2.22

Stylostik Black Biro Pens X 50 £4.95

500 X White envelopes £12.27

**Total: £65.16 – proposed £75.00**

Passed unanimously

**ii. [JO] Vending Machine Budget:**

Pipers Tai Chili £12.16

Pipers Salt and Vinigar £12.16

Pipers Sea Salt £12.16

Pipers Salt and pepper £12.16

Kit-Cat Peanut Butter £9.49

Kit-Cat Chunky £11.93

Kit-Cat Dark Four Finger £11.97

MnM standard £11.65

MnM Peanut £12.50

Mnm chocolate £11.65

**Total: £106.18 – Proposed £120**

Passed unanimously

**iii. [JO] Pool tables drink-tables**

2 X adjustable aluminium Bar tables, MDF table top with brushed stainless-steel covering, Height: 70/110 cm - Table thickness: 2 cm, Plastic feet for stability and levelling. £28.49 X 2

**Total: £56.98 -proposed budget £70**

Passed unanimously

- iv. [TP] creation of a SPRA rep role, as we have 4 members on their exec committee, currently held by JON, TP and Ian Mac there is an empty space for either a new role or another member of the Exec/committee possibly add to the role of Sheraton Rep**

Due to the college and its monetary involvement with the SPRA it would be good to fill our four GCR voting positions with the SPRA. Creating a SPRA-rep could be a good idea to add a student's full attention to community related issues with college as opposed to relying on existing exec members. Comment made that this role should be created and not augmenting an existing role (such as Sheraton Park Rep) similarly as with the DSU liaison officer.

Question: Should we therefore make this an exec position?

Comment – we should discuss this over some time, liaise with the ex-chair who is very read up on the SOs and decide whether this is a committee or Exec position.

Decision – to look at the roles and go over this with further consideration/discussion.

- v. [TP] Budget for posters/Handbook, TP will bring figures to the meeting**

Budget for £350 for welcome packs and handbooks; College providing welcome packs for livers-in which are now in peoples rooms. In peoples kitchens there will be 6 planners and handbooks. Proposed 800 handbooks, 418 rooms in SP, 70 rooms at Keenan House, approx. 500 for living in, and 300 left for livers-out, with some available to picked up a the bar etc.

GCR table from 10 to 5.

We still have some nightline key-rings but we will ask for some more to them. The handbooks and every other thing we will give to the newcomers, it will be given during the GCR table. The treasure trial is going to be advertised in a different way due the amount of information the posters already have. £249 on posters from the £350

Handbooks and flyers £330 the request is to increase the budget + £100 (From £350 to £499.99).

Unanimously passed. Suggestions to make a different budget for each one,

£249 were spent on posters, Tom will send the information about that.

Proposal is to increase the budget from £200 to £249.

-Passed unanimously.

Suggestion to make an advertisement budget for the next year.

- vi. [TP] What is left to sort for induction week, what events are planned and what is left to do**

The quiz is not yet written. Vinnay suggests he will make the questions (and ask Thom for them), but the prizes are still in need or purchase besides straws [also Artem is very interested inwriting one]. Annie and Claire will suggest a way to make a new game without straws. Suggestion to make a newspaper tower instead of the straws.

Games night only needs pizza, and Vera will ask Joel for the pizzas (under the budget)

Brunch is sorted out by Ariam, who went to Tesco. The deliveries only work with the online store. We have to go to Tesco and tell them that the order is not for a house, but for an event. If Tesco is not helping at all, we should change for another company.

GMO is sorted out by James

Film Night, the film will be changed for another one more “accessible”

Ustinov Live, Alastair should advertise it soon.

Bingo requires a playlist

Paul Skerrit: Booked!

Silent Disco: Booked!

Claire to find a way to advertise the Induction Formal. She will sell them during the Livers Out drinks. We have to sell 200 tickets for the Formal!

The Treasure Trial is still on work to decide the way it is going to happen. It will finish at the Clubs and Socs fair.

Comedy Night needs a poster.

Not replies yet for the UstiLoft. [amazing name]

- vii. **[VB] I propose moving both the movie night and exec to Tuesdays in the future. Movie night can no longer be on Monday, Wednesday, or Sunday due to darts/pool matches. If they are on Tuesdays, we could just skip them whenever Ustinov Live takes place. We can keep Thursdays for pub quiz. Frisbee practice takes place on Mondays as soon as we get access to the hall, so exec meetings will need to be moved (limited slots in halls, can't move frisbee; multiple frisbee team members on exec). It's nice to have exec meetings on the same evenings as movie nights, so that we can get takeaway and watch the movie afterwards. We can book the community room for exec between 5-8pm on Tuesdays, however we would need to finish at 8, because there's a yoga class by the Sheraton residents in it afterwards. Possibility to continue in the seminar room if not finished?**

Vinay will create a pool for the next Exec meetings day.

## 5. Officer Reports:

### a. Bar Steward [AMH]

*Nothing to report*

### b. Clubs & Societies [VB]

*Tom and I went to talk to Quentin (Director) and Dave (Deputy Sports Director) of Experience Durham last Wednesday. We now finally know more details about the sports halls, including the fact that the DHSG one has a carpet floor. I updated the team captains about this and the practice slots are now as follows:*

<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Team</b>
Monday	19:30-21:00 (1.5h)	DHSG	Frisbee
Tuesday	19:00-20:30 (1.5h)	Durham School	Cricket
Wednesday	19:00-20:00 (1h)	DHSG	Table Tennis
Thursday	18:00-20:30 (2.5h)	Durham School	Swimming Pool
Friday	17:30-19:30 (2h)	Durham School	Basketball
Saturday	13:00-14:00 (1h)	DHSG	Flexible
Sunday	20:00-21:30 (1.5h)	Durham School	Flexible

*We'll hopefully go and visit the halls this week to learn how to access them and see them with our own eyes.*

*Started to sell gym memberships and give induction and my spreadsheets and formulas all work fine.*

*Will meet some socs presidents+captains tomorrow night to discuss things concerning the C&S Fair and next year.*

#### **c. Communications [KL]**

- 1. Took off events pictures (2016-2017) from Howlands;*
- 2. Helped Durham University for advertisement videoing (Ustinov College might need this company);*
- 3. Posted different information from GCR;*
- 4. Uploaded pictures of Sheraton Park — Please feel free to use them;*
- 5. Collecting GCR exec high quality photos for printing — please do upload in google drive*

*AP for TP to ask Kimberly to create the events for the different events we are going to have during the induction week and start advertising.*

#### **d. DSU [PM]**

*Nothing to report*

#### **e. Facilities [JO]**

*With students moving out a great deal of food has been donated from Fisher House to a local food bank in Durham, and many thanks to Clare, Tom and Annie for helping with this.*

*The Coke machine saga continues . . . 2 forms, four emails and five phone calls later. It has been emptied but not withdrawn. I have requested that the withdrawal of the old machine and the installation of the new machine now be given an urgent status to speed up this process, so fingers crossed.*

*There is one light remaining at fisher House which I have been over to take, however, was not allowed to so shall apparently receive an email when it is time to take over.*

*Soon the keys for the vending machine shall be here and I can fill this.*

*Lastly, there seems to be a good amount of volunteers for the freshers week so hopefully all shall go smoothly in terms of helping students move into their rooms, carrying out the GMIS day, and the Durham walking tours.*

*AP to JO to have a meeting with the volunteers to sort out the events.*

#### **f. Finance [EJ]**

*Finally, sorted out the last few payments of the BBQ and paid for the invoices received during the period without online banking access.*

*Changed the office hours Excel document for a new one without Howlands and divided by months for easy track of the hours.*

*Table Tennis Soc / Vera Bieber -£27.46*

*Pool Team Matches / Yan Birch -£81.40*

*Vortex Lighting (Last Howlands Party) -£325.20*

*Breakaway Pool (Pool tables move) -£264.00*

*A Murray Travel (Coaches for the last party) -£228.00*

*Balance carried forward £14,302.83*

#### **g. International Student Officer [MR]**

*Nothing to report*

He was looking at the different trips that are planned. The first one will be the York's Christmas Market. Tom suggest to make advertisement for the trips.

#### **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 12<sup>th</sup>/13<sup>th</sup> how will this be collected?

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

The woman in the Food Bank doesn't know what to do with the donations and suggested to talk with the Chester-le-street office for that. However she received it.

Still needs to go to the clothing bank.

Treasure Trial people was contacted. Waited for a personalized trial.

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

*Nothing to report.*

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

*GCR desk rota done! Talked to Thom who said office hours were from 5-9 during induction week! Will finish normal office hour rota today!*

*Special time for Friday, 5-8*

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

*- SPRA meeting very boring, there was some discussion of membership to SPRA related to their proposed constitution however it appears to be requiring a rewrite and I will update when they update their constitution.*

*- SPRA AGM is the same night as our GM, however there is unlikely to be anything important to go along and do.*

*- Handbook all finished + Posters being sent off to be printed*

*- Everything is moved out of Howlands including printer*

*- We should have keys for the Observatory and the stuff has been moved over there*

*- We are now officially moved out Howlands, the keys for the vending machine were left behind but are being sent over JON needs to buy chocolate*

*- Meeting with Quentin/Dave*

- AM to get a new bell for the bar

- Handover BBQ Thursday 20th 12:30-13:30 at Glens house VU advertise to old exec and everyone to try and make it!

## **I. Welfare [AM]**

*Nothing to report.*

Condoms shall be bought for induction week.

The condom dispensers are not made or sold in the UK, no response from the companies. Budget of £170 for condoms, passed unanimously. Pregnancy tests should be ordered in advance, every time somebody needs them.

## 6. AOB

Somebody to go with Joel to the bank to deposit the 20p coins, Claire accepts to go on Thursday 20th

James O'Neill

GCR Vice President and now fully de-Scotticised Alastair 2.0

17/09/2018