

Ustinov College GCR Exec Meeting

Minutes



1. Apologies: Pedro, Kim, James, Clare

Not present: Ariam

Present: Vera, Tom, Matt, Joel, Annie

2. Approval of minutes from last meeting.

Minutes from 24.09; 01.10; 09.10 (still to be passed). *Still to be passed due lack of quorum*

3. Matters arising from previous minutes.

None.

4. Agenda Items:

i. [VB] Observatory

- Feedback on rules? (Ideally most feedback already given virtually, to make this point faster)

Joel asked if people require to go with somebody else for safety reasons, but Vera explained that that is not a requirement at all.

- Proposal to buy a couple of torches to lend out to people together with Observatory keys.

While walking from Sheraton to the Observatory or coming back from there at night, the light of a mobile is not enough. Vera proposed to get a pack of torches to help people walk safe at night. Also, a thing to keep the cables together would be useful at the office and the storages.

About the Observatory, Vera wondered if the college is going to lock the rest of rooms, so she and Tom will discuss about that next Monday.

AP for Tom and Vera to speak with the college on Monday about the observatory.

ii. [VB] Ratifications

A few societies have started to hand in their (re-)ratification forms, so we need to vote to confirm their affiliation with the GCR.

iii. [TP] Kids party budget

Need to get volunteers for kid's party.

College will be in charge of covering the food and coaches for the party, however the activity depends of us. If we get a Sheraton Park Rep or/and Social Sec this could be their first activity to work as part of the GCR. Tom will bring the budget next Tuesday.

AP for Tom to bring the budget and submit emails for volunteering.

iv. [TP] Need to send out the Formal booking information along with good description on how to pay for tickets.

Vera and Tom were working on that and the format looks fine.

v. [TP] Need to make event for Livers out on Friday and need volunteers to go to whisky river + ticket sales at SP

We will have a reservation of 30 tickets for the people who go to the Whiskey River, James and Matt will go to the event this time and they will take the ticket reservation. People must submit they dietary requirement by 24th of October.

vi. [TP] Budget for Halloween party for DJ and Decorations

The budget will be discussed next week. This time we can't make a Silent Disco due the possibility of people wearing costumes. There are some stuff of the previous year Halloween party that could be use as well, Tom will take a look at them.

vii. [TP] Bonfire night fireworks, it would be good to take Ustinovians to see fireworks, this was popular last year and people have asked about seeing a fireworks display already. Need to find a venue and then organise coaches there.

Clare suggested a venue for the fireworks, we still need to take a look at that. Also, James has to organise the coaches and we need the budget for them.

AP for James to organise the coaches for the formal and the fireworks.

viii. [VB] to follow up with socs about what they might like to see at the observatory, would be good to get a feel for what people use the observatory for and then look to spend some money on it to help it become a useful space. Ustinov College GCR Exec Meeting Agenda

We can get ideas from the people about what is required at the Observatory and then discuss the possibility of purchasing those things during the first days it opens.

ix. [EJ] Setting down dates for reimbursements

There is not really a problem for paying something that was used for the GCR (As long as you have the supporting evidence to do request it). However, if we want to keep a good record of our expenditures it would be better to ask for the payments as soon as possible after they were done. My proposition is to settle down a time limit for request the reimbursements. Not restrictive but that really helps to keep a good track of the expenses (And to organise the accounts document properly). One week after the event maybe?

Joel would ask people to submit their reimbursements from time to time. Tom proposes to ask people for the reimbursements at the end of the term, possibly during Joel's office hours.

5. Officer Reports:

a. Bar Steward [AMH]

Nothing to report.

He is back!

b. Clubs & Societies [VB]

I started to establish my weekly C&S updates on our website blog last week and already posted a full update on Monday that included the weekend's results, a match report (submitted by the football team), and all upcoming fixtures. Not sure if anybody is reading these yet, but once we have a newsletter we can also link to them. If YOU have anything interesting you would like to post on the GCR blog, just send me the text and pictures and I can put it up for you!

DHSG key is now shared between 4 colleges, but that has been working surprisingly well so far. Fingers crossed.

Quentin has some potential lifeguards who are just confirming their availability now. University will pay lifeguards until Christmas, afterwards that will be our responsibility.

About the swimming pool, we will analyse how popular is and then see how much we have to pay for the lifeguards.

c. Communications [KL]

1. Did the live for Ustinov basketball game;
2. Posted the formal booking, GCR election rules in Wechat ;
3. Met mentor & got their opinions of the mentor meeting & what they want to help students;
4. Contact with local community for gathering volunteers for the Christmas relevant event;
5. Answered different questions through social media~ special thanks to Matthew Roberts James O'Neill Vera Bieber for supporting.

d. DSU [PM]

1. Durham Students' Union is taking action to discuss the impact to students of the increase in accommodation fees for next year. It will take place on Thursday 18th October from 11:00- 15:00 and an open meeting at 16:00.

Pedro should post on our Official Facebook Group the DSU De-matriculation event.

2. Changed dsu.ustinovgcr@durham.ac.uk email ownership to myself (previously Alex Hampton).
3. Getting in touch with SU representatives of other colleges to know when the General Meeting of the DSU will take place. Let you know as soon as I know the date.

e. Facilities [JO]

Nothing to report.

Vera was working on the names for the Rooms at the Observatory, winning Fisher Room so far. There were some suggestions to put the explanation of why is called "Fisher".

f. Finance [EJ]

- Paid most of the pending things from the IW
- Need to go to the bank ASAP for the next formal
- Does anybody have information about BT?

While contacting BT, Joel should ask for a new box at Sheraton. The Sports Rep would be in charge of advertising the existence of BT so people could watch matches/sports at the café/bar.

- Update part of the accounts document, need to talk to AB for help with the previous year/current year separation
- What happened with the float?
- Volunteer to go to the bank this Thursday (No carrying coins, I promise)

Balance brought forward (08/10/2018) £13296.50

DavisonTaylor - Brunch Photos - £146.50

DavisonTaylor - Formal Photos - £188.50

Paul Skerrit - IW event - £500.00

Matthew Roberts - Film Night Movies - £12.48

Clare Wallace - Bingo, Comedy Night, Treasure Trail - £136.99

Clare Wallace - IW Brunch - £417.50

CCPE Great Britain + £457.36

Durham City Coaches - GMIS - £625

Tom Pitts - July GM Pizza - £132.00

Tom Pitts - BBQ Aerial - £20.99

Tom Pitts - IW Film Night - £59.33

Tom Pitts - Fifa Tournament - £95.57

Tom Pitts - IW Posters - £562

Tom Pitts - Karaoke Deposit - £40.00

Tom Pitts - Silent Disco Deposit - £300.00

Tom Pitts - PC Monitor - £99.49

Tom Pitts - Condoms (Welfare) - £89.99

Balance Carried Forward £10325.52

g. International Student Officer [MR]

Got an initial estimated cost for an October minibus trip to Tyneside Market/Castle. Ultimately decided against, think the first trip should be more engaging for a larger number of students.

h. Livers Out [CW]

Nothing to report.

AP for Tom to make the Livers Out Facebook event.

We won't have a LO Rep so we should have somebody outside who could help.

i. Social Secretary [NQ]

Nothing to report.

Karaoke this Friday, Whiskey River at the same time, Party at 26th, Kid's party 28th and Formal at 1st of November. Tom will take care of the decoration. Thanksgiving could be a good event, 22nd of November, but we don't really need to celebrate something during that time because we are almost at Christmas.

j. Steering []

Nothing to report.

GM on Thursday, need to send emails to everybody explaining why and how you participate.

Only GCR could vote? During the first meeting would be difficult, but for the next one we could use the possible GCR Card.

k. University/College [TP]

Have made events for the Formal, Halloween party and Karaoke

- Ordered posters for the Halloween party and bonfire night formal, should have arrived by the meeting
- Will be following up with Ian about information about the Observatory
- Thanks to those who were able to help with the Observatory rearranging
- Need to advertise the Castle Ball
- (VB) chatted to a girl at Keenan house who asked about kids sports, this might not be viable for the GCR + teams to support all year, might need to advertise sports teams for local kids. Might make a possible summer activity for the Kids (sports day)
- (PM) See information about the ripped off campaign, not a bad thing to get involved with, it might get lots of support from Ustinovians as many already pay a large amount before accommodation costs.
- GM this Thursday (for real this time) need to order pizza and send out agenda. We have 15 people running for several positions including chair, social sec, secretary.
- SPRA meeting, there was opposition to the change to the constitution that would see Ustinov get 4 votes. In the end it was agreed to pass other changes to the constitution and then to attempt to reach a good compromise about the constitution at the next meeting and pass the changes

- I have the SPRA survey for (VB) to send to our sports teams about their use of the football field.

I. Welfare [AM]

Nothing to report. *Possible Welfare events plant pots, community day with dogs. Get back as soon as she finishes her report.*

6. AOB

Thanks to Matt for the help with the Doctor Who event.

Vera got a suggestion of getting a scale and coat rack for the gym.

AP for **Tom** to speak with college about that.

Eduardo Joel Lopez Torres

GCR Treasurer and non-officially Scotsman replace

16/10/2018