

<h1>Ustinov College GCR Exec Meeting</h1> <h2>Minutes</h2>	
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18:00pm, 16/04/2019

- 1. Apologies:** AMH, SL, KL, TP
Present: MR, JO, VB, AS, EJ

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

Minutes from 5/3 need approval; minutes from 12/3 need approval; minutes from 19/3 need approval; minutes from 26/3 need approval; minutes from 02/04 need approval; minutes from 09/04 need approval.

The minutes from 09/04 will be put on the committee group after the meeting. AS will contact SL again about getting the March minutes put online.

- 3. Matters arising from previous minutes.**

[AP] AS to ask CIS to make a new Welfare email.

AS is still waiting on CIS.

[AP] EJ to look into the points brought up about the budget last week, and post the amended budget to Exec.

See agenda item

[AP] AS to sort out the Committee board.

AS has sent a list of the names and committee positions to Brenda and Helen to get labels made for the committee board. He is hoping to get the photos printed this week, so all going well there should be a committee board up and running before he leaves for South Africa!

[AP] VB to sort out getting new pool cues.

They have been bought

[AP] JO to look into replacing the tips of the cues in the observatory.

Ongoing

[AP] JO to look into getting for the bar/piano stool/fixing or replacing electric piano.

Ongoing. JO is in communication with College about the piano stool (as they are going to pay for it).

This shall be looked into this week

[AP] AS to post in the committee group about the reduced price in gym membership.

Done.

[AP] TP to send information about reporting hate crime to MR, who will write a post about it and advertise it to Ustinovians.

This has been sent but it has not yet been completed, most probably shall be completed after the Easter break

[AP] TP to follow up on the churros van.

Ongoing

[AP] EJ to call BT to find out whether the BT licence can be used over two sites or not.

Ongoing

[AP] JO to organise a survey to ask what would make the café a more welcoming place to study/socialise in.

Ongoing

[AP] TP to arrange a Welfare Committee meeting, where they will discuss they Pride party (and anything else that needs discussed).

Ongoing

4. Agenda Items:

a. Pizza Budget for GM [AS]

Motion: To pass a budget for up to £200.00 for pizza for the GM to be held on Sunday 28th April.

Discussion: Agreed

Vote: Unanimous

b. Paul Skerritt Band Budget [TP] [Apologies]

TP would like the cost of Paul Skerritt to be added to the Ball budget. The Paul Skerritt band is an additional entertainment that we have not done in previous years, they are £500 without sax, £700 with sax. The idea is that this cost will be covered by the sale of ents tickets which if priced at £10 would only require 50 tickets sold to cover the cost. There is the possibility to sell up to 100 tickets.

Discussion: general agreement that Paul Skerritt is more appropriate for the ball, and without the sax player. Idea about repetition of performances being less interesting than a fresh performance. Besides the style of music being more suited to the ball as opposed to the BBQ

Vote: Unanimous for the ball

c. Saxophone Player [TP] [Apologies]

For an extra £200, Paul Skerritt Band will bring a saxophone player. Do exec think it is worth the additional cost?

Vote: 1 vote for the Sax player, 3 for no sax player. Decision: no Monsieur Saxy-man

d. Budget for Summer Ball Tickets [TP] [Apologies]

Motion: *To pass a budget for up to £80 to order physical tickets for the Summer Ball, which includes printing (~£50) and delivery (which could be around £20-£30). TP linked the website that he is basing the pricing off of in the Exec Facebook page.*

Questions: If perforated/tear-able tickets are more expensive than a cheaper variety, is there any point when the drinks ticket part can be ripped off of the main ticket?

Vote: Three votes for, and one abstention

AP: TP to confirm ticket prices for the summer ball

e. New Annual Budget for this Year [AS]

Update on the amendments to the annual budget/points brought up last week?

-We are £900 pounds under budget, second of all committee members shouldn't let reimbursement forms build up to expensive amounts as it affects the annual budget report.

-The cost of buses has been accounted for (these shall be reimbursed from college from the transition fund)

-Is there the profits of the vending machine added to the annual budget? (affirmative, with an adjustment to be made for the cost of annual vending machine purchases).

-Adjustment needed to the budget for BT

5. Officer Reports:

a. Bar Steward [AMH] [Apologies]

Nothing to report.

- Beer of the month will be coming to the bar. If anyone has any suggestions JO encourages exec to contact AMH or himself (or Vinay). They will replace beers that are not selling so well.
- There will be new advertisement going up in the bar.
- May be having a cocktail for pride. EJ will discuss with Rowena (LGBT+ Rep) and tell JO.

b. Clubs & Societies [VB]

A member of the table tennis club asked if he can bring his six-year-old daughter to the awards formal. VB asked college, Ian asked the Business School, and it's fine.

VB asked the university about the status of swimming reimbursements and hopefully everybody who submitted one by the beginning of April will get their money back by Easter. She notes that unfortunately there is nothing that can be done about their lack of efficiency in giving refunds.

The cricket club is really struggling to get more members, and their captain has stopped communicating with the team and VB. VB is in contact with one of the remaining players now, and asks if anyone has any good ideas about advertising so that they can get enough players for their outdoor season starting in the third term.

c. Communications [KL] [Apologies]

Nothing to report

- WeChat communicator whilst Kimberley is not here report.

d. DSU []

Nothing to report.

NUS convention 2019 happened, involving an Islamophobia meeting which occurred

e. Facilities [JO]

Two of the beanbags have been thrown away due to them not being able to be cleaned after someone vomited on them on Friday night. The flags are now up in the café and looking good. Can find out how much two new beanbags would cost. JO to email Emma about replacing the beanbags.

AP - JO will double check with Thesi (SP Rep) when the next vending machine order should be made.

AP - JO to check with TP about the status of the new lamps to be bought for the Sheraton café/bar.

f. Finance [EJ]

EJ deposited the notes from the safe, giving a total of £5465.00. Another part of the composition fee was received.

Balance brought forward (09/04/2019): £24,158.60

<i>Cash In (10/04/2019)</i>	<i>+£5,465.00</i>
<i>Davison Taylor - Castle Formal Photos (10/04/2019)</i>	<i>-£188.50</i>
<i>Durham University - Composition Fee (12/04/2019)</i>	<i>+£4,704.00</i>

Balance carried forward (16/04/2019): £34,139.10

AP: EJ to contact finance about the composition fee

AP: EJ to contact finance for the transitional budget in terms of being refunded from the transition budget for the coaches for the formals

g. International Officer [MR]

The Bamburgh trip was a success, as was using the National Trust card for Lindisfarne Castle (which, after Bamburgh, folks might have been a bit disappointed with if they had to pay for, frankly). Was a little bit of confusion regarding payment, something to do with the way that Durham City Coaches attaches a different number for the invoice and the booking number; believe we are good, but still waiting for confirmation.

MR has begun initial planning for a trip to Cragside on 18th May. It's another National Trust site, with a high Tripadvisor rating. MR has contacted Lana; she is checking on interest from the Keenan side. MR notes that it would be a good small trip.

-The coach will probably be another 57 seat coach for the next trip

-Week after 18th May will be a trip to the Oriental Museum

-Week after that will be a voted for large-scale trip

AP: JO to contact the trustees about the case for Lees Coach situation from Induction Week

h. Livers Out []

Payment for the escape room livers out event cannot be purchased currently so this is an ongoing idea

i. Social Secretary [LN]

Egg day happened! There was a low attendance from Keenan and the locals did not remember it was happening that day. The party was pretty chilled and the kids seemed to enjoy it. There was only a small incident with a couple that started to fight just when we got outside but the photographer calmed them down. Big thank you to all the volunteers, they were amazing! The exec extends a big thanks to EJ for running the event also.

- Comment made about the egg day: Kids party would be best organised on a Sunday as that would be easier for the families of Keenan House, to be taken note for next year.

-Regarding the Pride Party, there needs to be a visit to the store room to find the flags for the Pride party, and perhaps purchase some glow sticks. There is possibly a DJ for the Pride Party

-Can we advertise the pride party externally to Ustinov? (provided the details of needing to be signed in by a Ustinov member is made clear)

-Current idea for the DJ for the pride party is for not having a silent disco, which will mean that the volume will be capped. Something which shall need further consideration

j. Steering [AS]

An event and email is ready to go about the next GM – AS will send this out and post this after the meeting. An email is also ready to go to the trustees proposing a trustees meeting on the 14th May, which seems to be a day a number of the trustees can make, including the person who at the last meeting was proposed to take the position of Chair if he got voted in at the General Meeting that followed (which he did).

k. University/College [TP] [Apologies]

TP has sent a list of possible dates for formals for next year to Trudie; he will let exec know what dates are available when she gets back to him.

Ball

TP has put the poster up advertising the ball in the café. He will look to have the advertisement up with tickets, ents details and menu tomorrow. EJ and Connor are putting together a design for the tickets that will be sold from the 27th – TP aims to order them next week.

TP is looking to find out what was spent last year on ents in order to help with budgeting for the event.

BBQ

A design needs put together for the t-shirts. TP notes that someone was suggested at a meeting a while ago – it would be worth contacting them and getting a design drafted.

-Discussion of a mask work-shop for the summer ball.

AP: EJ to bring information as an agenda item next week for this idea

I. Welfare []

Information poster draft created for Latex Free condoms to be put on the jar, as the current ones don't read "latex free"

6. AOB

James O'Neill (he's back)

VP

19/04/2019