



Ustinov College GCR Exec Meeting

Minutes

6:00 pm, 07/06/21

Action Points From Minutes – red is new from today's meeting.

DM to get student IDs from college/uni for a full list of Ustinovian students, not just the ones who have signed up to GCR

CA to look into legalities of finance taking methods, for example bank transfer

CA to draft a free-speech policy based on DSU/independent common rooms policies and pass back to exec for approval

CA to look at the contract with PlayerLayer and provide suggestions for how best to approach it for the future.

JB to write details for a social media protocol

1. Apologies:

Present: *BD, DM, DC, CA, JB, CV, MZ, VV, FD, SG, LC*

2. Approval of minutes from last meeting.

- a. Approval of minutes from 31/05/2021 – *passed on a general aye*

3. Matters arising from previous minutes.

- a. VV or DM to check with Vera/treasurer handover documents for how to pay PVSL licenses *done – in progress of renewal*
- b. VV to write motion to propose the 21/22 budget at the upcoming AGM. *done*
- c. SG and VV to write motion to propose at upcoming AGM for increasing budget for the Summer BBQ *done*
- d. CA to organise an online office hours rota as the new committee comes in *done – irrelevant*
- e. CA to look into legalities of finance taking methods, for example bank transfer *ongoing*
- f. CA to draft a free-speech policy based on DSU/independent common rooms policies and pass back to exec for approval *ongoing*
- g. CA to look at the contract with PlayerLayer and provide suggestions for how best to approach it for the future. *Ongoing – has been glanced at by CA and might have some legalities which might leave us financially liable. DM still waiting for the response from legal services since we can't give them access to logo...*
- h. JB to write details for a social media protocol *ongoing*
- i. JB (after talking to FD) to write content for slides signposting welfare supports for the Save You Money Ltd presentation *done*

4. Agenda Items:

- a. **[VV] Plan B for Reimbursement settlement – Cash from safes.**

There is a Cash book in the Treasurer drawer which I can use for the standard

filing procedures when it comes to cash. This is something to do in the event that the bank situation is not resolved soon.

In the event that the banks/accounts are not sorted in time (say, before end of month), can this be an alternative form of payment. We can follow an old procedure and leave suitable receipts etc, but would just good to settle debts before the official end of exec tenure.

Nothing obvious in the SOs – will check this with the trustees. Of course, would need to check that recipients are happy to take cash.

Vote to use the cash in the safes to settle GCR outstanding debts, if the bank account is not sorted sufficiently quickly – passes with all in favour.

b. [VV/DM] BBQ tickets for Non-Ustinovians: £5 per person

In the last meeting with the BBQ group, we decided that we could have everyone use FIXR to get their tickets, despite being Ustinovians. We could use their student numbers (working to get all) and give special codes for Staff, Alumni and Mentors. The proposal for the prices on non-Ustinovians is £5 and is basically to get the food.

Tickets will be sold via FIXR - I can make two categories £5 and £0 for Ustinovians - we can use letter codes for Alumni (I just need them to process the discount).

This is in coordination with the budget as well – the redundancy may not be enough. Charging non-Ustinovians will provide a small source of income.

[AP] DM to get student IDs from college/uni for a full list of Ustinovian students, not just the ones who have signed up to GCR.

Q – how does this apply to families with children? Does this include partners as well? Could have an additional code for families as well. In any correspondence with LOs, we shouldn't just focus on Keenan house family etc.

Note: this is £5+Fixr fee.

How will this be policed? This is just a food ticket – there would be a couple of volunteers checking lines but the entertainment is accessible to all.

We will need a good comprehensive refund policy – under what circumstances.

[AP] VV to write a refund policy for the FIXR tickets for the summer BBQ

Vote to charge £5 for non-Ustinovians for food tickets for the BBQ – passes with all in favour

c. [VV/SG] Formal ticket prices

Using previous values, we have an estimated cost of tickets.

Prices vary if we use waiters or screens (latter is cheaper, and supposedly safer).

We can't actually choose this – it is chosen by the university. Note; the screens has some queueing system. We can choose if we want to be on the household model or rule of 6 – rule of 6 seems like a much preferred option.

Preliminary price for 2/3 course meal respectively.

GCR members £12.50/£15, non-GCR member - £15/£18

General preference is 3 course meal. (Note; tier 2 GCR members)

These prices are valid til the 21st of June (may change), and also for a venue with 100 people. If the rules relax and we have more people, then perhaps may be a bit cheaper.

We are proceeding up to the 21st of June as if we have a 100 maximum; we may be able to release more tickets.

Formal is 5th of July – need to start selling tickets soon.

If these prices change after the 21st of June, then we will have to keep the same prices out of fairness – we will have another formal later in the year; any surplus

we end up with can subsidise the formal, or party favours etc.

Current proposal:

3 course meal, charging £15 for Tier 2 GCR members and £18 for other tickets

Vote: passes with all in favour

5. Officer Reports:

a. Bar [-] (DM)

- Nothing to report

New bar staff have been inducted by Trudie.

b. Clubs & Societies [CV]

- Some of our teams have started have their first games of the year! I'm trying to get more information about Festival of Sports (23rd June). I've already got interest from women's football about new kit if we get the agreement with PlayerLayer. Still no response from the rest.

c. Communications [LC]

- Nothing to report.

Will have a newsletter this week – send out items.

d. DSU [-] (DM)

- Nothing to report

Due to the particularly long assembly, there will be an extraordinary assembly towards the end of the month.

e. Facilities [DC]

- Secured the Phi Pie truck for the barbecue, finalising some details

- Also, currently in talks with the Picnic basket to see if they have a food truck since they already do catering

- Need to start working on Risk Assessments for the BBQ, ball and formals ASAP, as well as the ones required for events at the bar

Shed is now in the observatory – needs to be assembled and moved to correct position.

f. Finance [VV]

- Current Bank account: £ 56,670.73

- 19-20 Accounts were passed at AGM with a small amendment that I informed the accountant about.

- Budget proposal was approved for next academic year

- An increase of BBQ budget of £4,000 is approved at AGM which significantly improves our ability to provide a good service.

- Chased up accountant on when we can expect the reports - he said mid-June

- Bank change is still in progress

Trustees have signed paperwork for the bank change, back with the bank now – waiting for Natwest.

g. International Officer [MZ]

- Nothing to report.

h. Livers Out Rep [FD]

- The housing issue regarding that Ustinovian (see minutes of the last three agendas) is being dealt with by the DSU. I am copied in the emails so I can see all the updates and it seems to be going well. He has messaged saying that he is grateful to us for the help we are giving him.

- Matthew's talk will be tomorrow and we are finalising the last details (ad, streaming and materials during the talk).

- The BBQ logo competition is over. I have received various proposals from two Ustinovians and they all look great. By today, I will create a poll with the proposals and will then notify the winner after the voting.

Will promote the talk for tomorrow.

Will try to select logo winner soon, so t-shirts quote can be obtained.

i. Social [SG]

- Formal tickets discussion - what are we setting the price too? Need to promote the formal

- Booking remainder of entertainment activities for summer BBQ

- Meeting with Ian to discuss late night party at the end of June

- Potential incoming agenda item from me and Diana regarding formal tickets

j. Steering [CA]

- We had our AGM last night. Despite some concerns, we reached quorum and didn't have many drop-outs so were able to conduct all the business in the agenda. I have some concerns about the level of attention paid to proceedings (in particular due to the delays in voting being opened and people actually doing it) but that's not so different to circumstances in the bar at some GMs.

- I'll be making the relevant updates to the SOs in the next week (two of our pending HLMs have also since graduated). I've also noticed some incorrect page numberings in the constitution that should be fixed.

- As noted last night, we had no manifestos submitted for committee positions and so have no successors for those of us whose term expires at the end of the June handover period. I intend to compile and present the next executive committee with the options the constitution/ SOs leave open under such circumstances (further elaborating on the statements I made last night). This will be done before the end of the handover.

k. Welfare [JB]

- Nothing to report.

l. University/College Matters [DM]

University matters

- Nothing to report

College matters

- Nothing to report

Exec matters

- We will participate in the LGBT+ event for Tuesday 8th June and we raise ~£1k, part of this income will be going towards a charity (Mermaids).

6. AOB

a.

Brad Din

GCR Secretary

07/06/2021