



Ustinov College GCR Exec Meeting

Minutes

6:00 pm, 21/06/21

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

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

SG to write a paragraph requesting replacement photographers for the 2 formals and BBQ

JB to write details for a social media protocol

1. Apologies: *DM, MZ, LC*

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

2. Approval of minutes from last meeting.

- a. Approval of minutes from 14/06/2021 – *passed on a general aye*

3. Matters arising from previous minutes.

- a. 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 *done*
- b. DC to write text to be sent to DSU awards *done*
- c. CA to look into legalities of finance taking methods, for example bank transfer *ongoing*
- d. CA to draft a free-speech policy based on DSU/independent common rooms policies and pass back to exec for approval *ongoing*
- e. JB to write details for a social media protocol *ongoing*

4. Agenda Items:

a. [CV] Pass £70 for the tennis club to get new balls.

The tennis captain asked if they could get some new balls and he estimated the total cost to £65. I'm asking to pass £70 just in case there's a small price difference till when they order them.

Vote: passes with all in favour.

b. [CV] Update on PlayerLayer contract

I had a meeting last week with the company. I explained our thoughts about the contract:

1) The clause saying that we will have to buy all remaining stock in case of termination can be amended. The current selection we have chosen is easy to be pushed to another of their websites if it's not embroidered. That means that we they will still be able to use it. Another option will be to put a limit on how much worth of stock they will have so that we can include such an amount in our budget. I would suggest put a cap on how much stock they keep but since with

our current selection there won't be an issue with it we can include it in the budget next year.

2) The termination clause with an 18 month notice period. This again is in order to make sure all remaining stock can be sold in that period. They don't have an issue with reducing to less than a year. Should we suggest something like 6 months maybe?

3) I told them about the issue with us not being a DSO and having to ask about using the college crest and they can wait till we have a final answer from uni.

Could perhaps suggest an amount for the contract with PlayerLayer. They don't need to personalise any stock left behind, so we can only use a small amount of personalised stuff which only we can sell.

Good that they are happy with reducing the time of termination.

Would like to add amount in the contract – can we decide on an amount to maximally pay for leftover stock before we go back to PL? Also decide on how long the termination – 6 months seems reasonable.

How much money would be willing to risk on such a thing – the money would be due after the notice period has passed, so would only need to be paid after we sold as much as we can.

General plan is that most orders decided club by club. Others can also do personal purchases direct through website.

Any specific cap? A value of £500-600 seems like a good idea.

Remember that over £500 needs to be passed at GM. Will ask PL if we can change cap later on as we add more things, and for now, don't have a cap in the contract.

Waiting to hear back again and see new version of contract, and decide if we want a hard cap or instead leave it as is.

c. [VV/SG] Waiting Lists for Formals/BBQ

Many people have been asking for waiting lists about going to the events that we have planned. How would we set them up? Allows people to transfer tickets, particularly if people want to drop out of formal/refund for safety reasons etc.

Possible idea: google doc to add peoples emails on the waiting list. Whenever someone wants to cancel, then we can put people in contact, and allow people to transfer their tickets via Fixr. Would need someone managing this and keeping an eye on this.

There are already people who have proactively asked about the possibility of waiting lists. In the same way that we advertise the call for photographers, one big email.

We can't intervene – transfer must be done on Fixr.

A Google Form rather than a Google Doc is better, so edit access isn't granted and email addresses are private. Google Form orders things by timestamp as well, so no worries. We just need Name, Number of Tickets needed, and Contact Details (email + phone?).

Does transfer option on Fixr work between members/non-members? Issue of transferring different tiers. Perhaps we should ignore this ourselves, and let people sort this out between them (people who are transferring).

We also need to be careful about phrasing and make it clear that this is not a guaranteed ticket etc. However, this doesn't need to be discussed now – when an email has been drafted, we can look through.

[SG] Photography for formals

Our photographer for the formals has dropped out due to COVID concerns.

*Details of last time we had to do this (when we had no photographer)
Normally we paid Brian ~£120 for formal, BBQ likely slightly higher.
Last time, exec asked photographers to get in touch, with a list of requirements.
Someone then negotiated with the photographer to ensure that they can meet our requirements, and negotiate a price for student photographer. At Xmas formal in 2019, we paid £75, including editing and releasing photos after – he didn't get food since he was too busy taking photos!
Last time, we just sent out an email looking for photographers, and then went from there re negotiation, decide maximum price etc.*

*We have a couple of things to think about:
The photographer doesn't participate in the formal; there only to take photos. The ideal replacement would do this.
The other option is to allow the student to work part-time, but still enjoy the formal. This would of course be a sub-par service compared to a full-time photographer.*

It would obviously be better to have someone purely as a photographer. We already had money budgeted for this as well.

If we can't find someone, then we can look at other options, e.g. part-time photography.

Brian has cancelled the two formals and the BBQ – it might be worth combining this call for volunteers together.

*We'll need someone to write a short paragraph for the email to get people to apply
[AP] SG to write a paragraph requesting replacement photographers for the 2 formals and BBQ*

5. Officer Reports:

a. Bar [-] (DM)

- Nothing to report.

b. Clubs & Societies [CV]

- Nothing to report (see agenda items).

c. Communications [LC]

- Nothing to report.

CV posted BBQ volunteer form on Facebook – will post on Whatsapp/other mediums as well. We currently have ~29 volunteers, but will probably need more.

d. DSU [-] (DM)

- Nothing to report.

e. Facilities [DC]

- Deputised for Julie Garg in a meeting about restoring Low Burnhall Woods, in collaboration with other hill colleges. Targeted possible training days, anyone who is trained then, can train other interested parties.

Some emails have been received from departments about Green Move Out –

something worth keeping an eye on.

Porters have been giving out key to Observatory without bookings. Have emailed to remind them. Worth mentioning to DM to bring up at CMT.

f. Finance [VV]

- The account with NatWest has now been opened. All outstanding reimbursements will be done potentially tomorrow/Tuesday.

- Starting account balance: **£56,670.73**
- Income from FIXR: £388.20
- Income from FIXR: £73
- Income from FIXR: £36
- Income from Selecta UK: £75.50
- Final Account balance: **£57,243.43**

g. International Officer [MZ]

- Nothing to report.

h. Livers Out Rep [FD]

- Nothing to report.

i. Social [SG]

- Waiting list for formal
- Pub quiz hosts if anyone fancies it!
- Beer round?

Trudie has been slow about approving previous beer round – hopefully by this week.

Can put a call out for hosts in the newsletter.

j. Steering [CA]

At an exec meeting before the end of handover (i.e. next week 28th), the new exec (one of SG or FD) should submit an agenda item regarding temporary appointments. It is then the responsibility of the new exec to decide on temporary appointments to fill in the roles until October.

Trustee discussion – this is technically against standing orders, which only allow if positions have been made vacant by resignation or RON; rather than receiving no applications. In the interest of the trustees not having to take control, then it is in the best interest of the GCR to have the GCR run by students, rather than the trustees.

For the people being considered for temporary appointments; they should not be present for the meeting/discussion. Again approved by the trustees, they are happy to allow CA as a Chair and BD as the secretary to sit in and ensure the discussion is properly minuted, if the new exec (SG and FD) would like this. It is vitally important that this is minuted precisely for future exec records.

k. Welfare [JB]

- Nothing to report.

Mens toilets have been filled again – no use of sanitary products, but condoms were all used up.

l. University/College Matters [DM]

University matters

- BPR2 will come back in January 2022.

College matters

- After the announcements of the delay of easing the rules. I have been working with College to ensure we are able to continue with our events.
- Test to Release will be using Brackenbury.

Exec matters

- There seems to be an issue with the extension on non-personal accounts. I have not received the email from CIS asking for my authorization on the extension and Glenn hasn't received the email for the extension of my email too.

Brian (photographer) has cancelled the two formals and the BBQ – see agenda item.

Personal accounts: first email sent at the start of May, another follow up recently. Status was processing? Possible to send another request through the same ticket/portal, but not much help in speeding up CIS.

6. AOB

- a.** *Handover documents – either update present ones or write new ones.*

Brad Din

GCR Secretary

21/06/2021