

# Ustinov College GCR Exec Meeting

## Minutes



### **Actions:**

*ALL to submit known SP promises to JF to put on list of demands this week.*

*AH to organise drinks in Library for livers out.*

*AH to create a Ustinov 'Find a Housemate' group.*

*JF to investigate repair of speaker.*

*JF to talk to Christine Taylor about support for music room campaign at SP.*

*JG to send XM invoice for sanitary products purchased.*

*KR to investigate hiring security for Summer Barbecue.*

*KR to clarify if a University-owned bar license would affect procedure for reporting any incidents that occur in the SP bar.*

*KR to ask for clarification on why college event photos are only available for two weeks.*

*LL to ask Press Secretary to include notice of rescheduling of Manchester trip in next GCR newsletter.*

*LL to upload any remaining photos from social events.*

*TAB to post notice about Undergraduate Academic Affairs officer election.*

*TAB to raise concern with DSU about undergraduates dominating vote for PG Academic Affairs Officer.*

*TAB to submit information for welfare services for inclusion in newsletter and add to college Facebook group description.*

*TAB to invite TAS to Summer Ball/BBQ.*

*TAB to forward details of contact from Durham Improvisation Society to Entertainment Officer.*

*TAB to book Pride party on Friday 26<sup>th</sup> May with college.*

*XM to discuss closing of Americas society accounts with last known president.*

**18:15 pm, 06/03/17**

**1. Apologies:** BN, WG, BN, LL

**Present:** JG, AB, TAB, KR, AH, YX, LL, XM, GC

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

Minutes approved.

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

In last meeting, JG stated that the upside-down nametag on the GCR committee board had

been corrected. This was incorrect, as the nametag remains rotated.

#### 4. Agenda Items:

##### a. Acting Secretary [AB]

AB shall be in Stuttgart for 8 weeks from 20<sup>th</sup> March until 12<sup>th</sup> May for a research project. AB will still be contactable via email and on Facebook. AB requests volunteer to take place of acting secretary during this time. TAB volunteers.

##### b. Undergraduate Academic Officer Elections [TAB]

Undergraduate Academic Officer DSU elections are opening. TAB wishes to gather Executive Committee opinion on whether this should be promoted to postgraduate students to encourage them to vote, given the role primarily represents undergraduates. EC notes that this is not a position relevant to postgrads and encouraging postgraduates to vote in this election not thought to be a high priority. TAB to post notice about election but not strongly push for votes.

TAB to also raise with DSU concern that the significant majority of eligible voters for the postgraduate officer role are undergraduates, who may not share the same concerns as postgraduates.

##### c. Rent Guarantor Scheme [TAB]

Policy paper introduced at Assembly regarding the establishment of a rent guarantor scheme. This scheme is intended to improve accommodation accessibility for international students and/or students who do not have access to a family member/guardian who may provide the required fiscal guarantee required for some lets. Executive Committee notes support of proposed scheme.

##### d. NUS Democracy [TAB]

NUS are currently reviewing ways in which they may become more democratic, including increasing the number of local meetings. TAB canvassing Executive Committee opinion on any suggestions on how the NUS could be improved. Executive Committee admits general ignorance regarding the achievements of the NUS. TAB to suggest that more resources should be focussed on communicating NUS achievements to students.

#### 5. Officer Reports:

##### a. Bar Steward [BN]

*KR to clarify if a University-owned bar license would affect procedure for reporting any incidents that occur in the SP bar.*

No update. KR to meet with college management team this week.

Yan to attend bar management committee meeting on Thursday in place of BN.

##### b. Clubs & Societies [WG]

Contacted by the Durham SCA asked to put a donation box at Ustinov. Awaiting details. Executive Committee in broad support.

##### c. Communications [LL]

*LL to design and share posters for Ustinov Live, Karaoke Night and inter-MCR formal. Karaoke party and inter-MCR formal advertised. Combined poster produced.*

*LL to ask Press Secretary to include notice of rescheduling of Manchester trip in next GCR newsletter.*

No update.

*LL to upload any remaining photos from social events.*

Inter-MCR photos shall be uploaded this week.

*KR to ask for clarification on why Burns Night formal photos are only available for two weeks.*

College claim to be following advice from central governance to minimise duration of access to personal information. Executive Committee notes confusion whether photos classify as personal information. KR to clarify reasoning with college management.

**d. DSU [TAB]**

Candidates for UG Academic Officer have been announced, with voting taking place this week.

SU Annual Members' Meeting and Assembly both take place on Thursday. A Student Leaders' Conference to discuss SU strategy is being held at the end of the Easter holiday.

Survey on the role of the DSU now live that is open only to undergraduates, like the previous academic year structure survey. TAB has contacted Mike Potter at the DSU to query why postgraduates could not contribute responses to the academic year structure survey and received response that this was due to fact that survey concerned question on NSS that postgraduates do not complete.

**e. Welfare [TAB]**

*TAB to submit information for welfare services for inclusion in newsletter and add to college Facebook group description.*

Confirmed which services should be mentioned in college group description with Brenda Ryder. Will be advertised as part of a wider awareness campaign for available welfare support services this week.

*JG to order sanitary products for distribution from the GCR office.*

Done. Should arrive tomorrow. JG to send XM invoice.

Welfare committee met last Monday. Planning to run several events, including de-stress events to be held both in college and in town (for livers out), an alcohol awareness week, and an awareness campaign on available welfare support services. Events expected to require a small budget less than £50.

**f. Facilities [JF]**

*JF to investigate repair of speaker.*

Not yet done. Installed speakers in bar will be used for Ustinov Live.

*AB to put JF in contact with Christine Taylor for support with campaign for music room facilities at SP.*

Raised with JF. JF to talk to Christine.

JF spoke to Sam Jackson, who shall contact Music Durham regarding music room facilities at SP.

Submitted updated assets list with demands for refunds/new equipment from University to college. In 3 weeks' time report to UEC will be submitted by Nick Benbow concerning promises that have not yet been allocated a budget. Current list of promises contained in document on Drive. ALL to submit known promises to JF to put on list of demands this week. AB to sort through first video. XM to sort through second video. JG to sort through promises included in online FAQ.

Organised performers for Tuesday's Ustinov Live.

Stash order should arrive this week.

**g. Finance [XM]**

*XM to talk to Coca-Cola company about setting up card payment for Coke machine. Coca-Cola company said they will investigate this during next scheduled maintenance.*

*XM to discuss closing of Americas society accounts with last known president. No update.*

*GCR Accounts Update:  
£28,525.35 in current account.*

XM ordered new stock for vending machine. Vending machine to be stocked by whomever has office hours this week.

**h. International Officer [YX]**

*YX to complete and submit booking form to college to reserve date for Manchester trip.*

Booked for 29<sup>th</sup> April.

**i. Livers Out Rep [AH]**

*AH to organise drinks in Library for livers out.*

Not yet happened. AH also plans to run combined welfare/livers out event.

Housing talk done. AH in discussions with DSU to translate into Chinese and include FAQs for a written reference for future students. Also in discussions to create a video version of housing talk.

AH to create a Ustinov 'Find a Housemate' group.

**j. Social Secretary [GC]**

*AB to discuss with Webmaster about possibility of running formal ticket sales on website.*

Webmaster created Google form and queried whether Executive Committee wishes

to trial system for Castle formal. Executive Committee suggests trialling system for college honours formal instead.

*JG to organise Cheese and Wine night to run with SCR.*  
Won't occur this term but still planned.

*TAB to invite TAS to Summer Ball/BBQ.*  
Not yet happened.

*TAB to forward details of contact from Durham Improvisation Society to Entertainment Officer.*  
Deferred.

*KR to investigate hiring security for Summer Barbecue.*  
KR to discuss at college management meeting.

TAB to book date of Pride party for Friday 26<sup>th</sup> May with college to avoid clash with FA cup final.

GC requests stepping down from position due to unanticipated increase of workload. Willing to write up minutes from most recent and last social committee meeting to provide report for successor. GC apologises for not participating much. Executive Committee accepts resignation.

**k. Steering [JG]**

Durham constabulary responded to email by JG, denying his request for them to change their suggestion on the planning permission for the SP bar closing time from 11 p.m. to 12 p.m.

**l. University/College [KR]**

*ALL to discuss response to news of postgraduate accommodation fee increase on Facebook group.*

TAB contacted Durham Students for Accessible Education informing them of upcoming postgraduate fee increase.

**Motion:** Executive Committee to publicly announce the three-year accommodation fee uplift as revealed by the College Principal.

**Questions:** None.

**Vote:** Motion passed unanimously.

Student has requested to assist with liaising with University Greenspace. Told by KR that they cannot be Ecology Representative without formally standing and being elected, but may participate voluntarily in an unofficial capacity. Executive Committee supports this response.

**6. AOB**

**a. GCR Photos on Committee Board**

AB asks that the Chair rotates the upside-down name tag on the Committee board by 180° and queries if it is the undeniable risk of receiving a papercut whilst doing so that has deterred JG from performing his duty. JG notes that he wishes the name to

remain upside-down.

Alexander Blair

GCR Secretary

06/03/2017