

# Ustinov College GCR Exec Meeting

## Minutes



### **Action Points:**

*AB to investigate if Howland's gym net earns or loses money.*

*AB to contact Kirstyn to see if a payment can be made using her GCR bank card, despite the issues with access for XM.*

*JG to tell sports team captains about bystander training.*

*JG to contact Pratibha about tickets being sold at Keenan House for the Alnwick trip.*

*JG to book the going away party (01/09).*

*JG to finish up the GCR survey.*

*JO to organise a suitable date with Dr Hill for the walk on the history of crime and justice in Durham.*

*JS to discuss code of conduct in relation to social media with Sarah Prescott.*

*JS to contact hospitality regarding the welfare breakfasts proposed for near dissertation hand-in deadlines.*

*JS to organise puppy welfare event (and contact the SU for suggestions).*

*JS to talk to Brenda about 'first response' type examples relating to welfare being put on the website.*

*JS to advertise the DVD library the GCR has in the next newsletter.*

*JS to organise starting up welfare hours.*

*JS to set up the welfare phone he proposed.*

*MR to update Ustinov Facebook group for 2017/18 with new rules regarding posting surveys.*

*MR to send an email to students advertising the Alnwick trip.*

*[MR to update GCR passwords.]*

*TAB to get keys to office for committee members who don't have them, and check if JO has a key.*

*TAB to sort out the committee board.*

*TP to contact current committee members of Ustinov sporting societies to ask if they are reprising their role for next year, and pass the relevant information on to the College Sports Manager.*

*TP to check who tennis nets belong to.*

*TP to add survey to bottom of gym application form.*

*VU to liaise with Sarah and Trudie about the going away party, to be held on 01/09, to make sure the bar is open until 2am.*

*WG to send email to captains/presidents of societies via Tom asking if they will be happy to travel to both HF and SP for induction week Clubs and Socs event.*

*XM and AB to go through treasurer drawer.*

*XM and TAB to organise office tidy.*  
*XM to forward AB Treasurer handover document.*  
*XM to bring tasty treats to next exec meeting.*

**18:00pm, 07/08/17**

**1. Apologies:** TP, VU, MR, JO  
**Present:** TAB, JG, AB, AS, AH, WG, XM, JS

**2. Approval of minutes from last meeting.**  
Minutes from 31/07: approved on a general aye.

**3. Matters arising from previous minutes.**  
Nothing to discuss.

**4. Agenda Items:**

**a. Rules for Facebook Group [JG]**

There has been extensive discussion on the Facebook executive committee chat regarding rules on Facebook. There are many posts being put on the Ustinov Facebook page each week, calling for students to fill out surveys. A number of people have complained to JG about this, and JS points out that he would have unfollowed the group due to the spam of notifications. The worry is that Ustinov students will stop paying attention to the posts on this page, and so will miss out on important information regarding events being run by the GCR.

JG says MR went through the posts put on this page over the last month, and came to the conclusion that the number of surveys has not been excessive, with the exception of people posting the one survey multiple times. MR suggests that students first send their survey to him to be checked, and if he receives multiple surveys in one week then he can compile them all into one message. This can then be posted to the Facebook page, reducing the spam of notifications.

AH points out the suggestion by MR is a good idea, as the GCR will be helping students who require these surveys to be completed for their dissertation, but will also be able to keep the page under control. XM points out that at this time of year a lot of students have to bombard groups in order to get participants, and so thinks it is fine as it is. AH and TAB point out that members of the business school seem to be the ones posting surveys the most.

The decision is to carry out the suggestion given by MR. JG suggests that this be implemented for next year, which the committee agrees with. MR to change the description of the new Ustinov Facebook page, describing the new policy regarding surveys. JS suggests that this be put in the first newsletter of the new academic year.

JG adds that Trudie sent him an email with a post copied from Facebook because someone was advertising something from Collingwood.

**b. Bystander Training for Exec and Sports Teams [JG]**

It was reported previously that Durham University is bad at dealing with sexual violence. As a result of this, the Sexual Violence and Misconduct Working Group came up with a report detailing what should be changed in order to help deal with

this. One of the items contained in this report was the suggestion that people in positions of power in the colleges, for example executive committee members and captains of sports teams, undergo bystander training. These people would go to a course, and be educated about issues relating to sexual violence. The hope is that if these people are more comfortable in calling people out for inappropriate behaviour, then a change in culture regarding sexual violence will start in the university.

JG says he thinks this is a good idea, and it is certainly positive that the university is taking steps to deal with this serious issue. Sarah Prescott suggested that members of the GCR executive committee and captains of Ustinov sports teams should do this training.

The course was developed by the University of the West of England after working with Public Health England. It is to be held in late October. JG says that he will automatically assume that everyone is going, but if anyone would prefer not to for any reason that this is no problem. They should contact JG, in person or by email, saying they would not like to do the course – this will be confidential.

JG to tell the captains of the sports teams about this and send the information to Sarah on numbers.

**c. Welfare Events Leading up to Dissertation Deadlines [JS]**

JS read the minutes of the executive meeting held the week before he started and saw there were comments about Alyssa giving suggestions regarding welfare. He was wondering what these were, and how much these have been talked about.

**JG** – Alyssia gave a number of suggestions regarding welfare:

- Departmental welfare exists in Durham, but not many people know about it (including many members of the committee). This should be advertised more.
- International students are less likely to talk to someone regarding welfare in a foreign country if they are not able to speak in their own language. There is not too much that the GCR can do about this point. It was suggested that information could be translated into different languages, but there are questions as to how useful this would end up being. The counselling service have leaflets for students regarding Welfare – it was suggested that it may be useful to contact them to see if these leaflets can be translated into other languages.
- Alyssa pointed out that people were quite harsh toward Gaurish on the Facebook page after he posted his article on the The Ustinovian. She suggested that there should be a code of conduct for the Facebook group, and the GCR should police it. JG points out that this would be difficult for us to do, and it is not necessarily our responsibility to kick people out of the group. Sarah Prescott has said she would like to talk about these things. JS will contact Sarah Prescott to discuss codes of conduct in relation to social media.
- Advertising, or lack of, was a big issue pointed out by Alyssia. It may be useful to see what can be done regarding advertising now that Ustinov College has expanded to other social media platforms including Instagram and Snapchat.

JS suggests that first response type examples relating to welfare could be put on the website. An example would be, 'I feel very stressed, what should I do?', with the appropriate first steps given to try to help the student. JG points out that we should

not write this as we are not qualified to do so. JS to contact Brenda to ask if she could write something like this to be put on the website. JG indicates that Reading University have a lot of welfare information that is particularly good.

JS looked into organising the welfare breakfasts. He contacted Robinson's Green Grocer, who can deliver fruit and vegetables to the college. JG says it is worth contacting Hospitality – JS to do so.

Ustinov Intercultural Forum events for mental health were suggested. This can be discussed with MR, who will be involved with UIF next year.

JS asks if a puppy welfare event should be held – the committee think in general this would be a good idea. JS to contact DSU about organising this, as they have had similar events in the past.

TAB points out that it is worth reminding people that the DVD library is there. JS is to request this be advertised in the newsletter.

**d. Welfare Office Hours and Welfare Resources [JS]**

*JS to organise starting welfare office hours.*

JS met with Brenda, and spoke about hoping to have a synergistic relationship with her over the next year. They discussed restarting office hours ASAP – she proposed the quiet room in Howlands would be a good location for welfare office hours. The current plan is to start these office hours when JS returns from holiday, on 19/08, but this must be discussed with the welfare committee.

TAB points out we share this room with Butler, but JS says we can book it through Sheila. JS is aiming to have office hours here twice per week.

**Welfare phone:** JS suggested setting up a Welfare phone. The idea is people would be able to contact him on this phone using, for example, whatsapp in order to set up a meeting time with him or the other Welfare Representative. JS has spoken to Brenda about this, who thought it would be fine to set up regarding the rules. The phone would not be used to take phone calls – JS is not qualified to receive phone calls from people needing welfare advice. JS to set this facility up.

**5. Officer Reports:**

**a. Bar Steward [VU] [Apologies]**

*VU to organise bar staff meeting.*

VU spoke to Beth Nelder about when the next bar staff meeting should be held. There will be one once the new recruits have arrived, sometime before induction week.

*JG to send Sarah and Trudie email introducing VU as Bar Steward.*

JG sent an email introducing VU as the new Bar Steward, and VU spoke to Sarah and Trudie.

VU will take part in the interviews for new recruits to be held on 10/08.

VU to liaise with Sarah and Trudie about the Leavers Party to make sure the bar is open until 2am.

**b. Clubs & Societies [TP][Apologies]**

*[TP to contact current committee members of Ustinov sporting societies to ask if they are reprising their role for next year, and pass the relevant information on to the College Sports Manager.]*

Ongoing. TP messaged JG details about sports captains to put on the GCR website.

*[TP to check who tennis nets belong to.]*

Ongoing.

*[TP to add survey to bottom of gym application form.]*

Ongoing.

**c. Communications [MR][Apologies]**

*[MR to update GCR passwords – not to be done until September]*

*MR to create Facebook group for Alnwick trip.*

A Facebook event was created for the trip by JO.

MR to send an email advertising the Alnwick trip.

**d. DSU [AH]**

*AH to contact Sabrina regarding meeting Ustinov students for an introduction.*

AH has spoken to Megan and Sabrina. Megan has not responded yet, but Sabrina has said provisionally that she can do it and will chase Megan up. They've put it in their diaries – if something comes up last minute they may have to cancel.

AH points out Ustinov is not as engaged with DSU as it could be. DSU wants Ustinov to be more involved this year.

**e. Facilities [XM]**

*XM to clear out drawer.*

Ongoing. AB and XM to go through the drawer together.

*XM and TAB to organise office tidy.*

Ongoing.

*TAB to get keys to office for committee members who don't have them, and check if JO has a key.*

Ongoing – TAB has not yet been at HF during the day, which is required in order to speak to Bryan about the keys.

JG filled the vending machine with crisps, but it needs to be filled with chocolate.

**f. Finance [AB]**

*AB to investigate if Howland's gym net earns or loses money.*

Ongoing. XM asks why this is necessary – TAB reported to AB that JG had a query. AB is finding this out to gauge how much should be charged for gym memberships this coming year.

*XM to forward AB Treasurer handover document.*

Still ongoing.

AB cleared out the pool table – it was overflowing with 20p coins. AB requests that committee members do not add or withdraw money from the cashbox (especially unlabelled), as it is supposed to be cash neutral. When taking money, it should be put into an envelope instead, with the name, the date, and the source of income written on it. JG suggests that the committee are trained to count the money during their office hours. AB says he will be keeping a check on the float.

XM went to the bank to sort out the payment limit form. The issue seems to be that XM made payments from different parts of China, and JG tried to make a payment for pizza for a GCR event but didn't know the password, so now XM needs to do a security check. She has not been able to do this. XM was told to go to the branch, however there is no longer one in Durham that deals with this. She was then told to set up telephone banking. XM suggests that the accounts just be switched to AB, since she no longer needs access to them as she is no longer Treasurer. AB is concerned that the same problem will be met after trying to switch the accounts. XM thinks that the new signatories should be able to access payment facilities immediately, even if she still could not when the switch was made. AB to contact Kirstyn to see if a payment can be made by her despite issues with XM access; this may give some insight in to whether the same problem will be met when the accounts are switched over.

**g. Induction Officer [WG]**

*WG to contact CDFHS for Green Move Out sale.*

WG met with Joe last week, and will be going to talk to the GMOS people tomorrow.

*WG to post call for volunteers for induction week events such as Green Move Out sale and walking tours.*

A call for volunteers will be put in the next newsletter. This point will be discussed at the induction meetings from now on.

*WG to send email to captains/presidents of societies via Tom asking if they will be happy to travel to both HF and SP for induction week Clubs and Socs event.*

WG waiting for a response from Tom.

**JG** – College usually holds a welcome event during Induction Week, which includes a welfare talk and an introduction to the GCR, the GCP and the College. This year, College are going to hold the event twice to try to get as many people to go as possible. They have suggested having one on the Monday of the first week of Induction Week for pre-sessional students, and one on the Friday for students that arrive from Wednesday onwards.

JG calls for committee members to finish the pages they have been assigned for the induction handbook.

**h. International Officer [JO][Apologies]**

*JO to hire buses for Alnwick trip.*

The buses have been hired.

*JO to check if the date for the Alnwick trip is a problem due to concert regarding coach access.*

There does not seem to be a problem regarding coach access. JG has given the postcode of KH to JO. There are currently 21 people going on the trip.

*JG to contact Pratibha about tickets at Keenan House.*

Ongoing.

*[JO to organise date with Dr. Hill for walk.]*

Ongoing.

**i. Livers Out [AH]**

AH states people are busy as dissertation deadlines are fast approaching. Currently the only emails being sent to AH are from students enquiring about stash.

**j. Social Secretary [JG]**

JG to book the Leavers Party, to be held on 01/09.

**k. Steering [TAB]**

*TAB to organise new office hours rota.*

The new executive committee members have been inducted into office hours. TAB posted the new office hours rota, including the new members of the committee and excluding weekends. Office hours will not run in September.

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

*JG to put GCR survey on exec Facebook page to call for suggestions for remaining sections.*

The survey was put on Facebook by JG and a number of suggestions have been made. The topics that these suggestions covered include welfare from JS and societies and sports from TP. JG will now make the finishing touches to the survey.

JG reminds the committee that the handover BBQ will be held on Wednesday 16/08. This will be organised by College, so they can meet the new executive committee members.

JG was contacted by the director of Nightline regarding sending information to Ustinov to be given out to new students. JG asked if JS can be put in contact with them, to which they said yes. JS will contact Nightline.

**m. Welfare [JS]**

*AB to contact XM to order more condoms.*

AB messaged XM about this previously, and talked to TAB about it. JS sourced and ordered a large number of condoms. JS paid for this using his own money, so will be reimbursed by the GCR.

*JS to contact DSU regarding him being the new Welfare Office for Ustinov.*

JS emailed Rosa Tallack, the SU Welfare and Liberation Officer, to make contact and get added to the welfare mailing list. A pleasant reply was received confirming that JS has been added to the list. An immediate realisation JS had in speaking to Rosa was that more advertising is required. People do not seem to know about the service that she provides with regard to Welfare. She is in the café some mornings during the week ready to talk to students in need of advice – it was suggested by JS that posters advertising this should be put in the kitchens.

*TAB and JG to organise handover for JS.*

Handover to JS is complete – TAB and JG encourage JS to contact them if he needs help with anything.

*TAB to add JS to Welfare Committee thread & contact Rosa about WEDcomm.*

TAB added JS to the Welfare Committee thread and forwarded JS Rosa's contact details.

JS visited a couple of puppies with the intention of perhaps organising a welfare event involving them. Also, information sheets on contraception were discussed with Brenda – the basic idea is to have A4 sheets with information on various topics (for example the cold, the flu and contraception) that will be put on the website.

## **6. AOB**

### **a. New Drive Document [AS]**

*AS to create a document on the Google Drive which will contain the dates exec committee are away.*

The document has been created, and put in the Google Drive. AS calls for exec members to either keep this document up-to-date themselves, or report their time away to him so he can update the document.

### **b. Committee Board [TAB]**

TAB to sort out the committee board.

### **c. Committee Sweet Treats [TAB]**

Treats were brought in and enjoyed by the committee. XM is next in line.

Alastair Stewart

GCR Secretary

07/08/2017