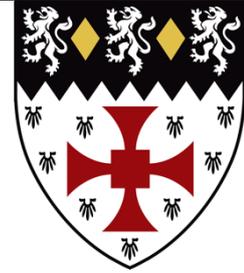


Ustinov College GCR Exec Meeting

AGENDA



18:30 pm, 20/11/19

1. **Apologies: RR, BR, SH**
2. **Update on the Allotment Project by Fiona**
3. **Approval of minutes from last meeting.**
 - a. Approval of minutes from the 13/11/19 [not voted due to no quorum, will pass next week instead of voting online]
4. **Matters arising from previous minutes.**
 - a. DM to check with College (Mitie Porters/ Gym access). *Ongoing*
DM to contact CR presidents and CMT to find a Saturday in July in order of pref: 18th, 25th, 11th July, 1st August. Any suitable venue (BBQ). *Ongoing*
DM to contact Lana. Will message Martha through Fac. Comm. *Done*
DM to chase College for details on Xmas Formal. *Ongoing*
 - b. CA to email CDFHS and enquire if they have a 2nd hand TV. *Ongoing*
CA to look at a list of local places to visit on the website. *Ongoing*
CA to look into using the GCRs blu-ray DVD player in the Fisher Room. *Ongoing*
CA to speak to Martha about getting feedback from Dryburn residents. *Ongoing*
CA will contact the people in the proposed observatory photos before they are printed. *Ongoing*
CA to fix bar steward email *Ongoing*
CA to move GCR books to the seminar room and look at promoting. *Ongoing*
CA to look into carpet for the drum kit for future Lives. *Ongoing*
 - c. BR will organise signs explaining sanitary towel bin usage with the signs in a variety of languages. *See Officer Report*
 - d. SH will look into Alnwick Castle events and National Trust properties alongside other trips. *Ongoing*
 - e. AH To find out who will be able to run as election ambassadors and get some more info for a voter registration push. *Ongoing*
 - f. Bar Steward to come up with a plan to remind students to clean up after themselves when eating in the bar. *Ongoing* - add to next newsletter
Bar Steward to organise a vote for the name of the new college drink. *Ongoing*
Bar Steward to ensure bar staff check IDs on access at future events. *Ongoing* - need to get a stamp for this purpose and ensure they stay until midnight

- g. DM and VB will look into us being overcharged by college for formals last year and request a refund. *Ongoing*
- h. VB to show the ISO how to design form for future use *Ongoing*
- i. RR to coordinate possible new cricket club. *Ongoing, I will probably release a form to get interest once we're done with the swimming one - to avoid form overload.*
RR to look into redoing our poster designs. *Ongoing, please send feedback as I haven't received any since last week's post.*
RR to look into seeing our bar license. *Ongoing*

5. Agenda Items:

a. Allotment Action Plan [FB/ CA]:

Our eco rep (Fiona) will be presenting our (mostly hers) proposal. The idea is to get some suggestions and feedback before we present the plans to Ian (and agree who will do the presenting). We've been working under the assumption that we'll be able to get permission to use some land near the observatory although I am aware that this has yet to be discussed with CMT. The idea was that if we can be specific with land use, it should improve our case. The ideas can potentially be adapted to other sites (but this would be less convenient and more expensive).

Some items may be considered controversial (eg Chickens) so plan is to start with replicating hat we had from Howlands and then expand if popular - veg plot, compost heap and greenhouse. [see attached plan].

Will remove chickens/ apiary from immediate plans before presenting to College. Would be good idea to visit Howlands before speaking to College. Split proposal into 5 parts: access to plot, access to greenhouse site, access to herb border, access to building for storage and possible funding from transition fund.

AP: CA/ FB to present to Ian on week beginning 25th Aim would be to turn over ground ASAP and look at funding from GCR in January (hopefully).

b. Possible memorandum of agreement addition [AH] – (Following comments passed to exec by current/ past students)

Should we consider a change of GCR name from Graduate Common Room to Main Common Room?

Background: We need to update our memorandum of agreement to clearly identify the rights and responsibilities of the GCR, GCP and college. Students have been confused by the similarities in the name and role of the GCR and GCP. This is strongly exacerbated by how college is currently handling issues between the GCR and GCP

All other colleges have a Middle Common Room (MCR)

As an addition to steps currently being undertaken and proposed to help redefine the GCR and college relationship or backup plan, is it worth investigating changing the name of the GCR to bring it more in line with other PG communities in Durham? ie Looking into feasibility and consequences rather than any kind of decision.

This is related to many other ongoing issues that the GCR are currently working on. After discussion, it was agreed to pursue these other issues first and then revisit this at a later time.

c. Do we get another coach added for the York trip? [VB]

The reservation list filled up quickly and we currently have over 50 people on the waiting list. Getting a second coach would cost the same price at the first (so we would be no less likely to break even than already). This would be another £425 and the coach would have the same conditions as before. (The breakdown of the waiting list means we would make more money back from a waiting list)

To be put to online vote.

d. Reference Letter from Ustinov for the role of GCR President (2013-14 term) [DM]

Past president would like a reference letter that will look somewhat official. Do we have official paper?

This would not be difficult to make, AP: CA to make a template

e. On Friday at 3 pm, App International student recruitment, if interested please send a message to DSU President Kate. [DM]:

DSU will be recruiting students to provide feedback on an app to aid international students recruitment.

This will be easy to advertise. AP: DM to get more details and coordinate posting it with SH.

f. Need number of freps we have, volunteers and exec during Induction week, this to be shared on the Induction Group meeting. [DM]

University has an Induction group to improve/ coordinate induction week planning. 5 exec, can get other number from T-shirt list. It should be noted that these volunteers were all part-time and so PhD students and all had other commitments to work around.

g. Need support to send more information regarding Clubs and Societies' impact on the student experience. [DM]

VB, RR and others to send supporting information. How many team/ clubs/ socs and ballpark figures on how much we spend and how many students benefit. DM will also need some information to do a cost-benefit analysis (qualitative) for this term on our activities.

h. Xmas Family party [DM]:

Given the issues at the Halloween party and as NX already has a Christmas event, we can instead hold our Childrens' party at Dryburn.

DM to contact College/ SP residents/ Dryburn tutors.

i. Could we have the summer BBQ at an external venue? [BR]

If we can't book another college on a date that we want could we look elsewhere and would we be able to use the transition fund to cover this as we have lost the ability to have it in house by having to move from Howlands?

CA has checked the local golf course but this is not suitable but Durham Rugby Club currently don't have anything in their online calendar for any weekend in June or July and I believe they have a bar.

Despite having a bar, there is no guarantee that the rugby club (and similar venues) will have the appropriate licensing. It may be worth considering though if the issue drags on.

We may have a resolution before the GM but if not we should add this as a discussion point for the GM, perhaps with an online vote.

6. Officer Reports:

a. Bar []

Nothing to Report.

b. Clubs & Societies [RR] Apologies

- Sports: we are currently running a poll to get numbers for swimming and will keep advertising it for coming days; as Team Durham has requested more information before they look into swimming arrangements. There has been some sufficient interest in making it a society so that is a possibility. We also have a squash society being created with the help of Team Durham kindly giving us training slots in spite of having no team in the competition! I am still waiting for the re-ratification forms of men's football (should come this week), tennis and the gaming society - my (most likely last) reminder will go out later today and then I will look at getting the big guns out. We should be able to ratify Tang Soo Do as soon as their secretary gets associate membership as they are not currently a GCR member

- Communications: I'm in the process of updating the website but that is quite slow because team captains are utterly bad at answering emails

- Facilities: no update here, other than our new weekly slot at the Racecourse for squash

c. Communications []

Have made an updated banner for the FB page featuring our new exec.
Am planning another newsletter edition to go out tomorrow (21st). Mailing lists have had passwords reset. I'm now going to make sure they are up to date.

d. DSU [AH]

Potential issues with the DSU noticeboard wall were noticed by the SU Reps. I've drafted a GCR response should the issue be addressed to the GCR. Voting information for the General Election shall be highlighted to the Ustinov student body.

e. **Facilities [CA]**

Am waiting to hear back on the emails I've sent about observatory decoration. Have made some progress with other APs but nothing concluded yet.

f. **Finance [VB]**

For the record, we have spent a total of £187.92 on the Halloween family party and £38.57 on the Diwali celebrations. This is all within the budgets originally passed. For future events, I would just like to remind you all to prepare a breakdown of items to be purchased BEFORE passing a budget, thanks.

Figures:

Balance Brought Forward (13/11/19) £14,970.69
Connor Armstrong (VM snacks) (13/11/19) -£19.25
Selecta UK (Coke machine) (14/11/19) +£49.57
Brian Taylor (Bonfire Formal photography) (14/11/19) -£126.00
Brian Taylor (Halloween family party photography) (14/11/19) -£126.00
Newcastle United (Bournemouth match) (14/11/19) -£114.00
Diana Martinez (wall paint survey) (14/11/19) -£13.00
Diana Martinez (GCR office) (14/11/19) -£8.60
Diana Martinez (boardgame) (14/11/19) -£1.35
Diana Martinez (Christmas family party accessories) (14/11/19) -£9.00
Diana Martinez (Diwali part1) (14/11/19) -£3.60
Diana Martinez (Diwali part2) (14/11/19) -£34.97
Diana Martinez (Halloween family party part1) (14/11/19) -£30.40
Diana Martinez (Halloween family party part2) (14/11/19) -£6.00
Diana Martinez (Halloween decorations) (14/11/19) -£3.00
Diana Martinez (Halloween family party part3) (14/11/19) -£54.00
Diana Martinez (Halloween family party part4) (14/11/19) -£28.70
Diana Martinez (Halloween family party part5) (14/11/19) -£35.87
Diana Martinez (Halloween family party part6) (14/11/19) -£32.95
Durham University (Transitional Fund 2017-19) (15/11/19) +£13,616.80
D2D (Christmas Silent Disco) (19/11/19) -£500.00
Balance Carried Forward (19/11/19) £27,490.37

g. **International Officer [SH]**

The trip to York is now settled! The details are posted in the event. (Shoutout to Vera for all the help). However, because it ended up being so popular, we're now looking to hire a second coach. Which would increase costs by 100%.

· I aim to host another drop-in ISO session in town/Science Site (to make it accessible to all/most students) on the 27th of November.

· I have spoken to Raby Castle for a tour on the 10th of December which would be cheaper than the tour to Alnwick. By about GBP 3 a head. Depending on how many tickets we want to sell and which one we want to do and how we want to get there, we'll need to figure out which one to do.

· The Ustinov Intercultural Forum wants to do an event on the 8th of December. It's called Cultural Open Mic Night. It has a social theme, but it also aims at increasing

awareness about different forms of literature that comes from different cultures. I have it on good authority from the UIF that they are open to collaboration. At the moment, they're looking at the Kingsgate bar as a venue and the timing will be from 13:00 to 16:00 hours.

AP: DM to chase that this would overlap with the family Christmas party

h. Livers Out Rep []

i. Social [RR]

- Can we look into some kind of GE event? It can be displayed in the bar/ seminar room as with the election related events.

AP: Can RR do this?

Bar Christmas decoration will be 30th Nov, before the GM. Decoration making will then be the following Tuesday.

AP: CA to check GCP don't have any plans which clash.

j. Steering [AH]

The first full committee meeting was held on 19th Nov and gave committee members an opportunity to discuss ideas and find venues they can help with.

The full committee 'meal' is planned for Friday 22nd Nov.

The next GM shall be held on Saturday 30th Nov. An advertising campaign will be set up to encourage people to run for committee members, and become GCR members. Discounts for trips shall be especially highlighted. Will run information evenings during office hours, dates TBD.

MoA investigations are ongoing.

The photos have now arrived, and will be up on the Sheraton Park noticeboard by Monday evening. Will contact Martha (Dryburn rep) to look at ways of getting the pictures put up a Keenan House.

k. University/College [DM]

University matters:

As a result of the BPR1 Colleges have had an increase in the Catering prices for their formals, some colleges have report to double the price when the formal is on a weekend. A point that Presidents would like to emphasize to University is that we are a College-based University, therefore, it can't be centralized because Colleges don't operate the same way and have different facilities. Another side effect is the amount of staff turning over, losing specialized staff (sometimes due to age).

An update from the "HUB", on their new developing plan, they are adding some offices where University plans to send the Operations management team, instead of being based on College.

GCR should share some information regarding the strike going on in the University, DSU President Kate has shared some guidelines.

College matters:

On today's meeting with CMT, after waiting for a meeting since the week commencing on the 11th of November, Sarah Prescott let me read all the documents for the College Planning meeting. However, there is a lot of changes College should make, i.e.

- Importance of the GCR Clubs and Societies
- Student experience strength is on GCR
- State support to GCR as well as GCP
- GCR cost benefits would be ideal to be shared with the College and University
- On the Wider Student Experience section, College has to add the different committees with their respective activities, since GCR is more than our weekly events and formals.
- The Personal Support & Wellbeing section, also need to be added to our Welfare committee activities.

Just too mention some.

Exec matters:

On GCP - GCR meeting, GCP students raise the problem that they don't get enough support from the College, since they don't understand the objectives of their strand, the types of events they should/aim to run.

I. **Welfare [BR] Apologies**

I now have all the translations and will be checking with Emma that these signs can definitely go up in the bathrooms before I/ hopefully college mass print them. I am going to be doing a small welfare supplies purchase (<£15) while sanitary products are on sale in Superdrug. I have emailed Clarrisa Humphries again about Ask for Angela and will be talking to Arabeth about the St Aidan's version (Ask for Diago) just in case we want to set up our own one. There have been discussions with college about getting a gender neutral bathroom but there are limitations on where this could be.

7. AOB

a. **Minuting Plan [AH/ CA]:**

To aid future communication and feedback on agenda items for absentees, BR and CA are to agree a plan for how the secretary should collect info in future, perhaps using uv-exec.

Connor Armstrong

Acting GCR Secretary

09/07/2019