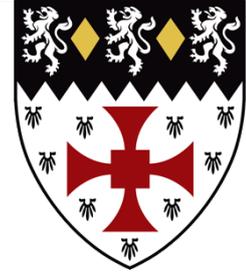


Ustinov College GCR Exec Meeting

MINUTES



18:30 pm, 22/01/20

1. **Apologies: AH, AL, SH**
2. **Approval of minutes from last meeting.**
 - a. Approval of minutes from the 15/01/20 – *passed on the general aye*
3. **Matters arising from previous minutes.**
 - a. CA to look at a list of local places to visit on the website. *Ongoing*
CA will contact the people in the proposed observatory photos before they are printed. *Done – still working on decorating the Observatory*
CA to move GCR books to the seminar room and look at promoting. *Ongoing*
CA to make signs and promote the returning of board games. *Ongoing*
CA to see what size the bunny costume is to then ask for volunteers for the Easter family party. *Done – any size up to 6 ft. 2 in theory*
CA to contact tech people from last year for quotes for 25th July (Sunday) or 1st Aug for the Summer BBQ. *Ongoing – Alastair said there is no point contacting until we have a confirmed date*
CA to show RS and AH how to upload things to the website. *Ongoing*
 - b. VB to show the ISO how to design form for future use. *Ongoing*
VB will look into a card machine this when we shop around for banks and speak to IndyComm for suggestions. *Ongoing*
VB to post in the WeChat group about Chinese New Year to see if someone can bring a laptop so we can play the TV show they want in the bar. *Ongoing*
 - c. RR to look into seeing our bar license. *Ongoing*
 - d. AL to come up with a plan to remind students to clean up after themselves when eating in the bar. *Ongoing*
AL to organise a vote for the name of the new college drink. *Ongoing*
AL to ensure bar staff check IDs on access at future events. *Ongoing*
AL to advertise the themed cocktails. *Ongoing*
 - e. JI to organise a joint Jazz/Wine/Cheese event with the GCP performance strand. *Ongoing – meeting Joe tomorrow*
 - f. AH to speak to David Evans about postgraduate graduations all being moved to winter. *Ongoing*
4. **Agenda Items:**

a. Brexit Day [VB]

Do we do something for Brexit evening (January 31st) since it's conveniently on a Friday? *We could advertise "leaving drinks" in the bar.*

AP: VB to make a Facebook event for Brexit Day leaving drinks in the bar.

b. Budget motion for Super Bowl [RR]

Last year, we spent around £96.65 on food and drinks for the Super Bowl event (hot dogs rolls, dips and sauces, hot dogs and meat free options, a bunch of red cups, a few packs of Doritos). It would be good to organise something similar this year — we still have hot dogs in the office so I'm hoping to pass around £75 in budget but that's open to discussion and I'm happy to further discuss the order list. *We can ask to use the microwave to warm up the hotdogs. Motion to pass £100 to account for Lidl hotdogs and vegetarian/vegan options – this was put to a vote and passed unanimously [5 votes].*

AP: CA to go to Lidl and see how much the hotdogs cost and how to store them.

c. Ratification of the Ustinov College Meme Society [RR]

This is a new society presided by Tiffany Winterburn, they've run proper elections and fulfilled all the requirements for ratification. Documents are on the Drive. *There are regulations the society would need to follow if they are to be affiliated with the GCR. It is unlikely the society will fulfil the requirements for any funding applications. There are concerns about the sharing of offensive memes, which would need to be monitored and appropriate action taken if required.*

Motion to ratify the Ustinov College Meme Society - this was put to a vote and passed [3 for, 2 abstentions].

DM arrived at this point.

d. Arrangements for trip to Fountains Abbey in Ripon

Durham City coaches have quoted a total of £420 for 50 students to be taken from Sheraton and Dryburn to Fountains Abbey in Ripon on the 15th of February 2020. We'll set out at 10:00 am in the morning and we'll head back to Durham at 18:00 pm. *Diana can attend the trip and be in charge, and we will still need to look for other volunteers from the committee. Everything apart from the deer park closes before 5pm so the trip will be moved back an hour (leave at 9am and return at 5pm). Pricing is £8 for GCR member, £15 for non-member and £4 for children. Ticket pricing was put to a vote and passed unanimously [6 votes]. Diana will write and make the Facebook event. The event will go out in the Newsletter as a "save the date" and the times will be changed and confirmed with Durham City coaches. Motion to pass £450 in case the coach price changes with changing the time, with the intention of receiving the money back from ticket sales – this was put to a vote and passed unanimously [6 votes].*

e. Passing a budget to buy tools for the allotment

Fiona would like enough tools to start off: 2 spades, a claw hammer, some nails and a saw. The spades are to start digging and turning the earth, the rest is instead of buying a compost bin so we can build our own. A budget of £50 should be enough as we only need one of the expensive spades costing £30 for now. The DSU also have funds available for ECO stuff so Fiona will ask about this in the future.

f. Discussion on lending of tech equipment for an external charity event

Tech people have received requests from a band that performs regularly at Ustinov Live to borrow equipment for the charity gig at Head of Steam: a guitar amp and bass amp. Do we lend the equipment and do we ask for a deposit? Replacing the equipment as new would be £200-400 if it were broken. An agreement will be drafted to accept responsibility if any of the equipment borrowed is damaged. It wouldn't be able to be returned to the Observatory on the Thursday night so may need to be stored in the GCR office overnight and transported back to the Observatory the following day. If they sign an agreement (no deposit) and we are able to PAT test the equipment before next Thursday then we can lend the equipment - this was put to a vote and passed unanimously [6 votes].

AP: CA to look into PAT testing of the tech equipment (speak to tech officer).

AP: CA to draft an agreement for a band member to sign and RR to read.

g. FIXR for Newcastle football tickets

Christos (male sports rep) would like to sell tickets only by FIXR to avoid having to chase people for money. Diana got some feedback from students following the sale of Burns Night Formal tickets saying they didn't like FIXR because of the charges. We still want the flexibility of paying in the office and not having to pay a booking fee. Football tickets can be sold via FIXR but should not be the only means of buying them - this was put to a vote and passed unanimously [6 votes]. The finance committee are happy to liaise with the sports committee to help set this up.

5. Officer Reports:

a. Bar [AL] Apologies

We have made some new Love Island themed cocktails for the society, which will be advertised in the bar. *There are some new graphics for the cocktails in the bar.*

b. Clubs & Societies [RR]

Sports: the development of the swimming club is ongoing; I am waiting to hear back from Dave who has mentioned we should meet next week to discuss arrangements. I will let you know once that is done and I know more. *The best way to do this is to probably use vouchers instead of refunds, like last year.*

Events: we will be holding a Super Bowl event in the bar from Sunday, February 2nd at 11pm; hopefully with some soft drinks and food and students can bring their own booze. Facebook event will go up shortly and I have written a newsletter piece to go out tomorrow too.

Tuesday afternoon, a bunch of local kids were playing pool. A few hours later, one cue is broken (cracked) and the other has a missing tip, which means we have a single cue left. How do we want to react to this? I'm not accusing anyone but seeing a clear correlation and that's obviously not acceptable. *Yan can fix the cues with missing tips by re-tipping them. We should speak to college staff about this to see if they can look at the CCTV footage to see if we can tell who is responsible. Rayan knows the time the local kids were playing (Tuesday 2pm).*

AP: CA to liaise with the pool team to get replacement cues/tips.

AP: RR to get in touch with Ian to request CCTV details and register the complaint.

c. Communications [CA]

Newsletter will be going out tomorrow (Thursday). I've made some of the backlog of website changes that were needed. More work is still needed there.

We've had a couple of newsletter submissions via the website portal both about dramatic (theatre) things. Since the newsletter is a little late, I'm going to contact them and see if it's still relevant but otherwise there's no reason not to include them.

Fiona has sent me a recycling info email she'd like to be sent around via uv-comms (rather than simply put in the newsletter). I think it is important enough to deserve this. I've emailed a copy around the exec mailing list for any feedback first (it is somewhat strongly worded). *We have read the poster and nothing needs changing so Connor will email Fiona, also about designing updated posters to be put in the kitchens.*

d. DSU [AH] Apologies

I can't make the emergency meeting to discuss our views on the DSU sabs but should be able to attend the SU rep pre assembly. I'll have more on this after Assembly on the 3rd. I've advertised some of the upcoming DSU stuff and will re-advertise it when I get back.

e. Facilities [CA]

We are almost ready to break ground on the allotment. I'm working with Fiona to help with preparations as time allows (*see agenda point e*). I need to look into potential funding for the greenhouse as this was something we are hoping is covered by the arrangements to move from Howlands to Sheraton and replace "like-for-like".

Connor will be getting in touch with Butler to look at replacing our bass amp. Bryony and Connor would also like to know the status of insurance of tech equipment – what requirements are there for it to be covered on our general insurance. We established the equipment is covered but only on college premises, hence some sort of agreement will need to be signed for the lending of equipment (see agenda point f). There is also a maximum value listed which will need to be compared when we next do a tech inventory in the future.

f. Finance [VB]

Burns Night formal is all sorted, have sent final numbers (155 students), dietary requirements, and the table layout to Trudie and the Radisson. If anyone asks you, none of these can be changed any more. The Radisson is preparing a table plan that will be displayed, Trudie has made the menus, and I'm bringing nametags. Need to sort out volunteers to manage the coaches. *Connor can be on the first coach and will stay on whichever coach goes to pick up people from Dryburn. Rebecca can stay at college to wait for the coach to come back and make sure all remaining students are on the coach that will leave around 18:10 dependent on traffic.*

No change in figures.

g. International Officer [SH]

Durham City coaches have quoted a total of £420 for 50 students to be taken from Sheraton and Dryburn to Fountains Abbey in Ripon on the 15th of February 2020. We'll set out at 10:00 am in the morning and we'll head back to Durham at 18:00 pm (*see agenda point d*). *The times will be changed with the coach company to leave at 9am and return at 5pm.*

I will hold my first International Student session on the 5th of February 2020.

h. Livers Out Rep []

Nothing to report.

i. Social [JI]

The tech team will probably be okay to host the upcoming karaoke event, therefore there will not be any karaoke at the end of the next Ustinov Live.

j. Steering [AH] Apologies

I received some more info from Butler about the BBQ. Their ops manager isn't being the most helpful with things. I'm planning questions to raise with Collingwood next week. *Connor will also visit Collingwood as he will be involved with the set-up of tech equipment on the day.* I'll advertise the GM properly this weekend.

k. University/College [DM]

[University Matters](#)

Today I had the President's Forum where we discussed the following topics:

About the Pioneer's program from South College: College has not turned down any student that has applied for the program, however, it was pointed out that students that want to move to South College have to be part of the program otherwise they should apply as any other student who wants to change College. Also, pioneer's program is for students who will live in College, there is no arrangement for students who want to be part of the program but decide to live outside. The program is designed to have 120 returning students and so far they have 22. The program implies £500 off accommodation fee and not payment for JCR.

Common Rooms at South College: Right now the priority for the Principal of South College is to recruit undergraduates who can participate in the formation of the JCR. Later in October South College will be accepting 80 returning postgraduates.

Facilities at South College: Principal has assured that they will have the biggest gym compared with other Colleges, and will be as big as Maiden Castle. The facilities were built for just John Snow and South College, Ustinov College is not part of the agreement. For the MUGA, which is the sports facilities shared between these two Colleges and Collingwood, they would have priority since these 3 Colleges were the ones to put money in for the development of these facilities.

BPR 2 Update: Delays in the consultation could happen if they don't have a quick response by UEC and therefore the student consultation would happen during the holidays or exams period. University is aiming for BPR 2 to take action at the end of the year.

DSO Update: University is going through a period of renovation of framework and MoA, they are working to give the same support to Common rooms independently if either they are DSO or Independent. One of the key things they are working on is to make clear the procedures of data sharing between University and Common Rooms.

[College Matters](#)

John Snow and South College have come back to College about the HUB that we should share with them and said that Ustinov will not have access during term time

and it is not designed as a Sports facility, therefore, we still have to arrange something for the next year for our sports societies.

We have to send the date and venue for our Summer BBQ at the end of this month so that College can speak with the respective Colleges on this matter.

Exec Matters

I am working to find if there was any written agreement between University/College and GCR about the facilities we would have access to after the move to Sheraton Park since there are some disparities on the information given by College and University.

I. Welfare [BR]

I had meetings with Bea, Katie, Martin and a representative of the uni EDI to discuss our plan for International Women's Day (see AOB). *There will be a joint event with college, the GCP and the GCR. They want a "women of Ustinov" photo collage printed on posters, as we can't do anything to the walls. Women are going to provide photos of themselves for this poster that sums them up. We would have to move our posters of upcoming events to the windows for the month preceding IWD. There will be a launch event in the bar on the 27th February and we need a speaker for this. They will invite important and influential women from the University.*

I'll be having a welfare team meeting on Thursday during office hours to discuss our plans for this term. *The bins for the collection/donation drive need to be emptied before the next one can be advertised. The signs for sanitary bins also need to be put up.*

The mental health review at the student consultation contained this following text for postgraduate students:

Support for Postgraduate students – students highlighted support for postgraduates as a particular issue. Largely, this was in reference to the lack of emphasis on postgraduate integration/welcome during Freshers' week and the reliance on student volunteers within colleges to put on events. Students felt that this disproportionately affects 1 year, PGT students who are seemingly 'forgotten' by the University. In particular, if a PGT student has joined Durham from another University, there appears to be little effort to fully integrate them within the Durham community. Ustinov is perceived as detached, to the detriment of postgraduates. There were also comments on the cost of accommodation (and that this deters postgraduates from living-in, perpetuating the exclusion of PGs), the need to improve the admin process for PGs and the cost of postgraduate study (tuition fees).

6. AOB

- Posters in the bar for IWD

We don't see any issue with using the poster rail in the bar for the posters and any others can be moved to the windows.

Rebecca Salthouse

GCR Secretary

22/01/20