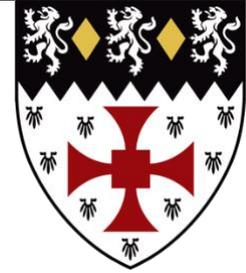


Ustinov College GCR Exec Meeting

MINUTES



2:00 pm, 22/06/20

Action Points from Minutes

DM to ask if Ustinov Bar Staff can be included in alcohol awareness for Fresher's Week (if it still goes ahead)

DM to lead review of handbook

DM/UZ/everyone to find a list of streaming services, subscriptions... allow for geographical dependence – joint post on GCR exec

CA to post in the GCR/GCP Facebook group about online events (music seminar, film sharing apps)

CA to contact someone to fix the vending machine

CA to check subcommittees, ensure everyone has been added to relevant groups (finance, welfare).

Will need to assign unfilled roles etc, next weeks meeting.

CA to fix a good regular week time for exec meeting. Poll to be created.

CA to discuss office keys returns from outgoing exec. If you're stuck abroad then there's no hurry but would be good to get the rest back when you're next in Durham.

VB to ask for an update on the transition refund

RR/CV to find out which teams have won their leagues

CV to find out about access to Marys tennis court over the summer.

SH to draft an alumni Facebook group description

SK to post adverts on Instagram, WeChat for college awards at Ustinov Day

SK to redraft a Ustinov version of postgraduate accommodation options for website.

AH to follow up on deadline for corrections 5th of June for winter graduation

Everyone to extend non-personal email accounts and change ownership if position is being taken over

1. Apologies: AL, JI, ML

2. Approval of minutes from last meeting.

a. Approval of minutes from the 15/06/20 - *passed on a general aye*

- b. *Amendments to previous set of minutes on the 8th June 2020 – adding names from the election results to the previous set of minutes – passed on a general aye*

3. Matters arising from previous minutes.

- a. DM to ask if Ustinov Bar Staff can be included in alcohol awareness for Fresher's Week (if it still goes ahead) - *ongoing*
- b. CA to post in the GCR/GCP Facebook group about online events (music seminar, film sharing apps) – *ongoing*
CA to contact someone to fix the vending machine - *ongoing (VB suggest fix before end of financial year to pay the costs with the surplus)*
CA to add the vending machine items to the honesty box – *done*
- c. VB to ask for an update on the transition refund - *ongoing*
VB to contact Fiona to ask for an allotment receipt - *done*
- d. RR to find out which teams have won their leagues – *ongoing*
- e. SH to draft an alumni Facebook group description. - *ongoing*
- f. AH - follow up on deadline for corrections 5th of June for winter graduation - *ongoing*
- g. Everyone to extend non-personal email accounts and change ownership if position is being taken over. – *ongoing, [AP] CA to sign over DSU, welfare, etc. DM to take treasurer*

4. Agenda Items:

- a. [DM] **Induction week plans:** with the new plan to have students arriving 2 weeks before the normal Induction period, we will need to start planning on the activities, mostly virtual.
Normal induction should be w/c 27th Sept, moved to start 2 weeks of preinduction from the ~14th, probably before this.
More online events, pub quizzes, movie night. Talks for the GCR information – timetable planned; time for colleges, departments, support for students re online teaching/software. Could record lectures/talks – provide online for ease.
*Need new pub quiz masters. Pre-induction all online, but full induction week might have some events w/ social distance. Restart both in-person and online office hours around induction week? Advertise these more on social media, for the benefit of new students. Creation of early social media pages, to catch early students, for VUD etc. Potential issues in terms of physical distributions e.g. kitchen handbooks, posters etc. How much information within the handbook needs to/can be rewritten for next year? New Covid section; what the GCR offers online, and some examples of in-person events. Durham shops that may or may not be available in the handbook. Other DSU/univide resources, and locations of where to find up-to-date news. Physical/USB issues have early deadlines; out of date information by the time of induction week. A4 posters in each **room** (not in kitchen). Online link – needs email addresses of each students (couldn't get last year). No fixed number of students incoming yet. Needs to be predominantly online focused.*
[AP]: DM/CA to lead review of handbook – editing and getting revised/amended information.
- b. [DM] **Promotion of the GCR:** apart of the video, we would need to work out on how we can make attractive the GCR membership to incoming students.

Need to decide on what the levy price will be, since will affect the marketing to students. Be wary of discussion of facilities e.g gym – wait for updates regarding new regulations.

Slideshow of previous activities e.g. formals if there's the options of being available later in the year. Contributions from student volunteers and staff to motivate distinguish the benefits between joining GCR and being at home alone. Purchase general online subscription to zoos – provide email and password, account sharing. Some form of booking system – daily booking systems; password change each day. Demand-dependent. TV license issues? One for the entirety of Sheraton. [AP] DM: Find a list of streaming services, geographical dependence – joint post on GCR exec.

- c. [VB] **Steering + New Names:** request to edit the steering reports of the exec meetings from 09/06 and 15/06 to clarify the names of the new exec members elected and their positions. We need the minutes confirming the election of Connor to Chair for the bank signatory change application and it's generally good to have written proof of these elections.

5. Officer Reports:

a. Bar [AL]

Nothing to report.

b. Clubs & Societies [RR-CV]

Last week we had the virtual Festival of Sports. Team Durham announced some challenges related to various sports and a sport knowledge quiz. The event finished yesterday and Ustinov came fifth out of ten colleges that participated. The only Ustinov entries were for the basketball dribbling challenge so a fifth place was really good. In general the event I think was not very successful as the total amount of entries was very low. Probably because they only gave 5-6 day to do the challenges. Also all captains have been notified about sending nominations for "biggest contribution to college sport". I'll send a reminder again this week so that we get at least a few for both female and male award. [AP]: CV to find out about access to Marys tennis court over the summer.

c. Communications [ML]

Nothing to report. CA sent out an email advertising college award. Email unreceived despite being shown as sent; send again from VP address later.

[AP] SK to post adverts on Instagram, WeChat. BR made an image; add link to this. CV added QR code. Put these posters on doors to Neville/noticeboards/vending machine etc... need permission from Ian?

d. DSU [AH]

For the DSU, I am going to email the uni regarding what's going on with graduation tomorrow, I haven't had a chance to unfortunately. CA/DM to take DSU account.

e. Facilities [CA]

I've contacted the people who still have stash in the GCR office.

We also have had 2 VUD (Virtual Ustinov Day) meetings since last exec - one with our tech guy and one with the committee. We are now looking at properly planning the activities we want to run during the day and assigning volunteers to work on

them. We are hoping to get as many committee (new and old) involved as possible as well as putting out a call for more ideas and volunteers.

f. Finance [VB]

Our accounts reappeared at Sheraton early last week and Hermes had thrown away the packaging and wrapped the binder in a plastic bag instead. At that point I gave up and tried to send the documents with DHL instead. They finally arrived with our accountant on Thursday, he has confirmed that he received them and is now looking into them. Furthermore I have been working on the bank signatory change paperwork. *Signatures required from RS,AH,CA,DM, in-progress. Charity form trustees – all ongoing.*

g. International Officer [SH-UZ]

Plan to start again the contact session but this time virtually. The purpose is to assist the international student on what to do during this unprecedented times. Need to get the permission to shoot an email regarding this matter. *BAME representatives – pass onto UZ. Would need to be passed at a GM to pass as a position.*

h. Livers Out Rep [SK]

The issue with PBSAs and SU still on-going, there's no new item to report. I have gotten in touch with certain private student accommodation houses to discuss their policies for the incoming batch, changes due to Covid and I am hoping I get some information on their bookings and offers that is concrete enough to post for our students looking to live out next year. *Ustinov specific private accommodation resources? College provides little information about other alternatives to college accommodation – we should provide neutral info (without advertising) of options e.g specific areas of Durham pros and cons – duplicate/update of DSU information? Focus on the Neville's Cross, Framwellgate, Langley Moor, Meadowfield area – details for proximity to college/science site/town centre [AP]: SK to redraft a Ustinov version of postgraduate accommodation options for website.*

i. Social [JI]

Nothing to report.

j. Steering [AH]

Handover is well underway. This week the newly elected Exec will be providing reports/ chairing/ minuting and the outgoing Exec will be providing support and advice.

k. Welfare [BR]

Three films have been picked for pride film night on Tuesday (I'm finding someone to host as I can't host myself).

Other than that nothing to report but I'll say a big thank you to Diana and this years exec for being amazing - I've had a wonderful year and I wish good luck to the 2020-21 exec! I hope you have a great year and I hope you find a new welfare officer soon

l. University/College [DM]

University matters

- i. The induction task force group will be submitting a paper with suggestions to UEC about the Induction period, we are working on having more clarity

on times, the proposed time to have International students in College is the 14th of September, with a 2-week period for self-isolation, support for those arriving at Manchester and Newcastle airports. University will encourage international students to stay at Colleges. *Fighting for free accommodation for 2 weeks if they're forced to stay for quarantine.*

College matters

- ii. On CMT the point to start looking into having the streaming outside Neville House was discussed, more work has to be done after Ian is back to the office.

Exec matters

- iii. On the International & College Induction group was raised that would be ideal for Common Rooms to have an idea of the activities they could deliver for the Induction period. The need to have student volunteers as “Digital ambassadors” was suggested.

6. AOB

- a. CA – Check subcommittees, ensure everyone has been added to relevant groups (finance, welfare). Will need to assign unfilled roles etc, next week meeting.
- b. CA – Fix a good regular week time for exec meeting. Poll to be created.
- c. CA – Office keys returns from outgoing exec. If you're stuck abroad then there's no hurry but would be good to get the rest back when you're next in Durham.

Brad Din

GCR Secretary

22/06/2020 – Updated on 30/06/2020