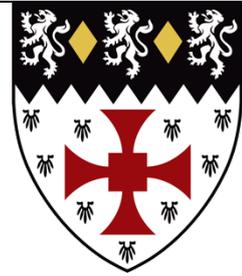


# Ustinov College GCR Exec Meeting

## MINUTES



11:00 am, 05/05/20

1. **Apologies:** AL, SK, SH, ML
2. **Approval of minutes from last meeting.**
  - a. Approval of minutes from the 28/04/20 – *approved 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*  
DM to talk to college about the creative writing competition and get some clarification from Thom. *Done – see officer report. Martin will get in touch with Thom.*  
DM to check with Jeremy about updating the minutes for the Senate on the website. *Ongoing – have to email the pro vice chancellor.*  
DM to check with Ian where the board of HLM's and past presidents could go. *Done*
  - b. VB to ask for an update on the transition refund. *Ongoing – invoice has been made just needs to be sent off.*
  - c. AH to check the list of HLM's. *Ongoing*
4. **Agenda Items:**
  - a. **BBQ T-shirt design competition [DM]**

We received two entries. *The entries were posted in the exec Facebook group. Everyone prefers entry 1 but with some adjustments to make it clearer to use on a t-shirt. Vote – entry 1 passed unanimously [7 votes]. AP: DM to contact the winner and ask if she is willing to edit it. AP: CA to think of possible edits to the design.*
  - b. **Allotment request from Fiona [CA]**

*A local resident, who has been involved with the allotment, wants to borrow a spade. The spade is currently in the Observatory, which is completely shut, and access is not allowed. Unfortunately, for this reason, we won't be able to lend the spade. There are currently more local residents working on the allotment than students as students have gone home and do not have access to their own gardening tools. We are grateful that they are keeping the allotment going to stop the hard work of everyone over the year going to waste.*
5. **Officer Reports:**
  - a. **Bar [AL]**

All the staff have been furloughed. Trudie is not working anymore until the 1<sup>st</sup> July so anything that needs to be done with the BBQ and food has to be taken to Ian.

**b. Clubs & Societies [RR]**

Miles from the hockey club was enquiring about payments. Vera will get back to him. *AP: VB to contact Miles from the hockey club.*

**c. Communications [ML]**

Nothing to report.

**d. DSU [AH]**

The next Assembly will only be open to voting members (on a Zoom call), a direct contradiction to its purpose. The SU reps are very unhappy and are looking at ways to enable all students to be informed of what occurs in these meetings. *Alex will look at ways of including everyone in the Assembly. The Assembly is on the 14<sup>th</sup> May.*

**e. Facilities [CA]**

Our Tech Officer is in the process of contacting performers for this planned open mic night. Subject to clashes, my preferred date is 22<sup>nd</sup> May (Friday). I'll book it with college and then aim to advertise later this week.

I've received an email from CIS warning me that my VP email account expires at the end of June. If the rest of you receive emails like this, don't worry - it's something that gets sorted with handover (as those elected at the AGM will remember). Please read them and check:

- That the expiry date is 30/06/2020 or later. So long as it's comfortably after the AGM results we can leave it until then.
- That you (or another current exec member) is listed as the person looking after the account. Otherwise we'll need inform them for the transfer.

Some notes from my WiFi meeting last week:

- This is completely unrelated to general WiFi issues across the Uni. The project is to replace all the WiFi tech originally installed when they went wireless as it is now 7+ years old.
- This excludes new buildings, of which Sheraton is one so this will only affect Ustinovians at Dryburn or via libraries/ departments.
- Disruption is likely to be physical, i.e. replacing hardware. There shouldn't be much effect on wireless service received during the transition. This means postgrads are unlikely to be badly affected - a person in your office/flat for a short time is less problematic than a week without WiFi.
- Timings are TBA but this is almost a 2 year rollout and CIS have promised plenty of notice of disruption as well as working with departments/ groups to minimise impact on those affected by the installation. I'm still reading the current plans but if implemented properly, this means we (postgrads in general) shouldn't really notice what's going on.

I have to feedback on the plans before Thursday so if anyone has any questions or concerns that I've missed, let me know.

**f. Finance [VB]**

Nothing to report.

**g. International Officer [SH]**

Nothing to report.

**h. Livers Out Rep [SK]**

Nothing to report.

**i. Social [JI]**

*Connor is planning an online Ustinov Live/ open mic night. A form needs to be filled in for College when the date for this is finalised and any other online events. For the online film night, we can post a poll on the Facebook group with an option of a few movies to choose from for a Netflix Watch Party. Diana has volunteered to run this next week. AP: DM to organise film night for next week.*

**j. Steering [AH]**

We need to hold an AGM this month. My rough timeline I plan to raise to steering comm is this:

Start encouraging people to run/ask questions Monday 4 May.

Advertise AGM 11 May.

Nominations Wed 20 May to Wed 27 May.

AGM Saturday 30 May.

Voting Saturday 30 to Tuesday 2 June.

3 June start handover.

1 July take over.

This should fit in with proposed dates for our next trustees meeting and give plenty of time for students to raise questions with the current exec about running during lockdown.

*We can each log on to the Instagram account for a day and post things relevant to our role. There will be issues with handovers as some things may need to be done in person. This can be done in the future when restrictions are lifted as some of us are still here in Durham, but we will all write detailed handover documents. The AGM Minutes from 2019 are incomplete. AP: CA, BR, RS and Alastair to complete the AGM minutes from last year before the next AGM.*

**k. Welfare [BR]**

I have shared the university's wellbeing classes on social media and have written an email that has been sent to the comms account (I am happy to send it if that's more convenient for Maggie). I'll be drafting an email about exams to go out before the end of this week - I just need to get some more details.

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

**University matters:**

The weekly meetings we have with Jeremy Cook have changed to once every fortnight. At the last meeting we discussed the following points:

- The University's relationship with the Common Rooms is officially 'informal', though the relationship with the SU is classed as 'formal' because the SU is the representative body for all Durham students.
- Representation of the Common Rooms on Council is not appropriate at present – the SU have representation.
- A request for Common Rooms to sit alongside the SU on Senate/Council as individual members would require a change in the University statutes – enquiries relating to this, and clarification, should be directed toward Jennifer Sewell (the University Secretary).

- The Common Rooms could contact the SU to propose a sharing of seats on key University Committees such as Senate and Council. Closer cooperation between the SU and the Common Rooms is recommended as the easiest way forward, which will feed into representation across the board at committees.
- Documentation regarding the relationship between the SU and the Common Rooms is available from Kate Deeming (Governance).
- Going forwards, with the WSE moving online for the term, there will be better opportunities to show Council and Senate what the Colleges and Common Rooms do through sharing videos and online events.

**College matters:**

The GCP programme of events is coming together and will start from approx. 11 May onwards and will be shared with me once it is ready. GCP stipends have been transferred as unrestricted payments due to exceptional circumstances this term. GCP application process is opening later this year. Katie and Martin also suggested speaking to Lennie (GCP Music and Performance) about film sharing apps and speaking to Giorgio (GCP Café Scientifique) about an online music seminar. **AP: CA to make a post in the GCR/GCP Facebook group.**

I had a discussion with College around ensuring plans for social distancing as a fundamental element of a physical BBQ.

**Exec matters:**

As discussed in our last meeting, I have passed the information on the Creative Writing prize to College, and Martin will be in touch with Thom A. Ian would help me to check where in the bar we could put the boards for the HLM and past presidents. Also, I will liaise with Martin to check suppliers, so we can try to have the same/similar design. I also raised the concerns over low numbers of exec members for the next academic year and College has agreed to help us to share any recruitment information. *There may also be issues with GCP scholar applications and this also needs to be advertised more as well as GCR exec positions.*

**6. AOB**

**Proposal to move future meetings to Zoom instead of Teams** - Alex will set this up for next week.

Rebecca Salthouse

GCR Secretary

05/05/20