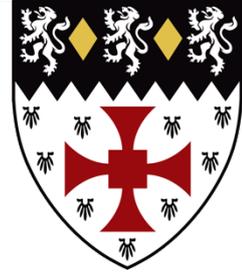


Ustinov College GCR Exec Meeting

MINUTES



11:00 am, 19/05/20

1. **Apologies: ML**
2. **Approval of minutes from last meeting.**
 - a. Approval of minutes from the 12/05/20 – *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*
DM to ask Vera about sponsors for the college awards event. *Done*
 - b. CA to post in the GCR/GCP Facebook group about online events (music seminar, film sharing apps). *Ongoing*
CA to write something about the BBQ for the AGM and speak to the BBQ group about a decision. *Done – we will be having a meeting at some point this week and I will write something when this is done.*
 - c. VB to ask for an update on the transition refund. *Ongoing*
VB to contact Miles from the hockey club. *Ongoing*
 - d. AH to check the list of HLM's. *Done – see officer report*
 - e. JI to organise a social committee meeting to see if we can come up with ideas for events over the summer. *Ongoing*
4. **Agenda Items:**
 - a. **2020/21 Budget [VB]**

Discussion in the meeting:
The green move out (GMO) sale budget is increased assuming we will have two if we have two induction weeks. The budget of £1500 is a worst-case scenario and the exec next year should aim to spend less. The Student Union insurance budget has been increased as insurance will possibly be more expensive for the next few years. There will be no more BT membership, only Netflix, as it is expensive and main sports matches will be available on Freeview. The budget for the levies is also cut in half as we are expecting fewer members next year if students are not returning to Durham for the beginning of the year. The vending machine is budgeting to break-even, but Connor will make a note to the new Vice President to aim to make a surplus as we usually do.

The BBQ budget should be increased from £8000 to take into account inflation and also make next year's BBQ bigger to accommodate alumni so this year's graduates

have the opportunity to attend. £8000 is close to what was spent in 2019 but things were discounted as a lot of the event was held indoors so it would be better to overestimate the budget, so we don't have to cut on catering or Ents. The lower Summer Ball budget for next year is because we have already paid a deposit for the venue at Ramside Hall. The ticket prices for our Summer Balls are usually a lot lower than for other undergrad college balls and people should be made aware of this as we often still put on a similar extravagant event but charge less and GCR members can end up paying for this. For the planning for next year it may be worth asking what the students would like for a Ball and if they would be willing to pay more for a bigger event similar to those at other colleges or keep the low prices with fewer Ents.

There is currently no budget for live bands, but this price could be included in the late-night opening budget if a live band event is held next year, depending on circumstances.

Vote to send the budget to the trustees and the AGM – this was put to a vote and passed unanimously [10 votes].

b. Vending Machine [CA]

Vending machine has broken. Will look into repairs but unsure on price and timeframe. It's the refrigerator that's broken so needs someone experienced to fix. What should we do with the remaining stock? It was left un-chilled (and probably above room temp) for a few days. Crisps should be fine. Sealed chocolate might be misshapen but probably OK to eat... creme eggs should probably be offloaded soon. *This may not be possible to repair soon if the people we need to contact are not currently working.* **AP: CA to contact someone to fix the vending machine.** A suggestion is that the food that can no longer be sold should be left out for anyone to take with a pot suggesting a donation, with a disclaimer that they were no longer refrigerated. We also cannot justify buying any more stock until the machine is fixed. Jonathan (porter) mentioned the bar stock is nearly going out of date, mainly crisps. We could add this to our vending machine stock sale with the donation pot. **AP: AL to contact Ian about bar stock going out of date.** **AP: CA to sort out the box and donation pot for the vending machine items that can no longer be sold.**

c. BBQ discussion [CA]

Following on from last week, are there any further comments or ideas on how we should adjust the BBQ? Events Durham has now cancelled everything up until 31st July so we'd be justified in cancelling the physical aspect. *Option 1: to postpone the BBQ to later in the Summer. Option 2: move the venue to somewhere more open where you could conceivably practise social distancing. Option 3: an event should still be held on the 1st August, either mostly online but with some physical aspects being live streamed such as some performers and a few exec members to help out. This would cost somewhere in the region of £1000-£2000. The other option is to have the event fully online (1st August), which is the safest option and we would have over a month from Ustinov Live: At Home Edition, to see how we could work out the logistics of the event. Paul Skerritt has offered to film some music at home (just him and not the full band) so we could still budget some money for this but probably £500 or less. Connor will take feedback from the BBQ group over the coming week and bring it to exec next week so we can take the decision to the AGM.* **AP: CA to ask Alastair to contact Paul Skerritt for a price.** *If the event is fully online then the event*

should be limited to a few hours instead of a full day. We may not have many people involved or it could be too many all trying to talk at the same time on an online platform or playing games. We will use Ustinov Live as a trial to see what we could do.

d. College Awards dates [DM]

We need to set up the day for open nominations, voting period and the deadline. College has suggested having at least 3 weeks before 1st of August, so they can get the prizes on time (and certificates). Timeline suggested 1st June Open Nominations, 2 weeks for voting and 1st July results. *This can still be combined with the BBQ. We can use share screen to show the results and a certificate and the actual certificates can be posted out at a later date. We also need time to work in less serious awards to come up with ideas. We would suggest having it run throughout July and end on the 25th but if College need 3 weeks before the BBQ then it must close on the 11th July. We need more time for nominations than for voting: open nominations for 2 weeks and voting for 1 week. We don't want to start advertising this before the AGM. AP: DM to organise college awards timeline and confirm with college.*

5. Officer Reports:

a. Bar [AL]

Nothing to report.

b. Clubs & Societies [RR]

We won a Team Durham challenge on Facebook where our Male Sports Rep submitted a video of a basketball trick-shot.

c. Communications [ML]

Shaf will draft an email about Eid to send out to students. The choir asked if they could take over the Facebook page with some recordings.

d. DSU [AH]

Assembly was held online for the first time. Students groups have lobbied for years for this to be made available online to increase accessibility, and so it was nice to see progress in this being made. Unfortunately, some of the SOs of Assembly, namely that all students of Durham University could attend, had to be temporarily ignored to protect the personal data of members. While the Board of Trustees for the DSU allowed this under the guidance passed by the Charities Commission, it is clear that a significant overhaul of the process needs to occur to enable all students to attend Assembly.

e. Facilities [CA]

Vending machine has broken. With help from the porters, it has been turned off at the wall so there is no fire risk from a broken refrigerator unit.

f. Finance [VB]

I have submitted the 2018-19 accounts to our trustees who are reviewing them at the moment. If anyone else would like to take a look, feel free to let me know. I have also been in contact with our accountant to clarify that I can send them the accounts per post instead of going to Newcastle myself. Once I have finalized double checking all the paperwork, I will post them later this week.

Figures:

Balance Brought Forward (21/04/20): £33,535.58

Durham University (Composition Fee final instalment) (07/05/20) + £4,862.33

Balance Carried Forward (19/05/20): £38,397.91

g. International Officer [SH]

We are trying to arrange an intercultural quiz with the GCP. People are also concerned if they have left belongings in college about how they may need to be posted back. College will be dealing with this in the future depending on how the situation changes.

h. Livers Out Rep [SK]

Some livers out have reached out to me formally regarding the current situation with private student accommodation houses and the SU's attempt to reach out to them. *The DSU are aware of the situation. Diana will ask the DSU.*

i. Social [JI]

We will be arranging another social comm meeting soon. Diana is continuing with the movie nights and posting polls to choose the movie.

j. Steering [AH]

Advertising the AGM is going well. Many thanks to my fellow Exec members who are highlighting their roles on social media. Manifestos are slowly starting to come in, which is good, though it would be nice to see some more. The official nomination period begins Wednesday and will be advertised accordingly.

Speaking to former Exec they believe that Miriah Reynolds was awarded an HLM. If this is the case, it appears to have been passed in the 2015 AGM. I'm still hunting these minutes to confirm.

We held a Trustees meeting on Zoom last week. Holding them online may make it easier for external Trustees to attend in the future, though holding meetings in person are preferred.

k. Welfare [BR]

We still have supplies in the welfare drawer that are still in date. It is also Mental Health Awareness week so I will post on social media.

l. University/College [DM]

University matters:

Bar staff pay rise might come from increasing the price of bar products by 20p. *They say this was passed in Assembly, but it was not. There will be a poll to see opinions of this, especially from bar staff to see their opinions on pay rises.* DSU mediation meetings have been scheduled, the first one will be on the 29th of May. WSE has asked us to support them to promote their events: University Challenge, College festival of sports, and Music and Arts.

College matters:

With regards to formals for next year, College has asked us to keep in mind that there is a possibility that formals for the first term will not be able to take place, due to possible restrictions. This is something we will have to pass to the next Exec. As per the request of College, I have posted on our social media information for students to move their bikes to the back of Neville House since we have had criminal activity around College. All building heating systems across the university were turned off with effect from Monday 18th May. This action is in line with the University's energy management policy and the heating will remain off until the end of September.

Exec matters:

College awards update, from Team Durham we know that all the leagues that were finished or were in a position for them to come to a conclusion on promotions and relegations will work as normal, except for some sports such as Ultimate Frisbee. Last year the GCR got 4 trophies that cost £14-20 each, as well as one MVP medal per team for about £2.50 each, so we will need more data on the teams.

6. AOB

Rebecca Salthouse

GCR Secretary

19/05/2020