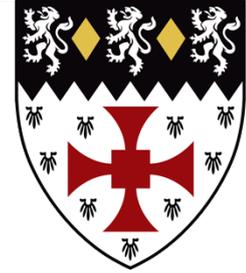


Ustinov College GCR Exec Meeting

MINUTES



11:00 am, 15/06/20

1. **Apologies: AL, ML, JI**
2. **Approval of minutes from last meeting.**
 - a. Approval of minutes from the 09/06/20 – *passed on a general aye*
3. **Matters arising from previous minutes.**
 - a. **Results from elections:**
 - i. International Students Officer: Muhammed Zulkify
 - b. DM to ask if Ustinov Bar Staff can be included in alcohol awareness for Fresher's Week (if it still goes ahead). *Ongoing*
 - c. 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*
 - d. VB to ask for an update on the transition refund. *Ongoing – waiting to hear back*
 - e. RR to find out which teams have won their leagues. *Ongoing*
 - f. SH to draft an alumni Facebook group description. *Ongoing*
 - g. AH to make a poll for changing the time of exec meeting. *Done*
 - h. Everyone to extend non-personal email accounts and change ownership if position is being taken over. *Ongoing*
4. **Agenda Items:**
 - a. **Handover [AH]**

Welcome to our new Exec! This week will be led by the outgoing Exec, with the aim of the new Exec taking over the week after, and old Exec attending meetings until the end of this month. Could all outgoing Exec write handover documents for their role and/or record videos of important procedures. This is especially important when there is no-one currently to hand over to. It will be worth updating practices in relation to lockdown, as this will be the most different to previous years.
 - b. **Feedback of "Code of Practice and Complaints Procedure" [DM]**

If you want to change anything from the code of conduct you need approval from the secretary of the University. We don't have a code of conduct that I could find in our governing documents. We do have a complaints procedure, but it needs to be

expanded.

c. Online Events [DM]

Online formal: should we try and do one last formal of the year?

Other colleges have made this work. Without having something to do like an awards ceremony it probably wouldn't be very popular. There are also issues with holding it online as only one person can talk at a time. Other online events would work i.e. having everyone meet up and then split up into breakout rooms.

Online Petting Zoo: could we try and get some streaming for people to watch animals (dogs)?

We did have the suggestion of filling the Facebook/Instagram account with pictures of pets. We could have an exec email account for people to submit pictures to so we can share them. Alternatively, they could share them themselves with a hashtag. We can post this in the general committee page to see who would like to coordinate this. AP: JI to coordinate this or find someone who wants to volunteer.

d. Virtual Ustinov Day [VB]

Pass £1295.00 to pay tech team for virtual Ustinov Day, according to the attached invoice.

We have already paid the £200 deposit on this so we only owe the £1095 balance.

Additional info: this is covered by the £3000 we passed at the e-AGM, we budgeted £1300 for tech hire.

Vote: the motion passes unanimously [7 votes].

e. Allotment purchase [VB]

We have yet another case of our eco rep purchasing something for the allotment with no receipt, this time chicken wire for £42. Do we approve the reimbursement? *This happened before and we allowed the money to be passed as long as we receive receipts for future purchases. She paid by bank transfer so there may be a way she can request an invoice from the person she made the payment to. AP: VB to get in touch with Fiona to ask for a receipt so we can reimburse the money.*

f. Team Durham Invoices [VB]

I have been pestering Team Durham for this year's college sport invoices and finally received some of them.

-League entries for 13 teams: £260

-FA affiliation for 3 football teams: £84

-Men's Football general matches: £600 (blanket 300 per team)

-Men's Football Floodlit matches: £60

-Women's Football matches: £110 (matches on grass are free)

TOTAL: £1,054.00

(still outstanding: Hockey matches, estimated around £560.00)

This looks pricey but matches the expected costs that we budgeted for.

Vote to pass a total of £1054.00 to pay Team Durham: the motion passes unanimously [8 votes].

g. Change to GCR Levies [AH]

There was some discussion about how the GCR needs to handle the levy situation next year in last week's meeting, and we decided to postpone it until this week so that the incoming Exec are involved. *University has said the composition fee will remain the same. The levy is currently £40. If we are still going to run a similar*

number of events in person then £40 is reasonable, if we re-think gym costs. In order to have voting members who are not physically in Durham it would be good to have some kind of online-only membership. We would need to look at other benefits for this membership other than just the ability to vote, something tangible. If it is not possible to run any in-person events in the first-term then the full membership of £40 should not be offered. We need members from October and can upgrade the membership to a discounted one in the second term. We are going to struggle in terms of general governance if our memberships are much lower so we may have to take more of a financial hit than we would like to gain more members. We also need to be careful how the different tiers of membership are worded in case there are people physically in Durham who would only want to be involved online. We could offer an "early bird" discount if they pay £5 upfront for an online membership and then only pay an extra £30 when they arrive in Durham. Could we possibly have a membership-only quiz where a prize is sent out to the winner? This needs to be an ongoing discussion and something we all need to think about to entice people to join the GCR. We do not currently have a date yet for the deadline for deciding levy payments and we will need a GM and trustee meeting before this can be decided.

h. Vending Machine Stock [CA]

We still have vending machine stock left, mostly instant noodles, crème eggs and crisps. Should we hold on to this for when the vending machine is fixed or include this in the honesty box? *We are not making a loss on the vending machine so there is no problem putting these items in the honesty box. Connor will count how many items will be put out to see how much money we make per item so we can continue this whilst the vending machine is broken. Vote to put the items out: passed on a general aye. AP: CA to add the items to the honesty box.*

5. Officer Reports:

a. Bar [AL]

Nothing to report.

b. Clubs & Societies [RR]

Nobody has signed up for the University Challenge. More information on the Festival of Sports will be coming soon.

c. Communications [ML]

Nothing to report.

d. DSU [AH]

The DSU is currently undergoing feedback meetings about the democracy review and graduation ceremonies. *An email was sent round with the new graduation date in April 2021 but with a very early deadline for submitting final corrections of 5th June to be able to attend this graduation ceremony, which is earlier than the deadline for Winter graduation. AP: AH to follow this up.* Additionally, as part of the effort to decolonise the curriculum, the library will be increasing the diversity of its resources based on feedback by students. The June Assembly was cancelled last week. The DSU are counting the meeting in March as a meeting of Assembly to ensure they meet their requirement of 5 meetings yearly. This meeting was closed as soon as the meeting started, and the deputy Chair of Assembly was told prior to the meeting that it would not count to this 5.

e. Facilities [CA]

We had our online Ustinov Live on Friday. So far as the tech team can tell, this was a big success. Although there weren't so many people commenting as it was happening, the videos have almost 800 combined views (around 100 of which are since the stream ended). We also already have some interest from performers who want to appear on August 1st.

I'm going to go through the stash in the office this week and make contact with people who have yet to collect and see what arrangements they would like to make.

f. Finance [VB]

Our accounts have been on a bit of an odyssey: after Hermes picked up the parcel from Sheraton on the 26th May, Diana informed me on Wednesday that the porter told her that the parcel had reappeared at Sheraton. I went to take a look at it, finding it covered with many layers of Hermes stickers, hinting that they have unsuccessfully attempted to deliver it multiple times. The next morning the receptionist Anna told me that the Hermes courier had picked it up again to try and deliver it again. I got in touch with the accountant who explained that the failed deliveries might have been because the reception of the complex that his office resides in is not open very often these days due to Covid-19. He told me some more specific instructions that I could give to Hermes that could help them to get the parcel to him. I then tried to get in touch with Hermes via email since nobody picked up when I called. On Sunday I then received an email reply from Hermes confirming that they successfully delivered the parcel to the reception of the delivery address on Saturday. So hopefully the accountant will finally be able to pick it up from there!

g. International Officer [SH]

Nothing to report.

h. Livers Out Rep [SK]

The issues with rent disparity for private student accommodations in Durham are still ongoing.

i. Social [JI]

Nothing to report.

j. Steering [AH]

Since the emergency AGM, one new Exec member has been elected. All incoming Exec have been invited to this next meeting. Handover is currently starting this week, with current Exec writing handover documents/ having meetings with their successors. I have updated the S.O.s with the new HLMs.

k. Welfare [BR]

I have messaged the welfare team for film suggestions for tomorrow night for Pride month. I am waiting to hear back from Nicole about when she would like to do her Instagram takeover. I will share the new wellbeing timetable.

l. University/College [DM]

University matters:

University has mentioned that Independent Common Rooms are acknowledged by University Council as Student Unions. There has not been more discussion on getting

a discount on accommodation fees for this term, the only change is students are not getting charged by the catering system if they had it previously. *I have raised this point again to see if there is anything else that can be done with discounts. University has said the services have not changed and we still have porters. Cleaning services were not listed in the contract but were mentioned in the accommodation offer, if so this would be false advertisement.*

Wider Student Experience has new strands; Arts and Culture, Enterprise and Employment, Intellectual Enquiry, Sport and Wellbeing, Community Engagement, and Active Citizenship.

College matters:

Some issues for the next academic year have been raised in terms of having livers-out working in the bar, since University is looking into treating each College as a bubble, leaving these students out of them. *This is not in line with the current government guidelines on "bubbles". It would also limit what events we could run if only people who live in college could get involved.*

Exec matters:

The College has assured that the agreement for the transition fund is for 4 years, with the clause that the fourth year would be just available in case the HUB wasn't delivered. The fourth-year will be the academic year of 2020-2021.

A video to welcome incoming students to Ustinov College is in the process, with the help of the committee to submit some videos and the next step will be to ask all students if they want to participate.

The GCR has to start looking into other ways for making payments since University has announced that Independent CRs will not use the University payment system in the near future, except for the collection of the levies for the next academic year. *If we need our own payment system in place for 2021/22 then we need to start planning and implementing this now. Would it be easy to customise the University platform to have different payment options? Yes this is possible.*

The composition fee for the next academic year will be the same and dependent on the number of students each College gets.

6. AOB

Rebecca Salthouse

GCR Secretary

15/06/2020