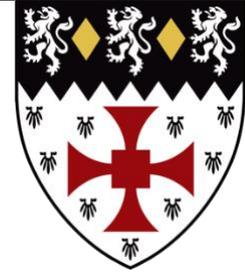


# Ustinov College GCR Exec Meeting

## MINUTES



**11am, 30/06/20**

### **Action points from minutes**

All new exec to complete the training courses

All to send a "more active" picture to CA for the Facebook banner if desired.

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

DM/CA to ask for an update on the transition refund

DM/CA to extend last few email accounts

DM to send adverts on Wechat

DM to make graduation video for students

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).

CA to discuss office keys returns from outgoing exec.

CA to chase up AH regarding winter graduation

CA to add BD to welfare committee.

CA to create the new Facebook group, rest of exec to add and update

CA to organise a "social" committee meeting.

BD to speak to welfare team about events.

CV to find out which teams have won their leagues

MZ/SH to draft an alumni Facebook group description – if email to be sent out re VUD, we need an alumni group.

MZ to draft social post regarding Independence Day

MZ to draft the information regarding returning international students, with the mind that it will be on website/social media etc.

SK to redraft a Ustinov version of postgraduate accommodation options for website, to post as parts are completed (CA to post the first one as they are sent over)

**1. Apologies: MZ, JI**

**2. Present: DM, CA, CV, SK, BD**

### 3. Approval of minutes from last meeting.

- a. Approval of minutes from the 22/06/20
  - i. *Amendment; clarify some details in the previous minutes on the 22<sup>nd</sup> of June. Add date to the previously mentioned "amendment minutes from the 8<sup>th</sup> of June" and adjust "adding names" to "adding election results".*

### 4. 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. DM to lead review of handbook *ongoing*
- c. DM/MZ/everyone to find a list of streaming services, subscriptions... allow for geographical dependence – joint post on GCR exec *ongoing (see DM report)*
- d. CA to post in the GCR/GCP Facebook group about online events (music seminar, film sharing apps) *ongoing*
- e. CA to contact someone to fix the vending machine *ongoing*
- f. CA to check subcommittees, ensure everyone has been added to relevant groups (finance, welfare). Will need to assign unfilled roles etc, next weeks meeting. *ongoing*
- g. CA to fix a good regular week time for exec meeting. Poll to be create. *done*
- h. 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. *ongoing*
- i. VB/DM/CA to ask for an update on the transition refund *ongoing*
- j. RR/CV to find out which teams have won their leagues *ongoing*
- k. CV to find out about access to Marys tennis court over the summer. *done*
- l. SH to draft an alumni Facebook group description – *if email to be sent out re VUD, we need an alumni group. Pass on to MZ? ongoing*
- m. SK to post adverts on Instagram, WeChat for college awards at Ustinov Day – *instagram done, Wechat to be posted by DM. AP: DM to send adverts on wechat.*
- n. SK to redraft a Ustinov version of postgraduate accommodation options for website. *Ongoing – AP: SK to post as parts are completed (CA to post the first one as they are sent over)*
- o. AH to follow up on deadline for corrections 5<sup>th</sup> of June for winter graduation *ongoing – AP: CA to chase up AH regarding this*
- p. Everyone to extend non-personal email accounts and change ownership if position is being taken over *ongoing – most done, a few left over (DM/CA)*

### 5. Agenda Items:

- a. [CA] **Agree cover for unfilled positions.**  
Currently we need to cover: VP, Treasurer, Welfare. Bar Steward, Comms, DSU, Induction.

Induction can be split as/ when needed for different tasks. Treasurer is already covered by Diana/ myself. Bar Steward is less important at the moment but I'm getting in touch with Arabeth to ask what state things are currently in. (Usually, anyone who has done stuff relevant to an unfilled position can submit a report here... eg I have a comms thing and a finance thing.)

*SK to help with the social media side of Comms.*

*DM to help with DSU side.*

*Welfare committee still exist – MZ interested as well w/ contact sessions. BD to speak to ex-officer BR and join the welfare subcommittee, figure out plans and help where can in terms of decisions between exec and welfare team.*

*AP: CA to add BD to welfare committee. BD to speak to welfare team about events.*

*In terms of bar space, bar steward could organise social distancing for use in the bar after VUD. Something to consider pushing for?*

**b. [DM] Social Media Groups**

With the plans of University starting to promote Colleges and starting communication with incoming students, we should start getting some information out about the GCR.

*Send out pictures, adverts e.g VUD, instagram, wechat, whatsapp. Have chats/posts ready on social medias. AP: CA to create the Facebook group, rest of exec to add and update. Separate VUD group to 20/21 Ustinov group – save the VUD chatting for the stream and dedicated pages.*

**c. [DM] Consideration of having some FReps**

The GCR has never had this since we rely more on volunteers helping during the induction week, however with the 2-week period extra on the induction week, we should consider having some sort of digital assistance for the incoming students. We could even call it a parenting system if you want.

*Volunteer "hours" for students to pop in and ask questions etc; booking slots/polls, allow us to accommodate special requests i.e languages. Support group for the volunteers direct to us if there is a question that they can't answer.*

*Look at list of volunteers, see their languages etc. Pitch to current Ustinovians that we're looking for multiple language speakers to get more engagement.*

**d. [DM] Training for new Exec**

As part of the exec, you will need to complete some DUO courses that are required. These courses can be found under "My organisations & Online Training" section and are

- Data Protection and Information Governance
- Health and Safety All Staff Training
- Consent Matters
- Equality, Diversity and Inclusion
- Mental Health Training (Core modules – suggested)

*AP: All new exec to complete the training courses*

**6. Officer Reports:**

**a. Bar [-]**

Nothing to report.

*1<sup>st</sup> of July – Ian to announce decisions about bar/café.*

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

As you can imagine not much happening with the Clubs and Societies these days. First of

all after pestering captains and presidents of the clubs we barely managed to get a good amount of nominations for the "Greatest Contribution to College Sport" awards. In the end we have 3 nominations for the female award and 5 for the male one. They have been all sent to Katie.

Also I'm still trying to see if I can get access to any MUGA court over the summer for students interested to play (mostly tennis) however St Mary's replied that they can't because "they're unable to regularly police the area" and that current residents and neighbours might be disturbed (there have been some past events according to them). Yesterday I tried to see if we have better luck with Aidan's but apparently they have no porters on site currently to give the keys and check if everything is alright. I'll keep contacting other colleges.

Finally I'm trying to find out which teams won their leagues, Team Durham hasn't responded yet.

**c. Communications [-] (CA)**

I have made some progress in updating comms admin for the new exec. Everyone should now be an editor or admin of our FB page and admin or moderator for the 19-20 facebook group. If people are not in things like the whatsapp group and want to be, let me know. Still to do: will copy over account details to the new exec group (with new passwords). This covers stuff like the website and a few other accounts. The Drive will be changed in a couple of months, when the rest of the committee change over.

I have left a couple of old exec (at the moment, Bryony and Vera), with social media roles as I think we will want it for running Virtual Ustinov Day. Do people agree this is an OK thing to do?

We had issues last week with uv-info not sending things. I have had CIS sign me over as owner of the mailing list so I'll be informed of any bounces so we shouldn't have this issue again.

I'm also adding your faces to the GCR website.... as soon as the website editor starts playing ball.

*AP: CA to organise a "social" committee meeting.*

*AP: Everyone to send a "more active" picture to CA for the Facebook banner if desired.*

**d. DSU [-]**

**e. Facilities [-] (CA)**

A coke refill should be incoming (thanks to Rayan there). There are still some things I need to sort, including the other vending machine and track down the coke paperwork... work in progress as I've not had much time recently.

*Coke refill has arrived 30/6/20.*

**f. Finance [-] (CA)**

We have signed all the forms to transfer account ownership from Vera/ Diana to myself/ Diana. Will keep you updated as things progress.

The accounts for 18-19 have been delayed as our accountant has yet to finish going through them (things were delayed here as it took several attempts to find a reliable courier). Vera has been in touch with the charities commission to explain the delay to them.

*CA to manage account since has the internet banking rights.*

**g. ISO [MZ]**

Still in contact with Shaf on BAME post. The report for the GM is still on going. United States independence day is this upcoming Saturday, do we need to email about this? If we do might include every country as well, which is a lot. Plus, this is not a festive like Christmas, Eid, etc. *Balance between including all countries. Up to MZ; needs to ensure that he ensures that all countries are represented. Maybe a better thing for a post. AP: MZ to make social post regarding independence day. Bullet point for weekly newsletter. This post to be sent to college.*

Should we draft an email for the returning international student (or maybe for every students not only international) as the university is gradually reopen? I plan to make a guide for them in order to be safe and comply with the university and government advice. *For international students, much more beneficial. Regurgitate main points, signpost to the information in handbook/website. Instead of email, maybe place in the website/social media signpost to the information. This is also in line with signposted to the postgraduate information etc. Website allows for updating/changing information, or place links to quarantine countries in government advice. AP: MZ to draft the information regarding returning international students, with the mind that it will be on website/social media etc.*

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

Since one of the PBSA still hasn't replied, we may have the rent agreement issue as 'ongoing' even though there's no way any new policy or reply can be expected now – *done for now. SK to provide update when available.*

I am working on improving the guide to living out that we discussed last week and trying to gain more information about prices, public transportation and policies that each PBSA has undertaken during COVID. *As mentioned earlier, SK to send parts as completed.*

Instagram Ustinov pet page - I could use pet pictures that we have received for the awards, if everyone is okay with it. If required, I can do it after the awards or add it as a promotion for the awards. *New account? Share on original one first. Once pictures sent for awards, T+C in awards allow free post. Acknowledge owners in posts.*

**i. Social [JI]**

Nothing to report.

*New FB group for next years committee with social/ball secretaries + DM etc. Planning for these social events in progress.*

*AH has run a night of Jackbox games, with a lower turnout than quizzes, but still enjoyed. Unsure for future repeats.*

**j. Steering [CA]**

I've signed over the chair email account and so have most of a handover now. Most of my focus is currently on general admin and VUD rather than steering matters at the moment though.

**k. Welfare [-]**

Nothing to report. *BD to join welfare committee. As above, CA to add BD.*

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

**a. University matters**

- i. Have attended some Induction courses for Presidents, "Bribery training", "Data Protection Training", Health and Safety Training". I have passed to you the information about the courses you must complete on DUO.
- ii. The new JCR PresComm is now working, we had the handover last week and we are finishing the training from University. *Discussion of formals for the first term still ongoing with University.*
- iii. The University will charge Independent Common Rooms the use of their payment platform after the academic year of 2020-2021. That leaves us to work out on a solution during this academic year. In the meantime, the system for the payment of levies will be the same and the information that will be provided to the Common Rooms will include the student ID. *Look at other college systems.*
- iv. University is considering the social activities that could have on Colleges with the social distancing in place. Also, University is looking to give support for the incoming students by having "digital ambassadors", these students would be part of the FReps. Apart from this, CIS will have "digital champions" who will help incoming students in terms of IT issues. *These will be paid from the university.* As part of the Induction, Colleges will start working on their handbook to contain COVID guidelines and consistency on the messages across all colleges.

**b. College matters**

- i. On Friday, Dryburn Court lost internet and the issue was fixed until Monday morning, despite several emails sent to University, CIS couldn't fix it on Friday since the Company who is in charge to fix those issues was already close by the time the issue was presented. Ian has reminded University that Ustinov College has postgrads who need internet during this period.
- ii. On my next meeting with CMT, we are going to work out how we can implement the bubbles in order to have some sort of social events. So far, social bubbles are looking to consider between 15 and 20 students, merging between 2 or 3 normal bubbles, these bubbles are made up of flats. *We shouldn't just have livers-in social events. Other issues such as how the bar workers who e.g are livers out will be able to work when the bar is opened. Details to be discussed. Need to have answers to massive questions that incoming students might have, e.g. such as incoming students needing to quarantine for two weeks, and also for livers out and accommodation prices.*

**c. Exec matters**

- i. The College has suggested looking into National and International virtual tours, theatre and music stream as part of the services we could offer. *NowTV – offers Sky Sports, cinema, normal TV etc. Up to 6 devices registered. Look at upgrades/business subscriptions? Need to be cautious about these. Monthly passes, allow flexibility.*

**7. AOB:**

- a. DM – Graduation video for students. Content for the video; stay in touch, we're still here, VUD as a way to celebrate, empathy for a lack of graduation.*

Brad Din

GCR Secretary

30/06/2020