



# Ustinov College GCR Exec Meeting

## Minutes

6:00 pm, 07/07/20

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### **Action Points From Minutes – (red is new from today)**

All new exec to complete the training courses

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

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

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/CA to ask for an update on the transition refund

DM/CA to extend last few email accounts

*DM to buy the 1 month subscription on her personal card, and then submit claim for purchase (countersign with CA/Vera Bieber)*

*DM to draft the amendment to send to the trustees, and run this through the exec for clarification*

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

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

*MZ to draft a reminder to be sensible/safe with relaxing social distancing.*

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: *JJ***

**Present:** *BD, CA, DM, MZ, CV, SK*

#### **2. Approval of minutes from last meeting.**

- a. Approval of minutes from 30/06/2020 – *Passed on a general aye.*

#### **3. Matters arising from previous minutes.**

- a. All new exec to complete the training courses *ongoing*  
All to send a “more active” picture to CA for the Facebook banner if desired.  
*ongoing*

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

- b. 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 lead review of handbook *ongoing*  
DM/CA to ask for an update on the transition refund *ongoing*  
DM/CA to extend last few email accounts *ongoing – almost done*  
DM to send adverts on Wechat *done*  
DM to make graduation video for students *done*
- 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*  
CA to check subcommittees, ensure everyone has been added to relevant groups (finance, welfare). *ongoing*  
CA to discuss office keys returns from outgoing exec. *Ongoing – almost done*  
CA to chase up AH regarding winter graduation *ongoing*  
CA to add BD to welfare committee. *done*  
CA to create the new Facebook group, rest of exec to add and update *ongoing*  
CA to organise a "social" committee meeting. *ongoing*
- d. BD to speak to welfare team about events. *ongoing*
- e. CV to find out which teams have won their leagues *done*
- f. MZ to draft an alumni Facebook group description – if email to be sent out re VUD, we need an alumni group. *Ongoing with SH. Email to be sent out later this week; would be good to have this group ready by then. Only needs to be short, this can be shared across exec is MZ draft*
- g. MZ to draft social post regarding Independence Day *done*
- h. MZ to draft the information regarding returning international students, with the mind that it will be on website/social media etc. *ongoing*
- i. 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) *ongoing – SK: should we mention PBSAs? If we miss one, then it's an issue; it's giving publicity/promotion to the ones that are mentioned. Solution; don't name any private accommodations. Instructions to search/find these PBSAs.*

#### 4. Agenda Items:

- a. DM - Pay £50 for one-month subscription on a Video software. Pass £50 for 1 month's subscription to Animoto out of the already approved VUD budget. This video editing software appears to be the easiest (of the cheaper) video editing software to use for Virtual Ustinov day and for other videos for pre induction. This would give us one account (the comms account) where we could create videos without the Animoto watermark and with a much wider range of fonts, colours, images and music than the free account. This will cost £49.99 for one month's subscription (this is considerably more than the monthly cost of the annual fee of £288/ £24 a month).  
*1 month since focus on VUD promotion. If software is excellent, then could look into renewing the full 1 year subscription at a later time. Sensible to test the water with a cheaper £50 spend rather than full £300.*  
*Budget comes from £400 tech redundancy.*  
*Vote result: passed with 5 in favour, 0 against and 0 abstentions.*  
**[AP]: DM to buy the 1 month subscription on her personal card, and then submit**

*claim for purchase (countersign with CA/Vera Bieber).*

- b. CV - Pass £600 to have Paul Skeritt band in the Virtual Ustinov Day  
*Typical traditional choice for Ustinov events, cheaper than other options, Jazz band with pop covers.*  
*Vote result: passed with 5 in favour, 0 against and 0 abstentions.*
- c. BD – Discuss levy suggestion in the mind of obtaining members; two tier membership for levy.  
Digital only for those not in Durham – free. Digital only for those in Durham - £4.99(£5), with additional discount on the full levy if/when back in Durham. Price for those not in Durham when they arrive - £25. Those who have already paid £5 get a massive discount; they only need to pay another £5-10 to gain the full membership.  
A third option is to add an in-person price of £10-20(15?) if events are able to happen, where we can offer some events.  
This is suggested with the idea that it is far more crucial to ensure we have members; otherwise we won't have anybody running for positions, we won't reach quorum in votes at GMs and we won't be able to change anything. It is crucial that we keep member numbers as high as possible; regardless of how big the financial hit is (we won't spend as much money next year anyway). The incentive strategy is not a good idea by any means, but it's the best option to ensure that we have a sustainable number of members. It is the only bridge-gap we have before the university provides a definitive answer, and still allows the option for a full GCR membership (as could be added as an addendum to a proposal). This may be written up into a proposal for the GM.  
*DM meeting – Government CV19 alert system, start of term position is level 3. Bubbles, 1m+ in cafes/bars etc. May change access to facilities. Universities restrictions tend to be stricter than the government advice anyway. Use this system as guidance for what we can offer, 2 case scenario depending on if the level is higher or lower than 3. Challenge over having it for free? Make sure it has value; and that since you've paid, you then have commitment and feel like you belong. Aside from voting and access to subscriptions, all events are open access anyway – charging for online events is difficult. Two philosophies – being a GCR member has value, and they have contributed (opt-in) vs GCR membership being given. Problem with the free one term; if they have access to events for the first time, we cannot limit events to non-members; as per the constitution, there is no such thing as a members-only event – problem with this is that non-members will still have access to the publicly free event. A small, even £1, charge would be a suggestion, since it gives value to the membership. Three tier system – Digital, Digital (in-Durham), In-person Events (if/when available in due course). If people don't want to come to events, they are still able to purchase the cheap online-only subscription, in line with gov/uni advice. Access to the observatory? Closed (along with bar/reception/café) due to cleaning manpower. To be seen. Tie the levy prices to the government alert level in the standing orders? – bad idea, mention it as a pitch but it should be more relevant to motivation and allowances to restrictions. Online only membership – needs to be stated in standing orders what the difference between the tiers of membership is. All three of the below need to be added to the SOs.*

*Prices: decide last, Number of tiers: 2 or 3? Definition of tiers: what is the difference between them? Distinction between member and non-member.  
If things go back to normal, the in-person events option tides us over until normal.  
Different livers out tier? Doesn't make sense since the formal is close to normal; same livers-out issue anyway, not convenient to join gym etc but will still pay for the GCR membership. Uni to open gyms/observatory hopefully by October.  
Separate group for bars.*

*Vote: Final proposition: 3 tiers for next academic year. (Names adjustable)  
Digital only/out of Durham- subscriptions, clubs.  
Digital+social distancing events (in Durham, with access to small- scale events.  
Possible formals? Very altered anyway – still have discounts on SD events.) + discount on the final upgrade.  
In-person events (formals, balls etc) – normal standard operation, but cheaper than normal levy price.  
All three give you GCR membership voting.  
Vote result: 5 in favour, 0 against, 0 abstain.*

*Vote: Prices:  
£1 digital  
£5 digital + local/socially distanced events  
£35 from new members (£20 upgrade for already £5 paying members. £30 for £1 paying members.)  
Discussion of the price of the last price was significant. Will we have enough money to cover big events (BBQ, Summer Ball) etc. Run the risk of not being able to run certain events and will have to make more difficult decisions about events if we have a lower price. The more we drop the levy, the more difficult and less flexible we'll be able to be about decisions later.  
Vote result: 5 in favour, 0 against, 0 abstain  
[AP] DM to draft the amendment to send to the trustees, and run this through the exec for clarification.*

## **5. Officer Reports:**

### **a. Bar [-]**

Nothing to report.

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

- There is some news for our teams for last year: According to Polly from Team Durham they can't announce our Ultimate Frisbee team as a champion in Division 1 as there are still enough games left. The same goes for Volleyball in the Premiership. The Men's Basketball A team will be champions (alongside Hild Bede as they are tied on the top of the league). A bit unclear what will happen with Pool A as she is not responsible for it.

- Regardless I would like to honour these teams (and Women's Badminton) and get them a trophy to have in the cabinet in Neville House. I have already sent an email asking the captains of these teams if they can send me a short clip (around 1 minute long) so that we can play it on Virtual Ustinov Day.

- I've also contacted Dave from Team Durham and he said the earliest they're expecting to start the college leagues next year is the Epiphany term. Also they'll contact DHSG later in the year (around September) regarding training slots. I'll get in contact with Durham School as well at some point this summer to see if we will get any slots there. On Monday I called the Archery Tennis Club to see if I

could arrange something for students to use over the summer and next year but at the moment they claim it's impossible to do because of the coronavirus. I'll contact them again later in the year.

- All captains and presidents have been sent an email about that where I also ask them to find someone to take care of the club at least until the beginning of the new year when they can also hold an AGM.

*Finances effect? Money for pitches/training will be less. Not massively significant, still need referees + pitch hire + league entry (may be reduced but still not enough to alter the budget).*

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

Nothing to report.

**d. DSU [-] (DM)**

Nothing to report.

*DSU working to have an online freshers week.*

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

Nothing to report.

*Printer now fixed in college. VUD in progress, timetabling in process.*

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

Nothing to report.

*In the process of getting paperwork from accountant for changeover. Vera Bieber working on it.*

**g. International Officer [MZ]**

- Posted on social media for independence day.

- The guidance poster for returning student is still ongoing

*Make guidance for new updates, e.g. going to the pub etc. Should this be discouraged? [AP]: MZ to draft a reminder to be sensible/safe with relaxing SD.*

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

- Ustinov pet page is now live. I will be making it more pretty and engaging for everyone once more pictures arrive.

- Also working on the housing guide. I will have a PDF ready by end of the week.

**i. Social [JI]**

Nothing to report.

*Do we want to continue pub quizzes/movie nights now that term has finished? If there's people to run/host, then nice idea to continue over summer as did last year. Could let it relax while preparations for VUD.*

*Disney+: 4 streams at once, no limit on password sharing. Good option.*

**j. Steering [CA]**

- Since we have a sudden deadline on changes to the GCR levy (17 July), I have called for a general meeting on Sunday 12th July. This will give the exec a chance to propose any changes from the current system (£40 for year) and get feedback/ discussion from our members. If we do not get quorum first time around, this deadline will pass without us being able to change the levy. I will therefore be trying to push this point in advertising to try and encourage people to come along.

**k. Welfare [-] (BD)**

Still to be added to the group.

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

University Matters

- University is working on a video to share with incoming students, the feedback has been done through the International and College Induction T&F group, the main point was that there are a lot of things that are presented but unsure if Colleges would be able to offer.

*Graphic of the alert level system as mentioned earlier, and also another one regarding cleaning schedules. Cleaning of mutual spaces/kitchens/bathrooms e.g. normally weekly, but proposed change is to once a year. Will students be provided cleaning supplies? Something to push for in the future.*

- We are working on the next critical points arrivals and welcome, student training (consent matters, safety, police, fire), community building (social bubbles), College Ops and H&S, digital confidence, FReps training, visa and banking, student ID, international transport to Durham and, IF the capacity is "large" events and matriculation.

College Matters

- In the past meeting with CMT was discussed the possibility to hold social events, College will share the dates that the HUB has been booked, bar staff would have to follow commercial guidelines in order to allow livers-out to work in the College bar, also was discussed the size of the social bubbles and how would that be implemented.

- On Wednesday, CMT and I recorded a video that will be shared with our students that are going to get graduate, after all these challenging times.

Exec Matters

- CMT has advised being careful with scamming during online events and Martin will share some guidelines we could use for the alumni page.

*Shouldn't be a problem for us since we'll have a social media team.*

- JCR levies prices for next academic year from some Colleges are £180 Aidan's (with free freshers week), £240 Hatfield (possible free freshers week), £130 Trevelyan (freshers week TBC), £135 John Snow (freshers week TBC), £150 South (freshers week TBC), £130 Josephine Butler (no comments on freshers week), £135 John's (with the possibility to get reduce later) all these are for 3 years. £35 Chad's (plus a touch more for sports and freshers TBC) per year. MCR levies are £35 Josephine Butler, £30 John Snow, both per year.

**6. AOB**

**a. -**

Brad Din

GCR Secretary

19/05/2020