



Ustinov College GCR Exec Meeting

Agenda

6:00 pm, 14/07/20

Action Points From Minutes – red is new from today's meeting.

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) - purchase passed on to CA below, claim to be done.

DM to make a list of possible subscriptions, to be updated as we decide on new options to offer.

DM to clarify the emails to CIS regarding levy tiers; something on the lines of "if we submit all three, and we want to remove one at the start of the term in accordance with government/uni advice, is this possible"

DM to see what other colleges are doing in terms of refund policy.

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 coordinate/provide Comms account with BR to purchase Animoto subscription

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: *SK, JI*

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

2. Approval of minutes from last meeting.

- a. Approval of minutes from 07/07/2020 – *Passed on a general aye.*

3. Matters arising from previous minutes.

- a. All new exec to complete the training courses *ongoing- Health and safety: only induction and fire safety.*

- b. All to send a “more active” picture to CA for the Facebook banner if desired.
Ongoing – deadline by next weekend.
- c. DM/MZ/everyone to find a list of streaming services, subscriptions... allow for geographical dependence – joint post on GCR exec – *ongoing - add Disney+ to “list”. We should list these in a doc on the drive. [AP] – DM to make a list of possible subscriptions, to be updated as we decide on new options to offer.*
- d. DM to ask if Ustinov Bar Staff can be included in alcohol awareness for Fresher’s Week (if it still goes ahead) *ongoing*
- e. DM to lead review of handbook *ongoing*
- f. DM/CA to ask for an update on the transition refund *ongoing*
- g. DM/CA to extend last few email accounts *ongoing*
- h. DM to buy the 1 month subscription on her personal card, and then submit claim for purchase (countersign with CA/Vera Bieber) *ongoing – [AP] – CA to coordinate/provide Comms account with BR to purchase Animoto subscription*
- i. DM to draft the amendment to the standing orders to send to the trustees, and run this through the exec for clarification *done*
- j. CA to post in the GCR/GCP Facebook group about online events (music seminar, film sharing apps) *ongoing*
- k. CA to contact someone to fix the vending machine *ongoing*
- l. CA to check subcommittees, ensure everyone has been added to relevant groups (finance, welfare). *ongoing*
- m. CA to discuss office keys returns from outgoing exec. *ongoing*
- n. CA to chase up AH regarding winter graduation *ongoing*
- o. CA to create the new Facebook group, rest of exec to add and update *ongoing*
- p. CA to organise a “social” committee meeting. *On hold*
- q. BD to speak to welfare team about events. *ongoing*
- r. CV to find out which teams have won their leagues *done*
- s. MZ to draft an alumni Facebook group description – if email to be sent out re VUD, we need an alumni group *ongoing*
- t. MZ to draft the information regarding returning international students, with the mind that it will be on website/social media etc. *ongoing*
- u. MZ to draft a reminder to be sensible/safe with relaxing social distancing. *ongoing*
- v. 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*

4. Agenda Items:

a. DM - GCR Levy system update

I exchanged some emails with the Event Durham people, and the reply about having 1 option with a conditional state, in terms of access to facilities and normal events, due to the Covid-19, and it seems that this is possible.

After changes for 3 tier levy system. IT system; possibility for removing one of the tiers is apparently there. Trustworthy? If verbal proof is present; then this is enough to satisfy amendment.

Is it worth advertising only two i.e. sending only two to the central uni and saving the third one to be advertised in person/on Fixr. Probably for the people who want

to buy T3 would be happy to come into office anyway. Problem with livers out? Fixr commission. Ways around this? Allowing friends to purchase subscriptions. Suggest that students pay the commission themselves? Vote: Claims from CIS that they can handle this; we can send three options, and they are freely able to remove options. Should we still submit all three options. Vote – passes unanimously.

[AP]: DM to clarify the emails to CIS regarding levy tiers; something on the lines of "if we submit all three, and we want to remove one at the start of the term in accordance with government/uni advice, is this possible"

b. DM - Levy Policy

One of the items that we need to discuss, is the type of refunds policy we are going to have, the GCR has never had it before, but something that we need to consider.

Not just easy to split the price of the membership when they refund. Start with T3, then gets worse, everything closes etc. Seems fair that this should be refunded?

Previous statements have had no refund policy. If we put this policy, this should be made clear that this exists. Will this demotivate people to join membership?

Budget issues. If we start giving out mass refunds, this will be a nightmare for planning/sticking to the budget. Could this be factored in to the budget?

Under usual circumstances, the GCR has not, and has never, offered refunds

Budget will already be in significant deficit. This money would be better funnelled into summer BBQ, or reducing the deficit, rather than just being given back to students. Other colleges do not have a refund policy, apart from Cuths. Mass

consensus among student JCRs. [AP] – DM to see what other colleges are doing in terms of refund policy.

Should the refund policy be something which the standing orders state? If students get upset, anybody can submit a motion for this. This would affect the levy and the the standing orders. The exec should not be able to change this on a whim. This could have implications which can cost us financially, but so is anything which is passed at a GM. This should be discussed at a future meeting recent.

c. CV - Payment for VUD Logo Designer

Vera has been in contact with the logo designer (Katie) to get a higher resolution version which has been passed on to the tech team and approved for use in the stream. We also asked Katie how much she'd like to get paid for her work. She asked for £94, which would cover her plane ticket back from Denmark to the UK. Vera thinks we could just round this up to £100. Note that we paid last year's designer £150 and we have £300 redundancy in the VUD budget.

Vote: motion passed unanimously.

d. CV - Motion to pass £60 (precise value £59.09) to buy trophies for the 5 Ustinov teams that won their leagues.

Actual cost is £52.14 plus a £6.95 delivery cost. These trophies will be engraved with the team name, division and year. They will be added to the trophy cabinet in the entrance of Neville House.

Is this still covered by Clubs+Socs budget? Most likely yes, should be covered by the redundancies and savings from this year.

Vote: motion passed unanimously.

- e. **DM on behalf of Alastair Stewart - Motion:** *To pass a budget of £482 for live entertainment for the Virtual Ustinov Day, in addition to the £600 already approved for Paul Skerritt, subject to the final approval of JC Audio. The amount would include the following acts:*

<i>Fossway</i>	<i>£120</i>
<i>Matthew</i>	<i>£312</i>
<i>Aley V</i>	<i>£50</i>

for a total of £482.

Supporting Information: All the acts mentioned are confirmed to be available for the event. With Aley V and Fossway, we continue the tradition of supporting local (North East area) acts for the Summer BBQ (or equivalent). The transition time between acts has been checked with Jack from JC Audio and he has confirmed it is manageable – we will have other things to fill the time including pre-recorded performances, commentary, etc.

Before the final confirmation of Fossway, Jack would like to talk to them directly about exactly what their set up would look like to check it is manageable for the stream.

This would bring the total amount spent on live performances for the stream to £1,082, £82 over the original £1,000 budget. This £82 can comfortably be covered by some of the tech redundancy.

Fossway is a band w/ drumkit – potential difficulties in moving people in and out between acts but confirmed with Jack. Covered by redundancy.

Heard back from the DJ; may be unavailable.

Vote: motion passed unanimously.

5. Officer Reports:

a. Bar [-]

Nothing to report.

DM planning to talk to college about screens for the bar and reception for possible reopenings. Should be upfront about opening dates, i.e unavailable dates.

b. Clubs & Societies [CV]

Nothing to report.

c. Communications [-] (CA)

CA has drafted emails for VUD; need to be checked quickly since college is quite slow..

d. DSU [-] (DM)

Nothing to report.

e. Facilities [-] (CA)

- Fiona has been continuing to oversee the allotment and there are some crops ready for harvesting already (mainly salad leaves). They continue to have some issues with the outside tap, despite the addition of a lockbox there are still attempts to vandalise it (probably from local kids). If they succeed again, it seems likely the Uni will shut it off permanently. *Particular issue since lockdown means that observatory is unavailable; people would have to carry water from houses. Other than talking to local residents, not much that could be done.*

- She is also (with SPRA/ GUSP) looking into setting up a pop-up food stall at Ustinov/ Sheraton to allow locals and students to buy produce at cost. One aim behind this is to reduce on packaging - eg bring in your own containers to fill up with rice/ pasta etc. Implementing this might be tricky with the current uni distancing policies but if we can work through these issues it would probably be a useful resource. The aim was to use a grant from the eco/ greenspace initiative as seed money and then use profits to buy new stock.

- In other observatory news, I am looking into getting access to the store cupboards/ music room there since we may need a few things for Virtual Ustinov Day.

f. Finance [-] (CA/DM)

Balance brought Forward (26/05/20): £ 38,286.51

Payment for allotment fence (12/07/20): -£42.00

Balance to JC audio for Virtual Ustinov Day (12/07/20): -£1095.00

Balance Carried Forward (13/07/20): £ 37,149.51

Accounts are back from accountants thanks to Tom B. Waiting for accountants report, hopefully during this week. VB to ask if this can be forwarded to her/us.

g. International Officer [MZ]

The poster for returning student is ongoing. At the same time, the number of international returning student either for quarantine or not is still unknown.

Do we need to "micromanage" the international students, i.e target the students by talking to principal etc? DM says that the college won't share numbers anyway – probably just share the information around as best as we can.

Festive Muslim celebration in a few weeks. Previous celebration for this at Dryburn this time last year. Will work on this over next week..

h. Livers Out Rep [SK] – with apologies

Still working on the guide, and adding elements requested in GM by Fiona regarding recycling.

CA has suggested that putting this information re recycling in the handbook is a bad idea since probably won't have one in person. Posters for kitchens probably better.

i. Social [JI]

Nothing to report.

2 weeks till VUD; this is obviously our main focus.

j. Steering [CA]

Our 'emergency' GM on 12th July was successful. Was had (just) enough members to vote on the levies motion and additionally heard a hust for welfare officer. Voting for this is now open and closes midnight Thursday. I'll soon be amending the standing orders to include the new text as passed at the GM. While checking stuff for the meeting, I noticed that the numbering on the official constitution is incredibly confusing and probably wrong. I'll be aiming to fix this as soon as I can.

k. Welfare [-] (BD)

Added to the group; seems quiet.

BR purchased stuff for VUD, including surgical masks. Leftovers may prove useful for induction period in the welfare drawer in the office..

l. University/College Matters [DM]

University Matters

- An update from College allocation and residence T&F group, it has been agreed that incoming students that wish to get support from University for the period of self-isolation have to arrive on the 13th or 14th of September if the student is a livers-out and arrive in another day, the University won't be able to provide support. For the students who arrive on time, if they have asked for College accommodation, they will have tier quarantine in their College, but if they are a livers-out, they will have their quarantine period at Stevenson's College.

Students will not have to pay if they arrive between this time for livers out. If they live in, they'll have their room anyway.

- There is going to be a change in the license agreement so that it won't contain the room number in order to give College more flexibility.

Is this actually a new thing? Apparently so, according to college...

College Matters

- Dryburn court has been experiencing internet problems, again. However, CIS seems a little bit slow to fix the problem. I'm searching for other venues to pressure University so they do not experience more stress during their period to submit their thesis (for PGTs), finishing their dissertation (for Masters) and for continuation on their degrees (for PGRs).

Worth encouraging students to get in contact with their departments? Firstly, provide reassurance and extenuating circumstances, and secondly give more people to talk to CIS and apply further pressure.

Exec Matters

- I have created the group "Ustinov College 2020-2021" and added the Exec, link the general GCR Facebook page and the President page. I have also submitted the President's report and welcome message to the Ustinovian.

Other than adding some plug for VUD, good to go. Anything else to add to this, so we can send to college ASAP.

6. AOB

- a.** *CA: Day for exec next week? Monday 6pm was suggested, and confirmed to be the regular time.*

- b.** *Bar used as a storage space. Ian to sort this out in due course. Gym is also being used as a storage space; contradiction with earlier statements regarding sanitisation and sealing!*

Brad Din

GCR Secretary

14/07/2020