

Ustinov College GCR Exec Meeting

Minutes

6:00 pm, 20/07/20



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

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 – all apart from JB

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

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 provide JB access to the Peter Platypus Facebook account, changing password and making sure that the correct people have access.

CV to email the trophy/engraving companies and sort out the delivery mistake

MZ to draft a poster/email for Eid al-Adha

1. Apologies: JI

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

2. Approval of minutes from last meeting.

- a. Approval of minutes from 14/07/2020 – *Small tweak to change “posters in rooms” to clarify “posters in kitchen”.*
Passed on a general aye.

3. Matters arising from previous minutes.

a. Election Results:

- i. Welfare Officer: *Jake Brooker*

- b. All new exec to complete the training courses *ongoing – JB has an odd Facebook account. Solution; Allow JB to use the Peter Platypus account, change password, see who has access to this account. See Comms section.*

- c. All to send a “more active” picture to CA for the Facebook banner if desired.
ongoing – all apart from JB

- d. DM/MZ/everyone to find a list of streaming services, subscriptions... allow for geographical dependence – joint post on GCR exec *ongoing. Disney plus still seems to be the best option. Allows 7 profiles per account, up to 4 people at the same time. Still plan to run on booking system.*
- e. DM to ask if Ustinov Bar Staff can be included in alcohol awareness for Fresher's Week (if it still goes ahead) *ongoing*
- f. DM to lead review of handbook *ongoing*
- g. DM/CA to ask for an update on the transition refund *ongoing*
- h. DM/CA to extend last few email accounts *ongoing – all apart from bar*
- i. 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. *done*
- j. DM to make a list of possible subscriptions, to be updated as we decide on new options to offer. *See above*
- k. 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” *done*
- l. DM to see what other colleges are doing in terms of refund policy. *Done – left blank from all other colleges*
- m. CA to post in the GCR/GCP Facebook group about online events (music seminar, film sharing apps) *ongoing*
- n. CA to contact someone to fix the vending machine *ongoing*
- o. CA to check subcommittees, ensure everyone has been added to relevant groups (finance, welfare). *ongoing*
- p. CA to discuss office keys returns from outgoing exec. *ongoing*
- q. CA to chase up AH regarding winter graduation *ongoing*
- r. CA to create the new Facebook group, rest of exec to add and update *done*
- s. CA to coordinate/provide Comms account with BR to purchase Animoto subscription *done*
- t. MZ to draft an alumni Facebook group description – if email to be sent out re VUD, we need an alumni group *done*
- u. MZ to draft the information regarding returning international students, with the mind that it will be on website/social media etc. *done – ready for feedback*
- v. MZ to draft a reminder to be sensible/safe with relaxing social distancing. *Done – ready for feedback*
- w. 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) *done – ready for feedback*

4. Agenda Items:

- a. **[CV] Charity donation up to £100 during VUD**
 - In the last VUD meeting we discussed ways to encourage people to make donations to the two selected charities we have chosen (1 local: St Cuthbert's Hospice and one national: Stop Hate UK). Being a charity ourselves it's good to encourage such donations. We decided to match donations up to £100 (split between the two charities). That amount refers to the total amount donated by the GCR and not to individual donations up to £100. Discussion points should be the exact amount (£100 is only the amount discussed in the VUD meeting as a point of reference) and from which budget the agreed amount should be taken.

*Match donations as a method to encourage people donate.
Was not suggested which budget it should be taken from. CA has gone through the budget; would probably take us right to the limit of the budget. Doesn't fit well into the purpose of the budget – it doesn't really fit into the cost of 'running of the event'. This is kind of an uncategorised event. Plenty of space in both social and welfare. Agree to take it out of the "social" surplus.
Vote: passed with all in favour*

b. [CV on behalf of Alastair Stewart] To pass up to £100 for truss and drapes to act as a backdrop for the Virtual Ustinov Day live acts.

- The money will include delivery, set-up and take down by Graeme from Vortex lighting

Extra props/greenery/lighting may need to be suggested and passed next week, necessary to cover up the glass window/DVD collection etc. This is able to come out of the tech redundancy.

Vote: passed with all in favour

Note: There is a spreadsheet about the spending for VUD. Total with this is £232 out of the £400. £145.91 has been passed out of normal redundancy allowance for the logo designer and the PPE costs.

5. Officer Reports:

a. Bar [-]

XXX

b. Clubs & Societies [CV]

- Have sent reminders to the captains whose team won the league to send me videos for the VUD. Also trophies have been ordered and expected to arrive probably the week before VUD.

Mistake; the company has sent the plain trophies to us, instead of the engraving place, so the trophies have arrived with no personalisation at all. CV has sent an email and will get this sorted out in due course.

[AP] CV to email the trophy/engraving companies and sort out the delivery mistake

- Also I'm trying to get representation from most societies for the VUD. The plan is to have some slots on discord where new students can ask questions and get info about societies they might be interested in joining.

- I would be interested in trying to arrange some sort of college sport stash with PlayerLayer. This is something that started while Vera was C&S officer but didn't really continue. PlayerLayer is providing Team Durham with stash as well as Collingwood and Van Mildert colleges.

The previous company (Moett) who did college stash might have collapsed; we'll need to be looking around for this at some point as well. Definitely after VUD.

c. Communications [-] (CA)

XXX

[AP] – CA to provide JB access to the Peter Platypus Facebook account, changing password and making sure that the correct people have access.

Emails for alumni and incoming students have been sent to college (join social media, and come to VUD). Despite DM giving plenty of notice, they are not ready to send these out – need to go through alumni officer, lots of hassle. Incoming are harder; college don't have this list of people just yet.

*Discord has been tuned/made clearer for incoming and alumni.
Uploaded all of our pictures to GCR website. Other website tweaks before induction week, but not essential before VUD.
JB will be using PP FB group for exec Facebook groups/post in events etc. See above.
Obviously we are posting a lot for VUD.*

d. DSU [-] (DM)

XXX

DM now has access to the DSU account.

e. Facilities [-] (CA)

XXX

Nothing to report.

f. Finance [-] (CA/DM)

XXX

Nothing to report, no new payments.

g. International Officer [MZ]

The poster for returning students is almost done. Aim for the poster to be discussed in the meeting. Added to that, Eid al-Adha; one of two biggest festive for Muslim is celebrated on 1st of August. As the college will not accommodate any celebration, a presence in social media will be suffice enough. Thus, I will draft a poster/email for this.

[AP] - MZ to draft a poster/email for Eid al-Adha.

Note; if there is stuff to be looked over, send it to uv-exec email, or just in the Facebook group.

The message for the returning students has been completed, posted for feedback on exec groups.

Keep the adverts like this for social media so it is fair to everybody. If it is close to the VUD, it could be mentioned on the stream. A quick appearance, either through DM or CA to say live, or MZ to prerecord a greeting to be played on the day. Could even repost the advert on VUD.

CA has sent the crest colours for consistency. Trying to draw a distinction between the GCR and the college.

h. Livers Out Rep [SK]

- Francoise Labode, a community Liaison Intern reached out to Diana and thereafter me to get some information as to how we work with livers out, I provided her with a detailed list of things that Ustinov's livers out have access too. She is keen to generate a Community Guide for all Livers-out which with an intention to provide university approved information. She mentioned that colleges will be able to provide additional information and host events. She also talked about setting up of a Student Community Warden Service where these wardens will be additional points of contact for Livers-out.

- She is requested me to be a part of the network as a Livers-out rep and I have shown interest with some questions. waiting to hear back.

They would like to have more university streamlined information, i.e. information that the university has sent/suggested; difficult for us to provide. Be wary about signing stuff from the GCR. Be cautious also of what we discuss here. Good to be part of it anyway, but certainly we need to find out more about it.

- The Ustinov pet Insta handle has received more entries, I am working on getting more engagement and putting pics out at regular intervals.

- Post-grad living out guide is done and you should all have a copy before the meeting commences for suggested edits and ideas - so it should be ready to go on the website pending some changes.

For the housing guide, no mention of the recycling yet. Should this be restricted for the posters in the kitchens in college? Also, crest discussion; needs to be changed to the GCR one as well.

DSU one has been taken and changed for this. More text-heavy, stressed the Ustinov college aspect. Double check formatting etc. Text will be good for the website, we can create headings to click on etc.

i. Social [JI] (DM)

After some exchange of emails with College, the final results for the College Awards have been sorted. The decision to merge multiple responses from students and take the first response from 2 students who submitted different response were taken.

Of course if anyone tried to vote multiple times to boost their candidates. Helped to extract the outlier results. We also need to start releasing the results to some select people to prepare for the college awards, since will be presented on the screen.

Envelope idea, open the envelope on the stream?

Also a really nice virtual "Peter platypus hunt" game, follow the maps etc. V basic at the moment but will be tidied up.

VUD update: activities are proceeding at pace; quizzes, treasure hunt, VB to get a photo booth working, alongside obviously live music. College awards will be in between music, but games etc may be played during. Still need to refine schedule. Cocktails and food menu slightly roadblocked since no people to do these. More people = better for shift work for stage hands etc. If you're not in Durham can still do it for social media etc.

j. Steering [CA]

XXX JB has been elected as Welfare Officer. Updated information on Charity website as of "immediately before Jake was elected". This will be corrected once JB has sent his trustee form. CA planning an office induction in due course, again low priority so after Ustinov day.

Related note; office hours could be sensible to start up again. Not many committee members so could be difficult.

k. Welfare [-] (BD)

XXX

JB is here now! Has met with BR to discuss handover. Handbook needs to be updated with the welfare section. [AP] JB to organise his own training, has the contacts/people to talk to. Plenty of meetings to schedule, e.g. Brenda/Martin. Clarissa Humphreys planning to do Frep training, DM and JB to go to this in due course.

I. University/College Matters [DM]

University Matters

- University has introduced a new welcome pack, PP packs, which will contain mask, gel sanitizer, etc, to help incoming students. University is looking into produce a new video to explain to the incoming student what to expect, this will include two higher-level staff (one of these is Jeremy Cook).
- UEC has passed a document that will have some guidelines during the Induction period. This includes a timeline, definition of the bubbles for College and accommodation, and definition of households for livers-out. Self-isolated students will receive 3 days worth of food pack, the pack is ambient food packages that do not need to be chilled. Individuals would need to use kitchen on their own and clean it down in between meals.
- WSE is working to provide access to the website that will be used for the general WSE, the access will be for Colleges and Common Rooms. Each College club will have a video clip with a later Q&A session. Common Rooms have to be very careful with what University branding are using, the person to be held responsible for this will be the President of each Common Room.
- Janet Dixon has mentioned that the HUB is ready to be used.
- University will look into the procedure for fire alarms while there are self-isolated students and not self-isolated students on College.

Will give 3 days of food to isolating students. Raise the question of families with kids, dietary/religious food requirements. Also a discussion regarding the fire alarm system and compatibility with social distancing/leaving college etc.

The Hub building is ready (next to John Snow and South College, close to business school).

Also defined the "bubbles"; defined as colleges, but for livers out, it is "households".

College Matters

- On the last CMT meeting, I have discussed with College the possibility to open our bar/cafe area as a study space and the gym, they need strategic approval before they can reopen them. However, they have mentioned that the focus is on the start of next term. Ustinov might gain access to Maiden Castle but not at present.
- Ian is still working with University to have a long term solution for the Dryburn area, so they do not have to experience the lack of internet that they have been suffering.

Bar/café is restricted only to being a study space, university is not allowing social for obvious reasons. Ian and porters have been experimenting with layouts/plans for operational manager. However, they will still not open them, because they need approval from above, in person. They're expecting to get everything ready from October. Regarding access to MC, these details will be provided in due course. "Faulty connection" at Dryburn. Engineer meant to come on Friday, internet down for 30 mins while fixing occurs. Nothing hear since.

Exec Matters

I have received a response from St. Cuthbert's Hospice, they have offered advice on the platforms and share it with Bryony. I'm waiting now reply from their Communications Coordinator, to see if they have any material we could use to promote them.

Plenty of support from this.

Got an email from Comms Coordinator; 2 videos provided for VUD. One to explain what they do, and another person explaining the benefits of their

6. AOB

- a. "Boycott the Durham Union Society" Campaign**

Brad Din

GCR Secretary

19/07/2020