



# Ustinov College GCR Exec Meeting

## Minutes

6:00 pm, 27/07/20

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

All new exec to complete the training courses

All exec to read the housing guide and give feedback if possible.

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

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

#### **1. Apologies: *JJ***

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

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

- a. Approval of minutes from 20/07/2020 – *Passed on a general aye*

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

- a. The GCR is wholeheartedly sharing the pain of tragic loss of Ray Wilson. Ustinov will not be the same.
- b. All new exec to complete the training courses *ongoing*
- c. All to send a "more active" picture to CA for the Facebook banner if desired.  
ongoing – all apart from JB *done*
- d. DM/MZ/everyone to find a list of streaming services, subscriptions... allow for geographical dependence – joint post on GCR exec *done – other stuff like opera/theatre/museums, but these don't provide as much value for money. Disney+ seems the best option, allowing access to national trust stuff as well. Done for now, will revisit later.*
- 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 are done apart from bar (still waiting on Arabeth Lecuyer)*
- i. CA to post in the GCR/GCP Facebook group about online events (music seminar, film sharing apps) *ongoing*
- j. CA to contact someone to fix the vending machine *ongoing*
- k. CA to check subcommittees, ensure everyone has been added to relevant groups (finance, welfare). *ongoing*
- l. CA to discuss office keys returns from outgoing exec. *ongoing*
- m. CA to chase up Alex Hampton regarding winter graduation *ongoing*
- n. CA to provide JB access to the Peter Platypus Facebook account, changing password and making sure that the correct people have access. *done*
  
- o. CV to email the trophy/engraving companies and sort out the delivery mistake *done – see report.*
  
- p. MZ to draft a poster/email for Eid al-Adha *ongoing*

#### 4. Agenda Items:

- a. **Vote to allow Alastair Stewart to sit in on the meeting temporarily to provide evidence for the motions below.**  
Vote- passes unanimously.
  
- b. **[DM on behalf of Alastair Stewart] – Motion to pass £100 for training for camera usage.**  
Normal price is £400, will take 90 minutes on Zoom.  
This is still within budget, but the training is just for a new people. Would take us from 'definitely in budget' to 'just about within budget'. However, probably worth to ensure quality on the stream. Practice opportunity on Friday for the camera volunteers. Taken from the VUD budget.  
Ask if recording is possible, for short-notice volunteer operators. The roles that the training provides are for all camera operators + director (AS) + BR/key people who are running the stream.  
Potentially, he would allow other people to sit in on the stream, and potentially would allow us to record his presentation for the benefit of people who aren't able to arrive to the short-notice session. After asking Jack, anyone who wants to join can join, and Jack will send the slides.  
Vote: passes with 5 in favour, 1 abstention .
  
- c. **[CV on behalf of Alastair Stewart] – Motion to pass £40 for lighting hire.**  
Lighting of the stream. Good to get some eye-candy rather than plain background. Options for lighting, both similar price. BBQ group to decide this by vote. Both can be controlled remotely on the day, e.g. song changes. Taken from the redundancy budget, or if not we could take it from a personal budget. This is following the £96 already passed. Festoon vs Freedom sticks – ceiling vs floor. Ceiling lights in the bar are already quite bright, Festoom might not stand out. But will arc across, so be in the camera Line of sight. But Jack things will be worth having. Point against freedom sticks, not sure where to put and if we want to clutter up the area, and we already have vertical light effects. Easily accessible and set up; hooks, projector mount, bar shelves. Logistically possible.  
Vote: passes with 5 in favour, 1 abstention.  
Secondary vote:  
Festoom preference – 6 votes in favour.

Freedom stick preference – 0 votes in favour.  
Still to be discussed at the VUD group.

**d. [CV on behalf of Alastair Stewart] – Motion to pass up to £100 for all food/drink for VUD**

Food for e.g. Paul Skerritt who are here for ages. They have requested lunch in particular as well. Also, a selection of water/soft drinks for volunteers/performers, and also individually wrapped snacks/food items for both as well. Precautions like masks, sanitizer etc already taken, these should follow suit. Alcoholic drinks, like cocktail ingredients should be BYOB, not covered under this. Volunteers should bring their own substantial food. This cost will come out of individual committee members budget.

Should be most two peoples budget. £50 for water/soft drinks/snacks etc etc. £63 for Dominos for 9 personal pizzas, but need less if we are just feeding PS. All in all, should be no more than £125 for all food possibilities with all performers. This can still be covered by the redundancy budget. However, issue with different performers at different times.

Paul Skerritt first, but not much overlap between too many performers. (1pm until 3pm). Longish changeover, Fossway perform at 4pm next as PS are packing up, then Matt at 6:30pm. Seems more sensible to ask PS what time they want lunch, and just get for them. DM will ask Emma if there is some food in the bar we can use as well. Need to find out when PS are arriving.

Vote: passes unanimously.

**5. Officer Reports:**

**a. Bar [-]**

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

- Trophies have mostly arrived. Only an issue with one of them but I'm waiting for a replacement soon. When I have them all I'll start making some posts using the Team Ustinov account. Still no answer about the sport stash.

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

- We've been continuing to push virtual ustinov day as well as advertising the info compiled by everyone else on exec. The email to alumni went out towards the end of the week. The one for incoming students cannot be sent yet. I will chase this tomorrow but am not optimistic about it being sent before the event.  
*The exec has written a post commemorating the tragic passing of Ray Wilson.*

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

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

- The tech team grabbed what we need from the observatory and storage cupboards yesterday and it is now in the Bar, ready for VUD. We should be able to return them without any issues but the observatory is still not open for general use. While over there, I noticed some apparent water damage in the

Fisher Room. It's been dealt with already (but temporarily I think). I'll send an email about this next week and find out what the situation is.

- We also retrieved some gardening stuff to be kept in the GCR office for now. This isn't the best place for it (observatory was ideal) but I think it's the only suitable place at the moment as it's needed weekly.

- I've purchased some 'office' supplies from a personal budget. Duct + masking tape for VUD/ as we were short plus replacement batteries for all our fairy lights/ Ustinov sign.

*The observatory/Fisher room definitively out of order, taped up etc; it looks like it has been dealt with properly by college. CA noticed that there is some concerning damage, tempted to ask what has been damaged if there is anything of ours. DM will bring this up in the next meeting with college.*

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

- No transactions this week. We are still waiting for the paperwork on change of signatories to go through so I can get access to online banking. Until then, Vera is still helping us out with VUD payments.

**g. International Officer [MZ]**

- The poster for returning students was posted last weekend and the draft for Eid al-Adha is still on going. Eid al-Adha will be celebrated on 31st August this Friday. For the BAME post, I have communicated with representative from SU pertaining this matter.

*To introduce the BAME rep, combine the structure motion from last year regarding disability rep and add the details from this SU rep. Need to think about what committees this should sit on. If it is welfare-focused, then it should be relatively straightforward. Agreed that generally this position seems suited to focus on welfare.*

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

- Nothing much to report except any suggested changes to the Post-grad living out guide.

- Let me know if you guys would like to add/remove anything so that it is ready to go online on the website.

*All done, just still needs feedback. [AP] All exec to read the housing guide and give feedback if possible.*

**i. Social [JI]**

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*CA VUD - Acts are all booked and happy with arrival times. Volunteers are happily working on their own individual tasks. Few things still to nail down, particularly regarding volunteers. Will finalise timetable soon.*

**j. Steering [CA]**

- Nothing to report as my efforts have been focused on Virtual Ustinov Day.

## **k. Welfare [JB]**

- I have attended several sessions at the NotOnMyCampus online convention, presented by groups such as Misogyny is Hate, tackling topics such as institutional violence and burn-out. This provided me with some contacts and resources for future campaigns. I have contacted Brenda regarding training and the newsletter and Nicola regarding the welfare network at Durham and other relevant training. Yet to hear from Nicola but I meet with Brenda on Tuesday. I am preparing a post for reaching out to students still in college, and lives out, about support and presence of the committee.

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

### University Matters

- 13 students from Ustinov replied to the College Formal Dining survey.

Essentially, the three biggest things that students care about are:

Dining with their corridor mates/housemates

Dressing up

Socialising with friends after the formal

- And then priorities differ across different colleges - e.g. the self-catered colleges value the formal food and the meal service experience more than catered colleges. The Catering Services Task & Finish group are going to use the data from this survey to essentially figure out how colleges can run formals during COVID times.

- All freshers and general training will be online. No in-person training, since they have been moved to online versions. Clarissa Humphrey will make the material online available and if Colleges want printed versions they will have to print them internally.

- There are plans to leave some stuff already in the rooms for the arrivals. Keys, access card, etc. to avoid the process of handling stuff, there is going to be a booking system to get students into Colleges. Belmont Park and ride for bailey Colleges and Maiden Castle for hill Colleges. Use of wrist bands to differentiate each bubble, including FReps.

- No events in town will be allowed during induction, FReps can plan events on College, based on the max 30 people and number of bubbles. This information will be shared with CR Presidents and FReps later.

*30 people in Sheraton Café is very different to say, 30 in Aidans. This limit is the same for all colleges. We should think about how we can do events with 30 people per bubble.*

### College Matters

- Brackenbury will not be used for the first term. The College will focus on concentrating students in Sheraton Park first.

- Legal services have contacted students to remove their belongings on Monday if they don't reply to University their belongings will be disposed on September 1st.

*This is for the people who have ended their contracts early, but not collected their belongings. If you have a contract which is still going, of course it is fine.*

*If students can't travel, then they need to get back in contact. College will be able to store stuff, as long as people let uni/college know.*

### Exec Matters

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6. AOB

a. **EDI/BAME Queries (31<sup>st</sup> July Deadline)**

We have nothing really bespoke for this, other than the proposed BAME position.

Brad Din

GCR Secretary

27/07/2020