



Ustinov College GCR Exec Meeting

Minutes

6:00 pm, 03/08/20

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 Alex Hampton regarding winter graduation

1. Apologies: *JL, SK*

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

2. Approval of minutes from last meeting.

- a. Approval of minutes from 27/07/2020 – *Passed on a general aye, subject to changing abbreviations of past exec members to full names.*

3. Matters arising from previous minutes.

- a. All new exec to complete the training courses *ongoing – still Jake to go.*
- b. All exec to read the housing guide and give feedback if possible. *ongoing*
- c. DM to ask if Ustinov Bar Staff can be included in alcohol awareness for Fresher's Week (if it still goes ahead) *ongoing*
- d. DM to lead review of handbook *ongoing*
- e. DM/CA to ask for an update on the transition refund *ongoing*
- f. DM/CA to extend last few email accounts *ongoing – bar still to do, but some other email accounts broken – ongoing changes/fixes.*
- g. CA to post in the GCR/GCP Facebook group about online events (music seminar, film sharing apps) *ongoing*
- h. CA to contact someone to fix the vending machine *ongoing*
- i. CA to check subcommittees, ensure everyone has been added to relevant groups (finance, welfare). *ongoing*
- j. CA to discuss office keys returns from outgoing exec. *ongoing*

k. CA to chase up Alex Hampton regarding winter graduation *ongoing*

l. MZ to draft a poster/email for Eid al-Adha *done*

4. Agenda Items:

a. **[CV] Pass £1114.00 for last season's Team Durham fees**

League Entries(13 teams): £260

FA Affiliation Football (3 football teams): £84

Men's Football Match Fees (League and Cup): £660

Women's Football Match Fees(League and Cup): £110

Vote: passes unanimously.

5. Officer Reports:

a. **Bar [-]**

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

- The Clubs and Societies segment in the discord during the VUD was not really a success. Not many new students actually were connected so the C&S channel was quite dead. Still though representatives from 5 societies were there. Trophies are now in the cabinet. Email to Hild Bede SCR was sent regarding the college outdoor facilities and Uni's decision to cut college sport related sabbatical roles.

Regarding college sport leagues – availability? Nothing too final at the moment, but from Team Durham, there is probably nothing until January if things go as expected. We might however have some training sessions, i.e local schools or even Maiden Castle.

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

- The email for incoming students did not go out before Virtual Ustinov Day. We will need to draft a new version to replace it.

- Our social media received a fair amount on engagement on/ around Saturday including a few new discord sign-ups.

The email to incoming students didn't go out in time, so they didn't actually get this link.

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

- *DM doesn't have access to email at the moment since broken. Should be fixed soonish, and as long as it's prompt enough should be done before the account is wiped.*

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

- The kit we used Saturday has now been returned to the Observatory/ tech cupboard. The stuff borrowed from CIS still needs sorting but we'll return it as soon as they have someone to receive it. Until then we have left it locked in the bar.

f. Finance [-] (CA/DM)

- Still waiting for more info on the change of signatories so these payments were made by Vera. We still have a fair few things to pay for VUD, mostly via reimbursement forms when we receive them.

- Balance brought forward (12/07/20): £ 37,149.51

Paul Skerritt for VUD (27/07/20): -£600

Fossway for VUD (27/07/20): -£120

Aley V for VUD (27/07/20): -£50

Matt Baxter for VUD(27/07/20): -£312

Diana Martinez (Chalk pens) (27/07/20): -£20.39

JC Audio (Camera Training) (29/07/20): -£100

- Balance carried forward (3/08/20): £ 35,947.12

With the exception of Vortex, all VUD external people are paid.

- We have received the accountant report that we have to submit to the charities, CA and DM will be signing them so Vera can post them tomorrow. We also received a letter from the bank, there seem to be a problem with some signatures and the change of user hasn't been approved, Vera is chasing this up tomorrow, otherwise DM will continue.

g. International Officer [MZ]

- I do not have anything to report for last week. The only think that I can mention is that the poster for the Eid celebration was posted last Friday on GCR social media.

h. Livers Out Rep [SK]

- Nothing to report.

i. Social [JI] (CA)

- We had "Virtual Ustinov Day" on Saturday, our replacement, socially distanced summer BBQ. the stream itself had 533 views in the evening after it ended and is currently at 791. We had around 35-50 live viewers throughout most of the time it was live. It can also be used now and in the future to advertise the sort of things the GCR does.

- I'd like to thank all of the volunteers who were involved in helping us before and during the stream. I don't think any of us have done anything even slightly like that before and as far as I am concerned it was a huge success. We may not have had the levels of live engagement that perhaps we might have hoped but a lot of people have watched at least part of it and we have received a fair number of compliments on different aspects of the day.

Footage – do we have permission to cut it up and use it for promo events etc? Need to check with performers and contract, but we paid for it and filmed it, we probably should do. Needs to be checked though.

In terms of the charity JustGiving page as well; so far, without GCR donation, with GiftAid, we raised £211.56. GCR is still to top up by £100 of course. Good indication of engagement in the page.

Finally, we need to kick off all the old exec who don't need access anymore now that VUD is done.

j. Steering [CA]

- I am aiming to take a look over our constitution this weekend to fix the formatting.

k. Welfare [JB]

- I have met with Brenda and set up a fortnightly appointment with her and Martin to commence from the 17th August onwards. Starting to work on a social media post to reach out to the students still in Durham, college and livers out, to post this week. Working with Nicola Frampton to arrange training and I'm now part of the wider Durham SU welfare network.

If just Zoom training, then could be good to advertise this to other exec as well, just for general education purposes.

l. University/College Matters [DM]

University Matters

- There are some updates from the Induction T&F group, UEC have decided to let students have their 1st Term online, this will include students who return, therefore College will share the information of the students who are taking the term online so the Common Rooms can try to share any activities with them.

- Bubbles are now called "segments", formed by grouping together a number of households with a maximum size of 30 people.

- Student support, enrichment and admin staff in Colleges will be returning to on-site working by 7th September.

- Students will be using wristbands, plastic preferable, to differentiate between each household.

- For Induction arrivals, University will be providing marquees to all Colleges.

- Students will need to upload a photo so they can enroll, if they haven't upload, CIS will help them to upload a photo so they can be enrolled.

First point – did the university not allow people to take modules online? First was for incoming freshers only in Durham, not returners. Now it is for those who can't travel also, and also any year.

College Matters

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Exec Matters

- We have also updated the payment platform for levy prices, with correct dates, bold formatting etc. This is now live.

6. AOB

a. -

Brad Din

GCR Secretary

03/08/2020