Ustinov College GCR Exec Meeting

Minutes

6:00 pm, 10/08/20

Action Points From Minutes – red is new from todays meeting.

All exec to read the housing guide and give feedback if possible.
All exec to write the introduction message for page 4 of the handbook (placed within document alongside picture in the drive)
All exec to go through the draft of volunteer call request
All exec to find/think of activities/events for either of the two scenarios (lockdown/socially-distance events)

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 make a draft of the call for volunteers
DM to work on the budget that Vera left, to allow for the worst case scenario for the year.

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
CA to find out about the updates to green move-in sale, and update details about facilities at SP

BD to sort out the gaps in the minutes from previous years GMs.

CV to update the Clubs and Socs description (2 pages) on page 18 of handbook

JB to update the welfare page description on page 27.

1. **Apologies:** *JI*
   Present: *BD, CA, DM, CV, SK, MZ, JB*

2. **Approval of minutes from last meeting.**
   a. Approval of minutes from 03/08/2020 – *passed on a general aye*

3. **Matters arising from previous minutes.**
   a. All new exec to complete the training courses *done*
   b. All exec to read the housing guide and give feedback if possible. *Ongoing – nearly done, final changes to be made.*

   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 - see agenda point below*
   e. DM/CA to ask for an update on the transition refund *ongoing*

f. DM/CA to extend last few email accounts *ongoing*

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*

4. **Agenda Items:**
   a. **[CV] Pass £19.90 refund for the Paul Skeritt band lunch during the Virtual Ustinov Day. Money has been included in the budget passed a few weeks ago.**
   This has already been passed within food for performers etc. Don't need to discuss this further.

   b. **[DM] Discussion of handbook**
   We should have access to handbook in the drive. Lots of changes to make. Changes for each of us:
   Pg 4 – GCR exec committee. Message from each of us: [AP] All exec to write the introduction message for page 4 of the handbook (placed within document alongside picture in the drive)
   Pg 18 – C+S page. 2 pages of selling the clubs and soc. [AP] CV to update the Clubs and Socs description (2 pages) on page 18 of handbook .
   Pg 27 – welfare page. 1 page of description (can have more if needed). Maybe have relevant description for Covid? [AP] JB to update the welfare page description on page 27.
   Should we remove stuff like green move in sale etc? this is dependent on the organisers of the sale – it used to be in local Durham. Covid section maybe not necessary, since people will already be quarantining. CA set this up last year, but nobody has firm idea of what the green move sale is (low priority from the university since need to figure out main students detail first!) [AP] CA to find out about the updates to green move-in sale, and update details about facilities at SP. Also need to make a new WeChat and Whatsapp – add QR code into the handbook. 2 weeks time deadline – need to do a survey for the end of the year – feedback regarding GCR events, trips etc. This will be put into the drive, and exec will check this in due course.

   c. **[DM] Buddy system**
   Buddy system – useful port of call for new students. We will need to make a call for volunteers within the next week or so. Courses are available in the next coming weeks, so we should find out the numbers for this. How much time would each buddy need to spend/how long would they need this? They should be at least available for the 2-week quarantine duration. Probably useful during the afternoon/evening, since morning will have uni courses for quarantine period. Responsibility of buddies? Have say one buddy per segment (30 students?!). This is probably too many. Of course we will have problems with volunteer numbers. This would be good e.g. for precessional student. If we are expected to have ~17 segments, then we need to be careful of having too little attention. Split segment into smaller groups – each meeting is 30 mins per group.
   We shouldn't mix the two roles of buddy and induction week since one is virtual but induction is both in person and online (probably). We should make a general call

for volunteers, but separate sections. Make it clear what the time commitments are.
<mark>*[AP] DM to make a draft of the call for volunteers*</mark>
<mark>*[AP] All exec to go through the draft of volunteer call request*</mark>

   d. **[DM] Events for induction week**
   How should we prepare for events? We should prepare for two scenarios, depending on lockdown again. We will have to prepare for movie nights etc. Students might have their own platform/website? DM needs to look into this, just got the info from meetings. Other scenario is socially-distanced events etc; we could have small-scale events in the bar etc. DM is working with Ian – will have to use segments definition. Also having outside events – do we have space for this? Outside bar/entertainment? Can we get permissions. We can do stuff in the courtyard, but need to be selective – dealing with residents etc.
   Last section in the handbook is typically events w/ dates and times. We shouldn't do that for this year. General description of events which we could do.
   Easier is to just plan for these two different categories. <mark>*[AP] All exec to find/think of activities/events for either of the two scenarios (lockdown/socially-distance events).*</mark> *These events should not be public etc, but don't know what these can be. However, we should be conscious of keeping events accessible to everyone, even the ones who aren't in college/in Durham. Most of the focus should be for online events. Treasure trails, guided walks/circuits/tours etc.*

5. **Officer Reports:**
   a. **Bar [-]**
   Nothing to report.

   b. **Clubs & Societies [CV]**
   - Still haven't heard anything from PlayerLayer regarding sport stash. I might try to contact them again this week. I have also created new spreadsheets for the gym including a copy of the registration form with an addition in the gym rules regarding the current situation. Still need to add a part related to using/sharing these data. All these spreadsheets can be found in the C&S folder of the new exec in the drive. I have also made a list of all current societies and the people who run them and I will be updating it as the year goes.
   - Regarding the Maiden Castle gym opening again, I've sent an email to all current members of the gym, to make a list with everyone who wants to use the MC facilities. The plan is to give them free access there but they will have to prebook the time slot they want to avoid having lots of people at the same time. Waiting from college and Team Durham to find out more details about opening times, booking system etc.
   CV has just heard back from PlayerLayer; will take a few days, but then sort out stash. New folder in exec group, similar procedures to last year. Registration form for gym etc. How long do we need to have the data there for? Need to be cautious of keeping details.

   c. **Communications [-] (CA)**
   - I've redrafted an incoming students email, could those that haven't already take a look and make any comments/ changes? Would probably be good to get it to college before tomorrow.
   Pictures should maybe be of more exciting events that the GCR has hosted. Just have a grid of them at the bottom of the email.

d. DSU [-] (DM)
Nothing to report.

e. Facilities [-] (CA)
- The CIS equipment has been picked up too so we are all tidied away from virtual Ustinov day. I have a few things to chase up from College, including the apparent water damage in the Fisher Room. I've also had a couple of enquiries about the folding bike locker outside Sheraton House so will look into who is responsible for this and how they can be hired.

f. Finance [-] (CA/DM)
Nothing to report.

g. International Officer [MZ]
- Nothing much to report for last week except that I have posted on social media on the grieving towards the catastrophic event happened in Lebanon.

h. Livers Out Rep [SK]
- The post grad housing guide, if there are any changes and/or additions, please let me know.
- Diana has replied to Francoise with her feedback on the student Well being and community engagement office guide, we could discuss it in the GCR meeting properly if need be.

i. Social [JI]
- Nothing to report
Donations from VUD now closed.

j. Steering [CA]
- At some point we will need to hold another general meeting. I'm not sure what benefits there are of having one before induction starts... we need to pass a revised budget as soon as is feasible though.
We need to urgently revise the budget, but probably going to be holding a GM or the 4th or 11th of October to have autumn elections anyway. Are we going to have one just to pass a budget for next academic year. We also have an idea of student numbers and costs of induction week. Maybe sensible to make a budget using the worst-case scenario (150 students paying just £1), since we're not going to spend extra money on induction week etc. In accordance with previous propositions, we probably need to hold a GM sooner (next couple of weeks, before September). For C+S, most of the income comes from the gym membership which covers the minimum costs of C+S. Reduced since fewer terms for activities/league costs/ref costs/equipment requests etc. Still consider that we have money from university, and don't have to pay for many other events. Assumption is that money saved from events in 1st/2nd terms would be used for future events, but could be used to keep costs running etc. I.e worst case scenario, 1st term money saved pays for running costs, but 2nd term events look standard (instead of boosted like before).
==*[AP] DM to work on the budget that Vera left, to allow for the worst case scenario for the year.*==
==*[AP] BD to sort out the gaps in the minutes from previous years GMs.*==
Typically in the handbook, we have the date of the first GM in there. This will be put in there as well, probably around the 4th.

k. Welfare [JB]
- Posted on social media a reminder to the students about support services in place regardless of presence in Durham, in college or beyond. Continued training on mental health practices, bias, and Welfare Officer handover.

l. University/College Matters [DM]
University Matters
- University is endorsing the planning of activities outside College (in the surrounding area) so that students don't go to town if possible, and Common Rooms can provide some sort of activities.

College Matters
- Room packs from College will not include this time the USB, they will share the College handbook online.
- The configuration of College following University guidelines will be that each flat is a household and they will be combined, depending on their location, to form a segment, We will have segments from A to Q.
- CIS will be checking the antenna on the top of Dryburn to see if that is the reason for the lacking of the internet.

Exec Matters
- On the first meeting with JCR PresComm we shared some ideas for the Induction period. These include movie parties, quizzes, yoga classes, use of slots for each segment so they can attend a social event, formals using take-away, and making the event available online.
- On the side of MCR PresComm we have decided to make a join Pub Quiz.

6. AOB
   a. Exec drive - DM
      - DM has highlighted the induction week/handbook section of drive. Location to add pictures etc.
   b. Whatsapp group has been created by CA
      - Join link in exec chat
   c. Quizmasters
      - Need new quizmasters now that current ones have left. CA will speak to current leaving ones and see if they have any recommendations, but need to find someone to run these.
   d. Handbook document
      - Intended to be read as a book – need to add a table of contents
      - Can have 1 page for Covid, but need to keep general information. Have a hyperlink to government advice page.

Brad Din

GCR Secretary

10/08/2020