



# Ustinov College GCR Exec Meeting

## Minutes

6:00 pm, 17/08/20

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

*CA to find place in website for the housing guide, and show SK how to update this.*

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:** *MZ, JI*

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

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

- a. Approval of minutes from 10/08/2020 – *passed on a general aye*

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

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

- 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*
- i. DM to make a draft of the call for volunteers *done*
- j. DM to work on the budget that Vera left, to allow for the worst case scenario for the year. *ongoing*
  
- k. CA to post in the GCR/GCP Facebook group about online events (music seminar, film sharing apps) *ongoing*
- l. CA to contact someone to fix the vending machine *ongoing*
- m. CA to check subcommittees, ensure everyone has been added to relevant groups (finance, welfare). *ongoing*
- n. CA to discuss office keys returns from outgoing exec. *ongoing*
- o. CA to chase up Alex Hampton regarding winter graduation *ongoing*
- p. CA to find out about the updates to green move-in sale, and update details about facilities at SP *ongoing*
  
- q. BD to sort out the gaps in the minutes from previous years GMs *ongoing*
  
- r. CV to update the Clubs and Socs description (2 pages) on page 18 of handbook *ongoing*
  
- s. JB to update the welfare page description on page 27. *ongoing*

#### 4. Agenda Items:

##### a. [CV] Gym reopening

- Last week I was in a meeting about college gyms re-opening held by Experience Durham. It seems the biggest concern about it is how to ensure the hygiene of the gyms. The MC gym opened last Monday and you can only enter if you pre-book a slot (up to 1 hour). The maximum number of people allowed at the same time is 20 and after each slot there is a 30min gap that all the equipment is cleaned.

- For the college gym we need to find a way to ensure equipment is safe to use. In the meeting there were two ideas on the table: have the gym staffed so that someone can check if people clean after themselves after using it or have a body of student volunteers that will clean the equipment after every slot. I pointed out that it is impossible to have volunteers throughout the year (especially for cleaning after the gym).

- For the first option I see a few issues as well. First of all we don't have staff available to do this job I think, and since our gym is quite small it would be hard to make sure safe distances are held. Plus it would reduce the capacity of the gym. So maybe we have to rely on students to clean after themselves.

- I think the slot system will be good but we would need to find a way to make sure people actually go during the time they have booked and not whenever they feel like.

*Also a good idea to send out email to inform people that it is open/safe etc.*

*Also in DM report – some of the JCRs are going to do a google form (e.g. if no volunteers that are in the gym, then can ask to one of the group of students who are signed in on the relevant time slot – another way to work if there isn't enough volunteers, i.e. one of the group who signed up for that time to ensure it is clean.)*

*We could do videos to introduce also, instead of having in-person induction, and*

*also show how to clean. Similar to the normal induction, but also how to properly clean as well.*

*Need to be careful of timings as well. If properly instructed, then should be able to have this executed nicely, in terms of cleaning. In between slot checking that machines have been cleaned? Volunteers? Porters? Paid jobs like the bar?*

*If students clean everything before and after use – this is the safest option. Easy access to cleaning supplies/sanitiser. Staffing seems unreasonable. Should it be cleaned between slots? Need to have a change-over time etc to prevent changeover. Need to be wary of maximum capacity, alongside which machines can be used at the same time since the gym is small. E.g. treadmills too close – have one of them out of action.*

*Seems like we need to wait for college decisions, but need to be aware of how we can restrict number of people in, and time slot rigour. Check at the start, to ensure that people are sticking to the rules. Porters, CV himself?*

*What if we use the current booking system we have, but give list to porter, and porter can let in.*

**b. [DM] Use of Animoto in the future**

*Should we consider continue using animoto, if so should we pay £49.99/month (monthly subscription) or £24/month (annual subscription)?*

*Lots of time where it wouldn't be used for the whole subscription. Plenty of other free software for video editing. Would be fine to keep it for the extra month for induction week, but certainly seem to agree that it's not worth it for a full yearly subscription, or can even use it on a case-by-case basis if needed.*

*Second point: Bryony accidentally got charged for the 2<sup>nd</sup> month of subscription. Should be pass the money to pay her back.*

*Proposal: Pass £50 to pay for Animoto, with the intention of using it to prepare for induction day (final day by the 16<sup>th</sup> of September), on the condition that it is cancel. We can revisit it in a month (if necessary). Passes with 5 in favour, 0 against.*

**5. Officer Reports:**

**a. Bar [-]**

*Nothing to report.*

*Football table being moved from the bar.*

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

*- Nothing to report, other than the agenda item above.*

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

*- Nothing to report.*

*Email to incoming students should be going out soon.*

*Survey + call for volunteers sent out last Friday.*

*Fiona has updated the eco page for us.*

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

*Nothing to report.*

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

*- Nothing to report.*

*We also are looking into pool table usage (may affect budget), but no servicing.*

*College has agreed that they will pay for next service. Could close pool table during bar, or have a rota. Also in terms of the league sports, could have this available for the pool team only. If they're not in action, they need somewhere to go. This is a*

*case for college – could just have them in the seminar room.*

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

Nothing to report.

*Figures to come later tonight from Vera. Send to BD later, and also post in exec chat later.*

*Figures:*

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

*Christos Vlahos for CS Trophies (29/07/20): -£59.09 [backdated to date of payment]*

*Christos Vlahos for VUD band lunch (13/08/20): -£19.96*

*Connor Armstrong for VUD decorating supplies (13/08/20): -£35.99*

*Connor Armstrong for VUD Donation(13/08/20): -£100.00*

*Connor Armstrong for VUD Refreshments (13/08/20): -£27.35*

*Vortex Lighting for VUD (14/08/20): -£132.00*

**- Balance carried forward (17/08/20): £ 35,572.73**

*DM also to share budget in a few days.*

**g. International Officer [MZ] (with apologies)**

- Nothing to report.

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

- Nothing new to report except the housing guide. Since I have not received any more edits, I now have a finalised version of the housing guide - complete with Jake's very useful comments.

- I am sending the final copy to everyone on the exec just for everyone's information.

*[AP] CA to find place in website for the housing guide, and show SK how to update this.*

**i. Social [JI]**

- Nothing to report.

**j. Steering [CA]**

- In a few days I'll start to advertise a general meeting on 30th August. My plan is to promote it as being primarily for the budget, but also perhaps mention that it would be a good opportunity for anyone interested in an exec position to get a head start before October and/ or any HLM nominations from those who may be leaving soon.

- I've almost finished the constitution. My updated version is going to have a lot of indented lists (rather than continuously increasing numbering). Once all the changes have been made I'll need some feedback on if this is an OK way to do it before I go through and update the references contained within to point at the new numbers.

*We can aim to have a meeting on the 6th of September. Still has the outgoing members. We need to wait until we have the list of students, otherwise we cant make an accurate budget. We also didn't anticipate this to be a bank holiday weekend.*

*We can also aim to hold one on the 30th, with the expectation that it will be delayed by a week. Even could hold it on the Thursday 27th, but might be worth doing it*

*before the weekend.*

**k. Welfare [JB]**

- I have met with Brenda and Martin to discuss welfare campaigns for the forthcoming induction week and into Black History Month. We agree that loneliness will be a key area for focus on top of alcohol awareness and sexual health. Martin would like to collaborate college, GCP, and GCR to create events for Black History Month, which I support and will start to research ideas to prepare for October.

*Video for incoming students to know what to expect in events, and inform about guidelines regarding respect etc. Questions asked at a debate– how to ask respectfully etc.*

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

University matters

- On the meeting with the JCR Presidents, we discussed some solutions they are trying to implement in order to be able to open their gyms, one of this was to have a Google form so students can sign up and if there is no student volunteer who can be in the gym, one of these students will act as a volunteer. We also review the plans for the Matriculation photo, some of their ideas are having an individual photo of the student and then have a College, another option is having photos per segments and the last idea was to take some aerial photos with social distancing. The last thing we review was the support from the University towards the FReps, University has mentioned providing 2 PPA for FReps per College.

- International students who need to quarantine might arrive later (23rd September) and will stay in Colleges doing their period of quarantine, we will need to work on having a flexible period to support those doing self-isolation after the “normal” period we have planned.

- Home PGs will start to arrive from the 21st September, this is the date of their accommodation offer starts, however, the official date will be deal by each College.

- Surveys are going out to returners to check if they will need support for self-isolation (quarantine).

- So far, all food support will be focussed on students who will be living in Colleges, however, we will need to give some advice for our livers-out on how to book online delivery.

- On the meeting with the MCR Presidents, we discussed some activities we are planning to have during the induction week, some ideas are social distancing picnics with the best mask decoration award, outside activities per segments, activities with social distancing using the guidelines as part of the activity outside, screening movies outside and have students dressed as a character of the movie, tea/coffee virtual sessions and the possibility to book the whole restaurant and have some sort of diner with the livers-out.

College matters

- The cafe/bar area will change the name in order to not confuse the new incoming students, in College handbook will be addressed as Common Room while the Cafe is closed. The foosball table won't be able to be used, and we are looking if the pool tables will be able to be used.

*Makes sense in terms of common room, since just as in Howlands. We are also the GCR, so nice change.*

- College is planning to deliver twice the welcome session, one for students while

they are in self-isolation and the other one during Induction week.

- The College is waiting for feedback from Maiden Castle and the use of the gym.
- The College has agreed to provide cleaning material and advice to the volunteers in case we want to have events in the cafe/bar area.
- The segments planned to be in the College will have between 12 to 30 students.
- Our College doesn't have space where we can have a marquee, however, we can use the outside area for activities, if the weather permits.
- On the last meeting with CMT, we have agreed to wait until March onwards to have our Matriculation photo, in order to give the opportunity for students to arrive in January to be part of the photo

#### Exec matters

- On Tuesday I attend an Antisemitism awareness course and would be good to continue having contact with the Jew Society to check what events we can do in our College.
- We need to plan how we are going to engage our Livers-out students.
- I am attending to courses delivered by University to plan the Induction week, use of SharePoint as a platform to all students.

#### **6. AOB**

**a. -**

Brad Din

GCR Secretary

17/08/2020