



Ustinov College GCR Exec Meeting

Minutes

6:00 pm, 24/08/20

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

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 pay the annual memberships for Disney+ and Netflix

DM to send budget to trustees.

CA/everyone to come up with a system of bookings for the system.

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 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 for handbook

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

CA to update the board of exec members outside the office.

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

1. Apologies: *SK, JI*

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

2. Approval of minutes from last meeting.

- a. Approval of minutes from 17/08/2020 – *passed on a general aye*

3. Matters arising from previous minutes.

- a. All exec to read the housing guide and give feedback if possible. *done*
- b. All exec to write the introduction message for page 4 of the handbook (placed within document alongside picture in the drive) *done*
- c. All exec to find/think of activities/events for either of the two scenarios (lockdown/socially-distance events) *ongoing*
- d. DM to ask if Ustinov Bar Staff can be included in alcohol awareness for Fresher's Week (if it still goes ahead) *ongoing*
- e. DM to lead review of handbook *ongoing*
- f. DM/CA to ask for an update on the transition refund *ongoing*
- g. DM/CA to extend last few email accounts *ongoing – bar and social*

- h. DM to work on the budget that Vera left, to allow for the worst case scenario for the year. *done*
- 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. *done*
- m. CA to chase up Alex Hampton regarding winter graduation *ongoing*
- n. CA to find out about the updates to green move-in sale, and update details about facilities at SP for handbook *ongoing*
- o. CA to find place in website for the housing guide, and show SK how to update this. *ongoing*
- p. BD to sort out the gaps in the minutes from previous years GMs. *ongoing*
- q. CV to update the Clubs and Socs description (2 pages) on page 18 of handbook *done*
- r. JB to update the welfare page description on page 27. *done*

4. Agenda Items:

- a. **[DM] Pass £72.00 to pay for the Disney+ Annual and Netflix membership**
 Students will start arriving next month and we need to have everything sorted, we should get the membership in advance to test the way we want to have this shared. This covers £60 of the Annual membership for Disney+ and £12 for the Monthly membership for Netflix.
These are both to be shared out to people.
Should we do this for the year in terms of bookkeeping?
Does this need to get passed before the GM? We can do this as the exec.
Amendment: Pass £60 for Disney+ and £150 for Netflix annual memberships (allow for price increases) = £210 in total.
Vote: passes with all in favour.
[AP] DM to pay the annual memberships for Disney+ and Netflix
[AP] CA/everyone to come up with a system of bookings for the system.
- b. **[DM] Agree on the budget planned for the next Academic Year 2020/2021**
Shared on the drive. Needs to be slightly updated to account for the above agenda item (already on). Price for the national trust for the ISO budget still the same due to covid. The budget has been formulated according to the worst case scenario. For the gym – do we consider 0 income from it? In the GM, should specify how it should break down, and make this clear, explaining that if we're in lockdown, then all the expenditures are going to be lower.
Amendment – Netflix reads £210 instead of £204
Vote: passes with all in favour.
This budget will be presented at the next GM.
- c. **[CV] Solutions to manage the gym**
College seems uncertain that the gym will be able to be run by students independently. Also, doesn't have the facilities to ensure that this is done by staff. Can we think of a system that will convince uni that it is safe for reopening?

To college, cleaning equipment or having volunteers is not enough. What are other colleges doing? Other presidents/colleges are having pool system – one student from each group will clean the gym. Uni wants to know that we can provide someone who can clean at periods of time, 5 pt check list. Volunteers from certain time points? Also, gym doesn't have to be open all day as well. Students who want to use the gym and be volunteers – give them the gym membership for free? I.e every two weeks they have to cover a set of shifts etc. Gym doesn't even have to be open every day of the week, reduced hours etc (4-5 days etc); dependent on members. Seems like a good idea is to offer students something in return. How do we monitor this though? Random checks by porters, or by us? Sign-in sheet for each of section. But what if someone is slacking/not volunteering, revoking membership. We can leave this list of students with the porters, and they have to sign in etc. After their shift, have to wipe-down all equipment/touch points. What if the person who are supposed to be in charge can't make it? Can't open the gym that day. Shall we keep both systems? Both having a set of volunteers, and also someone from this group as a backup. Have a facebook messenger group etc for volunteers, i.e. to ask for cover/exchange of shifts. Should this be limited to GCR members? If we ask volunteers to be GCR members – they should only need to pay the GCR levy, not the gym membership as well. Breaks between slots of course – 30 min slot.

5. Officer Reports:

a. Bar [-]

- A meeting for the Bar Management has been planned for the 3rd of September. To look into the bar procedures and how will be operating during its opening hours.

- On a Bar meeting with other Bar stewards and University, it was shared the policies on how the bars should operate, similar to what we can see in Pubs on town. A person taking people to a table (booked in advanced for 1-hour slot) and people will be ordered through a member of the staff. No loud noise is allowed, such as music or TV. Tables have to be arranged by segments so they do not need social distancing, otherwise, the capacity of the bar will have to be reduced.

- The app for booking the tables is been developed by University, aiming to have it done for September, students will have to use their university email to use the app and will be shared later to be tested.

Penalty if they don't show up? Score system within the app. Can't book the whole week etc. Pub quiz? How does it work for events in the bar? Wait until 3rd Sep meeting.

Bar prices? Still set to rise.

b. Clubs & Societies [CV]

- In CMT last week we discussed under what circumstances could the gym open again. Right now it looks quite difficult as we will need to find a way to ensure the facilities will be safe to use. Trusting students to clean after themselves might not be enough to convince college to reopen it. Any other feasible solution?

- Team Durham contacted DHSG about training slots, but they will not let us use their hall at least till January 2021. I'll check with Durham school too soon, but I expect a similar answer.

- I've advertised a few events that are happening soon (Team Durham event for the Great North Run and a football programme our teams might be interested in).

Other facilities e.g. tennis court? Tennis academy etc. Seems negative at the moment, but might be possible later on. Can Team Durham find us slots at MCs given that we don't have our own facilities? Expecting MC to function at reduced schedule but still more facilities than us. Ustinov should have a priority over most colleges in the first time since we don't have our own facilities. Since college sport not happening for the first time, don't bother them for the first term, but CV still pestering.

c. Communications [-] (CA)

- Nothing to report.

Still waiting for email to send out. This might have been sent out – need to draft a post to be put in this quickly. Should also share this group into the old one! Need to write a description for whatsapp group. Should we make a telegram group?

d. DSU [-] (DM)

Nothing to report.

e. Facilities [-] (CA)

- Nothing to report.

Storage issues? Observatory. Football table from bar definitely going.

f. Finance [-] (CA/DM)

Nothing to report.

Documents in office, need CA to sign, but then we are good to send it off. Charities commission should be done. Trustees don't need to pass this. We should probably show them our budget after we have passed it before the GM as well.

[AP] DM to send budget to trustees.

g. International Officer [MZ]

- UK will celebrate summer bank holiday in a week time. As usual, the celebration will be circulated in social media. Besides that, the motion for the BAME post is still ongoing.

h. Livers Out Rep [SK]

- Nothing to report.

i. Social [JI]

- Nothing to report.

j. Steering [CA]

- Nothing to report.

GM email will be thought about. Uv-info is being updated with new members + old ones being removed. Needs to be careful that we only have GCR members and also it gets to old people.

[AP] CA to update the board of exec members outside the office.

k. Welfare [JB]

- Checked contents of welfare resources in office. Meeting with welfare committee this week to plan for induction week.

Risk of unsafe sex vs risk of covid. Balance of risks, need to make sure this is done

correctly. Take precautions, regarding sanitiser etc.

I. University/College Matters [DM]

University matters

- On Wednesday I had a meeting between MCR Presidents and DSU, we shared our concerns with regards to our livers-out students and the engagement we could offer. On the side of the DSU, the societies are trying to arrange a way to involve the students, more details will be shared. The link for our Freshers Facebook group has been shared with them, so they can share it.

College matters

- Segments A to Q are on Sheraton Park and Segments R and S will be on Druburn Court. Numbers of students on each segment will be shared later.

Dates, where we are going to expect students to arrive, are:

- September 5th, MBA students
- September 9th, returner students
- September 12th, students who need self-isolation
- September 21st-23rd, home students

Flat allocation will be based on date of arriving.

- Dryburn Court will be under working from the 10th of September until December, work will start in Brackenbury and continue to Keenan House, on Keenan House, the work will be per floor, so residents have less impact. This work will be announced on the accommodation offer.

Exec matters

- Some of our facilities will need to be moved from the Common Room, such as games and books.

We were considering ~200 livers in in the budget plus a handful who are living out. We have guaranteed 90 (as of Wednesday) at the moment who have replied to the accommodation – there will be more to come. Maximum occupancy can hold at most 536: Neville 227 Sheraton 191 Keenan 70, Brackenbury 48

6. AOB

- a.** – [DM] Next month will need a lot of work, with some positions that are unfilled at the moment:

Bar Steward, Treasurer, Comms, Social (use of HUB, formals etc).

BD to help with social when necessary (added to groups). JB and CV to help with comms.

Brad Din

GCR Secretary

24/08/2020