



# Ustinov College GCR Exec Meeting

## Minutes

6:00 pm, 31/08/20

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### 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/CA to ask for an update on the transition refund

DM/CA to extend last few email accounts

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.

CA to go through SOs and ensure all male/female welfare rep names have been updated.

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

CV to finish the update of the Sharepoint pages by Wednesday

SK to check Livers Out FB group

#### 1. Apologies: *JL, SK*

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

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

- a. Approval of minutes from 24/08/2020 – *passed on a general aye*

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

- a. All exec to find/think of activities/events for either of the two scenarios (lockdown/socially-distance events) *ongoing*
- b. DM to ask if Ustinov Bar Staff can be included in alcohol awareness for Fresher's Week (if it still goes ahead) *ongoing*
- c. DM to lead review of handbook *done*
- d. DM/CA to ask for an update on the transition refund *ongoing*
- e. DM/CA to extend last few email accounts *ongoing*
- f. DM to pay the annual memberships for Disney+ and Netflix *done*
- g. DM to send budget to trustees. *done*

- h. CA/everyone to come up with a system of bookings for the system. *ongoing*
- 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 chase up Alex Hampton regarding winter graduation *ongoing*
- m. CA to find out about the updates to green move-in sale, and update details about facilities at SP for handbook *ongoing*
- n. CA to find place in website for the housing guide, and show SK how to update this. *ongoing*
- o. CA to update the board of exec members outside the office. *Ongoing*
  
- p. BD to sort out the gaps in the minutes from previous years GMs *ongoing*

#### 4. Agenda Items:

##### a. [JB] Agenda: Pass £28.50 for welfare supplies

- £10 for pregnancy tests (10);
- £5.80 for tampons (2x packs of 18);
- £12.70 for lubricant sachets (50)

*Should the lube be put in the pots along with tampons + condoms? It used to be put in there, but sometimes would leak and make the jars sticky. Also, we had previous trouble with some people taking all the items without needing them. This may be worth revisiting.*

*Vote: passes with all in favour.*

##### b. [MZ] BAME Proposal

Motion to create the role of BAME representative:

(see distributed draft)

*Comment: as part of role, they are to organise BAME socials. Should they sit on the social committee as well?*

*Adding social committee to point h.*

*No other adjustments to be made.*

*Vote to submit this for next GM: passes with all in favour (MZ and JB to propose.)*

*Final proposal:*

*Motion to create the role of BAME representative*

*i) The GCR Notes: Currently the International Student Officer is in charge of Ethnic minority of which the latter should be beyond the scope of 'international'. A dedicated post with the objective for the BAME students to have a good sense of belonging is vital in ensuring engagement and a better university experience.*

*ii) The GCR believes: An inclusive environment will lead to an effective GCR in promoting the needs of BAME students within the GCR, for instance, ensuring GCR events is promoting the voice of BAME and also participating in university wide campaign. We also believe that a dedicated post will create an awareness on the welfare of BAME students.*

*iii) Proposal:*

*To create the role of BAME (Black, Asian and Minority Ethnicities) Representative and thus make the following changes to the Standing Orders*

1) To create section 11.3.4.4, which will read as follows  
11.3.4.4 BAME (Black, Asian and Minority Ethnic) Representative

- a) Acts as a contact for all Black, Asian and Minority Ethnic members of the GCR and addresses their concerns.
- b) Represents all Black, Asian and Minority Ethnic members of the GCR in the GCR committee and College.
- c) Liaises with the Durham People of Colour Association to include Ustinov GCR in any university-wide campaigns.
- d) Organises regular BAME socials at Ustinov.
- e) Works to promote the objects of the GCR as set out in the Constitution.
- h) Sits on the following committees: GCR Committee, Welfare Committee, Social Committee.

2) To edit Section 4.8 a) which reads 'The (Welfare) committee shall consist of: Welfare Officer...' to include 'BAME Representative'.

3) To edit Section 11.1.2 a) which reads 'The following positions will be elected during Michaelmas Term:...' to include 'BAME Representative'.

## 5. Officer Reports:

### a. Bar [-]

- Nothing to report

### b. Clubs & Societies [CV]

- With the C&S fair coming up in the induction week I'm trying to get some nice content from the captains to fill in the pages Diana created in the Sharepoint page. I'll contact them again this week regarding the format of the fair this year.

- Contacted Durham school about us getting slots this year. They have a facilities use meeting this Wednesday so I should have more information after that. It's good it was not a straight no though.

- Also I have a few queries about using the MC gym. Do we have more info about that from college?

*[AP] CV to finish the update of the Sharepoint pages by Wednesday*

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

- Nothing to report.

*Whatsapp group is active.*

*Would it be good to print QR codes? Place them either in individual rooms, or in the kitchen/on fridges.*

*We won't be putting handbooks in flats – might be nice to have handbooks flyers/posters? I.e. Half QR and half a brief description of what the GCR is/support documents and resources etc from welfare as well.*

*[AP] DM/JB to look into design/content for the posters/flyers for social media QR codes and welfare*

*We also split up social media responsibilities last week by vote.*

*CA - Email/Discord/Website*

*JB – Facebook (Peter Platypus account)*

*CV – Instagram*

*MZ – Twitter*

*BD – Whatsapp/WeChat*

*SK – Instagram/Facebook*

*[AP] SK to check Livers Out FB group*

*DM – Sharepoint Website/Freshers Week/WeChat*

*N.B – adding the livers out stuff to the handbook/sharepoint.*

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

Nothing to report.

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

- Due to a broken window, we have moved most of the contents of the music room to the locked cupboards in the Fisher room (everything except the shelves and the large pianos + organ). Once everything has been mended and cleared of broken glass, they can hopefully go back in time for the new year.

*Operation of music rooms is pretty close to what we already do, except once we add sanitizer there etc. Only students in the same segments/flat/housemates can book it together, but students can book it alone if they would like.*

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

- Nothing to report.

*Haven't sent documents to charity commission due to scanner issues. We will get this done soon.*

*Budget comments – ensuring money out is negative (only formatting), but no other feedback in terms of content.*

**g. International Officer [MZ]**

- I have posted on social media regarding the summer bank holiday. Added to that, I will be proposing motion above at AGM with JB being the seconder.

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

- Nothing to report except the housing guide and its changes.

**i. Social [JI]**

- Nothing to report.

**j. Steering [CA]**

- I've started advertising for our GM on 6th September. Hopefully we'll get quorum so it doesn't have to be redone. After spending some time trying to work out how we'll check memberships over Zoom (because the previous GM and the AGM only really worked as we knew all the attendees as they'd been around since at least October), I've created a new Google Form to collect and count votes. I'm hoping by now I've tested it... if not, I might make up something to vote on.

- The idea is that it'll check name and student number against our list of members, as well as catch duplicates if people try to (or accidentally) vote twice. If they misspell their name relative to what we have, it's easy to spot and override. If they get their student number wrong then their vote will be discarded unless we re-run the voting. So long as we explain it clearly I think this should all be fine though?

*One of the previous GMs adjusted the names of mens/womens welfare reps. This was changed in some of the standing orders, but not all*

*[AP] CA to go through SOs and ensure all male/female welfare rep names have*

*been updated.*

**k. Welfare [JB]**

- Met with Welfare Committee to discuss their terms, as well as brainstorming and preparing for upcoming induction week and handovers of their roles. Preparing campaigns for induction.

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

University matters

- On Thursday I attend a meeting with a new committee, Student Enrichment T&F group, where we discuss the 5 test that spaces have to pass:
  - Space has to be ready, with furniture back, if it has been moved,
  - Have enough staff/resources to manage the facility,
  - Have an operating model with social distancing guidelines,
  - State the resources needed to be used so space is kept clean, and
  - Activities performed in the space are on the best interest of the University
- Each space might need to declare a risk assessment, we are working to have a general, centrally version, so that all Colleges can work on their different spaces specifications.
- The deadlines to pass the 5 test are
  - Friday 4th September residential spaces
  - Friday 11th catering/bar spaces
  - Friday 18th other student spaces
- There is going to be an individual assessment for
  - Bar
  - Recreation spaces
  - Gym
  - Toastie bar/shop
  - Music & theatre spaces
  - Library
  - Outdoor sports spaces (MUGA, etc.)
  - Boathouse
  - Quiet spaces/ faith spaces

*We can use the bar/space as we did before with VUD for future events.*

College matters

- On the last CMT meeting has been raised a query for an update of the transition fund, the College has assured they will contact Jeremy Cook to have his approval so the money can be transfer to the GCR.
- We have shared the model we have planned in order to be able to open the gym with College, more feedback will be received once Ian is back on Tuesday. Because of the present situation, formals might change the name, since the service will be different when students are booking they will need to provide their address in order to be sited. Induction formal is cancelled, Burns Night formal might not have a bagpipe, we might not have a Castle formal, due to restrictions of access o other Colleges, however, we might be able to use on of the mentor dinner's booked on March and celebrate on that month the Birthday of Ustinov.

*Reminder maybe for the £8k for the things we left in Howlands – allotments/furniture/bike sheds? Different budgets, might not be possible.*

*First formal will hopefully be Bonfire formal in November.*

*We might be able to get 12<sup>th</sup> February for a Lunar Year Formal. Of course, we don't want to exclude any other new years. Name needs to be considered.*

**Exec matters**

- Virtual support from us should be available from the 5th of September, ready for the first students to arrive.
- The College will be providing screens in the office to make the space more secure.

**6. AOB**

- a.** - Discussion of cow field next door with damaged glass. Beverly Dickins wanted to know if we could contact the farmer? DM will signpost to SPRA
- b.** Officer inductions from CA still on the horizon, probably after his holiday and probably once he moves house.
- c.** Events/schedule for induction week due today. Clubs+Socs fair? 7-8pm event starts.

Brad Din

GCR Secretary

31/08/2020