



Ustinov College GCR Exec Meeting

Minutes

7:00 pm, 08/09/20

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

*All exec to think of list of games/activities online and/or in person
All exec to think of in-person activities while the bar is open*

DM to create the buddy system sign-up form with different filters

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

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 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 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

JB to look into theatre shows available to stream during induction week.

SK to check Livers Out FB group ongoing

1. Apologies: *JI, SK*

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

2. Approval of minutes from last meeting.

- a. Approval of minutes from 31/08/2020 – *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) *done - see agenda point below*
- b. DM to ask if Ustinov Bar Staff can be included in alcohol awareness for Fresher's Week (if it still goes ahead) *done – raised with bar management*
- c. DM/CA to ask for an update on the transition refund *ongoing*
- d. DM/CA to extend last few email accounts *ongoing – only CA left*
- e. CA/everyone to come up with a system of bookings for the system. *Ongoing – was making a voting system instead*
- f. CA to post in the GCR/GCP Facebook group about online events (music seminar, film sharing apps) *ongoing*
- g. CA to contact someone to fix the vending machine *ongoing*
- h. CA to check subcommittees, ensure everyone has been added to relevant groups (finance, welfare). *done*

- i. CA to chase up Alex Hampton regarding winter graduation *ongoing*
- j. CA to find out about the updates to green move-in sale, and update details about facilities at SP for handbook *ongoing*
- k. CA to find place in website for the housing guide, and show SK how to update this. *done*
- l. CA to update the board of exec members outside the office. *done*
- m. CA to go through SOs and ensure all male/female welfare rep names have been updated. *ongoing*

- n. BD to sort out the gaps in the minutes from previous years GMs *ongoing*

- o. CV to finish the update of the Sharepoint pages by Wednesday *done*

- p. SK to check Livers Out FB group *ongoing*

4. Agenda Items:

a. [DM] Bar Feedback:

During the Bar Management meeting, it was raised that tap beer doesn't get sell too often, therefore College is suggesting to removed that and have the bar as just bottle bar.

Many people exclusively drink from the taps. According to college, apparently the bar doesn't sell many tap drinks. If we collectively as a group want to keep, then it might be okay. However, we don't apparently go through kegs quick enough. Refer to a previous Ustinov live, where we ran out of keg beer. People were very (understandable) upset. Ciders are as well very important.

We are already having a price rise. Bottles are already more expensive. Fairly sizeable misunderstanding of college.

Vote: to keep the beer taps. 4 in favour, 1 abstention.

b. [DM] Buddy system:

We have so far 9 volunteers who have signed up the form, out of those (3 are Exec members), 2 have very little time. Now that we have the volunteers, we need to work out on how the system will be provided for the incoming students! Also what sort of activities we could provide? Online games, welfare activities? Figures to be shared by DM, and distributed with email.

This will be during the quarantine system – everything should be online. However, is this the purpose of the system? Is it more welfare focused?

The college family system is something which is typically overlooked as time go on – there are loads of other methods of support. However, this is something which needs to be working, since the students are trapped in their room.

Since volunteers may not be trained and just volunteers, we should have some recommendations of things to do if they get stuck.

The welfare aspect may be more important? How busy are the schedules?

Volunteers will be free in the evening, but university will give them stuff to do during the week. If we do it as a support system, then they need to be able to contact the volunteers. How do they get in contact with their volunteer? First meeting, get mobile numbers/discord access – make it clearer that emails are best way to get in contact us.

Form to sign up, split the number of people who sign up for the buddy system to volunteers. Ask them for email, contact number, preferred method of contact (whatsapp, wechat...). Even ask if there's anything that you'd like the buddy system to provide – make new friends, activities, welfare support. Essentially two filters: one for filters, and what purpose they want for the buddy system. Volunteers can be

split according to time commitments.

Activities in terms of ice-breakers, or film nights/board games.

[AP]: DM to create the buddy system sign-up form with different filter

c. [DM] Induction week activities:

We have so far 7 volunteers, 3 are Exec members. The activities we can do are varied. For the activities that have the in-person option, we can have some slots for some segments and have 1 hour for each segment, one online and 1 in-person, i.e. Icebreaker Quiz has 2 slots of 1 hour for 1 segment each. Since not all segments would be able to get the in-person opportunity, we can make some challenges during the online events, and the segments with the best score will do the in-person.

Figures to be shared by DM, and distributed with email.

Allows the segments to not have to social distance, and allow them to interact.

Bingo, icebreaker quiz, small social etc. Meet who's in their household etc. Of course, we will need to clean between segments – hence only two segment slots per day (reflected in the times for the schedule – activities still TBD). Location could be bar, online or outside.

Suggested activity – countdown. Not particularly well suited to international students since they might not be familiar with the show. Very minimal prep needed. Similar appeal category of bingo/pub quiz.

To make it international, you can use any accent on the letter. Possibly still difficult for symbolic language, but certainly more diverse than standard countdown. Good to keep it universal.

Could this be online and offline, even at the same time. Could even have 1 segment outside weather permitted. Bar/common room is only place big enough for these students.

Segment size might change – CMT might have changed it to fewer number of households (less than 30 people?).

Bar can hold 30 people max.

In the meantime, plan to have both activities online and also in person.

Inter-segment competition sounds like it could be a good idea, but the reward of being in-person could be really dangerous. Segments going to the bar at a certain time etc should be announced and planned in advance, but certainly no competition to win this.

When the segments visit, we should have the bar open. If we do it on 6 days, then only 12 segments out of the 17. Bar is only open Thursday Friday Saturday, (8-11 T and 8-12 F and S). Effect on limited bar times on alcohol.

Two issues to discuss – allocation/plan for people, and how we manage the bar/not bar aspect.

[AP] All exec to think of list of games/activities online and/or in person.

[AP] All exec to think of in-person activities while the bar is open.

Any events in the bar will essentially be a mirror of the online events. Since it's induction week, we should have activities. However, if they want to go to the bar, they might just want to chill. No board games there either. No music allowed to be played. But segments don't have to socially distance.

Move pub quiz to Thursday the before, then Thur 1 – Sat 3 just for bar chill nights? Pool table, football table, darts, video games etc can easily be cleaned down. Board games may be more difficult since damage to pieces. College has mentioned problems with permanent usage, but why could this not be a short-term thing for the 3 days?

Disposable playing cards (3-5 per segment), teach some easy games etc. Let them

take it away. Different games.

Still have issue regarding fitting in people into the bar. If we don't use it when the bar is open, and make it BYOB.

Alternative is to allow students to use booking system on the days when bar is open, or just use the space when we're not constrained by opening.

NEW PLAN: dates for having segments in the bar w/o bar open Sunday 27th to Wednesday 30th, 2 hours per segment for their chill board game night. . Allow 30 mins to clean bar. This will be BYOB. People are free to bring laptop for online events.

Fits all segments in. Do other segments have activities during this? No; need volunteers to clean. Yes; have a separate online schedule, do for 4(?) segments online. Very complex though. Probably stick with no other activity.

Move some events around, i.e. film nights for the 3 nights.

Schedule – see drive

Friday – Film/theatre night? Theatre online to share online, even via screenshare?

[AP] JB to look into theatre shows available to stream during induction week.

CA will also run some hikes during the weekends.

Schedule finalised now on drive. Need

d. [JB] How to make a student a member for short-term and next year

With GM quorum struggles we need every member we can get. I have a student who would like to be a GCR member but is there some way he can get membership for the next couple of weeks to become eligible to vote and then for that to carry over into next year?

We typically alter GCR prices throughout the year. We can offer a few benefits. Ask him to pay for the 20/21 year. Proposal to allow him to pay £1 for the tail end of the membership for the tail end of this year.

Vote: Change GCR membership to £1 for the remainder of the year. Passed with all in favour.

5. Officer Reports:

a. Bar [-] (DM)

- After the Bar Management meeting, it was discussed the operations of the bar. It will work as a table service, having 2 bar staff. College is still waiting for the track and trace system, either as an app or another type of system. PPA will be provided for all bar staff. We agreed to not have 1-hour slot, but bar staff will make the call to move people. Bar staff will be in charge to ask students to use the track and trace system. All bar staff will get a COVID-19 training before they can work on the bar.

- The layout for the bar will be, the main entrance is the normal entrance and the fire-doors will be used as exits, to have a 1-way system.

- The bar won't be able to be cashless, but it won't have the cash back option.

b. Clubs & Societies [CV]

- The Clubs & Socs website has been updated. A few things will need to be changed during the year but it's up-to-date for now. Same goes for the Sharepoint sites thanks to Diana. I'm also sending this week a big email to all club presidents, with information about re-ratification, funding call, C&S fair and

electing their new committees soon. I'm emphasising to try and get their members buy the GCR Levy.

Discord will be set up for C+S fair.

Some colleges want to try a few select sports while TD are saying no. Probably not going to work – we probably won't offer any sports.

c. Communications [-] (CA)

- Nothing to report.

Posting the details/advert for exec from the handbook to post on insta/fb to advertise who we are.

Or can do a takeover, particularly during induction week.

We have posted about the unacceptable facebook messenger groups that were from incoming undergraduates.

d. DSU [-] (DM)

- Nothing to report.

e. Facilities [-] (CA)

- Nothing to report.

Board games now in storage; also have childrens games and toys in office.

f. Finance [-] (CA/DM)

- Nothing to report.

g. International Officer [MZ]

- The incoming international students are perplexed with the way college managing the welfare of the students during the quarantine period which evidenced in the whatsapp group. Some of them did ask me on the permissibility for delivery including food and parcels as it does not stipulated clearly. As discussed, we might help them out with grocery shopping. However, some students do need to get stuff other than food such as pillow, quill or anything related during that quarantine period. I am sure this will be hard for us to assist them. Is it possible for them to buy anything from Amazon which will be ship to the college and the porter will send it to their room?

h. Livers Out Rep [SK]

- The post grad housing guide is on the livers out page and the website.

- I am thinking of putting up regular updates on the livers out page with my email ID if they need to get in touch with me.

i. Social [JI]

- Nothing to report.

j. Steering [CA]

- We had a GM, didn't get particularly close to quorum. Changing the rules of the SOs particularly with quorum requirements are quite difficult. They are in place for a good reason. This might be an artefact of online GMs.

It might be good to encourage why incoming students should go to GMs, and why it's important. Should be covered in Q+A exec, whatsapp, email advertisement etc.

k. Welfare [JB]

- Posted socials and details across our different pages to introduce students on those platforms to the other pages/groups we have and it seems to have at least

slightly increased numbers on those pages. Met with Fiona to discuss eco-welfare crossover. Plan to start a 7/14-day wellbeing campaign, will discuss this in the meeting regarding when and what.

Sharing resources regarding wellbeing.

Also advertise community events, such as allotment, community walks, GUSP etc Campaign involves wholesome tasks, like watch the sunset, cook your favourite meal etc. Probably better during induction week, since more activities that would be better. Some students will arrive on the 25th but most students would be out. Share the campaign timetable with exec before. Start campaign a few days/close to end of quarantine. Could even be revisited during different times of year.

I. University/College Matters [DM]

University matters

- Only 360 international students have filled the survey they sent to them; this was in order to know their plans for arrival. Some MBA students had issues with their VISA so DUBS is looking to support them. A lot of postgrads are looking to arrive on January. 200 DUBS students (just on Castle and Ustinov) accommodation will be on hold, but most probably January starters will be asked to live outside College. 700 signed rooms out of the 1k that is for Postgrads. At the moment there are over 4100 active PG students who are down as intending to commence Sept 2020. University always only has the availability to house around one-third of the PG community. It is always worth remembering that the numbers will dramatically decrease from 4100 from now to registration. There are no rooms for livers-out to have the self-isolation anymore, despite the message University sent that they will get some accommodation. If students get cancelled their flights, they will not have the option to stay in College, they will need to book outside accommodation

College matters

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Exec matters

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6. AOB

Brad Din

GCR Secretary

08/09/2020