



# Ustinov College GCR Exec Meeting

## Minutes

**6:00 pm, 28/09/20**

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

CA to extend last few email accounts ongoing

CA/everyone to come up with a system of bookings for the Netflix/Disney+ system almost done – can take bookings. Need to check with GCR memberships – we could get updated lists every two weeks or so.

CA to contact someone to fix the vending machine ongoing

CA to chase up Alex Hampton regarding winter graduation ongoing

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

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

JB to look into theatre shows available to stream during induction week ongoing – changed to stream over the year

**JB to restock and check welfare supplies for new students (DM to help with female)**

**JB to make graphics for election advertising to be posted in social medias**

SK to check Livers Out FB group ongoing

MZ/CA to announce film/series to stream together on Tuesday 29th ongoing – see agenda item

**CV to try and obtain colour examples for the stash colour examples to show at GM.**

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

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

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

- a. Approval of minutes from 21/09/2020 – *passed on a general aye*

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

- a. DM to enquire about campus cards and collecting during CMT *done*
- b. CA to extend last few email accounts *ongoing*
- c. CA/everyone to come up with a system of bookings for the Netflix/Disney+ system *almost done – can take bookings. Need to check with GCR memberships – we could get updated lists every two weeks or so.*
- d. CA to contact someone to fix the vending machine *ongoing*
- e. CA to chase up Alex Hampton regarding winter graduation *ongoing*
- f. CA to find out about the updates to green move-in sale, and update details about facilities at SP for handbook *ongoing*
- g. CA to go through SOs and ensure all male/female welfare rep names have been updated *done*
- h. BD to sort out the gaps in the minutes from previous years GMs *ongoing*
- i. JB to look into theatre shows available to stream ~~during induction week~~ *ongoing – changed to stream over the year*

- j. SK to check Livers Out FB group *ongoing*
- k. MZ/CA to announce film/series to stream together on Tuesday 29th *ongoing – see agenda item*

#### 4. Agenda Items:

##### a. [DM] Matriculation event:

On Wednesday, the University will be holding the matriculation online. Are we planning to do something to mark this?

*Asked from students/college if we're going to have an induction event. Is there anything we can do, other than posting online? Apparently just a video, not even a live stream; might be a even worse turnout. Not compulsory to watch, so probably not something worth making an event for. Just make a post in the morning encouraging them to watch the video etc.*

##### b. [DM] Welfare supplies:

With the arrival of new students, should we start re-stock our welfare supplies in the bathrooms?

*All exec can enter college to help out with various things; we are categorised as working when we are in building. Good to know; yes we should restock.*

*[AP] JB to restock and check welfare supplies for new students (DM to help with female)*

##### c. [CA] Movie for tomorrow night:

*We need a movie choice for tomorrow's induction event!*

*Horizon – 6:50? Passenger (on demand) also an option.*

*Lots on the demand. "The mountain between us" seems like a nice one for a general audience. Start at 8pm? MZ still happy to run*

#### 5. Officer Reports:

##### a. Bar [-]

- The bar is ready to be open on October 1st, the service will be table only with a booking system. The app has been tested this weekend and feedback has been sent to College.

- On Wednesday, September 30th the bar staff will have their training at the bar. Plus they have finished online training about COVID-19 guidelines.

- I have created a guide on how to use the app and how to do the booking.

- In order to follow Government guidelines, the bar will be taking the last orders at 9:30 pm, the bar will be closed at 10 pm, and any alcoholic beverages will be removed. The Common Room will stay open until 11 pm, to give students time to socialize a bit, then it will be closed.

- It has been discussed with College the option to move the open time to 6 pm, this will be reviewed later, once the bar is open.

- I have created a Track and Trace app that has been changed for the Track and Trace system from the NHS, as University requests.

*Doesn't make sense to keep common room open after 10pm as well, in correlation to government advice. Socially, would be best to keep it open as long as possible, but seems confusing to have bar close at 10 and then allow them to stay.*

*Draft beer is staying.*

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

- On Tuesday I had a meeting with TD to give us an update for the situation of college sport. Lots of the things discussed were cancelled by the new restrictions announced a few hours later though. In general they were looking to restart training after the 12th October (including limited slots in MC) and some sports would have friendlies or even knockout tournaments before Christmas. Also every team is required to have a Covid Officer to make sure all the sessions are happening safely and under the health guidelines. All that might change now though, so I'm expecting another update, hopefully soon. On the good news they got funding for the sabbatical role of College Sport Officer at least for the first term and Polly is expected to return to that position.

- On Thursday I had a meeting with PlayerLayer regarding sport stash. They seem quite keen on proceeding with that and for now they need a choice of colours and crest. Since our teams don't really have a specific colour and the college's colour is black (common with a few other colleges) I was thinking to put that matter in vote in the GM. It should be a small matter, so it would not take much time from more important topics and the new students will be able to choose the colour they want.

- The C&S fair took place yesterday. In general it went better than expected in the aspect that almost all clubs had a rep and most of them recruited some new people. On that topic we're heading to have a new running society and we should also push for the GUSP group to turn into a GCR society.

*ECO rep? Talk of having allotment go over to GCP, but the GCR has already put a lot of money and effort into this. Hopefully this might be able to be kept with us, and we can find someone during GM.*

*Breakaway coming Friday to level the pool tables. GCR pays initially, then asks college for money back.*

*GM college colour vote could be a good idea – get example colours for it as well? Make sure that all sizes have the same colour. Full personalisation available etc.*

*[AP] CV to try and obtain colour examples for the stash colour examples at GM.*

*CA against proposing vote at GM; not necessarily GCR, but more college, and no way of verifying votes. It should be an agenda point for sure, but the vote should be done after (online uni systems as would be needed for referendum etc; as elections would be done as well, this would be fine). Colour swatches while*

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

- Nothing to report.

*Update version of how to get membership now.*

*Be wary of some scams, e.g. some popping up in WeChat*

*Should we start advertising GM/available positions? Can we use the previous descriptions to show what the main ones (treasurer, VP, bar etc) can do. Deadline is Wednesday for the exec ones. Instagram takeover? Seems to have less of an impact at the moment. Instead of videos, post pictures/descriptions of unfilled ones. 3 a day (breakfast, lunch, dinner), can focus on the main exec ones on Tuesday. Can also do committee e.g welfare/BAME/disabilities etc all together. Need someone to make graphics and someone to post them. Can we use graphics from before previous election? (CA has his, Vera will have hers, Arabeth/others etc?) Were they posted in Facebook/Instagram etc?)*

*[AP] JB to make graphics for election advertising to be posted in social medias*

*Brief discussion on moving exec chats from messenger to e.g telegram; would be*

*easy to do when we have new members. No defining opinions, and no rush to do it.*

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

- Nothing to report.

*We have been contacted by Charlotte (DSU Campaigns Coordinator) to get our availability from October 14th to 16th, in order to have our first meeting with all DSU Reps and Charlotte. To ensure we all continue to feel supported by the SU and kept in the loop she will be setting up monthly Union Rep meetings on Zoom as another form of communication with us. These meetings will be chaired by the Union Rep Committee chair (Elected in our first meeting) who will also set the agenda. Charlotte will take minutes at these meetings as well as being there to answer any questions and provide information.*

*- Once term starts, we will receive a weekly update from her which will contain key messages to pass on to students and also key information for us.*

*- Assembly dates they have not been set yet but as soon as she knows when the Assembly meetings will be, she will let us know. Assembly will be going ahead this year and with the new COVID-19 guidelines will be taking place online, how this will be happening is again still in discussions but once she knows more information, she will let us know.*

*- University Challenge in some form will also be going ahead this year, Poppy, Volunteer Development Coordinator, will be in touch shortly with how this will be running etc.*

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

- The community room has not been approved to be open, since College hasn't finished arrangements with the SPRA. The music room at the observatory is going through the process of the 5 test check, we hope to be able to open it.

- The Common Room of Keenan house will be open as a study space later on Term 1.

*Inspections from Ian regarding adherence to social distancing in study spaces – if failure to comply, then these will be shut down.*

*Fisher Room? Plans in progress.*

*No progress on vending machine yet.*

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

- Nothing to report.

*Been sending emails to finance – asking to send invoices to pay us last bit of transition fund. Already informed that they have them from Vera, but they want them again with the total amount. Emailed Vera asking if she has a list of what they are missing to pay back. DM now has access to treasurer email account.*

**g. International Officer [MZ]**

- I have posted a graphic regarding the celebration of Yam Kippur. Added to that, I'm planning to post a poster pertaining to the awareness of university in dealing with the pandemic. As they are many changes have been done in couple of days' time, I need to ensure the graphic is up to date. Thus, if there is no changes or update from university today (Monday) I will try my best to post it. Lastly, I would like to recommend the incoming students not only exclusive to international student to download NHS Covid-19 apps to help track and trace.

*Everyone is already getting a text message/email regarding app.*

*If students want to go to bar, they will need the app anyway. Will be compulsory from university anyway. Sarah Prescott was planning to send an email about this.*

*Probably something to be mentioned, but of course everyone else is doing it. Can we share info to internationals about support available if they have any problems. Maybe continue the previous 1on1 sessions/online office hours etc once induction week is over.*

**h. Livers Out Rep [SK] (with apologies)**

- As discussed, I will be sending an email specific to livers out towards the end of the week and shall share a draft with the exec before doing so.

**i. Social [JI]**

- Nothing to report.

*Induction events somewhat well attended, not as busy as usual, but events still worked (with exception of film night). All who came seemed to enjoy it. Keep going and see if we can make more things work!*

**j. Steering [CA]**

- We held our final GM of the year last night. All the motions presented passed and I will be updating the standing orders accordingly. I'll need to look into advertising elections for the incoming students relatively soon and have already updated the 'upcoming GM' section on the website.

**k. Welfare [JB]**

- Not much on the welfare side this week. Meeting Brenda and Martin Monday to discuss the induction period and progress, will likely have some additional news to report from this, as I've been helping with the induction events. The eco group seemed to garner some interest and hopefully at least one or two of the people engaging will run for a rep position. Black History quiz will be this Thursday.

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

University matters

- Changes on the eduroam wireless will be in place later, in order to use it students will need to log in using abcd123@durham.ac.uk instead of just the username.

- From the Enterprise and Employment WG, we are working to get more information to be shared to our students about the opportunities University has for Postgrads. We got asked if we have a Student Careers rep or who is in charge of sharing this information. In case we do not have one, it was suggested to have one volunteer to promote Career Services.

- University will be having Stewards around University grounds for the first 3 weeks.

*If other common rooms do career stuff, then we should be able to do as well. GCP strand does this perhaps? Need to check with college when meeting happens.*

College matters

- This week, College will be issuing the student cards in the Bar area, this is the only exception for Livers out to come to College, however, they will be accessing the Bar by using the lateral doors of Sheraton House. Today was focussed for PGRs and the rest of the week for the other students. Each student should have received their time-slot if not, they will have to email Membership office. Slots are made of a maximum of 30 students.

- The College will be implementing a specific time-slot for quarantine students to use the laundry, this period will be restricted for certain students and more information will be shared later.
- We will be having more picnic benches on Sheraton Park and Dryburn court, in order to give more space for students to socialize, if weather permits. The College has placed an infrared thermometer in the reception with an alarm, in order to help students to check their temperature. College will also give 1 thermometer per household and will be for the use of all students on there.  
*How many hours per day will quarantine students have? No details from college yet – just give them a period of time, and make sure other students don't do at the same time.*

#### Exec matters

- I have been in contact with our local residents. From SJNX, we have received a welcome message to our students and a video. They have asked if they can have a virtual event to meet students and share their activities, this event will be on Saturday, October 3rd at 5 pm. In order to share the information provided by them, there is a new section in our Comms Site called Local Community. The aim of this section is to share anything from our local neighbours
- I have created a guide on how to get the GCR Membership, this has been posted on the Comms site, and will be posted soon on our external website.
- I have shared a video about our Induction talk, so it will be uploaded on Youtube and share to students who were not able to attend the talk.

#### 6. AOB

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Brad Din

GCR Secretary

27/09/2020