

Ustinov College GCR Exec Meeting

Minutes

6:00 pm, 05/10/20



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

CA to extend last few email accounts
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

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

1. Apologies: *MZ, JI*

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

2. Approval of minutes from last meeting.

- a. Approval of minutes from 28/09/2020 – *passed on a general aye*

3. Matters arising from previous minutes.

- a. CA to extend last few email accounts *ongoing – will be done by new exec*
b. CA/everyone to come up with a system of bookings for the Netflix/Disney+ system *done*
c. CA to contact someone to fix the vending machine *ongoing*
d. CA to chase up Alex Hampton regarding winter graduation *ongoing*
e. CA to find out about the updates to green move-in sale, and update details about facilities at SP for handbook *ongoing*
f. BD to sort out the gaps in the minutes from previous years GMs *ongoing*
g. JB to look into theatre shows available to stream during induction week *ongoing*
h. JB to restock and check welfare supplies for new students (DM to help with female) *done*
i. JB to make graphics for election advertising to be posted in social medias *done*
j. SK to check Livers Out FB group *done*
k. MZ/CA to announce film/series to stream together on Tuesday 29th *done*
l. CV to try and obtain colour examples for the stash colour examples to show at GM. *done*

4. Agenda Items:

- a. **[DM] Colour of exec polos; pass £200 for the new committee t-shirts.**

Once we get the results of the elections and details of the t-shirts, we will need to order the new version.

Shall we vote for colour now or wait until new exec comes in? Can discuss with next exec, or just do it now since their first meeting will be busy.

*Typically has been similar colours, but sometimes difficult colour. Darker colours seem to be better; navy seems the nicest option over burgundy.
Vote for navy polo shirts – passes with all in favour.*

*This has already been allocated in the budget for committee t-shirts; we haven't looked into committee t-shirts yet, but this can wait until we have more in-person events. Is this a good use of money given circumstances, even for exec shirts?
Purpose is still for college appearance; still having office hours? Could have virtual office hours via zoom/discord.
Vote: buy up to 11 exec polo shirts up to £200 – passes with all in favour.*

b. [DM] Plan of action in case of full lock down.

Based on the numbers that government has released and with the cases around Durham, we will need to be prepared in case we go to full lock down, in order to give full support to our students.

*This will be under welfare, since lots of students might get stressed if there is another lockdown of any kind. Will affect everyone from livers out to in college as well. Would be good to have plan of action to support livers out as well.
People might start having food delivery issues etc. Some private student accommodations are doing this delivery for their residents. Is this necessary to have a food delivery services? They can have covid-safe deliveries over lockdown anyway, and use this for emergencies. Even during full-lockdown, you could still go out and get food, shop, collect takeaway etc.*

Students who definitely have to self-isolate/symptomatic etc; can they order food and collect? If they are in quarantine, they can order but they can't go out from the room. Porters are taking stuff (groceries etc) to the room.

Is there college going to separate wing for quarantine people? I.e. let them self isolate then move to proper room. This is why college is at 80% capacity, so we can allow this.

Can do typical activities, online office hours, events, bombard with info of social media so that when they might need us they know where to go.

College is looking into a strategy to use social media to ask students to follow guidelines. Rules will be enforced by college staff. What powers do you have they this? Uni guidelines; if they are broken, then this will be reported and go in your academic record.

c. [BD] Move observatory down to Tier 2

Many students are asking for access to this, particularly with it hoping to be opened soon in accordance to university regulations.

Maybe we're going to use the Observatory – hopefully open it soonish – how are we going to allow them access to it? Particularly since t3 needs to have this value inside the observatory. We can't sell t3 since it is written in our standing orders. However, the content of each tier is up for discussion – we could offer observatory in t2? Most of the benefits of t3 was gym and the big ticket events – selling t3 is certainly out of the question, and certainly not worth selling £40 for just observatory.

We can move this down to tier 2, and would have to keep it there for the duration of the year.

Vote to move observatory down to Tier 2 Membership: passes with 4 in favour, 1 abstention.

This has now been added to T2 details.

5. Officer Reports:

a. Bar [-]

- Nothing to report.

b. Clubs & Societies [CV]

- Polly is back in her post as College sport Coordinator. Just today I submitted her a list of our teams for the first term at least. Some of them might even have games in the first term. Currently working to get a slot in the tennis courts in MC since we will be having a tennis club again!

- I have been in contact with Durham School regarding if we can still use their facilities this term and they say it's fine as long as we stick with the local measures. This is a chance for our badminton team, since they let us use their poles for that.

- Finally pool tables have been levelled and repaired (the mechanism of one of them was a bit broken but it's fixed now). I'm waiting for the invoice now.

c. Communications [-] (CA)

- Nothing to report.

d. DSU [-] (DM)

- Nothing to report.

e. Facilities [-] (DM)

- Nothing to report.

Will need a few days warning before music room is open for booking since it is currently empty. Waiting for university to change window; won't move equipment until this is fixed. How do we get access? Some students are very keen for access to this. See finance.

f. Finance [-] (CA/DM)

- We got 14 students paying Tier 2 after the GCR membership was promoted on the Induction talks last week.

- There is a new system to have the control on the type of tier the student is and we continue using the system of having two different files, one for online opt-in and the other one for payment in the office. The new system is an extra spreadsheet called "Members by Tier" in the folder "Office Hours", this will automatically separate each student id by the tier they choose to pay, this spreadsheet will be used for the other spreadsheets to check that the student is entitled to use the service.

- The next spreadsheets have been updated to use this new system, and also been checked that they worked properly. "DVD rentals", "Equipment rentals", "Gym payments and Inductions", "Observatory booking" and "Netflix/Disney+ bookings".

- The only spreadsheet that will be in the Treasurer folder is "GCR online opt-in", since there is no need to have it in the "Office Hours" folder.

Balance brought forward (3/09/20): £34,121.54

- Payment from Durham University (4/09/20): +£14.21

Balance carried forward (5/10/20): £34,135.75

*For the online uni system, we have no system for tier 3 upgrading!
I.e. a tier 2 member currently would have to pay the full price at the moment on the website. Most t3 members would probably be close to college – they can come into the office and do this if/when it's available.
Maybe we're going to use the Observatory – hopefully open it soonish – how are we going to allow them access to it? Particularly since t3 needs to have this value inside the observatory. We can't sell t3 since it is written in our standing orders. However, the content of each tier is up for discussion – we could offer observatory in t2? Most of the benefits of t3 was gym and the big ticket events – selling t3 is certainly out of the question, and certainly not worth selling £40 for just observatory.
We can move this down to tier 2, and would have to keep it there for the duration of the year. See agenda item above.*

g. International Officer [MZ] (with apologies)

- Nothing to report.

h. Livers Out Rep [SK]

- Nothing to report.

*Livers out cards have been reactivated. We should make sure that college emails those who have cards know that their cards have been temporarily disabled. Exec should also get their cards activated at some point.
Happy to write a small handover document/have a small talk with the incoming rep. See the content on exec drive.*

i. Social [JI]

- Nothing to report.

Some more events last week, not as heavily attended since not as exciting (Countdown, bingo etc). Something to keep going.

j. Steering [CA]

- Nothing to report.

*Had first GM of year last night. Had 67 at peak, over 45 stayed until the end. Couple of dropouts for roles, but had 14 people running for positions. Elections are currently open, close this week on Thursday. Need to set up new committee/subcommittee group, and change password to Google drive etc.
Nothing heard from trustees regarding constitution; will send round exec and then upload since not vastly different.
Look to have a full committee meeting relatively soon once everyone is inducted – won't be serious, probably turned into a social at some point. We should welcome everyone somehow, even if virtually.*

k. Welfare [JB]

- Black History pub quiz was well attended and received by existing and new students. Have been unable to meet with Martin and/or Brenda last week, and been trying to schedule something with Brenda for this week as Martin is away. We had a student run for Women's Rep at the GM last night, so if they are elected by next week I will meet with them to give them an introduction to the committee and discuss their role. LGBT+ Association running an inter-college pub quiz this Saturday (10th) and I will manage the Ustinov team and encourage participation. World Mental Health Day is also this Saturday so will prepare a

post for this.

1. University/College Matters [DM]

University matters

- Nothing to report.

College matters

- Nothing to report.

Exec matters

- I have received the first list of students who have bought the GCR membership.

6. AOB

- xxx

Brad Din

GCR Secretary

05/10/2020