



Ustinov College GCR Exec Meeting

Minutes

6:30 pm, 12/10/20

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

CA to organise an online office hours rota as the new committee comes in.

CA to finish writing up the Netflix/Disney document and compose email

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

MZ/all to organise a games night for Sunday

MZ to look into the benefits from this as a benefit for T2 memberships if we can share cards.

1. Apologies:

Present: *BD, DM, CA, JB, CV, MZ, VV, FD, SG, LC*

General welcome and introduction to the functions/operation of exec.

2. Approval of minutes from last meeting.

a. Approval of minutes from 05/10/2020 – *passed on the general aye*

b. Election results from previous GM:

Exec Positions

- i. Treasurer: Victoria Vasileva
- ii. Comms Officer: Luke Philip Chand
- iii. Livers Out Rep: Faustino Dardi
- iv. Social Secretary: SORCHA GRANT

Committee Positions

- v. Eco Rep: Julie Garg
- vi. Sheraton Park Rep: Konstantina Votsika
- vii. Ents Officer: Ryan Pointing
- viii. Formal Secretary: Connie Gallagher
- ix. Tech Officer: Bryony Rogers
- x. Women's Welfare Rep: Alannah McPhee
- xi. Female Sports Rep: Diane Austray
- xii. Male Sports Rep: Matt Adams
- xiii. Assistant Treasurer: Laurence Norman

3. Matters arising from previous minutes.

a. CA to extend last few email accounts *ongoing*

b. CA to contact someone to fix the vending machine *ongoing*

c. CA to chase up Alex Hampton regarding winter graduation *done – probably won't have any more information by now.*

- d. CA to find out about the updates to green move-in sale, and update details about facilities at SP for handbook *ongoing*
- e. BD to sort out the gaps in the minutes from previous years GMs *ongoing*
- f. JB to look into theatre shows available to stream during induction week *ongoing*

4. Agenda Items:

a. [BD] Communication platform for committee

What platform shall we use for exec/general committee communication?

Slack? Facebook messenger/groups? Easier to separate from social media, more professional on Slack. However, issues with handover if we sign up with our exec emails, rather than personal emails. Still needs a new app on phone/computer etc. Probably end up using

Discord? Needs a new server, and still needs another app etc.

Generally: why change something which isn't broken?

Vote to continue with Facebook as: passes with 8 in favour, 1 abstention.

b. [CV] Re-ratification of societies

Six clubs have sent me their re-ratification forms. I have looked at them and they seem fine. The clubs are: Ultimate Frisbee, Badminton, Table Tennis, Volleyball, Hockey and Running.

We will need to vote. Paperwork is all satisfactory, all on the exec google drive.

Asked for a list of members, including all GCR/nonGCR members. Lots of people haven't even got their membership – will ask for an updated list in January.

Vote on all 6 as a single motion to ratifying listed sports clubs: passes with all in favour.

c. [MZ/BD] Virtual contact session/office hours?

MZ: Regarding the inevitable lockdown in the university, I would like to propose a weekly virtual contact session especially for the international community. The aim of this session is to hear their problems and if possible give them the solutions. This session should be around 1 hour in a day, weekly basis.

BD: should this idea be extended to general office hours?

Since the point of the session is to listen to problems (for all students) – can this be combined with welfare hours? Still thinking about redundancy if both welfare ISO does it – but this is trying to focus on international committee problems. If we approach a general office hours timetable – similar to previous exec procedures – advertise general sessions/day as week as ISO/welfare office hours to bring specific people. If you have specific issues, then this would be a good time to do it. Welfare hours have to be more discreet – can't have more than 1 person for these problems – shouldn't be considered the same thing. Can you discord/zoom for private conversation.

Before lockdown – office hours were most nights of the week, in physical GCR office for a few hours (taking payments/gym memberships/tickets etc). Now it's mainly to answer qs and chat with people if they're looking for someone to talk to or general advice. Some could be done through GCR office, but new COVID problems etc – online/discord/zoom? Seemingly quite easy to have frequent meetings. We have 2/3 of Ustinov as livers out – probably easier to have online as standard. DM is in the office anyway for livers in.

[AP] – CA to organise an online office hours rota as the new committee comes in.

We may need office at some point for payments if/when possible.

We also tend to lend DVDs during office hours – shall DM/office person just give them DVDs? If they're being borrowed/returned, as long as they're COVID safe,

then it should be okay. This is a T2 benefit, can easily wipe etc.

d. [DM] Pay £150 for our National Trust Membership

Despite the fact that we are not able to take advantage of trips to any National Trust site, if we do not renew it, we will lose it. To clarify, this type of membership (Education group) is difficult to obtain.

Valid for one year – October 2020-21. Potential for the next Spring.

We would have to reapply if we didn't; it might not be possible to obtain it at all!

Balance of cost compared to if we're going to be able to use it.

This has already been budgeted for.

We are the only college that has this membership – it's very difficult to get. Still worth it even if we only get 3/6/9 months usage out of it.

Can this be individually borrowed? Can we share a copy of national trust card and go individually since we can't offer coach trips.

Vote to spend £150 of NT membership despite not knowing how much we'll spend on it – passes with all in favours.

[AP] – MZ to look into the benefits from this as a benefit for T2 memberships if we can share cards.

e. [DM] Booking system for GCR members

I have received some request for the access to the Netflix and Disney+ membership, hope are we going to share this information? Are we planning to send a welcome email?

2 options: can either name by surname, or number the accounts. Tell people to use the one with their surname or use the same one each time. If they use it repeatedly, the algorithm will sort itself. It shouldn't matter if (for Netflix), we have two screens using the same nickname/profile.

How are we going to give it to just 4 students.

Last time, we talked about having it for 1 day, and changing password daily/weekly. Will need to set up a rota of people to change these. Is there a fair use policy? Booking system doesn't actually fix it – it sends a request.

CA happy to finish writing up the Netflix/Disney document and compose email.

How often do we change password? How do we assign people who change password? In the meantime, will be done during office hours? Probably interrupt what they're doing – should be done in the morning.

This is being offered virtually – there's no physical PC to lend – we have to share account details.

[AP] CA to finish writing up the Netflix/Disney document and compose email

5. Officer Reports:

a. Bar [-]

- Nothing to report.

Past Friday/Saturday, bar was full. Thursday: only had 6 people the entire night. College might change to 2 staff on Thurs, and keep 3 on Fri/Sat.

b. Clubs & Societies [CV]

- After the election closed last Thursday the winning entry for the colours of sport stash is Black and Purple! I will email that to PlayerLayer and send them a copy of our crest. After that they will make some sort of catalogue with the range we decide and hopefully soon we'll be able to order from there!

- Our list of clubs is growing! Last week we had the creation of a running club and just today the tennis club had their AGM too to elect their committee!

Can be personalised etc. Might be able to order stuff before the portal is open.

c. Communications [LC]

- Nothing to report.

Overview of comm options: Email, FB, Whatsapp, WeChat, Twitter, Insta, Team Ustinov, peter platypus on FB.

What content for Comms? Update to social media/posts made. Tend to have newsletter from GCR; report was what was shared etc/content etc. Updates on things that might be promoted, and promote in a cohesive and coordinated way.

d. DSU [-] (DM)

- Nothing to report.

e. Facilities [-] (DM)

- We are waiting for the states and facilities to fix the two issues we have in the observatory in order to be able to open it. These two issues are the change of the window glass in the music room and fix the flooding in the Fisher room.

COVID issues are fine – these are the only two issues with the Observatory. Once these are fixed, will be available for booking.

f. Finance [VV]

- Nothing to report.

Sent email about mysterious £14 transaction last week.

g. International Officer [MZ]

- (See agenda item above) Regarding the inevitable lockdown in the university, I would like to propose a weekly virtual contact session especially for the international community. The aim of this session is to hear their problems and if possible give them the solutions. This session should be around 1 hour in a day, weekly basis.

- Besides that, the national trust do not have anything exclusive to offer for its member based on our communication last week. Added to that, as we can see the success from the gaming night organised during induction week, should we continue with that by playing Among Us this week. The game should be enjoyable to play with numbers of people.

h. Livers Out Rep [FD]

- Nothing to report.

i. Social [SG] (written by DM)

- The formal dinners during COVID-19, will be considered as Social dinners, they will have a 2-course meal dinner, with students going to the kitchen for their food, and with a system to remove their plates from the tables. The catering staff will be in charge of this system and will be based on the guidelines for COVID-19.

Social dinners are from 7 pm to 9:30 pm.

- Members of the same household are able to sit together, but there must be a separation of 2 meters between each household. For livers-out, unless they are from the same household, they will have to sit 2 meters apart from each other. The venue has 2 projectors and 2 TV screens. If we want to use them we need to take a computer with us. It also has a sound system.

- In terms of decoration, we can arrive at the venue at 6 pm and decorate tables, if we want to decorate walls, we will need to be careful to not cover the ventilation doors and we can use hangers. (see pictures distributed with agenda in email)

Social dinners – dress code? Can make it the same as formal dinners.

No bar on site – wine with tickets? Wine BYOB? Need to arrange with catering to see options.

Photography options – overhead at durham/previous students etc.

Formal on 6th of November? Will need to publicise soon

Any online activities? Once social committee has had the chance to meet – we can put together schedule for rest of term. Can we do anything sooner? Pub quiz before Thursday, games night relatively soon etc.

Can we generalise into a board/games night soon? When? Sunday seems better – aim to get this organised for Sunday.

[AP]: MZ/all to organise a games night for Sunday

j. Steering [CA]

- Following the elections last week, we have 4 new exec members and 9 new committee members. I'm still in the process of getting a hold of everyone and setting up groups for whole/ subcommittees. I'm aiming for this to be done by the end of Friday, although some parts of handovers (and inductions) may take me slightly longer to get around to. I'll be changing the Google Drive password relatively soon (will post in exec chat when I do) before updating the new details in the exec group and also for the full committee.

- I'm looking to hold some kind of full committee meeting/ social relatively soon to try and welcome the new members and build up more of a community feel (since it's otherwise hard to get to know each other online). I've still yet to work out exactly how office hours should work at the moment. I'm thinking scheduled time in Discord or over Zoom would be best? That's hopefully then not too onerous for committee people if we don't get high attendance.

- Regarding office keys, my thoughts were that those who live in can get them relatively soon. For exec who live out, unless they specifically need them, there is perhaps not much point until college is more open to outsiders?

k. Welfare [JB]

- Posted for World Mental Health Day on Saturday. Students in quarantine will be told to follow government guidelines and supported through provision of food boxes and personal deliveries. They will be sent up-to-date emails when the isolation period begins explaining to them what is required. College has been unsuccessful thus far arranging a speaker for BHM, but will continue to try. Current plan is to promote DPOCA and central University programme.

I. University/College Matters [DM]

University matters

- As part of the MCR PresComm, I am now part of the SS&WSC (Student Support and Wellbeing Sub-Committee), we met on Wednesday morning and reviewed all the support from different areas, it was mentioned that PGs need to have support outside the Term times.
- JCR PresComm is looking to have a representative in the Senate, this person will speak on behalf of all Common Rooms.
- The University is looking to employ students to deliver food for those on quarantine, however, from the JCR PresComm we have raised the H&S challenges we consider the University should take into consideration.
- Some JCRs have been able to open their gyms, with a volunteer system. One way to promote having volunteers was that if they live-out, they still will be able to come to the gym.
- Jack Simmonds has been elected as our new MCR PresComm Chair.

College matters

- Some students who need to be in self-isolation/quarantine are asking to return to their homes, however, as Common Room we are not in a position to give/deny permission, we need to signpost them to student support, and remind them that the current guidelines might not allow them.
- I am working with the College to share more information about the recent Non-Academic Misconduct Disciplinary Procedure, so that our students are well informed. We have planned to have 2 posts per week, one will be about the guidelines with the same CORE message and the second will have a theme to be explained.
- On Thursday, I went with Ian and Sarah to the HUB, where we are going to have our formal dinners. The place is small, maximum capacity is 126, not 140 as College mentioned before. The capacity will be reduced by 4 with the high table (for now). The HUB is located at the back of John Snow and South Colleges, facing them from the DUBS. The Main Hall is on the ground floor, with access to the toilets on the same floor. See Social Secretary Report for the procedure for formals.

CMT will sit separately unless they are the same household.

126 capacity is COVID capacity – we can sit far more in a normal year!

Exec matters

- Nothing to report.

6. AOB

- a.** [DM] Exec polo shirt sizes
Need to order these soon; need sizes to do so.
Link on Google Sheets.
- b.** *Movie for tomorrow – see what's on Channel 4 again.*

Brad Din
GCR Secretary
12/10/2020