



# Ustinov College GCR Exec Meeting

## Minutes

6:00 pm, 19/10/20

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### 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 provide LC access to the Press Secretary email account**

**VV to investigate why we have been charged for BT on 22/9/20**

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 to look into the benefits from National Trust as a benefit for T2 memberships if we can share cards

**SG to create a poll for feedback of interest regarding interest in a virtual formal**

#### 1. Apologies:

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

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

- a. Approval of minutes from 12/10/2020 – *passed on the general aye*

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

- a. CA to extend last few email accounts *ongoing – bar and social passwords lost. need to call CIS in-person.*
- b. CA to contact someone to fix the vending machine *ongoing*
- c. CA to find out about the updates to green move-in sale, and update details about facilities at SP for handbook *ongoing*
- d. CA to organise an online office hours rota as the new committee comes in. *ongoing*
- e. CA to finish writing up the Netflix/Disney document and compose email *done*
- 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. MZ/all to organise a games night for Sunday *done*
- i. MZ to look into the benefits from National Trust as a benefit for T2 memberships if we can share cards. *ongoing*

#### 4. Agenda Items:

##### a. [DM] Return of GCR newsletter

Now that we have a Comms officer, it would be good to have our newsletter back, this will give the chance to share the events, activities and plans to all our students.

*Sounds like a good idea, LC happy to do it. Has access to email – however, not*

*attached to comms email, but rather to the press secretary email – contains all previous newsletters in here.*

*[AP] CA to provide LC access to the Press Secretary email account*

*This will be useful for many different exec officers.*

*When do we start this newsletter? How often? SOs say it's twice a week... however, previous efforts have aimed for once every two weeks, which seems more reasonable to avoid spam. Newsletter every two weeks, but anything big which deserves its own mention (formals, GMs, Ustinov live, ticket sales) can be sent out alone.*

*Would these things also be included in the college newsletter? Just a short line is okay; minor duplication.*

*Might be nice to get one out next week. DM has lots of little things for this.*

*Will be used for advertising events (e.g. social events as well).*

**b. [CV] Re-ratification of societies**

*Three more clubs have sent me their re-ratification forms. I have looked at them and they seem fine. The clubs are: Pool, Basketball and Tennis*

*Vote to ratify all three societies listed above: passed with all in favour.*

**c. [DM] Bonfire formal**

*So far University has suspended the formals and will be reviewed them after the 4th week of term. Therefore, our formal on the 6th of November won't be happening, do we want to go with a different plan?*

*College have confirmed the suspension of formals. Formal is affected; we might have it, but it will be a short period of time between the approval and the date (1<sup>st</sup> of November at the very earliest), and we won't be able to sell tickets etc. Other presidents/colleges; using bar space for having formals there. Some other ones do takeaways and have it being taken from the bar as well. What shall we do for the bonfire one?*

*(See SG report as well) SG and Connie have thought of bundles of food/decoration which we could provide for virtual formals. Prizes for best decoration/dressing etc. Cooking the food could be interesting. Not sure how we could organise the takeaways either. Maximum number of students per household is 18 – can fit in the kitchen for 18 people.*

*Nice to offer two kinds of formals to either cook or get takeaway. Some students live in studios etc.*

*Would there be a zoom/whatsapp to link people up? Initial feedback doesn't seem too happy to Zoom – probably just a chat is sufficient.*

*We typically try to break even on a formal according to budget – charge for each bundle. A contest? Charge for entrance for a formal – winner gets some amount of money that we get.*

*Difficulties in logistics of organising the bundles/deliveries? How much do we charge for this as well when we pass on to households? If we do decoration as well? Two bundles with/without food as well. Food needs research before we do pricing. Instead of providing with full meal/ingredients for a full meal, but give them enough to make a starter/dessert would be easier.*

*What about if some of the flat/household isn't interested in attending? How do we affect the amount of food that is given to them? Have a google doc to see what kind of interest there is.*

*Need to poll interest first. Simple straw poll/messages of interest on whatsapp. Can we extend this to livers out? Deliveries are much much harder and can't really encourage them to collect. Also look into questioning if people would like a zoom*

*element to the formal.*

*Would be nice to have some zoom idea, so we can at least be connected somehow.*

*[AP] SG to create a poll for feedback of interest regarding interest in a virtual formal*

## **5. Officer Reports:**

### **a. Bar [-]**

- We are expecting to have a review from University between last weekend and this. They will come to site to check that we are following the protocols but if we don't pass them, they will close the bar.

- I have shared the feedback with College for this weekend, so far it is working out, but bar staff need to be careful to reminding students of the one way system in place.

*Some colleges are looking into having livers out in the bar – would be something to look into. Bryony suggested for Ustinov Live, we could play the stream in the bar – rules against loud music? We wouldn't have it that loud – no issues with students being able to socialise now.*

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

- I have talked to the two sport reps and tried to divide some of the things we need to do. I'll show Matt the gym tomorrow so he can have an idea of the space and the equipment. Then we can discuss if we can do something to open it safely

- Email to PlayerLayer was sent and I'm waiting for their response. Hopefully they'll make a catalogue to look at before we start ordering.

- All clubs have at least someone who has had the Covid Officer training and some clubs have already started training or starting this week.

*Football team were planning to play football – since we had ~1000 cases last week in the university, are clubs still allowed to play? No university/council restrictions; but still has standard set of regulations to keep things safer. As long as people feel comfortable, you can do it since it's in accordance with uni – we can't have tighter restrictions than the university.*

*We will get some money from college/uni/Maiden Castle/Team Durham to clubs and socs since they will provide money for sanitizers and protective equipment etc.*

### **c. Communications [LC]**

- currently in the process of handing over the comms role - received the communications officer handover booklet which is getting updated.

- Setting up communications on various platforms and now also have access to the comms email account.

- Nothing new to report beyond the changeover.

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

- The meeting on Wednesday was moved to this week. The first meeting of Assembly for the 20/21 academic year will take place at 18:00 on Thursday 29 October 2020 on Zoom. Assembly members only will be permitted to attend this meeting as they are currently still trying to adapt the process to enable all students to attend the meeting in the online space and are hoping to have this in place for future meetings. The meeting will be recorded and shared online on Monday 2 November 2020. Non-members can still get directly involved by submitting questions online at <https://www.durhamsu.com/voice/assembly>

and should be submitted no later than 23:59 on Monday 19 October 2020.

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

- The Stash order closes this Thursday. I've posted reminders on social media and will send out another email before the deadline too. If anyone hasn't yet done it, please fill in the sizes spreadsheet. I'll forward the info to Moette as soon as it's all done.
- I'm in the process of speaking to the new facilities committee members and introducing them to the role. Some thought is required as to what exactly we want the new SP rep to help with. Previous responsibilities have included managing the observatory booking and/ or vending machine stocking.

**f. Finance [VV] (DM)**

- Current account
- Balance brought forward (4/09/20): £ 34,135.75
  - BT GROUP PLC (22/09/20): -£383.96
  - DIANA MARTINEZ - GCR TV SUBS (22/09/20): -£71.98
  - Cash in at HSBC Bank PLC Durham (14/10/20): £2,493.00
- Balance carried forward (14/10/20): £ 36,172.81

Savings account

- Balance brought forward (4/09/20): £ 48,434.48
  - GROSS INTEREST TO 11OCT2020 (12/10/20): £0.40
- Balance carried forward (14/10/20): £ 48,434.88

*Changing banks probably will not affect how much interest we earn.*

*Why are we paying for the BT cost?*

*[AP] VV to investigate why we have been charged for BT on 22/9/20*

**g. International Officer [MZ]**

- I have organised a Gaming Night which attracted at least 10 people which the way we communicate or advertise it should be direct to our attention. Added to that, I will post something regarding daylight saving time next weekend on the social media.

*We avoid having Zoom links on Facebook so we don't get stray people in. However, could we set up room so that it authenticates it to Durham students. Privacy issues of discord etc. We can also post links on the comms site – has the same restrictions as the Zoom settings.*

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

- Last week, I received the handover document from Shreya. I have read through it and have been thinking about a number of points.
- First, I am considering potential edits (updates) to the online guide. I will receive the editable document from Shreya soon. Second, I would like to create a mailing list specifically for livers out, but I will figure out the best way to do it, since I think there are privacy issues. Third, I would like to find a way to get periodic updates from livers out (scheduled meetings?) in order to be constantly up to date and work according on their needs/concerns.
- On a final note, Jake has told me about the campaign regarding the contract signing issue. We have been in touch over the past week and I think that I will receive further information in the upcoming week. This will be properly addressed during the Welfare Committee meeting next Friday.

*Same issues with getting these lists – we would have to make a Google form to fill in, since would be more difficult to get directly from college.*

*Thought of scheduled meetings could be worked into office hours etc.*

**i. Social [SG]**

- Hybrid pub quiz trial for next week – potentially hosting a pub quiz in the bar for households who book onto it and hosting online simultaneously.
- Virtual formal – myself and Connie are looking to design food/decoration bundles so that each household can host their own formals.

**j. Steering [CA]**

- To my knowledge, all the subcommittees have now been set up and all the new committee members are in contact with someone experienced who is able to explain their role and provide advice to them. I'll be sorting out the Google Drive over the next week and looking ahead to plan a full committee meeting/ social. I still need to chase most people for website/ board photos (if the exec haven't done this yet... please do). If you have an alternative (possibly more relaxed) photo, I will be redoing the collage on the Facebook Page soonish and it's nice to have different photos in different places.
- I've spent some time this weekend rewriting the comms handover doc to reflect what has actually been happening on exec for the past year. This is taking longer than expected as the important bits are outdated, especially with the recent changes due to Covid.

**k. Welfare [JB]**

- Welfare committee meeting on Friday for introductions and to discuss campaigns/upcoming plans. Not much else to report apart from a few meetings for this week- Board of Trustees, Welfare Forum on “Tackling Sexual Misconduct and Violence”, and a housing meeting with SU re: Take Time to Sign. I'll assist with our campaign on this.

*Regarding an article about class/region/accent toxicity at Durham from the Guardian:*

*Not as much of a problem within our college – but still have a lot of accents.*

*Something which should be made aware of, particularly if it is cheap to advertise in the newsletter*

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

University matters

- Numbers of positive cases in all Colleges are raising, as far as Wednesday morning, Ustinov College still has 0 positive cases.

College matters

- From this onwards University will suspend formals due to a lack of catering staff. This will impact our incoming formal for the 6th of November. This will be reviewed until the 4th week of the term.
- College will buy more reflective bands to give away to our students as they were useful to our students. GCP leaders (Alberto and Lennie) will be sharing their calendar so we avoid any clash between events.
- We have an extra date for the Christmas formal, we have now booked Thursday 10th and Friday 11th December, we might try to have one for livers-in and the other one for livers-out.

Exec matters

- We have 79 Members: 7 tier 1, 72 tier 2, and one student has paid for both tier 1 and tier 2.

6. AOB

a.

Brad Din

GCR Secretary

19/10/2020