



Ustinov College GCR Exec Meeting

Minutes

6:00 pm, 26/10/20

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

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

All to look into online events theatre shows available to stream

JB to forward email and coordinate alcohol awareness training to exec/committee members who haven't yet attended

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

Apologies: *BD*

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

1. Approval of minutes from last meeting.

- a. Approval of minutes from 19/10/2020 – *passed on a general aye*

2. 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 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 provide LC access to the Press Secretary email account *done*
- f. VV to investigate why we have been charged for BT on 22/9/20 *no access to accounts yet. But this should be the last payment from BT, according to VB*
- g. BD to sort out the gaps in the minutes from previous years GMs *ongoing*
- h. JB to look into theatre shows available to stream during induction week *ongoing*
- i. MZ to look into the benefits from National Trust as a benefit for T2 memberships if we can share cards *waiting for response*
- j. SG to create a poll for feedback of interest regarding interest in a virtual formal *done and shared*

3. Agenda Items:

a. [CV] Men's Football Re-ratification

Men's Football Club have sent their ratification form. It has been uploaded on the drive but it looks fine. Asking to ratify the club.

Vote to ratify: passed with all in favour (8)

b. [JB] Welfare Supplies Purchase

£17.99 to order 144 Pasante condoms

Vote to pass money: passed all in favour (8)

Now we have a treasurer, reminder that we have a personal budget of up to £50 per purchase for items, provided they are run by the treasurer first before they are purchased. i.e. in future, this kind of request is not required to be passed during an exec meeting.

c. [DM] Booking form

- We need a schedule/rota to be in charge of the bookings for Netflix and Disney+. I will explain the system I have put in place and it seems that is working.

had six bookings already. Form on the drive. All that's needed to be done per booking is adding a comment about the booking and which user they are using. Update sheet with new passwords when changed. Google Calendar for Ustinov. Observatory is to be used for creating events of people using the accounts. Separate calendars for Netflix and Disney+. Can write which user has the allocation so transparency over multiple users accessing the accounts. Bookings to be checked twice a week on Mondays and Fridays.

To be passed off to the Facilities Committee. CA will coordinate this by Friday.

4. Officer Reports:

a. Bar [-]

- I am working with Trudie to have some cocktails/mocktails themed for this week - Halloween, next week - Bonfire and for December - Xmas.

- For the Pub Quiz, there is an arrangement with College, and we have £15 maximum for the beer round.

We just have to tell the bar staff and they can arrange providing £15 worth of beverages to the winning team.

In the case of hybrid pub quiz, if virtual team wins how do they access beverages?

If they are not in the bar, there can be a voucher system in place where they can get their beverages at any time

What about students unable to access the bar for the foreseeable future? Is there a time limit? And what basis resulted in the amount, as drinks and team composition may be different?

It's one beer for each member of the team – you effectively get one drink per person

If a full team wins, they can't all get a beer

How about a voucher per person?

The maximum on a table in the bar is 6 so in theory, it shouldn't result in an issue

It would be best for the students to collect coupons from college, so quiz hosts will need to take names of winners of the beer round so they can collect

If hybrid done in the bar, we can use the exact same quiz but can collect £1 per person playing and the winner gets the pot, second worst team gets chocolates and do the beer round

This means those online don't get to access the prizes. Thus, need to mark the two groups (bar and online) separately to avoid confusion over allocating winners to their prizes

*What about students who don't drink alcohol?
Beer round is colloquial, prize doesn't have to be alcohol*

b. Clubs & Societies [CV]

- Tennis has a training slot now on Tuesday morning. It's not ideal so I'm trying to get a weekend one though. Regarding the stash from PlayerLayer I have no update but I'll send them an email as a reminder to check what's happening. Finally, apparently college is now using the gym for storing the food bags for the Hatfield students staying in Sheraton and keeping it open so that they can go pick them up whenever.

Gym situation to be addressed further in DM's report later

c. Communications [LC]

- Received the finished Communications Handover Handbook - having a meeting with Connor Monday/Tuesday to discuss comms strategy and handover in more detail.

- Discussion of when to send the newsletter/how frequently. Wednesday seemed reasonable seeing as the meetings are on Mondays and frequency will either be weekly/fortnightly however I imagine this depends more on how many events/news there will be.

College and university send emails on Thursdays and Fridays, so Wednesday better for newsletter day

Weekly basis to start with. Best for exec members to email comms account with additions.

Post notes in general committee group for other committee members to contribute

d. DSU [-] (DM)

- Nothing to report.

DM doing vote for Ustinov at Assembly so contact with any notes/items to raise

e. Facilities [-] (DM)

- I have submitted 2 risk assessment forms for the Movie Night and the Pub Quiz, both to be held in the Common Room area.

- On Sunday there was a report of the gym door left open, the issue was reported to College. This measure was taken by them since the College has stored the food for the Hatfield students there. I have raised the issue of leaving the door open and that those boxes should be removed, plus the health hazard of having students coming to a "sanitize" gym.

The community room is open for storage applications. Any chance for community room to open for students? Not until agreement with local residents

Is seminar room not possible? Being used as study space and part of the bar

Stash update. Closed on 22nd. Emailed order form for committee stuff to Sam. No word back yet. When invoice arrives, to be forwarded to VV

f. Finance [VV]

- Current Account Balance: £ 36,172.81

- I am yet to receive the account details from HSBC, thus no further investigation has been done on the income of £14.21.

- I went to GCR office last week, on Friday to assist the bar with change from the safe. Diana and I changed £20 note into 2x 0.20 bags (each at £10). All changes were recorded in the Safe spreadsheet and the Cash spreadsheet.

£14.21 was payment to BT addressed in agenda point above

g. International Officer [MZ]

- I have posted on social media regarding the ends of British summer time. Added to that, this afternoon I will post on the political situation that is happening in Nigeria. Besides that, I have contacted National trust and is waiting for respond. In the meantime, I am preparing a google form with the expectation National Trust approves our request.

h. Livers Out Rep [FD]

- I have tried (and am still trying) to get in touch with as many livers out as possible, by posting on the Facebook group and asking Comms to include a section on the newsletter that will circulate at some point this week. This is because I am in the process of creating a mailing list. I have received few replies so far.

- After attending the Welfare Committee meeting last Friday, we agreed that I am now in charge of the "Take Time to Sign" Campaign, starting on 1 Nov. I will work on the campaign starting from the material showed during the meeting with the SU that took place last Tuesday.

- On the Social Committee side, I have been promoting Sorcha's survey regarding mini formals among livers out in hopes of getting more feedback and (hopefully) starting to organise them.

- Considering that the Ustinov Livers Out Guide is not updated with COVID-19 related information, I am considering editing the document (I have got the editable version) and adding a relevant section. I will send a draft to the exec to get suggestions. This will be done by the end of this week.

If unsure about this email regarding housing guide, forward to uv-exec for everyone's opinions

Do we have enough guidance for COVID matters to make it worth/suitable including in this guide? Up for further discussion. Wait to see this email and we can discuss as a group

i. Social [SG]

- Halloween movie night in the bar on Tuesday - short notice but awaiting college approval

- Pub quiz in the bar on Thursday - just needs to be advertised

- Formal survey needs to continue to be filled out

Plan to make movie nights hybrid (bar+online) with possible food included.

Formal – takeaway and decorations preferred, zoom link wanted, only 20 responses from livers out but should be doable to include them. Pizza or similar takeaway should be fine. Poll to be closed tomorrow but looking positive.

How would food be distributed if ordered in bulk? Standard/set price for each person to have one pizza to themselves

Does this make the "formal" a "flat-formal"? Yes, as students not allowed into other kitchens. A few livers in willing to host in the coming weeks for the hybrid versions Perhaps 12th November could work as a date to start these [agreed by SG]

FYI, five boxes of chocolates in office for beer round prizes

Once details for formal arrived, Helen needs to receive information for the college newsletter

Additional idea for family events. Someone dressed as Santa to talk to kids. Needs to be DBS checked but possible to organise and keen to start soon in the run up to Christmas

Calendar in Drive. Important to update with social events, and it automatically shows up on the GCR website's sidebar

j. Steering [CA]

- We had a trustees meeting last week and the updated constitution was discussed. Once they have had the chance to review and approve the changes, I will upload it as the official copy. This doesn't need to be passed by members as there are no substantial changes but I was thinking a vote at exec to approve the changes might be a good idea so that it's minuted here too? If so, this should probably be after the trustees have given any feedback.

k. Welfare [JB]

- Welfare Committee met on Friday. Fausto is working on the Take Time to Sign inter-college campaign. Alannah (Women's Rep) will be working on a breast cancer awareness campaign with resources I collected from Coppafeel. Constantina (Sheraton Park Rep) is creating posts for Road Safety Week in November.

- Starting Welfare office hours this week from Tuesday evening (6-7pm). Will host via Zoom to use waiting room feature and breakout rooms for private conversations. We'll also be collaborating as a committee with the student support team for welfare drop-in slots during working hours (to be discussed more Monday morning).

- Some students feeling unhappy about Hatfield situation. Students encouraged to report misbehaviour to porters.

Also alcohol awareness training on 4th Nov @ 9:30am for Welfare Committee if other exec and social committee able to attend. If not, would be good for them to attend another session as per email, to be forwarded

Need to share alcohol awareness stuff to Trudie for bar staff to attend

l. University/College Matters [DM]

University matters

- I have asked the University to leave open the payment of the levy system until further notice, as we still have students arriving and we will be having student intake in January.

- On Thursday I attended a meeting about the DU Resource Booking app, in case we want to use this app we need to give details of the facilities to College by October 30th. It can be used for anything that needs to be booked within College.

College matters

- The CMT meeting discussed the incoming student arriving in January and the possibility of having another Induction period. College has agreed to share the information about the Ustinov Live with the alumni, email will be sent in 2-3 weeks time.

- The study space at Keenan house will be open this week with 10 seats and for adults only

- On Friday we had a planning meeting with College about our plans for next events, we need to send more information about our events to Helen so they can be added to College news. As part of the solution for the lack of communication about our events, we are going to have a recurring agenda item in the CMT meeting about our plans. It was raised also that we need to get some feedback from our events, we haven't made the survey for the Induction week, so we should make one.

Budget available for second induction week

Exec matters

- In the meeting with our board of trustees, it was raised that we need to work on some policies and procedures, i.e.

GDPR & Data Protection Management Policy

Retention and Disposal Schedule (Data)

Privacy Policy

Risk Management Policy

Health & Safety Policy

Social Media Policy

Welfare Policy

Conflict of Interest Policy (Trustees)

Conflict of Interest Policy (General)

Complaints Policy

Discipline (JCR Members) Policy

Code of Behaviour

Volunteer Management Policy

Safeguarding Children Policy

- I have been in contact with SPRA and helping them with their BAT hunt, we are going to display the bats in some of our kitchens. This is something we could promote to our students to do too if they want.

Possible pumpkin contest arranged by eco rep. Possible to include for coming newsletter if decided to be organised

Perhaps buy 24 pumpkins to send to Keenan house for them to decorate and share photos with us for socials. SG happy to assist with this

Some of these policies have been covered in the past and can check on these to make sure they are fine. Important to remember doing a new risk assessment for each new type of event i.e. not one needed for each party

5. AOB

a.

Brad Din (Jake Brooker)

GCR Secretary

26/10/2020