

Ustinov College GCR Exec Meeting

Agenda

6:00 pm, 09/11/20



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 check the social distance events page about COVID from before, and see how much is still relevant, and if anything could be updated for this

CV to go through available board games, figure out a list of loanable ones, and prepare a preliminary system by next week

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

All to look into online events theatre shows available to stream

SG and social committee to come up with a schedule of activities during the lockdown

1. Apologies: *MZ*

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

2. Approval of minutes from last meeting.

a. Approval of minutes from 26/10/2020 – *passed with a vote on Exec Facebook group (after the meeting), all in favour*

b. Approval of minutes from 02/11/2020 *passed with a vote on Exec Facebook group (after the meeting), all in favour*

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 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 check the social distance events page about COVID from before, and see how much is still relevant, and if anything could be updated for this *ongoing*

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

g. All to look into online events theatre shows available to stream *ongoing*

h. SG and social committee to come up with a schedule of activities during the lockdown *ongoing – ideas being developed*

4. Agenda Items:

a. [CV] Board game lending

The GCR owns quite a variety of board games which are currently located in the

GCR stores. Should we find a way to lend these to the flats in college in some kind of rota? With the new lockdown they would be popular.

Same question as for DVDs etc. With board games, more difficult to clean (made with paper/cardboard) – check which board games we can loan/which ones are completed/who's to be responsible with giving/loaning/returning/cleaning?

Cleaning each board game with so many pieces might be difficult; if we lend to each flat, and then there is a period of time w/o use, then would it be safe to use?

How long is the university saying that it would be safe? No uni specific policy.

This problem was touched in JCR PresComm – bought many board games and gave out; once they are done, will be stored for 3 days. Unsure if this is secure/safe.

This is no problem for plastic games as mentioned. Could we look into laminating?

There's things for plastic card protection, but only for cards; not monopoly, other sized etc. Would probably need a risk assessment for this as well.

What if we made a list of games that could be borrowed, then sent out this list to GCR members; they can borrow during the lockdown (their risk etc), and then return later. Some other games are in the office.

We need to find a place to put them as well... if we are lending stuff, do we also get livers out involve? (Simply coming and taking stuff; little/no risk of cross-contamination). However, much more tedious to get back if they stop responding to emails. Deposit system? Cash handling problem.

Vote: should we look into a system to lend out board games to members later?

Later, try and get people to return, e.g. before Christmas. Passes with 4 in favour, 2 abstentions, and 2 against.

[AP] CV to go through available board games, figure out a list of loanable ones, and prepare a preliminary system by next week

b. [CV] Finance budget for societies

In the finance committee meeting last week we agreed to pass a budget for three clubs to spend (only these three applied for funding) and we need to pass these in exec.

Hockey - £287

Squash - £344.52

Badminton - £85.41

We might get money back from uni for sanitizing equipment (a fraction of the costs) in the clubs above. We are requesting £1000 from uni to cover health and safety costs). These costs haven't been purchased yet, but clubs may purchase and ask for reimbursement if it was passed here.

Although it has gone through financial committee, it is worth including how this compares to our overall budget, and also a breakdown of the costs above.

Price fluctuation – is it worth rounding for any price fluctuations from Amazon etc

Vote to pass £300 for hockey, £400 for squash and £90 for badminton.

Passes with all in favour.

Hockey £287

Includes half the umpire fees and equipment required. The GCR will also cover match fees as they always do.

The amounts are based on the maximum number of games they'll play (like in a normal year) and cover the full year.

Squash £344.52

Equipment needed for different levels of players.

Badminton £85.41 Includes only sanitizing equipment, which could be covered by university (pending application)

<i>Full Breakdown</i>		<i>Price per Unit</i>	<i>Number</i>	<i>Total</i>
<i>Hockey:</i>				
<i>Half umpire fees</i>	<i>£6.00</i>	<i>32</i>		<i>£192.00</i>
<i>Goalkeeper helmet</i>	<i>£95.00</i>	<i>1</i>		<i>£95.00</i>
		<i>£287</i>		<i>(£300) rounded</i>
 <i>Squash:</i>				
<i>Racket model 1 (beginner)</i>	<i>£19.95</i>	<i>2</i>		<i>£39.90</i>
<i>Racket model 2 (beginner)</i>	<i>£39.99</i>	<i>2</i>		<i>£79.98</i>
<i>Racket model 3 (intermediate)</i>	<i>£39.99</i>	<i>1</i>		<i>£39.99</i>
<i>Racket model 4 (intermediate)</i>	<i>£24.95</i>	<i>1</i>		<i>£24.95</i>
<i>Racket model 5 (intermediate)</i>	<i>£42.95</i>	<i>2</i>		<i>£85.90</i>
<i>Squash ball</i>	<i>£7.95</i>	<i>3</i>		<i>£23.85</i>
<i>Bag</i>	<i>£39.95</i>	<i>1</i>		<i>£39.95</i>
		<i>£344.52</i>		<i>(£400) rounded</i>
 <i>Badminton:</i>				
<i>Hand sanitizer</i>	<i>£6.99</i>	<i>4</i>		<i>£27.96</i>
<i>Antibacterial spray</i>	<i>£17.98</i>	<i>1</i>		<i>£17.98</i>
<i>Antibacterial wipes</i>	<i>£21.00</i>	<i>1</i>		<i>£21.00</i>
<i>Blue roll</i>	<i>£9.49</i>	<i>1</i>		<i>£9.49</i>
<i>Bin bags</i>	<i>£8.98</i>	<i>1</i>		<i>£8.98</i>
		<i>£85.41</i>		<i>(£90) rounded</i>

c. [VV] Pass £204.60 for the Student Kitchen for Bonfire Formal

Took £388.95 from ticket sales. We are projecting to spend less than this, so minor profit on this. See finance report for details.

Passes with all in favour.

d. [VV] Pass money to pay GCR insurance

Vote to pass money to pay for GCR insurance. Full documentation available on the Exec group pages.

Total: £2174.72

Students' Union Combined: £841,92

Directors' and Officers' £1,332.8

Vote online on Exec Facebook group - Passes with all in favour.

5. Officer Reports:

a. Bar [-] (DM)

- We are working to get our bar staff furloughed, since they are not able to get any job at the moment and they depend on the money they get from it. However, University is looking into getting another arrangement that involves them as a support staff for Common rooms while doing social activities.

b. Clubs & Societies [CV]

- All colleges have been allocated some time slots in MC during the lockdown in the outdoor facilities (hockey, football and tennis courts). In each slot only people from one household can train and livers out and livers in will need to follow a different method of booking a slot. I will communicate this information to the captains asap as it will start from this Wednesday. Last week we also had the finance committee meeting where we approved the funding requests of Hockey, Badminton and Squash clubs. The captains have been informed.

c. Communications [LC]

- Sent out the second newsletter of the term - changed around the format so information is clearer and more appealing to students. This will continue to be a weekly feature as long as there is sufficient information coming in to make it worthwhile. (If you have submissions for next week please send them my way!)
- Posted out a story on Instagram for Constantina (Sheraton rep) regarding the fire alarm test.
- Posted on various social media (Facebook/Instagram/Twitter) regarding lockdown changes and updates for students.
- Given the lockdown, I would like to be posting more on the social media platforms so if anyone has items they want sharing then please do send your submissions to me via messenger.

With a developing list of attractions around Durham – working on a list of routes to get to outdoor places, ranging from Cathedral to Broom Park and other less-known routes etc. Reintroduce photo of the week; useful for those in and out of Durham. We could reintroduce takeovers etc;

d. DSU [-] (CA)

- We held our University Challenge Tryouts on Saturday. We had 5 people attending, which I think means they will all be involved in the inter-college part of the selection process (team of 4 + reserve). I've offered to help coordinate our team and/ or fill the role of question master if needed.

DSU has asked some things to share – put in GCR newsletter or the college newsletter, or simply just a facebook post. Depends on the importance of it!

e. Facilities [-] (CA)

- Have heard back from Moette, which means the order processing is underway. I'll update you if/ when I have an idea of delivery dates. Our invoice for exec polos has arrived. It is cheaper than I was expecting so am checking they definitely have all the order details before I forward it for payment.

f. Finance [VV]

- **Initial account balance: £ 36,172.81**

Income:

- i. Coca Cola: £537.84

Expenses:

- ii. Student Kitchen: £204.60
- iii. Insurance payment: £2,174.72

- **Account after transactions: £ 34,331.33**

- Notes: Insurance question was answered and it turned out they have made a mistake on their calculation and reduced the amount due! There is an Accounting services invoice due, but I am waiting for an official invoice to be sent to me to confirm the amounts.

- Bonfire Night Balances:

Income:

- iv. 28 GCR Tickets (£5) + 34 Standard Tickets (£7.30): £388.20

Expenses: (total: £338.95)

- v. Food: £204.60
- vi. Decorations: £35

vii. Drinks: £99.35

- The difference of £ 49.25 is budgeted for the winner of the decoration competition.

- Notes: The above expenses will be generated once reimbursement forms and invoices are sent to me.

- In my free time I have been working on a big Statement of Financial Activities (Income statement name for Charities), which so far seems very good for providing detailed information on the Accounts. If anyone wants to see it I have placed it in the Treasurer folder.

- I called HSBC to see where they got to. After waiting for around 1h on the phone and a number of "identity verification" questions – he told me that all he knows is that we have to continue waiting!

Formal decoration actually cost slightly more than £35 – will be updated. Formal secretary Connie will decide the prize for the formal prize; this prize should be adjusted depending on the difference of the price.

Connie has replied saying that the cost was £68 instead of £35; what is the prize? Would have to be small? Could use the boxes of chocolates in the office for the quiz? Need to pass these expenses; decorations and drinks are between us and still not 100% certain just yet.

g. International Officer [MZ]

- Last week I have introduced a weekly GCR International Student contact session which aims to help the international student community to settle down and provide solution to them if they encounter any problem. The session will be on every Wednesday at 1800 to 1900. Added to that, Diwali celebration will be discussed on social committee.

h. Livers Out Rep [FD]

- Over the past week, I kept receiving more replies from people who asked to be put in the mailing list.

- I asked Comms to promote the "Take Time to Sign" Campaign in the last newsletter.

- I have also had a meeting with the welfare committee and helped deliver meals for the Bonfire formal.

i. Social [SG]

- The bonfire night flat party/mini formal went really well, we delivered 62 meals with decoration packages and drinks.

- Made no losses!

- Connie has chosen the winner of the decoration competition.

- Diana mentioned the Student Kitchen rep would be able to design meals of our choice if we wanted to do it again.

- In terms of a lockdown virtual calendar, I have reached out to the social committee for ideas. Waiting for feedback on that.

- We discussed in the finance meeting that it might be nice to organise little Christmas treat bags to put in people's pigeon holes. Have also thought about organising a candy cane delivery programme whereby people choose who they want one to be delivered to around the college.

- 'Random Acts of Kindness' idea - unsure how it would work in lockdown though.

- Run a Christmas baking competition. Entries posted on social media.

- Still looking for a Santa volunteer!

Also starting to plan some potential ideas e.g spa nights in households etc.; ideas to bring household together. Simultaneously, think of things that can be done alone/in private households etc. Will be added to the website in due course. Can even add board game/puzzle nights – can even organise things like Come Dine With Me/Pot Luck dinners etc – other competitions possible. Candy cane delivery program? Need to check with porters to make sure they're okay with these into the Candy cane. Could leave them in little giftbags on door handles

j. Steering [CA]

- Nothing to report.

k. Welfare [JB]

- Had committee meeting to discuss wellbeing projects alongside current plans to help the students. Editing text for the “Social Distancing Activities” page on the website. To be included in this week’s newsletter alongside some LGBT+ resources. All campaigns still underway/in prep. Breast cancer resources available for collection (AM). Road safety and alcohol awareness posts to be completed this week (KV). Additional contact sessions available now – two with college student support (Tuesdays @ 14-14:30am; Thursdays @ 10-10:30am), and one with ISO, MZ (Wednesdays @ 6pm).

l. College Matters [DM]

University matters

- Library will continue open during lockdown and they are asking us to let students know to give them any feedback about any issue they get. Some College are leaving their gyms open as household fitness space; however, they are not able to charge for this use and they need to provide with cleaning and a person present while the gym is open. On JCR PResComm we discussed giving some packs to the students to survive the lockdown, mainly board games, i.e. Poker chips, Crosswords, brushes and painting, colouring books. We have the option of use the common room for some activities with a household rota, but we will need to clean before and after, we are not allowed to mix households at the moment.

- At MCR PresComm we are working to have a centralized system for welfare support for all livers-out, we are working on having some sort of social where they can meet people who live in the same are so that if they need something they don't feel alone.

College matters

- I'm working with CMT to deliver more information on the guidelines about the lockdown, there are a lot in process but nothing yet prepared, tomorrow we are going to discuss the system to book Maiden Castle.

- Common room will continue open as study space but there are still missing the spray machine for Keenan house.

- Common room can be bookable by us as social space for 1 household and have some activities, we might get some help by the bar staff.

Exec matters

- JCR PresComm is looking into have a proper first aid training, this seems to be

on the last week of November, date to be confirmed, and it will cost £5 per person, this is due to welfare issues in some Colleges and they feel we should be better prepared.

6. AOB

- a. [DM] Got contacted by Working Class Students Association, they have offered to help all Common Rooms to get one Working class rep, they have template JCR/MCR motions already they just need us to circulate these ideas through college..

Vote: to look further into writing a motion to create the motion within the Ustinov GCR committee?

Result: 0 in favour, 0 against, 8 abstentions. At the moment; this is not a priority based on the current circumstances. Not a position that the GCR committee will take, but any Ustinovian could submit a motion.

Brad Din

GCR Secretary

9/10/2020