



Ustinov College GCR Exec Meeting

Minutes

6:00 pm, 16/11/20

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

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

BD to do write 250 word experience for PG guide

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

LC to make Ustinov Live FB group to spread awareness

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 09/11/2020 – *passed on the general aye*

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 *done*
- f. CV to go through available board games, figure out a list of loanable ones, and prepare a preliminary system by next week *done – see agenda*
- g. BD to sort out the gaps in the minutes from previous years GMs *ongoing*
- h. All to look into online events theatre shows available to stream *ongoing*
- i. SG and social committee to come up with a schedule of activities during the lockdown *ongoing – done ones for the bar, virtual ones still ongoing*

4. Agenda Items:

a. [DM] Submission for the PG Guide

I need one person to write 250 words about your experience on the GCR and Ustinov, and also need a photo from the person.

Explain about GCR and experience; why you should join GCR and Ustinov.

[AP] BD to do write 250 word experience for PG guide.

b. [VV] Reimbursement for Connie from Bonfire Formal

Connie has lost her receipt from Wilko at £33. I cannot make a reimbursement. We will need to vote to pass it.

Typically have this issue before – try not to pass money without receipts for treasurer records, but for the first time, we can make an exception. Could give the first and last time warning.

Vote to pass money without receipt, but with a final warning to ensure that we can't do this again – passes with all in favour.

c. [VV] Reimbursement for SG from Bonfire Formal

Sorcha's drinks invoice £95.35 vote from Bonfire Formal.

Vote to pass the money to reimburse Sorcha – passes with all in favour.

d. [VV] Reimbursement for Connie from Bonfire Formal

Connie's drinks invoice £35.59 vote from Bonfire Formal. This one has a receipt! Invoices total up to 35.59. Mostly decorations. Have invoice.

Vote to pass the money reimburse Connie – passes with all in favour.

e. [CV] Board games booking

Following up from last meeting, I have listed all board games we have and most of them seem to be playable even if they miss some pieces. For the future and while we can't have them in the bar area open to all I'd suggest a renting system similar to the DVDs. In order to have a better idea who's using them and make it easier to pick up and return, only a GCR member can rent them (obviously non-members will be able to play) and for now at least I think we should stick to livers in. I don't mind being in charge of giving them away but I suggest we fix a day (or two if there are a lot of bookings) for that, as I might not be around all the time. After people return them, they can stay in a bag separately from the others for three days, so they are safe to be used again after that.

Which space should we leave the games in? College can give us closed boxes which have board games that have been used (ones which shouldn't be touched since are being separated). Neville House storage is being rearranged so we have access in-case someone is self-isolating, e.g. Xmas decorations. Can store here with date on them.

If we were to give out to livers out, then give on a specific day at Ustinov. How long can they keep the games?

FD willing to transport games if needed to livers-out but need to be scheduled somehow – as long as booking system is arranged. Does it make sense to offer delivery? Maybe arrange a central point of collection if they are far away.

Maybe two days a week where we can deliver board game – Monday is delivering for town; Thursday is science site?

Booking system is similar to DVDs, spreadsheet.

Vote to allow livers out – passes with all in favour.

Vote to only allow college pick up – passes with 7 in favour, 1 against.

Start with college only, can evaluate again later on. Board games can only be picked up from college.

Duration of borrowing? Only a max of a week probably accurate; could just leave on the kitchen and forget. Can renew if you want.

Vote to pass maximum limit as 1 week with renewal option- passes with all in favour.

With DVDs, they can rent 10 DVDs up to a week; with Board Games, they can borrow 1 board game up to a week. Can they swap games freely, i.e. book often? I.e.

*should we set a limit on the number of board games bookings per week.
They can have 1 board game at a time per week, but can change once per week so max 2 boards games per week.
Add a column to the system of flat/household.
CV happy to be in charge of in-college booking system, and give board games once per week.
Booking system could be Google Form/general online form.
Vote: 1 board game at a time, with a max of 2 games per week – passes with all favour.*

f. [BD] Time limit on exec meetings

Although this might be necessary in some cases, exec meetings tend to drag on, due to a lack of structured time organisation and a lot of unnecessary repeating of things which are written in minutes. To prevent this, I propose a method of implementing more structure to meetings. This may require the agenda being sent out more promptly, and so reports may need to be in by Sunday afternoon.

- 1) Apologies - remain unchanged
- 2) Approval of minutes - remain unchanged
- 3) Matters arising – as part of sending officer reports, these should be identified if they are completed or not. There is no need to go through these. Add some time for any questions to ask or any tasks which have been completed since sending report.
- 4) Agenda items – biggest time save. Each discussion is to be allocated a maximum discussion time; either decided by Secretary or Chair. This should be in line with achieving the overall meeting length to be say 1 hour.
- 5) Officer reports – second biggest time save. As part of the distributed minutes, these should be read by attendees in advance of the meeting. Any questions should be prepared. However, President should summarise reports as usual.
- 6) AoB – remain unchanged.

This is just an outline of a proposed structure, but it aims to remove a lot of unnecessary time when some people may need to look after family or go and have dinner with other household/family members. I would be open to suggestions and modifications, or more generally, discussing if people think meetings should be free to run as long as they need to.

*Some people like the idea of summary of report, instead of reading the wall of text.
Maybe not setting time for agenda items; however, maybe place a focus on the items in particular to make it more 'professional'?*

Previous years; agenda items were distributed beforehand so were already answered.

Putting a time limit on should be out, since one person then decides how important something is – some things could develop into a further detail.

The reports seem to take the longest. Maybe send reports earlier so can send agenda earlier and can then discuss only questions in the meeting.

In the meeting, summarise the bullet points of the report, but leave details into the report. 30 secs for each role, then a bit longer for pres.

Setting deadlines could be difficult, depending on people's schedules. As long as 90% of the agenda is completed, then this is okay. If extra meetings on Monday etc, can send an update to secretary.

Summary; officer reports and agenda items to be sent earlier; both the minutes and the new agenda should be read through the meeting, to make sure that things

aren't missed.

5. Officer Reports:

a. Bar [-] (DM)

- Bar staff rostered to work up to and including Sunday 15th November 2020 will be paid for the shifts they were rostered to work even if the shifts could not be undertaken due to the latest lockdown.
- Later the University confirmed following consultation with Public Health England that the Common Room social space can be repurposed for use by multiple households for organised and pre-arranged social events provided the events are supervised. The University has further stated that bar staff who are familiar with operating these spaces in a Covid-19 compliant manner can be paid to perform this supervisory duty. What this means for Ustinov College is for instance if the GCR organises Quiz Nights, Film Nights or Games Nights students in their households who have pre-booked up to a maximum of 30 can come down to the bar and sit in their households as they could have done if the bar was open. They can also bring reasonable quantities of alcohol with them for their household's consumption. Clearly, this system might not provide the level of bar staff employment they would expect during normal bar operating times and requires flexibility from them but hopefully, it will be of assistance. The duration of these arrangements i.e. the lockdown period the GCR will not be restricted to organising events solely on Thursday, Friday or Saturday normal bar opening nights.
- We are aware that we won't be able to use the booking app provided by University, however, this is the booking system I have just created <https://outlook.office365.com/owa/calendar/UstinovGCRSocial@durhamuniversity.onmicrosoft.com/bookings/>
- This booking system will allow a person to book 1 table per night and will be locked once it has been booked. Students can book in advance until 3-days before the event. To give access to the bar staff to the bookings and they can manage them Trudie has agreed to share with me a list of them so I can add them. The calendar in the booking system is configured to just take bookings on the days that we have the events. I wish I could make it more personalised, but I hope it works well. Students can cancel their bookings anytime and the system updates in the flight.
- We have added a guide in the Comms site so the students know how to make the booking <https://durhamuniversity.sharepoint.com/teams/UstinovCollegeGCR/SitePages/Booking-System.aspx>. And we will add all the necessary procedures in here too. *Is the system not too complicated? Simplest option, template was available. Details are in the guide, even though it is confusing. Can we move it to book it later in the week, i.e. for further events. Changed to 7 days.*

b. Clubs & Societies [CV]

- It's been finalised that Ustinov has a few slots in Maiden castle during the lockdown. The system they came up with a system that applies differently to livers in and livers out so separate emails have been sent by college. Matt is drafting a blog post to summarise and make the booking rules a bit clearer than college emails and then I'll start advertising them. For now unfortunately the only point of reference for the rules to be followed are these emails.
- Diane has also made an entry in the website with a list of routes suitable for walking and/or running. And I'll post about that soon in our social media.

- Finally I have emailed the clubs that submitted a funding request about the budgets we passed last week.

c. Communications [LC]

- GCR newsletter 3 - included a google form for feedback on the bonfire night social and added in a picture of the week section to encourage submissions from the college.

- Posted various bits of information on our social media platforms: Diwali posts + decorations, Ustinov Live, Social calendar for lockdown.

- For this week commencing 16.11, we will have posts regarding alcohol awareness and road safety, which will also feature in the newsletter on Wednesday. There will also be reminders for the social events that are happening during this week on our social media pages.

Pub quiz is happening in the bar – no host for online at the moment. We can recycle the one for the MCR – DM has presentation and answers etc. Only one person from Ustinov did the quiz so no spoilers.

Also a good idea to make FB event for Ustinov live and spread awareness. Bryony can write a description/recycle old ones...

[AP] LC to make Ustinov Live FB group to spread awareness

d. DSU [-] (DM)

- In the meeting, we discussed the implication of going online for this term and the possible scenario of continuing it for the next term.

Clarification – scenario is continuing it for the full academic year.

e. Facilities [-] (DM)

- Nothing to report.

f. Finance [VV]

- Initial Account Balance: £34,331.33

- Paid MOETTE CUST CLOTH 59639 EXEC POLOS at £198.00

- B.H. Accountancy Invoice 7368 at £354.00 vote

- Final Balance: £33,779.33

- Sorcha's drinks invoice £95,35 vote. See agenda item.

- Connie has lost her receipt from Wilko at £33. I cannot make a reimbursement. See agenda item.

Regarding the tier 1 to tier 2 upgrade; there was no upgrade for this. They would effectively have to pay membership twice. In general, even if accountancy fees/insurance are budgeted for, they should still be passed at exec in the future.

g. International Officer [MZ]

- During the second international contact session, one of the colleagues has asked me on the trip that may be organised for next academic term; early next year. I recommend him to follow national trust website closely as our decision for trip is based on their decision.

- Besides that, regarding the 17 letters 4 words I have contacted the representative of Durham People of Colour association to circulate all of the future activities.

h. Livers Out Rep [FD]

- Over the past week, I have been in touch with a few livers out who have sent me emails asking to be updated on the possibility of accessing college. I have also

replied more general emails regarding upcoming events.

- With both the Welfare and Social committees, we have tried to come up with new activities for the next weeks of lockdown. On this note, besides agreeing with everyone's suggestions, I would be very much in favour of adding tandem/language cafés a couple of times a week. I would volunteer for Italian, and since some of us are international students, there would be quite a lot of languages we can offer.

- Finally, I have shared a post about study spaces in Durham during lockdown and Diwali on the Facebook group

If people can't travel to their own country? Frequently, difficult to get people to tell us information – difficult to set up dedicated Liver out mailing list; harder to get a subset for the people who are still here in the country.

i. Social [SG]

- Launched a trial week of activities starting with board-games tonight.

- Once we have worked out how best to run them we'll announce them weekly for the remainder of the term.

- After committee meeting on Friday, I have plenty more event ideas to work with.

- Want to relaunch the pet Instagram/post the pictures on the main feed.

The event is being run by someone from the GCR this week – will we struggle to get people to run the events each week? Plenty of people from the social committee to run events. The events are still running through lockdown – maybe they don't see the events. By increasing the time they can book in advance, and advertising more, there should be sufficient notice and interest.

j. Steering [CA]

- *Committee meeting hosted last week. Will post these updates/notes on the committee page. Discussed Ustinov live.*

k. Welfare [JB]

- Alcohol Awareness Week (JB) and Road Safety (Constantina Votsika – Sheraton Park Rep) campaigns underway. College to start organising training for self-administered testing for livers in from Monday (livers out will be handled centrally through the university at external sites). DM and Constantina will be paid for support and helping boxing the tests for distribution. Can only be staff or students who receive tests (i.e. no family members). Training sessions to be organised in the common room for flats/households depending on levels of interest.

l. College Matters [DM]

University matters

- University has asked to advertise out further Active Bystander Training to bar staff, sports clubs, society execs. This training has a profound impact on tackling sexual misconduct and violence here at Durham University, so whilst it is not mandatory, please do encourage students to take up this offer. Additionally, they will soon be looking for more students to become paid peer facilitators to run the course.

- I am now part of the “LFT Mass Testing Communications team”, this is to give advice on the communication that University will be sent to students, the most pressing issue I will tackle is to remind them about the PGs.

- On my meeting with SS&WSC we start a review of student support & wellbeing

definitions as well as the structure and roles defined by University. The latest include College and University staff and the services that University provides. In the end, we discuss the review of existing services via Academic departments and Faculties as some of our students rely more on them than their Colleges. We asked to have more support for our lives-out students, increase on Departments and Faculties support, support for students off-site as well as for students who have more than 1 department. We emphasise that Colleges need more information before the arrival of the student in order to give better support. We also mention that there is a difference between PGT and PGR in terms of Academic Supervisor as Academic Support, PGT gets it almost at the end of its course. We mention that there is no consistency between Departments. And finally, we discuss how to share information between Common Rooms and College Staff while giving support to students and protecting their data.

College matters

- The College is planning to have a ginger house competition (paid by them) in Keenan house and have suggested that we could offer something similar. The college will start the LFT Mass Testing on the 23rd, this is in order to have 3 students well prepared (they will receive extra training) to respond to questions students might get about the test. Each student will be responsible for its own test and before being able to take it the student will need to complete the training online that includes a video and a quiz. Kennan will be pending for this test as the College is waiting to hear back from University if the test is suitable for children and if the University will provide the test for the whole family or just for the student. Our lives-out will be able to take this test too but they will need to go to a central place provided by University.

Exec matters

- I have sent some information to the NXA for their Cross Quarterly pamphlet, here is the text:
"At Ustinov College, we are preparing to hold a very unusual (as everything has been this year) Christmas celebration. We are going to miss the yearly celebration we held at our College, and we will miss Santa and his reindeer coming to visit us. However, we are working to make this Christmas a time to remember for everyone we are planning to make some decorations around College grounds and display some advent calendar. We hope you enjoy the view while passing by Ustinov College!"
Council Report for Epiphany and Easter terms 2020 has been issued with some contributions from the GCR, we need to keep up sending our successful events so the Council understands the importance of our work (see attached file).

6. AOB
 - a.

Brad Din
GCR Secretary
16/11/2020