



Ustinov College GCR Exec Meeting

Minutes

6:00 pm, 07/12/20

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

DM to check with university and college about the consequences of purchasing drug testing kits

DM to give the pool table invoices to college/Ian

All to look into online events theatre shows available to stream

FD and JB to follow up on car harassment reports in the Viaduct/Claypath for livers out

JB to recontact women's refuge regarding donations

LC to make a post advertising the Culture Commission survey.

VV to email Ustinov finance regarding the reimbursements (allotment £8k and transition fund) and about the levy incomes

1. Apologies: *BD*

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

2. Approval of minutes from last meeting.

- a. Approval of minutes from 30/11/2020 – *passed on a 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. DM to check with university and college about the consequences of purchasing drug testing kits *ongoing*
- f. DM to give the pool table invoices to college/Ian *ongoing*
- g. All to look into online events theatre shows available to stream *ongoing*
- h. FD and JB to follow up on car harassment reports in the Viaduct/Claypath for livers out *ongoing*
- i. LC to make a post advertising the Culture Commission survey *ongoing*
- j. VV to email Ustinov finance regarding the reimbursements (allotment £8k and transition fund) and about the levy incomes *ongoing*

4. Agenda Items:

a. [DM] Opening of Observatory

The observatory will be open from Wednesday 9th December to 20th December, just on Wednesdays and Sundays. The booking system operates on membership bases, should we leave this period just for Tier 2?

Tier 2 membership is not that expensive so perhaps should keep it just for tier 2 for now

Opening this week, but when will it be open until? December 20th

For purposes of accessing gym and observatory, tier 1 members are not considered GCR members

Does this include music room? Yes

Facilities need to be moved around. Will rustle up volunteers to move things

May need to create porter-friendly booking system. DM can email them the information in a similar way to how other things are booked at the moment

Need to create updated inventory for the Drive of everything

b. [DM] Representation from GCR on the Durham SU's first Student Leader Forum

Need a volunteer to attend the forum. This meeting will take place on Tuesday 8th December 15:30-17:00

First ever forum and we should have someone to represent the GCR. Overlaps with College Advisory Board meeting, so chair needs to attend

FD is available and can attend. DM will forward the information

c. [VV] Pass £150 for National Trust

Received invoice today from National Trust.

For renewal of the membership

Already included in the budget as a planned expense

Vote – passes with all in favour (8)

5. Officer Reports:

a. Bar [-]

- Nothing to report.

b. Clubs & Societies [CV]

- The gym is finally open! Today was the first day it could be used and all the slots were booked. Same for tomorrow and the later ones keep getting filled up.

- Also Ustinov teams can have training slots from last weekend and through the holidays. Team Durham arranged it so we are an exception in the no-booking rule for colleges during this period since many postgrads will stay around and we don't have any other sport facilities to offer. These can include football, hockey, tennis, ultimate frisbee and maybe volleyball.

Tennis training happened last weekend for Ustinov group. All sports captains have been contacted if they'd like to book a slot

c. Communications [LC]

- Newsletter 6 published this week.

- Social events advertised included: Boardgame evening; movie night; pub quiz; bingo night.

- New post on Pets of Ustinov (by Sorcha).

- A post will go out tomorrow (Sunday) regarding the AP (SU feedback form).

Movie night not happening until the new social calendar for the holidays is posted and shared (will only be online)

d. DSU [-] (DM)

- Democracy survey, the deadline has been extended to 14th December, only 4 students have filled it. DSU is aiming to have 1k replies so far, they have 548.
- Culture Commission, all the commissioners have been selected and they will be assisting Seun in carrying out the Culture Commission. The contribution sessions have now finished for this term but the feedback form will remain open until 18th January.

5 students now have filled it out. Will be publicised more. A lot of new students are very unsure and not able to really accurately report due to being new to Durham (and/or not onsite)

e. Facilities [-] (DM)

- The guidelines for the booking system of the gym have been shared with College. The agreed timetable for the gym is as follows:

- Monday – Friday (housekeeping)

08.00 – 08.30	fogging
08.30 – 09.30	gym session
09.30 – 10.00	fogging
10.00 – 11.00	gym session
11.00 – 11.30	fogging
11.30 – 12.30	gym session
12.30 – 13.00	fogging
13.00 – 14.00	gym session
14.00 – 14.30	fogging
14.30 – 16.30	gym session
16.30	gym shut

- Saturday & Sunday (porters)

09.30 – 10.00	fogging
10.00 – 11.00	gym session
11.00 – 11.30	fogging
11.30 – 12.30	gym session
12.30 – 13.00	fogging
13.00 – 14.00	gym session

Porters break

14.30 – 15.00	fogging
15.00 – 16.00	gym session
16.00 – 16.30	fogging
16.30 – 17.30	gym session

Porters shift change

18.30 – 19.00	fogging
19.00 – 20.00	gym session
20.00 – 20.30	fogging
20.30 – 21.30	gym session
21.30	gym shut

- The agreed timetable for the Observatory is as follows:

- Wednesday (housekeeping)

Fogging completed in time for 10.00 opening

10.00 – 22.00	Observatory open
22.00	Observatory shut

- Sunday (porters)
- Fogging completed in time for 10.00 opening
- 10.00 – 22.00 Observatory open
- 22.00 Observatory shut

Is this designed to disinfect everything? Yes

Will it cause problems with the electronics? No and the fogging for the observatory will just be done in the mornings – the students will be asked to clean things with the wipes and to use hand gel

f. Finance [VV]

- Account balance: £33,605.90
- University have scheduled payment for the membership fees on 8th of December.
- I have not heard from university yet on the transition fund payments chaser.
- The national fund rep has been in contact with finance team arranging a Pro Forma for us – so that will hopefully be paid soon.

And National Trust membership will be paid – see earlier agenda

g. International Officer [MZ]

- I have consulted an incoming international student for the January intake on how should they expect in term of learning and the way college adapt with the new norm. I refer to the weekly briefing by University to answer that particular matter. Added to that, I have joined the social meeting in discussing on the way we should do in welcoming the January intake.

h. Livers Out Rep [FD]

- Apart from the usual admin work (quite a lot of emails), over the past week I have been working on both the welfare committee and the social committee sides.
- On the Welfare Committee side, I made a post on the Ustinov Livers Our Facebook group about the Claypath/Viaduct issue and, with Jake, we made sure that the issue was also clearly reported in the last newsletter.
- On the Social Committee side, I have been working on the Secret Santa event for livers out. There are going to be two pick up points for the presents and then I will be delivering them to livers out myself. We also had a meeting last Friday to discuss the organisation of activities and events over the Christmas period. We decided that livers out are going to be involved in the event regarding Christmas decorations made out of recycling, but it is going to be a separate competition with separate winners for the category.

No reports from students regarding Claypath/Viaduct issue but some engagement on the post

i. Social [SG]

- Had social committee meeting, Christmas holidays calendar being put together as we speak. Some things that came up in the meeting included some ideas for new events, using polls to decide films for movie night, and Julie's idea of a college decoration competition should hopefully be approved soon.
- Closing survey on Wednesday
- Secret santa has some sign ups, allowing late comers

Calendar will run from next Monday until 10th January including competitions, social events, and some things for students with children

JB to add welfare-related items

30 responses from survey staying in college and indicated they'd like to join college activities and 15 from livers out

j. Steering [CA]

- Nothing to report.

Board outside office not updated and currently suggests only five people are on exec. DM and CA to arrange printing pictures of exec and other committee members to put on the board

k. Welfare [JB]

- Nothing to report.

*GCP collaboration on wellbeing webinar series for January-February
Will it be possible to check with Bryony regarding the stores in Neville House? The women's refuge never got back to JB but will follow it up this week*

l. College Matters [DM]

University matters

- JCR PresComm produced a WSE list of things that we wished to prioritise for the return to student life and this was shared with University:

- All indoor and outdoor sport at university and college level
- Livers out facilitated return to college spaces including gyms, libraries and social spaces
- Return of smaller-scale societies in person e.g. discussion groups
- Structured and/or policeable college events e.g.:

Formals

Bars

Silent discos and similar

A refreshers' fair

- During the JCR PresComm it was discussed the gender-neutral toilets and, was expressed the disappointment and frustration that new buildings like South College had been built without consideration and inclusion of gender-neutral toilets. It was also raised concern about the increase in cost to formals under Covid and wondered if the \rightarrow £4 increase per head was a true reflection of the increased costs for formals specifically. University is looking into using the Safe Zone app after a recent spate in students being followed through Durham.

- Services offering for all students - livers-in and livers-out, during Christmas break including:

- Welfare/student support
- Exercise
- Social space
- Social activities
- Household consolidation
- Library/study space

- Plans for students returning include central mass testing, in January will be back for livers-out and livers-in, students will be able to get LFT tests. It was noted that students were to receive weekly tests that would allow them to participate in face-to-face group activity if given a negative test result. Students returning to Durham might receive a test on their 1st, 4th, and 7th day of return and if students received three negative tests then they will not need to isolate

further.

College matters

- Students will arrive on the 7th January.
- We have 22 flats in Keenan house with kids that we need to consider in our social calendar
- At the moment there are 30 households but only 28 with students. Students haven't filled in the survey if they will be staying in College so the numbers are very low in the report University sent.

Exec matters

- IndyComm is working to get a unified version of the SLA in order to help Van Mildert as they need to submit it to the Charities Commission.

6. AOB

- a. *Meeting schedule over Christmas. 14th would be best to still have a meeting due to amount of activities occurring. Suggested that skipping at least 21^s and 28th Dec would be best and 4th Jan may also be skipped. Exec members encouraged to fill in holiday dates on the Drive so any jobs that need doing can be allocated to available members*

Brad Din

GCR Secretary

07/12/2020