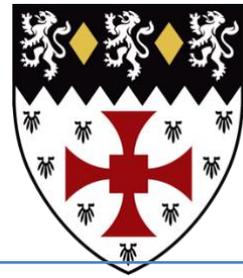


Ustinov College GCR Exec Meeting

Minutes

6:00 pm, 19/10/21



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 ask college regarding Peter Ustinov celebration and pass info onto SG to plan events if necessary

JB to recontact women's refuge regarding donations

FD to post on Livers out group to advertise the 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 18/01/2021 – *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 test the Fisher Room TV functionality without internet *done*
- g. JB to recontact women's refuge regarding donations *ongoing*
- h. VV to email Ustinov finance regarding the reimbursements ongoing – have emailed with uni confirmation but just waiting for bank confirmation *done*
- i. *Vote in the exec Facebook group to approve ticket prices and pass money to purchase the following supplies (in accordance with ticket sales) – see Finance report– passed with all in favour*

4. Agenda Items:

- a. None.

5. Officer Reports:

- a. Bar [-]

- University is checking the rule for bar staff casual in terms of furloughing.

However, the DSU has started an initiative to get more feedback from them. This

information has been shared with the bar staff.

b. Clubs & Societies [CV]

- Gym is running smoothly so far, haven't heard of any issues. The other common rooms are thinking of starting some sort of "competitive sport socials" between colleges and teams. This will be quiz-based competition and teams from one college will face teams from another. I'll circulate that to the captains and see if there's any interest to participate. Also I'm in contact with PlayerLayer regarding the website. They were pushed back by the lockdown but it should be up soon. I'm waiting for more specific information.

Some bookings for both Table Tennis and Pool; need to move soon but still well underway.

c. Communications [LC]

- Newsletter 10 sent out advertising the Burns Night Formal, PetofUstinov Instagram, and various SU matters.
- Email sent round for the lockdown social calendar, as well as information about the Burns Night Formal
- Please send over any newsletter items for next week!

d. DSU [-] (DM)

- DSU has a joint letter with Mary Foy to PBSAs asking for a compassionate refund for students who have not returned to their accommodation.
- DSU is looking to organise a VC's Question Time at the Town Hall where students could directly ask University staff questions about their approach to the safety net, college life and hold them accountable.

e. Facilities [-] (DM)

- As formality, I have sent an email to College about the TV on the Fisher Room, this is just to prove that we have knowledge on the TV license.
- The sessions for the Observatory have changed and are planned as follow, we try to have no overlap on the times for entry and exit:

Session Number	Fisher Room	Music Room
1	10am - 12:30pm	10:30am - 12pm
2	1pm - 3:30pm	12:45pm - 2:15pm
3	4m - 6:30pm	3pm - 4:30pm
4	7pm - 9:30pm	5:15pm - 6:45pm
5		7:30 - 9pm

- Fisher room sessions are 2 hours and 30 minutes long with a 30 minutes gap between each one. Music room sessions are 1 hour and 30 minutes with a 45 minutes gap between each one. This new schedule is used on the booking form shared to students.
- We've had a few more bookings of the Netflix/ Disney+ including from non-

members. I've been replying assuming they've bought it recently and asking for proof, but also pointing to membership prices and info.

- The TV has been set up in the Fisher room and work perfectly fine without the internet. I took the DVD player and try it on the TV and worked, however, the DVD player is missing the control, I'll search in the office and the media cabinet for it. I have also moved the PS2 that has the Karaoke set but is also missing a cable. At the end I have not promote that the students can use these services. The DVD player, PS2, karaoke set and discs are stored in a locked cabinet. The TV remain outside in the table.

f. Finance [VV]

- We have received the bank statements.
- I have requested from University to inform the £55.83 payment as I am not sure what that is towards. Waiting to hear from them.

- **Starting Balance: £33,605.90**

- Membership: +£58.33

- Membership: +£274.17

- Composition Fee and Reimbursement: +£12,966.00

- *University payment: +£55.83*

- **Final balance: £46.960.23**

- Vote to approve ticket prices and pass money to purchase the following supplies (in accordance with ticket sales):

- Burns night formal tickets will be sold at:

- (Income)

- Non members non-alcohol £2.40+fee

- Member non-alc: £2+fee

- Member alc: £5+fee

- Non-member alc: 6+fee

- (Expenditure)

- Scottish flags £4.99 for 100;

- Cocktail umbrellas £1.99 for 24;

- Paper bags: £9.99 for 18

- Paper straws: £4.99 for 200

- Lemon/mint/lime: £0.30

- Miniature Whiskey: £3 (alcohol pack only)

- Approximate expenditure per pack is £2 as we have sparkling water and juices

- Passed with all in favour (exec Facebook group vote)

We have had 4 sales of tickets for the Burns night formal (2 tickets to Livers out)

g. International Officer [MZ]

- I have posted on the newsletter regarding Holocaust Memorial Day which was organised by Durham University Jewish Society. Added to that, I have joined together with Durham University Counsellor pertaining to the wellbeing or mental health needs of international students. An informal meeting is initiated among the international student rep from each college and the date will be confirmed soon.

h. Livers Out Rep [FD]

- Over the past week, I have promoted some events to livers out and we are now in the process of getting ready for the formal happening on 29th. Nothing else to report apart from that.

[AP] FD to post on Livers out group to advertise the formal; ideally have tickets

sold by tomorrow.

i. Social [SG]

- *Next week, will propose an agenda item for Jazz Night in week 3 of social calendar, to pass money to book a musician. Need to look into prices for this but will be done soon.*
- *Formal has seemed less popular than before.*
- *Other colleges are planning their summer balls under tier 2 restrictions; does this seem realistic?*
- *Maybe not a ball, but should we have something like VUD like last year?*
- *Still have booking of Ramside Hall; should this be postponed for a year or ask for a refund? Wait for next week to have a better idea of numbers.*

j. Steering [CA]

- Our next GM is set for the 7th Feb at 2pm. I've sent out the first email about this and included some general info about the GCR and GMs as we've not been as visible this year (or at least... the committee side hasn't, socials and newsletters have been fairly consistent). I've edited the website to include info about hustings on the "how to run" page to keep the email less cluttered.
- I'll continue to post about it on social media over the next couple of weeks, possibly with a follow-up email too (I'll also get it in the newsletter). If you know anyone who may be interested in running... please gently nudge them. I'll also make sure there's a shout-out on Friday.
- Glenn will be attending the start of the meeting for a Q&A, hopefully this will help boost attendance. Regardless, my plan is to (after double checking this doesn't bend things too far) officially start the meeting after Glen leaves (although the Q&A should still be minuted) so that we don't have to bother him with quorum/ waiting issues. Any thoughts or feedback on how to handle this are appreciated.

k. Welfare [JB]

- Nothing to report.

l. University/College Matters [DM]

University matters

- The feedback from the University about checking the LFT done by students was that it has been very difficult to know who and how they are taking these tests.
- University is planning to apply for derogation once the lockdown ends in mid-Feb and is asking the Common Rooms to prepare, if possible, some options for WSE face-to-face for Term 3.
- The scheme for refunding accommodation for Term 2 is under consideration for PGs, as some will need to return but are not able. At the moment, if a student doesn't return for Term 2 will not be charged even though there are belongings in the room. If the student returns early the plan is that the student will be charged just for the amount of time has used the room, there are some considerations on prices and how this will be calculated. If an international student has been stuck in Durham, but wanted to return to their country as soon as possible, they will have to contact College to let them know about their intentions and College will look into not charging the student once has left.
- For PGRs who are going to the labs and want to eat, the TLC kitchen is open for them.
- April graduation is not going to happen. There is a 50/50 chance that in July

there is a congregation, but the University is looking at doing one in September. Communication about this will be sent later to all students who have not had their graduation ceremony.

- The Counselling Service is currently at 80% of capacity but that they are still asking that people seek support if they needed it.

College matters

- The social calendar has been shared with College in order to avoid clashes between GCR and GCP events. Also, I have shared the information about the position of GCP liaison with College as they have noticed that this will help us more to coordinate.

- Mentors are going to have an Ice-breaker Quiz as part of their activities and in replacement of their gatherings on the 2nd of February.

- As part of the 1994 Education Act Annual Assurance Report related to a range of GCR matters. We have shared the next documentation to College in order to complete their report.

- The budget in accordance with the MoA and Funding agreement between the University and the GCR Trustees

- Common Room's expenditure in accordance with the MoA and funding agreement between the University and the GCR Trustees

- The annual financial report of the Common Room.

Exec matters

- About the drug testing kits, the feedback from DSU's confidentiality agreement is that the only reasons an advisor would breach confidentiality was in circumstances of a serious and imminent risk to the students' own or to others safety; where the law requires it in matters of anti-terrorism legislation, money-laundering, or a potential risk of child abuse; or in a court order that requires disclosure. The work continues in different Colleges to seek the best option to support students.

- Feedback on the Piing QuiizShow platform, there is a gap of 10 seconds approx. on the streaming, it can be used later to make Quizzes more interactive (on the presenter side), it doesn't have the option to make teams, but will be added later. It can be programmed and in the main screen will appear the Quiz information (date and time) and linked to the streaming. The streaming was done using a laptop and the option of a webcam, the quality was good and there were no issues, except for the delay.

6. AOB

- a. *Peter Ustinov on Wikipedia – this April is 100 years since he was born. Should we celebrate this? (Born 16th April 1921). Maybe have some of his films or something? Actual day is during easter break, but can be online still.*

[AP] DM to ask college regarding Peter Ustinov celebration and pass info onto SG to plan events if necessary.

Brad Din

GCR Secretary

25/01/2021