



Ustinov College GCR Exec Meeting

Agenda

6:00 pm, 08/02/21

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

DM to email Ramside to postpone booking until the Summer of 2022

JB to recontact women's refuge regarding donations

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 01/02/2021 – *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 ask college regarding Peter Ustinov celebration and pass info onto SG to plan events if necessary *ongoing*
- g. DM to email Ramside to postpone booking until the Summer of 2022 *ongoing*
- h. JB to recontact women's refuge regarding donations *ongoing – in contact, meeting soon*
- i. SG to post poll gauging interest in a jazz night of some kind *done*
- j. VV to create a social budget number for SG to plan events with *done*

4. Agenda Items:

a. [CV] Sport Socials

The sport socials will begin this week and will have the format of a quiz with some extra rounds maybe. Initially the plan was to have a £5 entry fee for each team (this money will make the final prizes) but in the last email the

Collingwood president who's organising claims it's easier to charge a fixed amount each college irrespective of the number of teams. I'm not really in favour of that since if a college has 4 teams they still pay the same but have more chances of winning but since the final amount is not something extreme can we pass £20 entrance fee for the sport socials for one Ustinov team? Or do you think the teams should cover it in the first place?

No response from Collingwood yet; emailed.

Question of should we ask teams to pay for it, or cover it ourselves as the GCR?

Vote to pass £20 to cover these fees – passed with all in favour.

b. [SG] Pass money for wine and cheese + Jazz night

JAZZ NIGHT (lockdownpresents.com)

- To book a Jazz musician for a zoom performance as part of the Epiphany social calendar on Friday 19th February. Following the feedback from the survey form, I would like to book the £60 half an hour slot.

- WINE AND CHEESE

- To pass that we make it free for GCR members with tier 2 membership. Those with tier 1 or non members will have to pay a ticketed price. It cost the butler social sec £84.37 to make 25 boxes that included cheese (she spent roughly £30 for 25 people), crackers, chutney (£7.50 for x6 chutney jars) and the box itself. If we include alcohol, £3.99 for normal sized wine from aldi, or can get 4 for 3 on £2 hardys wine from tesco.

Quote for £50-60 for 30 individual portions of cheeses. Each box has 5 different types of cheese; thrown in crackers as well. More expensive since they are packaging and labelling the boxes for us.

Nothing needed to vote on, other than Jazz night.

VV and SG have organised a budget.

Pickup is on Saturday only. Day isn't set yet; tickets haven't been sent out etc.

Collection can be done same day, between 8am and 12pm.

Need to give order in by Friday 3pm. BD can help out with collection.

Probably should order this for collection on the day of the event – will be planned over the week and details prepared for next week.

Will get a few non-alcoholic drinks as well.

Vote to pass £60 to pay jazz musician for the Saturday 20th February – passes with all in favour.

Have finalised signups by this time next week for a better idea of costs.

Timeslots, 7, 7:15 and 9pm. Will go for 7:15, start the event at 7 to allow people to arrive.

c. [SG] Pass £80 for Online Pub Quiz prizes

- To pass that we spend £40 on one Thursday quiz night this term and £40 again on one quiz night next term (£80 in total) for amazon vouchers split evenly across the team members.

Vote to pass £80 for term 2 and 3 quiz prizes - passes with all in favour.

d. [JB] Pass money for welfare supplies

- We need more non-latex condoms and tampons.

We need condoms, tampons and sanitary pads.

144 Skyn latex-free - £48

6x 14 Sanitary pads (84) - £7.20

80 Tampons – £7.60

Total to pass: £62.80 (round to 63)

Vote to pass £63 – passed with all in favour.

e. [DM] Cross Quarterly: March issue

I have been contacted to add a message on the Cross Quarterly for the months of March, April and May. At the moment we don't have any plans, but I am going to mention the celebration of the 100-year Birthday of Sir Peter Ustinov on April 16th. Is there anything else we can add?

Allotment? No; should keep for GCR and SPRA.

Background stuff; continuing weekly events for students, connection whilst in/away from Durham etc – general information about the GCR.

5. Officer Reports:

a. Bar [-]

- DSU has sent a letter to University proposing:

- The university provides a defined set of parameters for "casual work" - to capture more students and enable some to qualify for the job retention scheme.

- Prioritize the hardship fund for students who have lost jobs or who are unable to work as a result of the pandemic.

- Clear comms on student furlough position to casual workers in the pandemic

- However, bar staff in colleges has been classed as casual appointments.

University has considered the issue of placing casual staff on the job retention scheme, but this would require them to consider all casual staff across the University which is a significant undertaking given the complexity of the scheme rules. University has instead tried to identify alternative work for casual staff as it has been referenced in previous reports. More meetings and discussion will continue about this topic.

DM having a meeting with DSU and university to discuss furlough system next week.

b. Clubs & Societies [CV]

- Nothing to report. See agenda item.

c. Communications [LC]

- Newsletter 12 sent out including jazz night form, new mindset app and PG events for prospective students

- Relevant social advertisements for the events this week

- To boost advertisement for social events and other agendas (as pointed out in the meeting earlier today) I will post a schedule every Monday so it's clear what the events are for the following week, as well as notices throughout the week

- Please send any newsletter items to comms.ustinovgcr@durham.ac.uk

d. DSU [-] (DM)

- Election resources on their website:

- Election rules: <https://www.durhamsu.com/elections/election-rules>

- Election guidance: <https://www.durhamsu.com/elections/election-guidance>

- Online campaign guidance

https://nusdigital.s3.amazonaws.com/document/documents/65733/Online_Campaign_guidance_pdf.pdf

- What's different and why:

<https://www.durhamsu.com/elections/whats-changed>

- Form for questions about 2021 elections (including RON):
<https://forms.office.com/Pages/ResponsePage.aspx?id=i9hQcmhLKUW-RNWaLYpvlD4TTGjVFFtMnPPWj0C9WihUQUNJQjA1WkIHN0tIVjNBUjdRSE85QlhUUy4u>
- The SU will be revealing candidates on its website and social media channels w/c 15th feb.
- However, there is no start date of campaigning in their election rules so candidates can start campaigning whenever they like. Key date: 17th Feb is the Officer 'meet the candidate' hustings event (link coming soon on their website). All students will be able to attend.
- In the Assembly held on January 4th, 3 items passed on the voting; SU Freedom of Speech Policy, End of advertising of unaffordable housing and Membership of Assembly should be publicly known. The Intersectionality week item was rolled over to the next Assembly. We start the discussion about some issues about the clarifications made on the Democracy review with regards to the Re-Open Nominations role in the elections and the possibility for any student to apply to be the person in charge for campaign for RON.

e. Facilities [-] (DM)

- Selecta, due to the measurements the vending machine "Merchant 4 Touch" will fit better to the space, this comes with two options: snack or combination, more details please check their website at <https://www.selecta.co.uk/vending-machines/snacks-and-cold-drinks/balanced-range/>. Note: space for the vending machine is W 780mm, D 970 mm.

No price quoted yet.

Good to get the combination one since can have a wider range of drinks etc. Will see prices whether it's cheaper to buy and us to stock, or allow them to do it.

f. Finance [VV]

- Current Account: £ 46,960.23

- We received a Remittance Advice for the payment of the Second Composition Fee by University. I will wait for the bank statement to be sent but it should have reached our account by now. The amount is £4,026.

g. International Officer [MZ]

- Lunar New Year is around the corner. The celebration as discussed previously will be the same way we celebrated Diwali. Thus, I will prepare the related poster for it. We welcome if there is any suggestion or recommendation for the celebration.

h. Livers Out Rep [FD]

- Over the past week, I have promoted the film night on the the Livers Out group on FB and have posted about the Event Durham car. No reports have been received to date.

i. Social [SG]

- Nothing to report – see agenda items.

j. Steering [CA]

- We had our 2nd GM yesterday. Despite featuring a Q&A with Glenn (college principal), the meeting was not as well attended as I would have liked and we nearly struggled for quorum at several points. This doesn't bode well for the

AGM, although these problems will hopefully subside as lockdown restrictions are relaxed. Not that anyone really knows the timescale for this. The election for VP is now open and will be announced Friday.

- One concern that was noticed while prepping for the GM is that we don't currently have an up-to-date list of members ... and also, the online portal for membership has been closed again. These underline the issues raised before that it would be better for us to have control over this. And that the 'services' the University are considering charging us for aren't really worth the money.

- I'll be editing the SOs over the next week and will upload the new version to the website. I've yet to work out how to include the "from October" bit but I'm sure I'll work it out. I'll also be continuing to prepare a VP handover in case one is needed.

k. Welfare [JB]

- First run of the welfare product collection service will be Wednesday. Things are all set up, ready to go. Will just require some advertising over the coming days. This week: Health and safety event on Wednesday; Sexual Misconduct Violence & Operations Group subgroup meeting on Thursday.

l. University/College Matters [DM]

University matters

- At the JCR PresComm, Emma Brownlow (Collingwood VP) spoke about the Enterprise Group that she chairs, she noted that this group was slightly less active than the other groups and that they were trying to make the Enterprise Service more accessible and prevalent in colleges and to remove barriers to those wanting to participate. She also mentioned that there was currently an absence of strong representatives in colleges with eyes on enterprising activity and that they were looking to introduce that to colleges and be a point of contact for students interested in this kind of student activity. She added that there was no one size fits all for colleges' approach. She suggested that this enterprise contact could be added to existing JCR roles (such as the student librarian or careers officer) or could be an entirely new role.

- In regard to the Covid Sports and Societies fund that Common Rooms had applied for, the University had suggested paying £500 now and then up to £500 next term depending on how it goes.

- The DSU President discussed housing and the open Town Hall with Mary Foy in which they presented on tuition fees and accommodation. She added that she and Mary Foy were signing an open letter with the University about tuition fees to go to the government.

- The DSU Welfare had listed every PBSA who had responded and who had not to the SU's queries and requests which students can use to consider which accommodation they should apply to.

- The DSU has arranged a Town Hall Question Time with the VC, Jeremy Cook, Sam Dale, and Alan Houston. This would take place on 22nd February and we have been asked to promote to as many students as possible in order to directly communicate with the VC.

- It was also raised in the JCR PresComm concern surrounding the Community Covid Team as they had been seen using an unmarked Experience Durham car to follow people, claiming they can enter people's houses in the Viaduct and noted that the majority of students don't know who they are.

College matters

- Update on the use of the Community room lobby as a pickup point for liver out for welfare supplies: there is no need to have someone policing that, it has CCTV coverage in case we notice something unusual. There is no need to enforce the LFT before coming but remind students to be part of the weekly test. Leave some bags filled so students just pick up one and leave.
- Provisions on Keenan House for their residents as they are not able to come to the central site. Therefore, the College is going to check where we can leave some of these bags
- Security staff is no longer in College. It has been moved to another place where it is more needed
- I have co-signed a letter for July graduation students that will be sent this month. I have added a line about our Facebook group for our Alumni.

Exec matters

- GUSP community arts project event for Keenan house will not be happening. As they have a very small amount of work that the volunteer artist can handle, but I am working with GUSP to see what we can offer to our kids at Keenan house.
- Waiting for response from Ramside about the change of dates or possible scenarios.
- I have been reached from two candidates who are running for President at the DSU. Both want to talk about our College and how they can support us.

6. AOB

- a. *Is it to move our accounts to another bank? Difficult to get access to this; only Vera has access still; VV still has no access.*

Brad Din

GCR Secretary

08/02/2021