



Ustinov College GCR Exec Meeting

Minutes

6:00 pm, 01/03/21

Action Points From Minutes – red is new from today's meeting.

CA to extend last few email accounts

CA to organise an online office hours rota as the new committee comes in

CA to check the SOs to see who needs to approve the bank transfer

CA to look into legalities of finance taking methods, for example bank transfer.

CA to measure sizes of tools with a tape measure for the allotment box.

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

DM to ask the college to request Van Mildert for possible Summer BBQ space, and enquire about Josephine Butler as an alternative option

VV to start process of changing bank (remain non-committed to allow time to pass GM/trustees if needed)

1. Apologies:

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

2. Approval of minutes from last meeting.

- a. Approval of minutes from 22/02/2021 – *passed on a general aye*

3. Matters arising from previous minutes.

- a. CA to extend last few email accounts *ongoing*
- b. CA to find out about the updates to green move-in sale, and update details about facilities at SP for handbook *done*
- c. CA to organise an online office hours rota as the new committee comes in *ongoing*
- d. CA to check the SOs to see who needs to approve the bank transfer *ongoing*
- e. DM to check with university and college about the consequences of purchasing drug testing kits *ongoing*
- f. VV to follow up on the cheese price discrepancy *done – revised invoice sent with £80 bill as expected*
- g. VV to start process of changing bank (remain non-committed to allow time to pass GM/trustees if needed) *ongoing*

4. Agenda Items:

a. [VV] Worldpay Potential Plans:

Plan A (normal):

- cost: $23.94 \times 12 = 287.28$ (subscription) + £60 (approximation on £4,000 worth of transactions at 1.5% cost)

Totalling ~350 vs 1,200 (cost of sticking with uni)

But there is a charge of £35 pm if we don't have transactions coming in.

Plan B (suitable for us):
PAYG BG350 Ecommerce package

£25 set up fee
£5 plus VAT per month PCI
10P plus VAT pay per click fee
4.5p Auth fee plus VAT

Transaction fee 2.5%

Requirements:

- all details of each trustee such as full name and title, date of birth and home address for the last 3 years.
- Issue at present is adding it to the website. I was advised we need an actual Web Developer as many things are missing. An idea is to advertise for the role and potentially get someone from Ustinov to do it against a reward we can decide on. Maybe it can be a good experience for many Software/Web Development students. (I tried to get a list of the tasks that need to be performed but so far haven't been able to speak to a competent person – will try again Monday)

We will need a way to update the websites as we talked about last week. Likely to require specialist skills. Could hire student/professional to do this.

We can probably update the other bits of websites as well – not within remit of say Webmaster position, since needs experience.

We might need future work done; so should make sure that any help we get it repeatable.

This idea should be probably posed to the general GCR; if they would rather just come down to the office and pay, then this would be easier. Too much money in the office? Potentially paycard solution to fix this.

[AP] CA to look into legalities of finance taking methods, for example bank transfer.

Will speak to company again and try to find out exactly what work needs to be done; might be easier to ask for help/hire then once we know what we need.

b. [DM] Pass up to £200 to buy a Wooden Tool/Log Store with Door

In order to store some of the tools that are used for the allotment, we would need a storage box at the allotment. College has agreed with the specifications of the box we are proposing. We choose wooden as it will last longer than plastic and since we don't have a CCTV over there, it might be safer to have wooden.

Details of the storage box can be seen in this link

https://www.amazon.co.uk/Wooden-capacity-W-99cm-H-126cm-D-81cm/dp/B07HP6SHWC/ref=sr_1_106?dchild=1&keywords=WOODEN+LOG+STORE%2FGARDEN+STORAGE&qid=1614350188&sr=8-106

Does the box actually fit the tools we have? What is the size of the tools? All should fit on the diagonal; can we fit everything? Can't buy much taller than this since college has imposed a limit waist-height box, improved to chest-height. Can we get something wider? Other larger options on Amazon, but won't fit lawnmower and also more expensive. Suggestion:

[AP] CA to measure sizes of tools with a tape measure for the allotment box.

Wait until next week to pass this.

c. [SG] Details for Summer BBQ

Following a meeting with Bryony and Ryan to discuss potential details for a summer BBQ, we need to decide the following:

- A date (suggested was end of July/beginning of August)
- A venue if we can (Collingwood seems like a good option?)
- An estimate of the number of people who will attend (can we eliminate Livers Out for example based on what the university has said already?)
- Run the online summer Ustinov event as a minimum and hope that we can also have some kind of in-person one.
- Establish an outline of a budget (online one was roughly ~£4,000 last year?) - one for an online version, one for an in-person version.

Other points that were discussed:

- Ustinov branded facemasks
- Bryony needs to give Jack the DJ a quote so it's best if we come up with a provisional plan as soon as possible
- Themes
- If Livers Out are not allowed to attend the event, will there be a different policy allowing them to volunteer/work at the event?

Venues: last year we planned to use Collingwood, but update that they will be undertaking construction work (as is Grey) this summer so can't use.

Can possibly use Van Mildert, since they have a lot of outside space.

Numbers: Operational division meeting on Wednesday, to plan summer events – still need to wait to hear maximum numbers. They are hoping to have LOs by hosting the events outside.

Date: Planning to extend term 3 by one week; we'll have to wait until undergrads are not here to have an event to use their facilities. Summer BBQ tends to be on a Saturday July/August for us; shouldn't be a problem. Fixing a date is difficult; it's mostly down to college. Can't fix one until we go to Mildert and see their availability. Bottleneck is finding date/venue, then we can take these to Jack.

Online last year; only £3000. This year, we have a smaller budget than normal due to lack of income (£8000). We normally aim to cater to 500-1000; can't really say if this will change this year.

When can we expect a college decision regarding the date? DM will ask college to start negotiations. If we want to try Van Mildert, then we can start this soon. If Collingwood is out, then JoBo and Mildert are the big viable options.

[AP] DM to ask college to request Van Mildert for possibly Summer BBQ space, and enquire informally about JoBo to their president

Not worth much more thought until we have basics. Can still start thinking about the theme for it.

This will need a budget passed at a GM; maybe worth making two budgets to account for a virtual event, but something to deal with in the future.

5. Officer Reports:

a. Bar [-]

- I have sent a report about the hours on average our bar staff works. The report includes that our bar staff works between 4 to 6 shifts per month, one shift varies between 3 or 4 hours per day. So, on average one staff would work between 12 hours to 24 hours per month.

b. Clubs & Societies [CV]

- The Ustinov team won last week's sport social quiz by forfeit against Hild Bede.

On Saturday we stored temporarily some allotment tools to the shed in college where the BBQs are kept.

Made a blog entry that bookings are available for pool/table tennis. Email will be sent to livers in.

c. Communications [LC]

- Nothing beyond standard newsletter.

d. DSU [-] (DM)

- We were the College with the worst turnout at the elections with 58 votes out of the 1121 eligible. However, we have to consider that we have more than 50% of our students are Master's. The college prize this year is a personalised message from Jackie Weaver.

- SU 2021 Election results are live on our website, you can view the winners and numbers here: <https://www.durhamsu.com/articles/meet-your-new-officers-trustees-and-delegates>

e. Facilities [-] (DC)

- There is now a new guide for students booking the observatory that helps them set up the karaoke and movie

- Diana has informed me that the tools stored in a local resident's house are being moved tomorrow (27th of February) to a shed in College

- Diana wants to propose the purchase of a storage box for the Observatory allotment and we are looking into the options (See agenda item from DM)

- I have now successfully logged into our Google drives and taken over the booking systems for our streaming services, the transition has been smooth.

f. Finance [VV]

- Account Balance: £51,317.15

- An update about the cheese invoice from last meeting: The providers will, on this occasion, take care of the difference. However, I have not received a revised invoice as of yet.

Received final invoice for £80 from the cheese people.

GCR still needs to reimburse DM for around £300 worth of purchases.

g. International Officer [MZ]

- International women day and census 2021 are coming soon. The former celebration theme is #ChooseToChallenge which focus on challenging inequality, call out bias, question stereotypes, and help forge an inclusive world. As the college is producing a video for this, we can do a social media post related to the theme. Added to that, I will try to find any external events commemorating the celebration. Besides that, I will use the channel/social media to publicise to international students on census 2021.

h. Livers Out Rep [FD]

- Over the past week, I have posted on the Ustinov LOs Facebook group to promote some events, as usual.

- Together with Jake, I have also been in contact with a guy who contacted us on Discord. He is a Durham alumnus and owns an organisation that helps students living in private accommodation with deposit schemes. He is in contact with other Colleges too and would be interested in giving a talk at some point in the future (See AoB). The Welfare Committee would be interested in a potential

collaboration and we are currently in the process of asking for more details and information about what sort of lines of action we can work on together.

- I am also working on promoting the Census 2021, happening in March. I will create a post and put together some pictures to be disseminated among LOs.

i. Social [SG]

- Valentines Day winners chosen and entries written up, to be released in the newsletter

- Need quiz hosts

- See agenda item regarding BBQ.

Any event to host towards the end of this term? Ustinov Live? Quiz with prize etc? Can get us to write one section each so no worries regarding host.

j. Steering [CA]

- Nothing to report.

k. Welfare [JB]

- Welfare Drive again went well- optimum engagement it seems i.e., not too much that it's unsustainable, but enough that it is worth continuing for now. 13 attendees to the LGBT+ literature and music culture talk on Friday (17 inc. speakers + organisers). Thanks to Teodora Niklova for organising this.

l. University/College Matters [DM]

University matters

- We are contacting you on behalf of the University's College Accommodation Charging Review Group to ask for your assistance in helping us gather the views of students to aid with this review. As the issue of accommodation fees impacts so significantly on students at Durham University, it is essential that we collect the views, comments and questions of as diverse a group of students as possible, to ensure that the recommendations of this group consider the views of those most affected by its outcome.

- University and College is asking all Common Rooms to help them to promote the completion of the Census 2021. The deadline for returning the census forms is 21st March, and the forms should be arriving by post/a code to fill in the form online should be arriving by post in the next few weeks. The census is a national effort, and the information gathered in this once-every-10-years document will inform government spending on local services and amenities. This includes things like GP coverage etc (more information here: [About the census: Why you should take part in the census - Census 2021](#)).

- University has now a Term 3 working group with Quentin in charge, they are working on plans for activities including having outdoor bars open on 12th April and indoor bars open on 17th May. We won't be able to have an outdoor bar since the type of licensing we have. But I am working to get some access to other facilities. There is also a plan to extend 1 week Term 3, but still has to pass.

College matters

- On CMT, College has mentioned that the Operations board will meet on 3rd March to work on the guidelines for Term 3 and these will be shared on 8th March.

Exec matters

- Got contacted by one of our residents who wants to make an egg/bunny hunt similar to the bat hunt. The aim is to raise money for Girlguiding UK while doing this activity. I have spoken with College and we can help as we did with the bat hunt.

DC is covering two meetings on 17th/18th which DM cannot attend.

6. AOB

- a. [FD] Collaboration with Durham alumnus (contacted us on Discord) who owns an organisation that helps students living in private accommodation with deposit schemes (See LO Report)

Probably ask this idea to get this person to make a formal approach via email to DM, and send details of the company etc. Discord isn't the most official way to get in touch.

Brad Din

GCR Secretary

01/03/2021