

Ustinov College GCR Exec Meeting

Agenda

6:00 pm, 19/04/21



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

CA to draft a free-speech policy based on DSU/independent common rooms policies and pass back to exec for approval

JB to write details for a social media protocol

DC to contact Moette to organise next stash order.

1. Apologies: LC

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

2. Approval of minutes from last meeting.

- a. Approval of minutes from 12/04/2021 – *passes with all in favour.*

3. Matters arising from previous minutes.

- a. CA to extend last few email accounts *ongoing*
- b. CA to organise an online office hours rota as the new committee comes in *ongoing*
- c. CA to look into legalities of finance taking methods, for example bank transfer *ongoing*
- d. CA to draft a free-speech policy based on DSU/independent common rooms policies and pass back to exec for approval *ongoing*
- e. CA to write the paragraph for the DSU postgraduate information *done*
- f. JB to write details for a social media protocol *ongoing*
- g. JB to confirm purchase of allotment storage box with VV, and ensure refund policy if unsuitable. Budget should come out of the transition fund *done – subject to trying to figure out where the box should be delivered to. Manageable to carry regardless.*
- h. *Vote to transfer banking to Natwest instead of Barclay's to ensure that we can have a swift transition since Barclay's are still not taking non-profit customers, and won't be for a while.*
Vote occurred on the Facebook exec group over the weekend to switch to NatWest for our banking services – passed with 5 in favour, 4 abstentions.

4. Agenda Items:

a. [DC] Organising the next stash order

About general idea stash; good idea – a few students haven't been back for the whole academic year, so good option.

Details are in VP email history, and in handover. Moette are typical company that we use, Sam is the contact there. She usually emails us, but if we can decide on a time period, then we can email to set things up in time for this decided period.

Portal is usually open for around 10 days, and typically delivery in 3-4 weeks. Can deliver all across the UK for a reasonable cost, or deliver to college for free. Would it be reasonable to have it set up for the new term? Probably too early. May would be a good target, depending on the availability of Moette as well. Having it open either sometime next week/the week after (early-mid May) seems safe since don't need to be in Durham to order – worth enquiring regardless and basing relevant time period of accepting orders after that.
[AP] DC to contact Moette to organise next stash order.

b. [DM] Accept the offer of JC Audio of £1,538.00 to cover our Summer BBQ

Including full audio provision for the main stage (indoor or outdoor subject to weather on day) & supervising the stage build. - Using the Van Mildert stage (separately organised by the event organiser.). Payment in full in advance of the event (a 10% discount has already been applied for this. Part or full payment post event total would be £1709 in total).

Seems like a good idea based on previous experience.

This is not something that we can authorise alone – we can approve the deposit alone, but the full price would need to be passed as part of the budget. Timeframe would mean that a Summer budget needs to be passed at the upcoming AGM. A proper budget needs to be passed, regardless of passing the £8k already for this. We have approval to spend money on the BBQ, but this individual purchase is more than £500. No issue with paying deposit.

Vote to budget £1538 for the summer BBQ: passes with all in favour.

c. [DM] Pass £200 for deposit to JC Audio

Refundable deposit minimum required to secure the date.

They're extending their cancellations/rearrangement policy to allow free cancellation or rearrangement up to 48 hours before the day of this event. (i.e. all held funds, including deposit would be refunded).

They're working flexibly to support us and our event during covid and lockdown. If our needs change, they're happy to adjust kit lists and re-quote/price accordingly so we don't get overcharged.

Vote to pass £200 for JC Audio deposit: passes with all in favour.

d. [DM] Summer BBQ working group

With Jake and Christos leaving soon, we might need to form the group. I have created a list of tasks each committee could help, the roles I am proposing are:

Tech

- Tech + staging
- Acts

Social Committee + Welfare

- Outdoor ents
- Indoor ents
- Kids Ents
- Evening activities/party
- Welfare
- Decorations

Comms

- Advertising
- On the day photography (if possible)

C&S Committee

- Volunteers
- Sports stations?

Facilities

- T-shirts + Merch
- Food vans
- Misc tape n string n stuff

Bar Steward + Bar people (President in here)

- Catering
- Bar (indoor and outdoor)

Finance committee

- Budgeting

President

- Legal stuff (Risk assessment)

C+S – sports stations. Typically have a few games around the place like spike ball/frisbee in previous years.

CA and DC happy to help with the risk assessment.

We might also want to look into streaming this – something for the tech people to consider.

5. Officer Reports:

a. Bar [-] (DM)

- The College will be interviewing new bar staff, I will be sending an advertisement of this on the next Newsletter.

Mainly about common room – email that college sent out didn't mention that the room can't be used for pool/table tennis etc. Social space still open for livers in, but not for livers out. Since the seminar room will be used for study space, will the table-tennis table be moved? Need to check.

b. Clubs & Societies [CV]

- Gym is ready to open again next week. The form has been updated with new dates and there's an option to click if you're a liver out. Waiting for college to send an email to everyone and advertise it.

c. Communications [LC] (apologies)

- Nothing to report.

Was planning to suggest a newsletter to inform students of what we can expect from Term 3; if SG and the rest of the committee need more time to decide a term card, then perhaps worth waiting a week.

Can still send one with the 2 formals and Summer BBQ (alongside small events like pub quiz etc), and then inform that the full events calendar will be out later.

d. DSU [-] (DM)

- DSU has rescheduled the second instalment of the Democracy Review: Changing Assembly workshop to Thursday 22nd April, 15:00-17:00. This workshop will focus on representation (who do you think should have a vote at Assembly). Currently, colleges are directly represented through SU reps and JCR/ MCR PresComm chair (19 votes in total out of a possible 43 Assembly members). Key discussion topics will focus around; are all the right voices represented? Do they need more or less voting members to make decisions? Are the current open places useful?

e. Facilities [DC]

- Allotment booking is now open and working smoothly.

f. Finance [VV]

- Account starting balance: £51,426.00
- Income from Coca-Cola machine: £75.76
- Final balance: £51,501.76

- During the week due to the inability of Barclays to take on new customers – it was proposed that instead we proceed with NatWest as we have been waiting for a very long time to move the accounts. A vote took place on the Exec Facebook group, with 5 for and 4 abstentions – which made it possible to move our funds to NatWest. Application was sent out on Thursday providing all necessary details and currently is being processed. As per what I was informed it should take between 3-4 weeks to process it, if no further information is required. Essentially the reason that was the case – Barclays had a procedure for non-profits where we are required to visit their branch, which they do not know when would be possible, whereas NatWest had the entire application process virtually.

g. International Officer [MZ]

- I have posted on the social media regarding the Ramadan festive together with the Bengali New Year Celebration.

h. Livers Out Rep [FD]

- Nothing to report.

i. Social [SG]

- Social committee meeting to take next week (probably Friday)
- Will release term card draft for events soon (need further guidance on what we're actually allowed to do)
- Exec social

Exec social in person at pub? 2 lots of table of 6 perhaps? Worth waiting for the 17th May?

Or perhaps BBQ in the green space outside college?

Will probably aim for this after the 1st of May.

Anything for Eurovision? Still can't do karaoke at this point, but an equivalent of a film night would be usual (assuming it's within regulations).

j. Steering [CA]

- Nothing to report.

Freedom of speech ongoing.

The collated minutes from James O'Neill (previous VP) are being checked, before being uploaded to the website to fill the gap within the minutes.

k. Welfare [JB]

- Running club is advertising group runs. Working on ways to increase engagement- such as a Doodle to ask for certain days or times. Walk leaders are contacted and hopefully will be able to share a list of walks next week. Welfare drive still running- will end at the end of the month when LOs can access college.
- Allotment had the first planting session at the weekend.*

l. University/College Matters [DM]

University matters

- The University has been migrating to a new WiFi system during the Easter

break, which has been affecting all our students, not only Ustinov College has been having issues. However, students who need to submit their work during this period have been struggling with the Internet. I have been working with College to help students get resolved their issue.

College matters

- The College should have sent an email about the access to College facilities by the time of our meeting. This will include:
 - Study space from 26th April, bookings via Reception. Study space will be in the common room and seminar room only. Study space available during office hours only
 - Observatory, from 26th April. Wednesdays and Sundays. Booking system required with housekeeping regime
 - Bar opening, from 17th May, Thursday – Saturday only. Operation as during the previous opening with the booking system from University.
 - College has sent an email with information to help students who are leaving College, about the donations of belongings, purple bags to be provided via Reception and non-perishable foods to be placed in a box at Reception.

Exec matters

- I have contacted Brian Taylor (our usual photographer) to check if he will be available for the next 3 events, we have: two formals and our Summer BBQ. He has saved the dates and will come to the events
- I am working with CIS to get the new President site integrated on the new University website, I have choose to keep this as we can use it to promote our website and share what are we doing. The current site is <http://community.dur.ac.uk/ustinov.president/>. After w/c 10th May this will be migrated, and I will have access to the new site so that I can update it
- As per suggestion from College I have added the following line to our booking forms: “The University takes Covid-19 security very seriously and any breaches of Covid-19 regulations are managed under the University’s Non-Academic Misconduct Policy.”

Is there any particular use for the president site, that we can't do with our regular one? Just an easier link between official university website and our main one.

6. AOB

- a. *DM – other college musicians wanting to use the Observatory, but no Ustinovian contacts. Happy to pay the GCR membership. They have played at Ustinov Live before as well.*

Regarding SOs, the current position over the Observatory is that it is up to us as to who uses it.

Either they can find a Ustinovian who is willing to make bookings and take responsibility on their behalf, or at the discretion of the president, they could become associate members (is there a problem if they're already part of another college? No explicitly exception in our SOs). Needs subsequent approval by the trustees. If the exec comes to some agreement, then we can arrange this.

Demand is low enough such that it's probably not going to be taking slots from Ustinovians.

Brad Din

GCR Secretary

19/04/2021