

# Ustinov College GCR Exec Meeting

## Minutes



**1. Apologies:** JO, NQ,

**Present:** VB, PM, AM, TP, MR, EJT, VU, CW, AMH, KL

**2. Approval of minutes from last meeting.**

Minutes from 23/07; 30/07; 06/08 (passed)

**3. Matters arising from previous minutes.**

None.

**4. Agenda Items:**

- i. **[AnnieM] Free fresh fruit for Howlands and Sheraton common areas during dissertation writing time. Proposed maximum budget of £100 for between now and 7th September - will ask James if this is a reasonable budget based on last year and try and have an exact budget for the meeting.**

AM spoke to JS today. He told her that last year he spent between £40 and £50 on fresh fruit for one site. This works out as around £12.50 per site per week. The fruit was ordered online from Robinsons. Based on demand from last year plums are a good choice, whereas pears were less popular.

There is asked how this will be managed, TP explained that a box will be delivered to each site each week from Robinsons, and set out in the cafes.

There is commented commented that the fruit should be well advertised/signposted.

Vote: to pass up to £100 for fresh fruit for both sites

Outcome: unanimous

- ii. **[AnnieM] Discussion of condom control methods, e.g. a dispenser machine similar to those in public restrooms, but free to use.**

As discussed previously under JS, the GCR's supply of free condoms is being abused, supplies run out quickly after each order is placed. Will college allow us to place some kind of dispenser in the building that will limit the number of condoms taken at one time to mitigate the issue?

There is noted that different kinds of dispenser are available - he has looked into the options previously. One solution might be a dispense with a time limit on taking condoms.

(Ariam arrives)

There is noted that what we need to prevent is people taking handfuls at a time, as this seems to be the major issue with the supply.

There is asked why we couldn't place the supply near the entrance of the building - eg by the porters/GCR office - TP replies that this could cause students to be embarrassed about taking advantage of the free condoms.

There is asked ask college about placing the dispenser when he meets with them on Wednesday

**AP MR/TP** to find links to options before then

**AP AM** to bring a budget for the dispenser to next week's meeting

If the dispenser can be in place before Induction Week that would be useful.

**AP AM** to order condoms before induction week

It would be good to include condoms in the welcome packs, so around 500 would be appropriate.

**AP TP** to sort out welcome packs!

**iii. [TP] Tshirts need to be done soon.**

**AP EVERYONE** contact JO with your tshirt sizes!

(except VB who has already done this)

**iv. [TP] Volunteers email whoever is in charge write an email and TP,VU or KL can send it to the uv info email.**

JO is in charge of volunteers, having inherited this from XM (cheers Xiaoxiao)

**AP JO** to draft an email asking for volunteers, and pass it on to eg VU to send to uv-info

RE welcome packs: bags, shampoo, and lots of out of date SIM cards were found during the office cleanup at HF. With the condoms to be ordered and GCR handbooks, is there anything else that should be included?

**v. [TP] Need new computer for the office.**

The bank cards have finally arrived. The first order of business now we have access to the accounts should be to order a desktop computer for the SP office. The budget has already been passed at a GM, the only question is whether to buy the selected setup without a monitor (for £349), or a bundle including a monitor (for £379). MR notes that this will ultimately save the GCR around £200, and is still under the original budget of up to £700.

The computer will be needed for the design of the handbook, posters for Induction Week, etc.

Vote: should we order the computer with the monitor?

Outcome: unanimous in favour

**AP TP/EJT** to look into ordering the computer tonight

(this will be the first online payment with the new cards)

**vi. [TP] Website, page edits to be done by next weekend.**

There is noted that VB has made a helpful map of the website pages and how they connect. MR has removed the pages referring to the bar and common room at HF, but references to HF probably still remain elsewhere on the website.

**AP** TP to look into the website and delegate sections to members of exec/the committee

**AP** VB to send TP a list of the edits she's already made

MR notes that a link to the Ustinov GCR 2018-19 facebook group will be on the website, though this group is not yet publicly visible. VU has set up the page and is ready to change the visibility from "secret" to "closed", if everyone is happy with the page.

TP asks who is currently set as admin - VU replies it's TP, KL, and the official Ustinov admin page. MR notes that Peter Platypus should not be an admin on the page.

**AP** everyone to look at the FB group before it goes live

There is noted that VB & KL should look into making sure the GCR's Instagram and Twitter pages are more frequently updated this year, although this is at the discretion of KL.

There is asked about the public availability of the minutes from these meetings;

**AP** VU to make sure minutes are being uploaded to the website

& notes this is the job of the secretary, once elected.

**AP** EVERYONE upload a photo of themselves to the Google Drive, for the handbook and for officer profiles on the website

A folder will be created in the Handbook/Officer Introductions folder.

There is noted that the officer profiles on the website have helped several people to get in touch with comms, president and secretary email addresses, although the other roles have been less well used.

There is asked when the password for the Google Drive should be changed.

There is noted that this happened in October last year.

There is noted that it should happen at least two weeks before Induction Week, to avoid any access issues, or else wait until after Induction Week.

**AP** MR to change the password, once the computer has been ordered and set up (KL arrives)

**vi. [TP] Pass a budget of £500 for the end of term party to cover DJ, lights + everything else.**

This will be the last party we have in HF.

As Etienne has now left the country, we will need to find a different, probably more expensive, DJ. Has NQ contacted the DJ society? TP will ask him, and if not he will look into contacting Dusk Til Dawn to ask them to do it.

There is asked how much the DJ for the BBQ cost - TP replies that as it was EL, he charged the standard fee of £135.

There is noted that the DJ from Manchester used for the Bollywood party last year cost £200-300, so this should be our expectation.

There is asked what the £500 budget will cover; TP replies that it's a budget of up to £500, and will include the DJ, equipment and lighting from (potentially) Dusk Til Dawn, as well as any extra "goodbye" decorations we purchase. VB notes that we have lots of decorations from previous parties in the office, so will not need much extra.

**AP TP/NQ** to look into the price of the DJ, and buy goodbye banners.

Vote: to pass a budget of up to £500

Outcome: 8 in favour, 1 abstention

**viii. [TP] Need to contact Dusk til Dawn about induction week events.** There is asked whether anyone has previously worked with Dusk Til Dawn - none of the current committee has a previous relationship with them.

There is asked about the space for the party during Induction Week - will Dusk Til Dawn have to use the setup in SP cafe, and will they object to using the volume limiter etc?

There is noted they will have to use it, as it's part of the licence. Paul Skerritt will similarly need to be contacted to make sure they're aware of this.

## **5. Officer Reports:**

### **a. Bar Steward [AMH]**

*Nothing to report.*

AM spoke to Ian Mac about the discounts for the end of year party. Ian confirmed that discounts will be available, but that details have not been set. This will be discussed and finalised at the Bar committee meeting tomorrow.

TP will speak to Sarah on Wednesday, so will bring this up if not resolved by then.

### **b. Clubs & Societies [VB]**

*The football captain had an idea concerning C&S advertisement that I'd like to hear your opinions on, but I'll explain that to you guys in person.*

VB spoke to Angus, the captain of the football team, who says that several postgraduate and Erasmus students from other colleges have contacted him at various points during the year to ask to

join Ustinov's football team, as they prefer this to the undergraduate tournaments. VB asks whether there's a way to let such students know that this is an option earlier in the year this year.

TP will mention this at PresComm, and asks whether there's a postgraduate Facebook group where this could be posted.

There is noted that while there is a postgraduate facebook group, it is very rarely used and so probably will not be helpful. There is a postgraduate version of Durfess, but this is probably not the best route to take.

**AP** VB to come up with a diplomatic way of letting other postgrads know that they can join our team  
There is suggested speaking to the football captains from the other colleges, but VB notes that if the students are reluctant to play with undergraduates they probably won't be known to the captains.  
There is suggested VB should contact Fraser, the Sports Officer for Team Durham, who will know who to contact

[Vera requests her AP be deleted from the minutes as she's done it]

TP's AP from prev minutes:

Access to the school is an issue that needs to be discussed more generally. TP notes that since teams will likely have non-GCR members, it's not feasible to restrict all access to the school to members. It would be preferable if the swimming pool could be members-only. TP is organising a meeting with Quentin, so will raise this once they meet.

There is asked how the community room at SP can be booked. MR says that while there is technically a schedule sharing the room between students and residents, there is (or soon will be) a form to request to "borrow" a slot, and a different form for GCP events. VB notes that this schedule is currently on a 5-week rotating basis, which can be confusing.

AP TP to talk to CMT about making the schedule clearer - maybe using a similar system as the MUGA shared timetable with Josephine Butler, which lists separately the days/times for each college  
A similar system would be good for availability of the swimming pool, once we know this.

**AP** TP to check whether a booking form for HF for 7 September has been submitted

### **c. Communications [KL]**

*1. Communicated with college staff & last year's GCR team about a harassment issue;*

*2. Answering different potential new Ustinovians' questions in language centre group;*

*(Trying my best to be in the meeting tomorrow —got a report to hand in for the supervisor)*

KL has spoken to college staff about the harassment problems occurring last year, but the decision was made not to pursue the matter further this year.

KL has made a WeChat group entitled "Ustinov family" for pre-sessional students who have not yet been assigned a college. While some of these students will eventually end up in Ustinov, others will be assigned to other colleges. KL will make a new WeChat group once the new term starts.

Some students (notably VB) did not receive the full welcome last year, as they arrived before the official starting dates. It is noted that PGCE students arrive 1 day before Induction Week starts, and that MBA students arrive up to 1 week earlier. AriamM notes that some students will arrive from the 1st of September.

AP TP to check with college about arrival dates and make sure there is welcome in place from the date of the first arrivals.

There is asked about the handbook - will times of events be recorded on the last page? TP replies they will, and offers to compile a copy of the times confirmed with college for the handbook.

There is asked what the procedure should be if harassment incidents are reported to a member of the committee. MR replies that the university has a policy in place, available online, and dedicated members of staff at both the college level and within the central university administration who are trained to deal with such situations. The best thing to do is to check the policy and encourage the student to report the incident to the appropriate people (Brenda Ryder and/or the central university contact)

There is noted that Ustinov would do well to recognise the unique challenges for international students in this situation, as it can be especially daunting to report incidents in a foreign country, as a student, and as a person not especially well-acquainted with the customs and society of the UK.

(Ariam leaves)

There is suggested this information should be referenced in the handbook and on the website, respectively.

There is asked whether the procedure is different for incidents involving another student, a member of staff, and a member of the public - MR replies that the initial response should be the same in all cases, but that the following procedures do differ slightly.

In all cases, members of the committee should familiarise themselves with the policy online, and advise the student to contact Brenda Ryder.

#### **d. DSU [PM]**

*The office hour induction by Vinay Utham was completed. Still no answer from the DUCK about Eduardo Joel López Torres question. Still pending: my introduction for the position, this will be done by the end of tomorrow.*

PM has completed handover with Alex Hampton. PM contacted DUCK about some donations found in the GCR office at HF, but has still had no response.

There is asked how many SIM cards should be ordered for Induction Week. AnnieM wonders, given the large number left over from last year, how many of the cards handed out are actually being used.

There is asked how many newcomers will be arriving at SP for Induction Week - TP replies that there will be around 350, and suggests between 200 and 250 cards would be appropriate. The cost of the SIM cards has already been noted in the budget for Induction Week.

There is suggested a facebook poll to find out how many people used the SIM cards they took last year, as this could represent a lot of plastic waste.

There is suggested we compile some information on how to set up a phone contract instead. CW suggests combining this information with a small stock of SIM cards, available if anyone needs them.

There is suggested it's better to have too few and run out, than too many and have them wasted.

MR notes that at the welcome table, there should be computer/s available for student registration, as students will not be able to access eduroam wifi until this has been done.

**AP** TP to remind CMT to bring computers

Conclusion: order between 50 and 100 SIM cards, on a first come first served basis for students.

#### **e. Facilities [JO]**

*-Colin should have taken over the sports equipment to the newly built Sheraton Sports shed; the matriculation photos outside the café along the wall of the toilets should have gone up at Sheraton;*

*-Cycas should be clear now apart from the tents, with everything in the Sheraton storage rooms and some items for induction week in the Sheraton GCR Office*

*-Shelving units should now be installed in the Sheraton Storage rooms. After talking to College the DVD library at Sheraton is being given two shelving units in the Seminar Room for the DVDs/or games; the books can be placed in the empty shelving spaces already installed. The box of DVDs should be in the Sheraton GCR Office in alphabetical order.*

*-My draw is empty apart from one file belonging to Joe Farou which can be thrown away if he doesn't need it, and some items for Ustinov Live which Alastair can collect.*

*-My introduction, and entries for the handbook are complete and include: Sheraton Facilities; Guide to your flat; Guide to Kitchen Cleanliness; Green Move in Sale (aside from the introduction).*

*-I will address the volunteers and induction week t-shirts this week.*

(VU read out JO's report, added that:)

- The matriculation photos were not in place as of 13 August
- The sports equipment had not been moved as of 12 August
- VB has a new padlock for the shed
- The tents in Cycas need to be checked, to make sure they have the correct number of poles

**AP** TP to check the tents, on the next sunny day.

There is asked about access to the observatory.

According to Ian Mac, the system will be similar to the current music room system: students will be able to sign out the keys to the various spaces. TP notes that there should be separate keys for the different spaces. In particular, students should only be able to access the music room if they have specifically requested that.

#### **f. Finance [EJ]**

*Vera Bieber found the cards at Howlands and, hopefully, we can start doing some payments now.*

*The Online banking is still missing, I'm going to call the bank tomorrow to report that and try to get a new one. Also, the payment to Etienne was done in time!*

Figures from the treasurer:

*(From the previous week)*

Balance Carried Forward: £

**AP EJT** to update the payment details for Netflix and Adobe Suite, as soon as possible.

**AP EJT** to determine how to manage the cash payment to Etienne, to keep the accounts correct.

**g. International Student Officer [MR]**

*Did some website updates, based on suggestions from Vera. That's about it. Looked at sections of handbook, not coming up with any ideas for changes*

MR will be taking a step back over the next month or so.

**h. Livers Out [CW]**

*100pounds to book the place for the Livers-Out Drinks (at Whiskey River). We cannot book for the Comedy Night without knowing how many people are going to go. She didn't contact to the bank but we just need plain bags to do it. She will check with the College if we can use the bags here, otherwise we are going to buy them.*

**AP CW** to ask AH about attendance at last year's event

**AP CW** to call Whiskey River again, possibly asking for a different section

If necessary, VU and MR will ask about the fee when they next visit Whiskey River

There is asked what is the best way to go about distributing bags for the clothing bank collection. The decision is to keep one roll in each of the GCR offices, and to have donations returned to the offices.

**AP CW** to write up an explanation of the donation drive, to be passed on to KL and SC, as well as a sign for the doors of the GCR office

Concerning the comedy night, is it worth buying some tickets now to avoid disappointment if the event sells out? VB suggests that students could buy their own tickets, but it is decided that the GCR should buy the tickets as a block, to avoid people being spread around the room - it should be an opportunity for people to make friends. If small groups buy their own tickets, people will not mix with each other.

The suggestion is to buy around 15 tickets, with the option to buy more if the 15 tickets sell well and/or the event itself sells well.

Motion: to pass a budget of  $8 \times 15 = \text{£}120$  for eight tickets to the comedy club.

Vote: unanimous for

There is noted that both the comedy night and the Ustiloft night should be heavily advertised - we should aim for at least 100 attendees at Loft to permit similar events in future.

*AP CW to buy 15 tickets for the comedy night*

#### **i. Social Secretary [NQ]**

*Nothing to report*

*(apologies)*

TP notes that the DJ for IW needs to be investigated, trusts NQ to look into this

TP will remind NQ about the buses

AP TP to make the Facebook event this weekend

James - take ball sec off the agenda!!

#### **j. Steering [VU]**

*Did office hour induction for Pedro. Will do office hour inductions for Annie later this week. Haven't started sorting out Committee board, will get on it this week. Slowly started to clear out my drawer, will finish it this week. Facebook group for 2018/19 created, can make it closed and ready for members to join if everyone is happy with the description and the overall group in general.*

VU's action points have been completed, check those off :)

AP VU & EJT to repeat Office Hours and cash handling procedures training for committee members

There is asked when our last Exec meeting at HF will be - VU says 27 August

There is asked who is covering office hours this week/in general

- [Answer] it's NQ at HF and VU/any volunteers at SP

Final office hours at SP will be 12/09

There is asked about updating the constitution before Induction Week - VU will ask Thom about this when he is in Durham

#### **k. University/College [TP]**

*-Having a meeting with Sarah this Wednesday to discuss the induction formal.*

*-Confirmed Induction week times with Brenda.*

*-Sorting short introduction for the college documents.*

*-confirmed with Brian about next year's photography, need to follow up and confirm dates of events with him.*

*I'll be back next week so I'll start to get induction stuff moving again. If there is anything people want to ask me just let me know. **Action Point for everybody**, check their respective drawers and clean them of unnecessary things.*

VU will ask Sarah about booking in the Summer Ball and the Barbecue for 2019  
When do we need Brian for Induction Week? - only Brunch and the Formal

There is asked about adding a page on the DSU to the handbook. TP has used the DSU standard script for the draft

**AP PM** to write a couple of paragraphs about the difference between the GCR, GCP and DSU

Nightline training is booked for 20 people - usually attended by freshers' reps from other colleges. It will take place on the Monday of the week before Induction Week - 24 September - at 3pm

**AP CW** to contact Jamie about the sexual harrasment training he was planning

There is asked whether GCP events should be included in the handbook - TP and MR reply that they're usually advertised by the GCP itself

EJT's AP is ongoing

There is asked about the timing of moving the safe to SP - EJT needs to get the insurance sorted first (and so the online payments)

There is asked about the rescheduled BBQ - TP to check into this

**AP VU** to organise an exec social after Induction Week and/or a final committee social

#### **I. Welfare [AM]**

*Contacted James Smith about a handover - awaiting reply. Will be going to CIS to sort out the welfare email now I'm back.*

Annie will have her handover tomorrow at 12:30

Transfer of the email address is ongoing

#### 6. AOB

**Action Point to Vinay** to talk with the porters again and restrict the access to the Offices (Howlands and Sheraton), ensuring that only committee members can borrow the key / access the offices.

**AP [VU]** To book the offices for Exec for the next four weeks

Pin the list of APS in the facebook group

Clare Wallace, standing in for EJT, standing in for JO, standing in for the secretary

AND DESCENDED FROM SCOTSMEN

13/08/2018