



Ustinov College GCR Exec Meeting

Agenda

6:00 pm, 15/02/21

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

DM and FD to email Saving You Money LTD and ask for May availability

1. Apologies: *DM, FD, DC, LC*

Present: *BD, CA, JB, CV, MZ, VV, SG*

2. Approval of minutes from last meeting.

- a. Approval of minutes from 19/04/2021 – *passed on a general aye*

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. JB to write details for a social media protocol *ongoing*
- f. DC to contact Moette to organise next stash order. *ongoing*

4. Agenda Items:

- a. **[DM] Agree in the categories to propose for our College Awards ceremony:**
- After your feedback, the categories that remain are:
 - On the serious category
 - Outstanding Contribution by an Individual to College Life - PhD Student
 - Outstanding Contribution by an Individual to College Life - Masters Student
 - Undercover Hero
 - Outstanding Contribution by a Non-Ustinovian to College Life
 - Best quiz host
 - Biggest Contribution to Life at Dryburn
 - Volunteer of the year
 - On the less serious category
 - Best Ustinov Chef
 - Lockdown haircut - changed to Lockdown hairstyle
 - Lockdown fashion

- Art/ doodle
- The best person to have on your quiz team.
- Golden Oldie
- Best Adviser
- Most competitive gamer / Most likely to flip the table during games night.
- Biggest smile.
- Best pet
- Most enthusiastic lockdown runner
- Green thumb
- Best zoom backgrounds

We have not really had a huge variety in quiz hosts – it is still in the ‘serious’ category. Should this belong there even in normal times?

We can always cut it if we have no nominations, and generally sticking with tradition, we shall leave it there for now.

Vote to agree on these categories for college awards – passes with all in favour.

b. [DM] Agree on the rules for the College Awards

- After your feedback, the rules are:
 - Each category needs at least 3 nominations for the category to be opened.
 - The GCR President and GCP scholars have voluntarily withdrawn themselves from consideration in the top 3 categories. This is due to them receiving a financial award from College as part of their GCR role.
 - Please don't vote for yourself if you are nominated. Any such votes will be discounted.
 - We kindly ask that nominees adhere to a strict "no campaigning" rule and do not send any emails/messages to fellow students asking them to vote for particular nominees.
 - The GCR reserves the right to remove entries if they don't fit the category.
 - By submitting any material, the GCR will own all the intellectual property rights, any material submitted must not be covered by a third party's property rights.
 - In the serious category you can nominate any fellow student and in the non-serious category you are allowed to nominate yourself.

Second rule; GCP are not necessarily part of the final role; final form/new text now reads:

“The GCR President and GCP scholars have voluntarily withdrawn themselves from consideration in the top 3 categories. This is due to them receiving a financial award from College as part of their role.”

Based on previous years, should we restrict number of awards that people can win? Difficult to enforce in general... keep for the important awards. Add a new rule, with text that now reads:

“The top three categories (PhD student, Master’s student, undercover hero) are mutually exclusive – if you win e.g. Outstanding contribution, you can’t win undercover hero as well.”

Vote to pass these revised set of rules as the final rules – passes with all in favour.

c. [DM] Choose topics and possible dates for the talk from Saving You Money Ltd

Please see email sent in advance and comment which topics do you think would

be suitable and proposed dates for holding the talk

Will have it streaming in Youtube, but not a public link – only shared to our students.

Need to know which date is preferred, and also need the topics which we can take.

Full list:

- what a tenancy agreement is,*
- what an inventory is,*
- the important actions to take at the start of the tenancy to give you the best chance of getting your full deposit back,*
- the Deposit Protection Scheme process and when to use them;*
- ensuring you aren't ripped off when signing up to utilities.*

Ustinov specific – international barriers that some students need to be aware of? Guarantors required and where to find them?

The actual point of his company; provide students with a place to store photos and make the report to help them get the money back.

Date? In the next coming weeks sounds good, so that they can look either to move in July or September (as typical). Some date in May sounds good – one week when there's not a lot of social events on.

[AP] DM and FD to email Saving You Money LTD and ask for May availability

d. [DM] Potential sponsorship opportunities from Ernest Place

Got contacted by Ernest Place to look into possible sponsorship opportunities with us. They have asked me for a sponsorship package that we might have available. They would be interested to see what opportunities there are to work with us.

Obvious events; summer BBQ/formals etc. We can get them to pay for entertainment etc.

However, Ernest Place is an accommodation company – make sure that they are not in the DSU black-list.

Even if not, any sponsorship would be viewed as an endorsement of a particular company – particularly for housing, this is something to avoid.

Vote to consider further sponsorship with Ernest place: fails to pass with zero in favour, 7 against.

However, still good to look at other sponsorships; see what other colleges are doing.

5. Officer Reports:

a. Bar [-] (DM)

- So far, I have had 7 people showing interest in applying for bar staff positions. I will pass this information to Trudie on Tuesday when she is back.

- College has asked me to also support them in getting feedback from students on what they would expect to have in the bar when it is open, so I will create a survey later next month.

We have some potential interest in Bar Steward – want to put in contact with James or Arabeth. CA will check with James if he is happy to be contacted.

Bar Steward election would be at the next GM, end of May. This would elect them for the next academic year. Only exec roles that are elected in October are social secretary and livers out rep, rather than AGM.

b. Clubs & Societies [CV]

- Nothing to report.

Sent an email to PlayerLayer; the previous contact we had has now left PlayerLayer, but they still have the designs etc – if they are all good, could go live from mid-May.

c. Communications [LC]

- Nothing to report.

d. DSU [-] (DM)

- “The Annual Students’ Union Awards 2021” is open. Aim to student or staff member, past or present, who has made an exceptional contribution to the life of Durham Students’ Union. Link for it is <https://durhamsu.ml/.../durham-su-annual-awards-2021/172/>

e. Facilities [-] (DC)

- I have made some posters for the Allotment Project, Fisher and Music Rooms. Will be sent to the exec chat promptly for feedback.

- Bookings are flowing smoothly.

- I sent an email enquiring about the stash order, however, I have not received a response yet.

Emails to stash people tend to be slow anyway.

Pass feedback (even thumbs up etc) on the posters.

f. Finance [VV]

- Account balance: £ 51,501.76

- The processes for establishing a payments system has been initiated. However, after a few back and forth with the company we are providing information in regards to compulsory background checks. Hopefully, this will be resolved by the time we need to issue formal tickets.

The WorldPay providers would like details of the bank-accounts. Given that we are in a transition between accounts, do we want to use our old one?

However, it might be a good idea to pitch these ideas for WorldPay at an AGM, but this might not fit into the schedule. We’re not sure how long the whole process will take to sort, but wanted to begin the admin ideas first, and get it ready as soon as possible so it can be used for ticketing etc – we have a deadline to tell uni to cut off usage of the university facilities.

In terms of formals, e.g. we can use Fixr regardless. There is a cut-off deadline for when we need to tell university that we don’t want their services anymore.

Will get information on what the deadline is, and then write up an agenda point for next week.

g. International Officer [MZ]

- Nothing to report.

h. Livers Out Rep [FD]

- Social committee meeting happened last Friday. Livers out will be allowed in college from 17th May but they will need to book to get access to the bar. We are thinking about events to organise.

- Diana and I have revived an email from Matthew regarding the event about living in student accommodation. We are thinking about the best time to organise it. It is also an agenda point so hopefully we will discuss it together.

i. Social [SG]

- Social committee meeting on Friday, got some ideas for our term calendar

- Meteor shower event 6th may (time?)
- Exec social on Monday 3rd may at 6pm - who is bringing what?
- Finalising awards categories for the 5th July formal
- These are the agreed dates to work with College for the College Awards:

Task	Owner	Deadline
Information to HL	DMT/SG	30 April
Nominations open	HL	7 May
Nominations close	HL/DMT/SG	21 May
Voting opens	HL	28 May
Voting closes	HL	11 June
Trophy	SP	By 5 July
Certificates/Slides	MB	By 5 July
Formal	CMT/GCR	5 July

Major points of the meeting: advertise that there is a meteor shower, and rather than encourage people to attend an event, simply offer the option of Observatroy hill etc. Also celebrate for Ede, Champions League Final. Themes for formal (Oscars themed?) and some themes for summer ball.

For allotment society; when they meet, have some social element (beers, food etc) – design a booking system for this.

Our exec social BBQ – relate to AOB.

BD will formulate agenda for next week, and if it's substantial/urgent enough we can have a meeting later in the week, or just roll over onto the following week.

Probably just do BYOB and BYOF; if everyone brings enough of something they to share, then it all works out. Have a list things you're bringing on the exec chat.

This is only exec just to minimize numbers, within restrictions. After 17th May, can have a full committee.

j. Steering [CA]

- I am still working on the Freedom of speech policy and 2018 minute collection.
- On the complaints policy, if no one has any further comments then I will forward it to the trustees to hear their views before making it official. I think if the exec were to vote for it being adopted as an SOP, I could then upload it to the website as an additional document. Anything more formal would require a proposal/ vote as a GM.
- I am going to start advertising out AGM this week, first in the newsletter and then later on in more detail and via other channels. A GM on 30th May would have a nomination closing period of 10th-26th.
- Was also thinking about starting our insta takeover to let Brad have the next exec meeting as his day (see AoB)? Over the next week, could each of you look at preparing a flyer or similar that can be shared online (FB, insta, Whatsapp etc.) summarising your position and what you do? Feel free to embellish it with non-Covid details. If you want any advice on what to include then Diana and myself will be able to assist. We also have a few tucked away from last year that you can base it off.
- What we did last year meant that everyone had a unique design with its own flavour, I quite liked this. If we feel that a single theme would be better, then I can make a template?

Handover typically is during June – 26th is the bank holiday weekend, and also this probably ties into exam season as well. We should advertise from now on, but schedule the AGM for the 6th of June – handover/formal elections might be a bit later, but this is a safer date (last year, we had it on the 4th of June so not a firm deadline).

k. Welfare [JB]

- Walk and run scheduling is all going pretty smoothly. Last welfare drive this week. Not much else to report but meeting Martin and Brenda prior to exec.

JB will be leaving on the 9th May; back 4th of August, but back in Durham around 14th/15th August. Still attending meetings, and manage some things virtually etc.

l. University/College Matters [DM]

University matters

- For the upcoming WSE activities, University at this point will only take tests reported through university staff and will be used as part of the test to participate. NHS tests are self-reported whereas tests taken at our sites are read and reported by university employees. The reporting mechanism is bespoke to Durham University and is an integral part of the verification process that will be deployed.

- I have been sharing the new facilities that the Library will have from Monday 26th onwards, these include food trucks and opening back the small Island Cafe.

College matters

- On the query from some students, College has informed me that no guests are permitted before 17 May 2021, and they will send further information close to the date.

- Ustinov College will continue arrangements with County Durham Furniture Re-Use Scheme on the Green Move-out sale.

Exec matters

- My first meeting with Van Mildert to start working on the Summer BBQ is on the 5th of May. I have created a Teams group and posted a poll to get everyone availability for our first meeting this week. If you haven't filled this, please do!!

6. AOB

a. [CA] Bank Holiday Exec Meeting?

Will we need an exec meeting 3rd May?

See social report – no meeting on that day, possibly one later in the week if necessary, but can roll over otherwise.

Brad Din

GCR Secretary

26/04/2021