



Ustinov College GCR Exec Meeting

Minutes

6:00 pm, 10/05/21

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

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

1. Apologies: *JB, SG, LC*

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

2. Approval of minutes from last meeting.

- a. Approval of minutes from 26/04/2021 – *passed on a general aye*

3. Matters arising from previous minutes.

- a. CA to extend last few email accounts *ongoing – still needing to recover the password. The current exec might get emails informing about expiration soon. Can ask exec chat if need help*
- 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 *done*
- g. DM and FD to email Saving You Money LTD and ask for May availability *ongoing*

4. Agenda Items:

- a. None

5. Officer Reports:

a. Bar [-] (DM)

- College has asked us to remind students of the procedure once the bar is open; bring a student card and wristband (if LI), one way system inside the Common Room, household system, booking app, table service and they MUST use the track and trace from NHS or they will be removed from the bar.
- Also asked to help them with a survey of the popularity of the drink on the

current menu, and cocktail preferences.

- Letter from bar stewards with support from the Presidents to change the household system from 17th May.

- Prices may increase when the bar is open on May 17th, I have asked other Colleges but they haven't received any information.

- I have passed the information of 10 students who want to apply to work on the bar, the College doesn't know how many they will contract. Applications are now closed, and College will start arranging interviews.

Livers out allowed as well, subject to two LFT tests. Something worth promoting in the upcoming newsletters, particularly LFT info. Also, will need info about app and how to use.

*Pool tables available to book through this as well. Still three days open:
Old times were: Thursday, Friday, Saturday: 7:30pm - 12pm*

b. Clubs & Societies [CV]

- Nothing to report.

PlayerLayer was meant to set the website up by today; haven't heard anything back. CV will chase them up shortly.

c. Communications [LC]

- Nothing to report.

Will definitely want a newsletter this week. If exams keep LC too busy, then we can make one between the rest.

d. DSU [-] (DM)

- DSU Awards nominations have been shared with students.

- DSU has received 3 nominations for Chair of Assembly.

- DSU are running a campaign called "Durham Demands Better" on the back of major dissatisfaction towards the Government in how they have treated students. There has been a consistent lack of support regarding housing and mental health, pitiful amounts given towards financial hardship, and complete silence for PG students. They've distilled some of the "support" they tell us they have or plan to provide and put together a template letter that students can send to their local MP asking them to hold the Government accountable. More information in the link <https://www.durhamsu.com/durham-demands-better>. They are running this campaign to join up with the national picture where NUS and other SUs are calling out the Government and reiterating that students deserve better.

e. Facilities [-] (DC)

- Bookings going smoothly

- Stash order deadline 26th of May, awaiting confirmation

- Contacting food trucks in progress

Fat Hippo replied about BBQ food trucks, asking about people expected, electricity available. Preliminary expectation of people to give them? Can wait for the survey that Jake did, and then approximate from this? Regarding power, will know more after the meeting on Wednesday.

f. Finance [VV]

- Account balance: £ 51,501.76.

Contacted accountant regarding documents for year-end. Collecting invoices and required info now.

Is there any news from the bank? Not yet; exams etc, but will follow up soon.

g. International Officer [MZ]

- Nothing to report.

h. Livers Out Rep [FD]

- I have been in touch with a Ustinovian who is asking for help for accommodation-related matters. His landlord wants him to pay for a broken window that someone else apparently broke from outside the house. He has asked me if there is anything that we can do to help him. I would like to hear from the Exec first and then possibly contact college or proceed in some other way.

- Matthew (from Savingyoumoneyltd) has been in contact and me and Diana asking about feedback on the points that he would like to cover during the talk that he is going to give in June. We have two weeks to get back to him.

Perhaps the DSU might be better to give more advice about this – they have a proper system for this. Probably more helpful to direct to DSU. Also recommend sending an email to college to get some more advice.

i. Social [SG] (apologies)

- Theme chosen for summer BBQ: Carnival

- Working on getting fairground rides, face painters etc to fit the theme

- College has sent out awards categories for the formal

- Planning to restart activities when the bar opens on the 17th

Should we have more table tennis/pool table slots when the bar is not open as well? The bar staff will move on days when the bar is open. Need to check with college about using when bar not open; university essentially wants to have supervision whilst these are used.

j. Steering [CA]

- I've sorted and uploaded the minutes I received from James. I think there are still a couple of recent gaps in GMs which I'll aim to check and fix soon (I think from one of our delayed Summer GMs).

- I'm planning on sending out an email tomorrow to advertise/ give advance warning of the AGM and elections. My hope is that we can move from this into a series of promotions about positions and the exec. To begin with, this will be via social media although closer to the deadline I also want to run a couple of informal sessions for people to talk to us about the exec and various roles. I was thinking one over Zoom and one outside perhaps?

Do our Instagram takeovers starting next week, since nominations for running for positions will start from the 20th

If BD wants to take Monday takeover, then DM or CA would probably need to do one of the other days before this. With very few social events, the takeovers may be very office-based, but still good to get out the information.

k. Welfare [JB] (apologies)

- Runs and walks still ongoing and will continue to coordinate during my fieldwork. Will be away from 9th May to 5th August- apologies today but I should be able to attend most of the exec meetings during the rest of my tenure. Discussing with SMVOG the possibility of implementing a fieldwork/university-related travel training protocol to protect students and staff from harassment and abuse. Will do what I can to help arrangements for the BBQ, including

welfare-related matters such as a non-alcoholic cocktail menu.

I. University/College Matters [DM]

University matters

- The University delivers 1.2k LFT per day under the 'test to participate' scheme for WSE. Police will be visiting Colleges to check parties after May 17th. For parties hosted that are larger than 30 people, there will be a police-enforced £10,000 fine for the organisers, and an £800 fine for the partygoers. University test-to-participate will continue beyond June 21st, until July 2nd. Current testing capacity for alumni and guests of student members is TBC.
- One body camera will be supplied to every College, the footage taken from the body cameras used by the security staff is now saved on the Cloud. Any member of security staff wearing the camera will have to declare to those they are near that they are wearing it and it is recording.
- Safety Net for PGTs has been passed, DUO is not going to work anymore from next academic year, the University is moving to Learn Ultra.

College matters

- College has arranged a meeting to introduce the new Tutor at Keenan House who will take over Lana's work.
- Meeting with Fygo App, their incentives are Fygo gives students their reward instantly. We then invoice partners at the end of each week. Cashback: Get students through the door and spend more. Instantly earned when they spend. You can run happy hours at any time down to the hour. Loyalty points: Give students a reason to return and spread the word to friends. Students earn one point for them, and one point for a friend. When they send a point to a friend, this appears on the social feed to thousands of other students. I have passed to College the suggestion that it might be good for the Ustinov bar.
- We have approximately 160 students living in College and 27 families at Keenan House.
- Here is the update on the non-serious categories for the College Awards:
 - Best Ustinov Chef
 - Lockdown hairstyle/fashion
 - Golden Oldie
 - Best Adviser
 - Best pet
 - Most enthusiastic lockdown runner
 - Green thumb
 - Best zoom backgrounds

Exec matters

- Notes from my meeting with Trudie:
- July 5th College Awards formal, we will have access to the HUB from 3 pm, there are two types of table arrangements we can choose from, square table (8 people) or long table (12 people). Plan table must be sent to College by 28th of June and diets by 23rd June. We have a maximum capacity of 300 and a minimum of 50, but they have suggested at least 100. They are working to get access to the bar of John Snow and South College, but we also have the possibility to have bottle wine and beers on a table inside the hall (for sale)
- Awards will be given before dinner (starts at 7 pm). We are working to have a drinks reception at 6 pm, we are waiting for prices on this and confirmation.

Summer BBQ at VM, we have the first numbers for the catering (£5.06/per person), considering 500 people. We will update the numbers once we have a response from the survey Jake has done.

- The University is hoping to get the e-commerce project for Ustinov set up soon as they need the bank details to set up the PDQ and they need the PDQ to set up the webpage. They have given us a deadline for 17th May to send the details.

6. AOB

a.

Brad Din

GCR Secretary

10/05/2021