



Ustinov College GCR Exec Meeting

Minutes

6:00 pm, 17/05/21

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

Everyone to read the Postgraduate Access and Participation Policy and provide feedback for next week

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

DM to contact Keenan House and get an idea of numbers of families

DM to ask Collingwood (maybe Grey and Josephine Butler) about PlayerLayer contract signing

JB to write details for a social media protocol

1. Apologies:

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

2. Approval of minutes from last meeting.

- a. Approval of minutes from 10/04/2021 – *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. JB to write details for a social media protocol *ongoing*
- f. DM and FD to email Saving You Money LTD and ask for May availability *see agenda item*

4. Agenda Items:

a. [DM] Feedback on Postgraduate Access and Participation Policy

File has been sent by email

Deadline is for next week – likely CA, FD, MZ and JB to have the most relevance, but worth everybody taking a read.

[AP] Everyone to read the Postgraduate Access and Participation Policy and provide feedback for next week

b. [DM] Promotional material

In order to promote our different roles, I would like to propose to all of us to make a graphic with benefits/takeaways of the position.

Use of Canva is the easiest template that we have; for posting on Insta takeover days. Schedule: (SG and FD not making takeovers since they are not elected at AGM – here until October!)

Started Sunday 16th: BD

Monday 17th: CA

Tuesday 18th: DM

Wednesday 19th: JB

Thursday 20th: VV

Friday 21st: CV

Saturday 22nd: DC

Sunday 23rd : LC

Monday 24th: MZ

Deadlines for nominations closing is 2nd of June, so will send reminders via newsletter and email.

c. [DM] Transportation from Keenan House to VM for Summer BBQ

I have asked College if there will be a provision of transportation for the families, however they mention that they could collaborate with 50% of the cost. They have asked me to come back to them with a quote and we can discuss further.

How frequent will the buses be/how often? BBQ is over most of the day, so will need a few. Previous years might have used 2 buses, leaving at specific hours?

If we first have an idea of how many we need, then we can decide if we need 30/60 seaters etc. We can arrange first pickup at say, 1pm, and then drop back at 6pm – any movement outside this time would need to be separately and personally arranged. We need someone to get in touch with Durham City Coaches and find a quote and someone to contact Keenan House. Would need to do the latter first; not particularly time sensitive since can book with only a few weeks notice.

[AP] DM to first contact Keenan House and get an idea of numbers of families

d. [VV] Reimbursement of £22 for travel to Newcastle

Can I be reimbursed for my trip to Newcastle (£22)? reason is – I wanted the paperwork to get there asap to not have delays. The Charity Commission website states that Trustees incurring expenses for the sole functioning of business should be reimbursed.

Passes with all in favour.

Not even trustee related – committee related.

e. [DM] Durham University e-commerce Account

Today is the deadline to send to the e-commerce team a paying slip or bank statement header of either the new account or the existing account. So they can proceed with trying to request the PDQ set up. Since we don't have the new account set up and we still don't have the website for payments. Should we send the old details and if we get everything sorted, just cancel the access to the service?

What are the financial implications of this? Will there be any repercussions if we get charged?

They have said that they will not charge us until we use the system – should be able to cancel it with no charge.

Vote to agree to set up our previous financial payment taking system, in the event that we might need it – passes with 8 in favour, 2 abstentions.

f. [DM] Saving You Money session

I got a reply from them and the earliest they can do is Tuesday 8 June or Thursday 10 June. He is happy for us to stream it on Youtube, and I was thinking to invite other Postgrads through their MCR. Which date would be best?

In expectation of having a quiz on the bar on the Thursday, Tuesday probably sounds better.

5. Officer Reports:

a. Bar [-] (DM)

- Rule of 6 was approved and from 17th May will be applied to all Indoor College bars.

- I am going to start working with Trudie to get a survey on the beverages and cocktails we have in the bar. Face masks will be required and they will need to book beforehand. All information has been shared to students.

College has also hired 4 new bar staff.

b. Clubs & Societies [CV]

- This week indoor sports will be allowed to start again. Information has been sent to the captains, and I need to contact Durham School this week to see if we can start using their facilities again.

Want to set up sport stash with PlayerLayer – they want to meet to have a meeting and discuss contracts – who is to sign this? Probably someone from GCR (not college) since we are setting it up.

Moette won't be as good for the kits/jerseys etc – but has the GCR had any experience with signing contracts? No; only verbal agreements. Any contracts is between individual students and Moette.

Don't sign anything without checking with exec; would also be personally liable for the contract, rather than just as an advocate of the GCR.

[AP] DM to ask Collingwood (maybe Grey and Josephine Butler) about PlayerLayer contract signing

c. Communications [LC]

- Newsletter 20 sent out on Wednesday - items included upcoming formals, events and general college/welfare matters

- Communications over the coming weeks will focus on advertising the upcoming events and encouraging participation

Can we have a Newsletter this week? Maybe after Wednesday since exam on Thursday. Likely send it on Friday; CA will send out his intended chair email on Wednesday

d. DSU [-] (DM)

- DSU wants some feedback about the culture commission and what our students expect from it.

- Vote for the new chair of the Assembly has been submitted.

e. Facilities [-] (DC)

- Nothing to report.

Moette has some plushy toys as well – see link. Post a vote on exec Facebook group to decide. <http://moette.clothesrail.co/?action=gS&category=TE01>

f. Finance [VV]

- Account balance: £ 51,501.76

- I went to Newcastle to bring the paperwork to the accountant. I have submitted the spreadsheets as well - so we are on track for meeting deadline properly.
- I contacted bank (NatWest) and they said that we provide more info. I provided it today (15th).

g. International Officer [MZ]

- Nothing to report.

h. Livers Out Rep [FD]

- Regarding that LO's issue with his landlord (please see previous agenda for details), I have contacted college to figure out if there is anything that we can do to help. I am waiting for a reply.
- As for the talk given by Matthew, we are still negotiating the details (Diana has replied to his last email and we are now awaiting confirmation).

i. Social [SG]

- In the process of making enquiries into some entertainment activities for the summer BBQ
 - Looking to restart the pub quiz in the bar on Thursdays - beer round? Will need new prizes too
 - Champions league etc screenings in the bar too
- Can we start doing quizzes in the bar soon? Probably from next week w/c 24th May. Before we promote, just check with Donna Wilson if she needs risk assessments. Have we ever had partnerships with clubs/bars e.g. discounted tickets? Not yet – our social sec last year was planning to have a night out, but it never went ahead – maybe due to covid, but remained in the planning stages. Eurovision on Saturday as well – can we have a screening in the bar? Yes, all good.*

j. Steering [CA]

- Initial AGM announce has gone out along with a newsletter item. Other social media is a work in progress.
- One thing came up this week to do with our website - pictures etc. of alumni and similar being kept indefinitely. If we could agree on some kind of sensible time limit, it may be worth deleting old media from wordpress? This may result in older pages/ blogs missing content but for sufficiently old stuff that's perhaps not an issue?
- It depends on context though. Photos of committee from years past do not need to be kept around. Photos for other purposes (eg Howlands, past BBQs) may have merits being kept unless their removal is specifically requested.

k. Welfare [JB]

- Nothing to report.

l. University/College Matters [DM]

University matters

- Value for Money Committee update; the University wants to utilise its space with 5 points from students. Firstly, for transparency and accountability as they want to know a direct contact for financial matters at emailing the VC is very impersonal. Then to know employability and sustainability in material terms so students have an idea of what they should be getting for their money. Then for more information on the cost of the pandemic and of strikes, and students want to know how to quantify this. Finally, students want to know more about the

cross-charging regime and understanding the flow of money (understanding of fees as University fees more holistically not just tuition fees), and the shifting model on fee reliance. At the JCR PresComm we raised that the University has stated that they want all college bars to be profitable, but we are urging that they look at them as broader community spaces not just commercial spaces.

- From July we are going to have an interim PVC while the new one takes her role in January.

- I had an introductory meeting with Dawn Wilson who is joining the College Operations Team for four months whilst Emma Temperley is on secondment at Josephine Butler College

College matters

- From May 17th, we can run quiz nights or bingo for example, without a problem. Bar open or closed, that's fine. In terms of numbers and logistics - all attendance is pre-booked, evidence of negative test required on entry. Rule of six is preferred as this allows you to accept up to 40 people in total in the space (as when the bar is open) assuming the seminar space is also in play. We can have low music playing through the system, TV's on as we wish. No singing, dancing or shouting and the volume of music must be low enough not to encourage raised voices to shout over it. Bar-based live mic nights can't take place with audiences until at least June

- Furthermore, pool tables can be used while the bar is open, they just need to reserve a table beforehand. Partners can get access to the gym and the bar with just a temperature check. The gym will continue to be a household model, since it is too small to get mixed and we are not having a lot of bookings. Social spaces can be now used using the rule of six without mixing between groups, porters will be checking and if they find a group bigger than 6 the porter will ask students to leave the space. All facilities will continue with tests to participate. Students are allowed to have 1 guest per flat. Study space will also apply the rule of 6. Study space at Keenan House will remain as individual space since it is more difficult to keep track.

- Students who have finished their contract and still have belongings will have to apply for insurance in order to keep their stuff in College. These will have to be removed by 30th July, with some flexibility if the student is not able to meet the deadline. There are 36 rooms without a student but with belongings

- Communications about this have been also sent to students who live in College. Lynsey Finnemore will contact me to create a survey for postgrads and start an Inspire Awards Postgraduate version.

For partners coming in; can this be any outside friend? Regarding the required LFT tests – will the NHS/Boots one be acceptable, or does it have to be university managed, particularly if partners cannot access these? E.g. ex-students, friends around Durham etc.

Still working on allowing external people. Partners will not be required to take LFTs – just temperature on arrival.

By the time the BBQ happens, then we will allow alumni, fellow students etc.

Exec matters

- At the SPRA meeting there was a discussion on setting up a community library at the Community room, this will be discussed further once they have access to it. It might be a good idea to join the small library we have with this.

- I got the final version of the SLA and I'm going through it. I will meet with the other Independent Common Rooms on Wednesday to discuss it.

6. AOB

- a. BD will not be here for the next week; 24th May (and likely not for the bank holiday either, Monday 31st May) – is anyone willing to minute the next meetings?

Likely have a budget to pass on the 31st so will probably have a discussion then.

CA can compile agenda, JB is happy to minute the 24th. We can deal with the 31st at a later time.

Brad Din

GCR Secretary

17/05/2021