

# Ustinov College GCR Exec Meeting

## Minutes

6:00 pm, 24/05/21



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

#### **Everyone: To check over the new budget proposal and bring questions/comments to the next exec 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

#### **1. Apologies:** *BD, SG*

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

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

- a. Approval of minutes from 17/05/2021 – *passed on a general aye*

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

- a. Everyone to read the Postgraduate Access and Participation Policy and provide feedback for next week – *ongoing*
- b. CA to extend last few email accounts – *ongoing*
- c. CA to organise an online office hours rota as the new committee comes in – *ongoing*
- d. CA to look into legalities of finance taking methods, for example bank transfer – *ongoing*
- e. CA to draft a free-speech policy based on DSU/independent common rooms policies and pass back to exec for approval – *ongoing* – *ongoing*
- f. DM to contact Keenan House and get an idea of numbers of families – *done*
- g. DM to ask Collingwood (maybe Grey and Josephine Butler) about PlayerLayer contract signing – *done*
- h. JB to write details for a social media protocol – *ongoing*

#### **4. Agenda Items:**

- a. **[DM] Annual charge of £200 from University services**

The last version of the SLA doesn't separate which services and how much we will get charged in case of using any. The only update we got was:

"To fairly reflect the cost of staff time used in tasks such as raising JCR levies and other charges, setting up and processing of Common Room officers on the University's payroll, processing of invoices, dealing with ad hoc queries and general administrative support. The time spent and cost per college is estimated as follows:

- College Finance Officers / Assistants – 1 Week per annum £700
- Central Finance Operations – 1 Day per annum £300
- Central Finance Manager – 1 Day per annum £300”

Therefore, we should analyse which services we are going to use in the future and if we need them. And try to state on the SLA this.

*Ideally, we don't want stuff twice. If the university is willing to provide a service for a flat rate, would be best to get the most out of that. Do we want to completely secede from their services?*

*They will not raise the price for at least five years.*

*Problem now is that we can't be completely independent as we'd still like to access email for example.*

*If we are paying £200, we'd like a full itemised list of what is provided.*

*The new system for the levies is fully controlled so we don't need to rely on Event Durham.*

*What is the response from other colleges? Everyone will agree and pay the £200*

*When is the annual charge going to be paid? Unsure at the moment.*

*Does this need to be added to next year's budget? Not for this academic year so the next exec will have to deal with this in the same category as insurance etc.*

*Vote to whether or not we should put on hold the treasurer's work in setting up a new payment system: 4 in favour, 0 against, 3 abstain.*

*Would the treasurer be able to provide the next treasurer with the information on the payment system they've been setting up? Yes, it will all be on the shared Drive.*

**b. [VV] Budget Review (inc. GCR Membership Pricing and Gym Membership Pricing)**

*The next levies for the academic year will be the £40 as stated in the standing orders. The amendment of cheaper prices was only for one year.*

*Gym membership pricing is not in the standing orders and the exec have control over them. If everything else returns to normal, then so would the gym pricing.*

*Budget otherwise fairly standard as previous budgets. Will be submitted as an agenda item for next exec so the committee can vote to pass it for the general meeting.*

*Everyone has homework to study the budget and bring questions/comments to the next exec meeting (see action point).*

**c. [DM] Associate membership for a Research Associate**

Got contacted by an ex-Ustinovian who is now a research associate who wants to use the gym. My proposal is to ask him to pay an associate membership so we can treat him as a member and not as staff.

*How much would we charge? The same £5 as other students are charged.*

*Would this last until the end of September? Yes.*

*Vote as to whether this staff member should be offered associate membership at the rate of £5: 7 in favour, 0 against, 0 abstain*

**d. [CV] PlayerLayer Contract**

I had a meeting with PlayerLayer and they want to go through with the website going online on 26<sup>th</sup> May.

In the meantime they want us to sign a trade agreement (which I'm still waiting to get) as they want to make sure no other competitor can make a similar deal with us. From our side we should promote the website as our official sport stash provider but we don't have to fully switch to their gear immediately. They would also like to speak with the club captains to chat about potential needs their teams might have but I'm not sure how this will work as probably most of them will not captains next year.

Finally I want to discuss the issue of who will sign this agreement from our side. Since we're not a DSO I'm not sure we can use someone from the University Legal Department.

*CV has the template for the trade agreement and will check with other exec members for approval.*

*Should we give contact information for the captains to this company, if they approve, when they will likely not be in their positions next year? CV will ask captains and check for their feedback on this agreement too. Do they want to be locked into this agreement?*

*DM would sign, but in theory any of the exec could do so.*

*They list items and prices on the agreement.*

*Can contact PlayerLayer directly to find out about stock etc.*

*Would it conflict with our work with Moette? No.*

*Students can order any time they want from the website*

*Confirm with them that there will not be any troubles, and that we normally get some stuff from Moette and that will continue.*

*How long would the trade agreement last for? Unless specified, will be renewed for one year every time and can be cancelled with a few months' notice. All specified in the contract.*

## **5. Officer Reports:**

### **a. Bar [-] (DM)**

Despite all the issues the students got with the booking app, we had some coming to the bar on Friday and Saturday. There was a discrepancy on the requirements staff were told to ask and the ones University published (no need to show proof of negative LFT, it is just recommended).

Next week the new bar staff will be having introductory shifts and a proper induction once Trudie is back from her annual leave.

*Booking app still has issues and will be doing first come first serve while they are being resolved.*

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

- Update from PlayerLayer – see agenda item.

*Over the weekend, some issues with gym booking form. People unable to access the gym, link to website not working. CV has edited the form and the new version appears to have fixed the issues.*

*CV has been contacted about whether LFT from NHS is accepted. If there is an email of proof of negative test and they provide it, then that is okay.*

### **c. Communications [LC]**

- xxx

*Nothing to report*

*College has agreed to help promote the nominations for the exec positions.*

*Instagram Takeover over the past week (see Steering)*

**d. DSU [-] (DM)**

Currently DSU is running their campaign “Durham Demands Better” which aims to empower students to lobby the government along with the SU to make fundamental changes to get the justice they deserve for how they have been treated throughout covid.

**e. Facilities [-] (DC)**

- Nothing to report – asides from my Instagram Takeover!

**f. Finance [VV]**

Starting Account balance:	£ 51,501.76
Income from Coca Cola machine:	£ 142.97
Income from DU Third Composition fee:	£ 4,026.00
Income from DU Reimbursement towards expenses for COVID:	£ 1,000.00
Final Account balance:	£ 56,670.73

*Two cards provided from Barclays came with ex-president and ex-treasurer names on.*

**g. International Officer [MZ]**

A representative from Islamic Society has contacted me regarding the past Ramadan events where he expressed his appreciation for advertising the event; they were couple of our colleague in Ustinov who have participated in the programme. Added to that, a fundraising for Gaza and East Jerusalem has been asked to share with the college community.

**h. Livers Out Rep [FD]**

- Following up on the LO's matter (see minutes from last two weeks), college has replied suggesting I get in touch with the DSU. I did and I am now waiting for a response.

- I am currently preparing some posts and adverts for the talk given by Matthew.

**i. Social [SG]**

-Pub Quiz on Thursday

*In-person quizzes to start new week 3<sup>rd</sup> June*

- Provisionally books some ents for the Summer BBQ

- Society drinks in the bar?

*SG looking to encourage societies to start using the bar again to bring in customers. May start with LGBT+ Society. Looking for suggestions for other societies to encourage.*

- Progress with 5<sup>th</sup> July formal

*SG had a meeting with Social Committee and agreed on Oscars theme. Permission to use bar at John Snow after dinner.*

*DC volunteers to help with the setup.*

**j. Steering [CA]**

Nominations for the AGM are now officially open, I ma trying to spread this around. Deadline is 2359 next Wednesday – the same goes for your individual reports. For anything you may want to bring as an agenda item at the AGM (main thing here is the two budgets – BBQ and 2021/22), if you want the exec to approve/ discuss it, this will need to be done next Monday.

The takeover is winding down now, thanks to all of you for taking the time to

help promote the roles. As one more thing, I'd like to do at least one Q&A session – see AoB.

**k. Welfare [JB]**

Chatted with Peta from the SMVOG subgroup regarding power dynamics and implementation of additional guidelines/rules for student-staff relations on university-related trips. Will be an ongoing discussion beyond my “tenure” as Welfare Officer.

*Who is refilling the men's bathrooms with welfare supplies? CA will assist for this week and we will discuss who will continue responsibilities for June.*

**l. University/College Matters [DM]**

University matters

None

College matters

College asked for support in promoting the Annual Conference held by the GCP. This was shared in our newsletter.

Exec matters

I am working with other Independent Common Rooms about the new version of the SLA, by the time of our meeting we had met with Quentin to discuss final details.

**6. AOB**

**a. Q&A Session for Exec Roles [CA]**

*At least 3-4 exec members needed for this event. Can be in-person. What day and time should this be? Sunday afternoon at 4-6pm.*

Jake Brooker

GCR Chair

24/05/2021