



Ustinov College GCR Exec Meeting

Minutes

6:00 pm, 31/05/21

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

VV or DM to check with Vera/treasurer handover documents for how to pay PVSL licenses

VV to write motion to propose the 21/22 budget at the upcoming AGM.

SG and VV to write motion to propose at upcoming AGM for increasing budget for the Summer BBQ

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

CA to look at the contract with PlayerLayer and provide suggestions for how best to approach it for the future.

JB to write details for a social media protocol

JB (after talking to FD) to write content for slides signposting welfare supports for the Save You Money Ltd presentation

1. Apologies: *LC, MZ, FD*

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

2. Approval of minutes from last meeting.

- a. Approval of minutes from 24/04/2021 – *xxx*

3. Matters arising from previous minutes.

- a. Everyone to check over the new budget proposal and bring questions/comments to the next exec meeting *done – see agenda item*
- b. Everyone to read the Postgraduate Access and Participation Policy and provide feedback for next week *ongoing*
- c. CA to extend last few email accounts *ongoing*
- d. CA to organise an online office hours rota as the new committee comes in *done*
- e. CA to look into legalities of finance taking methods, for example bank transfer *ongoing*
- f. CA to draft a free-speech policy based on DSU/independent common rooms policies and pass back to exec for approval *ongoing*
- g. JB to write details for a social media protocol *ongoing*

4. Agenda Items:

- a. **[DM] Extra information for the Save you money talk on 8th June**

It might be useful to have a few slides in the presentation to signpost to our own welfare support, and any other support we may want to highlight

[AP] JB (after talking to FD) to write content for slides signposting welfare supports for the Save You Money Ltd presentation

b. [DM] Space Booking app

University is planning on having a Space booking app, similar to the one we have been using to book the bar. The College would like to have all the spaces of the College in the app, with the option to enable/disable when to use the bookings. So far, they want to have the Bar, Common Room, Community Room, Observatory, gym, seminar room, project room.

For more details check the Report on Exec section.

Is this for the rest of the year? No; from next academic year onwards.

E.g. would not like to have gym in this app, since we control the membership for this; unless we can review this before bookings then maybe best to keep alone?

Similar idea to Observatory? Gym access is controlled by cards, so might not need to manage this.

This is not just a Covid thing – they would like to keep this system after this? Pre-Covid, the only thing we used booking for was the observatory. Everything else would be free-access. Strict number limits not really necessary for bar, gym etc.

Locations like gym, bar common room would not need this – shouldn't be exclusive. Perhaps keep areas which have maximum people on a practical basis, e.g. seminar room, project room. Observatory should be kept for us so we can manage it.

Community room also needs to be booked, in such a way that local residents can use it.

Seminar room maybe should be not included in the booking space – any bookings should be through college so they can make sure that there is no overlap.

Out of the list above: only keep project room and community room on the uni app for individual student booking.

Observatory should be kept for management by us, and all other spaces should have no practical limit.

c. [VV] BBQ Budget

Previously set out £8000 for budget for the BBQ. BBQ budget has been sent out. For the current list activities that are proposed for the BBQ, we are likely to go above budget. Would need to suggest an increase of budgets at AGM? Are we first happy with the list of activities suggested by SG?

Talent: Paul Skerit ~750, another band probably another ~200, and evening DJ probably another £200 – would need max £500 additional for talent/entertainment.

General ideas to propose a bigger budget, catering for 500 people instead to allow scope at the proposed AGM.

Social events/entertainments? Need to check that VM has the space – bank holiday today, so hopefully can find out tomorrow. Big ones that take us out of budget at dodgems and performers - other smaller fairground rides are possible as well. Question of what activities we choose? Somewhat different tone to previous years of Summer BBQ activities.

Any food which isn't between university previously came under ents – any extra food, e.g. popcorn/carnival food etc would be ents.

Possible performers include face painters (as previous) and stilt-walkers etc.

Most activities are still child-friendly. Should there be a dedicated child activity, e.g.

*child bouncy castle? Definitely need to separate from any adult activity.
Do we want two different bouncy castles though? Early timeslots for kids/family only? Probably better to have diversity (bearing in mind wet-weather clauses etc).*

Extra budget should be pitched at AGM as a motion for the social secretary. Will be rolled into one in time for the AGM – extra money for entertainment and covering all performances etc. A rough total for the extra money requested would be ~£3000. SG will develop this to propose on Sunday's AGM.

[AP] SG and VV to write motion to propose at upcoming AGM for increasing budget for the Summer BBQ.

If the motion fails completely, then we will need to propose an adjusted budget to incorporate any changes we want to make.

Note; need a seconder – probably best to get someone from social sec.

d. [VV] Main Budget 21/22

Any changes to be made before we agree as an exec to propose at AGM?

Expenditure rearrange, welfare totals, committees t-shirts, volunteer/induction week t-shirts. Change in TV services provided, e.g. BT/Netflix/Disney+.

We haven't paid PVSL license – for streaming stuff in the bar, since we've now started. Do we pay college for this, or do we need to go out and buy it ourselves?

[AP] VV or DM to check with Vera/treasurer handover documents for how to pay PVSL licenses

Price of Disney+ and Netflix: £250 for Netflix (4 screens) and Disney+.

Vote to pass the budget: passes with all in favour.

[AP] VV to write motion to propose the 21/22 budget at the upcoming AGM.

5. Officer Reports:

a. Bar [-] (DM)

- The College has updated the procedure for students who come to the bar.

There is no need to ask them for proof of a negative LFT. However, we still have just Ustinov students coming.

- First week of the opening we had more people on Friday and Saturday. But in the second week (past week) we are struggling to get students coming to the bar. Trudie is returning this week from her annual leave and will start working to get some plans to promote the bar, such as beer/mocktail/cocktail of the month.

b. Clubs & Societies [CV]

- The Ustinov website has gone online on PlayerLayer. I'm still waiting (Saturday) to hear from them regarding any issues they might have with Moette or if they have a hard deadline for us to sign the contract.

Contract – as a GCR, we can't take any responsibility on behalf of the university.

Cannot be signed by the GCR, but by an individual. Likely to be DM (or CV...).

The duration of it should be at most 1 year, starting on the 1st of July, such that next exec can decide if they want to keep it for their tenure.

Termination requires 18 month written notice – we can't sign things for more than a year, since it's not fair for future exec, since it's individual signed.

Selecta has a contract signed by a very old president. It is possible to sign for more than 1 year, but the question remains that should we – it's more trivial for an idea like vending machines, but stash is more specific. Should we actually sign a contract for 3 years? If so, would we need to adjust the termination time?

[AP] CA to look at the contract with PlayerLayer and provide suggestions for how

best to approach it for the future.

Note; Grey College and others using PL etc are DSOs, part of the university and so not so difficult to have long contracts.

c. Communications [LC]

- Nothing to report.

d. DSU [-] (DM)

- This week is Assembly and I have shared the documents, any suggestions please let me know.

e. Facilities [-] (DC)

- Nothing to report other than the broken TV in the gym – being looked into.

f. Finance [VV]

- Account balance:: £ 56,670.73

- I updated this week the details of trustees on the Charity commission website as the bank people were confused. Hopefully no further details will need to be provided to them.

g. International Officer [MZ]

- Nothing to report.

h. Livers Out Rep [FD]

- Over the past week, I have been working on the advertising materials for promoting Matthew's talk, which is going to happen next June at 7pm. I have posted the ad and asked Luke to post it on all social media and include it in the next newsletter.

- I am still waiting for the DSU to get back to me regarding the issue raised by a Ustinovian (please see minutes of the last three meetings).

- I am now in charge of the logo competition of the BBQ. No emails or news so far.

i. Social [SG]

- First bar event on the 21st June/around this date - thinking bar party as before? Would university regulations allow this?

- Continuing to search for societies for nights in the bar.

- Pub quiz in the bar

Want normal parties in the bar, like we used to have. Request meeting with Ian to get clear idea of what we're allowed.

Would need to have a risk assessment performed for this? Can ask DC for help.

When does induction week start being planned by social sec? Emails started from ~July, but mass planning can be left til after the BBQ, since students arrive from late September.

Next month is Pride month; will have some events for this. We have some flag and bunting for pride month in one of the storage cupboards.

j. Steering [CA]

- We are continuing to push the election nominations and to a lesser extent the AGM. This will need to switch gears very soon as we will need to try and ensure quorum for the meeting so we can get things passed smoothly.

k. Welfare [JB]

- Nothing to report.

Have placed an order for sanitary pads/condoms – should be with us shortly.

Can we do anything to support students with exams/assignments at the moment?

Used to have dogs coming in etc... was in plan to do a burnout campaign, but never quite emerged. Will consider options with the welfare committee.

We used to have e.g. fresh fruit and painting activities. Can perhaps still do this, e.g. as a picnic. Can make bags and give outside as an option – someone still in Durham can supervise this. Between JB, DM and some social people, something can be set up.

l. University/College Matters [DM]

University matters

- I am part again of the Induction Group, we are working on having two different calendars for arrivals, one for PGs and one for UGs, these also include if the incoming students need to quarantine or not. There will be support to incoming students as well as 2nd and 3rd predominant online returners.

- At the Student Support and Wellbeing subcommittee meeting we had a presentation given by Eleri (SSDP), Saskia (St. Cuthbert's JCR), and Sam (Butler JCR) on drug harm reduction. The University currently has a zero-tolerance policy on drug use but doesn't act on this in practice. Through the meeting it became clear that the sticking point was on drug testing kits, but there is a subgroup planned to be created to work out next steps in the longer term to review the University's policy and they are looking at how they can provide more information to students about drug use. SSDP has received a grant from the SU and is looking at having fridge space in the DSU to store the drug testing kits and if the DSU can get this space confirmed they're looking to distribute drug testing kits and information to students in the next few weeks.

- There is a new update on the 24-hours LFT result to 48-hours prior to the event LFT for the "Test to participate" scheme, for Balls, College Days etc. As this is still following the guidelines of testing twice a week with tests 3/4 days apart: roughly equating to a 48h test result.

- The University is working on a new system to provide the result of the negative LFT. By using QR codes and barcodes readers at the venues.

College matters

- The College will be sending an email to Alumni at the end of June, Connor has helped me to send some text to invite them to the BBQ.

- We are having new students arriving at College who started in January at Business school.

- If we plan to have the Pub quiz at the bar, we will need to submit a risk assessment with COVID compliance.

Exec matters

- I am working to get the Premises/License to Occupy document alongside a floor plan clearly demarcating the areas identified for the Common Room. This is for the updated version of the SLA.

- The proposal from the University is to continue with the Power App until the end of term and then, depending on college requirements and covid restrictions, move users over to the Space Booking app ready for next academic year. On a wider note, it would be useful to understand whether the presidents would be

interested in using the Space Booking app next year for a wider number of spaces and if so which colleges as we can demonstrate the system and discuss this with them. Use of the Space Booking app is at no cost and once spaces are set up, configuration and management of spaces can be done at a college level.

6. AOB

a.

Brad Din

GCR Secretary

31/05/2021