



# Ustinov College GCR Exec Meeting

## Minutes

6:00 pm, 14/06/21

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

DM to get student IDs from college/uni for a full list of Ustinovian students, not just the ones who have signed up to GCR

DC to write text to be sent to DSU awards.

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:** *FD, JB*  
**Present:** *BD, DM, DC, CA, CV, MZ, VV, SG, LC*
2. **Approval of minutes from last meeting.**
  - a. Approval of minutes from 07/06/2021 – *passed on a general aye*
3. **Matters arising from previous minutes.**
  - a. DM to get student IDs from college/uni for a full list of Ustinovian students, not just the ones who have signed up to GCR *ongoing*
  - b. CA to look into legalities of finance taking methods, for example bank transfer *ongoing*
  - c. CA to draft a free-speech policy based on DSU/independent common rooms policies and pass back to exec for approval *ongoing*
  - d. CA to look at the contract with PlayerLayer and provide suggestions for how best to approach it for the future. *Done – CV meeting with PlayerLayer tomorrow*
  - e. JB to write details for a social media protocol *ongoing*
4. **Agenda Items:**
  - a. **[VV] Refund policy:**
    - "We are aware that in the current times it is hard to plan and make commitments. Hence, if university guidelines or government regulations have prevented the event to take place - refunds will be issued to the people who have purchased tickets."
    - What shall we add/remove for the BBQ?  
*This is the refund policy for the formals – what should be changed for the BBQ?  
What if people come back with positive LFTs? What happens in some scenario such that regulations change, and we can no longer accept e.g. non-Ustinovians into the event.  
We should add something that saying if ticket-holders are affected by Government/University guidelines, they can be refunded.*

*"In the event that government or university regulations prevent you from attending the event, then the GCR will issue refunds to those affected."  
This would include positive LFTs – do we need to ask for proof? For now, can keep it vague such that "(proof may be requested before a refund is given)".  
Will we need to have some policing? Needs to be discussed with VM and BBQ group – even if we want to restrict entry to some list, then there are many entrances to VM. Practically very difficult to enforce.*

*Final text:*

*"We are aware that in the current times it is hard to plan and make commitments. Hence, if university guidelines or government regulations have prevented the event to take place - refunds will be issued to the people who have purchased tickets. In the event that university guidelines or government regulations prevent you from attending the event, then the GCR will issue refunds to those affected (proof may be required before a refund is given)."*

*Vote to pass the above text as the ticket refund policy for the Summer BBQ: passes with all in favour.*

## **5. Officer Reports:**

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

- Bar staff will have a meeting with College at the end of the month to discuss any suggestions/ideas to improve the bar, give feedback about the training and the work in general.

*Any more popular with the Euros on? A bit more, but the bar staff on Saturday could not find the streaming.*

*Risk assessment has been completed by DC already.*

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

- Festival of sport teams will be submitted on Sunday. Not much participation is expected from Ustinov since TD put the event on a Wednesday. They insist they didn't have any weekend days available due to all the fixtures and bookings this term. I'm also having a meeting with PlayerLayer tomorrow at 2pm to give them feedback on the contract.

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

*Nothing to report.*

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

- The GCR has been nominated (and shortlisted) for the Best College Group Award at the DSU Awards. I have been also nominated for the Exceptional Commitment to a Student Group Award, Contribution to the College Community Award, Unsung Hero Award, Outstanding Contribution to the Durham Community Award.

*Still need text to submit for the award.*

*[AP] DC to write text to be sent to DSU awards.*

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

- Still need to confirm a third food truck for food, and one for dessert  
- No updates for the repair of TV in the gym  
- Need BBQ T-shirt numbers estimate to contact Moette and set the order up  
- Starting work on the Risk Assessments for Summer BBQ

*What estimate can we give to the t-shirt sales to Moette? Amount can be estimated from the budget. See if there's any break points ie. Where the cost per t-shirt can drop. Going by the number of attendees, we need t-shirts for volunteers + number to sale – estimated between 300-500 attendees, if we want the t-shirts to sell out, then ideally no more than 200, but a final number is hard to guess.*

*Can also use the same numbers from a few years ago – the numbers for the childrens t-shirts sold out with a bigger event and a bigger budget.*

*T-shirts different colours? Usually two; one for sale, one for volunteers are typical. In terms of budget, there is £500 for stash; also accounting for sales. We would also need a sale price, but again is a BBQ group decision. Previous prices were no less than £10 – would be good to get a price before we pass it on.*

**f. Finance [VV]**

- Current Bank account: £ 56,670.73

*Still currently unsure how much we're going to be charged per person for the formal. However, current ticket sales:*

*59 \* 18 = £1062.00 - Standard*

*38 \* 15 = 570.00 – GCR Tier 2 Membership*

*How many tickets do we have left? 3 left, but people have already expressed interest in this; we are basically sold out!*

**g. International Officer [MZ]**

- Following up the vaccine inquiry by the international students, I will share the link for the application of vaccine which is now accepting people above 25 years. *Worthwhile gently advertising the vaccine availability to over 25s, but worth remembering that not everyone in Ustinov.*

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

- The talk given by Matthew went well, although attendance wasn't the best. Apparently some of the student present during the talk reached out to him, which is a sign of the usefulness of the talk. Hopefully similar talks can be organised in the future.

- Summer BBQ logo competition is over and Vera Bieber's logo has been selected (yay!). All participants were notified and sent all the logos in the completion together with the winning one. An entry has already been included in the newsletter that was circulated a few days ago. Now the next step regards merchandising, and in particular: 1. if we want the same logo for T-shirts and for the event (plus the banner) or if we want one of them to be slightly different; 2. if the logo on the T-shirts to be sold to GCR members is going to be the same as that for the organisers' or not (this is probably going to be discussed during the next BBQ meeting).

**i. Social [SG]**

- Considering entertainment for formal

- Pub Quiz - risk assessment?

- End of term party (dependent on gov announcements)

*We still don't have a decision on whether or not we can use the rides for the BBQ – we definitely can't use the biggest rides due to size, or is it worth booking some of the smaller ones. Other people are interested in booking from the company, so we need to give an answer soon. Still waiting on answer from Estates and Facilities, hopefully be able to get an update on Wednesday.*

*If the company is willing to be called back tomorrow, can we try and push back to 3pm Wednesday after the VM meeting. If we don't get an answer, then we're not*

*losing out on anything.*

*Also asked been about entertainment for the awards formal – we have a DJ for some of them and have also had in the past choir. However, most people tends to go to e.g. college bars/out in to town.*

**j. Steering [CA]**

- I have updated the SOs and constitution as mentioned last week. The new versions are now on the website. Since we have a trustee meeting this week, I will hold off on finalising steps to run the GCR over the summer until afterwards in case they have additional input that might prove useful.

**k. Welfare [JB]**

- Nothing to report.

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

University matters

- Cases of COVID are rising in Durham and University, there is a worry that students will not report if they tested positive. The University is working to put pressure on students to keep following any government guidelines.

- There are some works on the topic of student-staff relationship, as in other Universities it is banned. At the moment relationships are permitted in Durham between students and staff but they must be declared to HR, but this is often not reported. Both JCR and MCR PresComm agree that cases should be considered and be careful with any conflict of interest that this situation might raise later.

- On the topic of the Respect Commission oversight group, the University is taking an Institutional view and the new VC is very on board with the work and it seems that this work would demonstrate a conscious effort not to make it a tick box exercise and that the work currently listed was not exhaustive.

College matters

- I am working with College to see if we can get the Observatory open two days over the week, plus Sunday. The proposition was to have it on Tuesday and Thursday. I am waiting to hear back from Dawn.

- The College is organizing to have a Matriculation photo for this Academic Year, the plan will be to organize three different ZOOM calls and take screen shots, then arrange it to have some sort of big picture.

Exec matters

- Have created a Sign-up form that will be shared with the Alumni in order to help them get the tickets for the BBQ.

- I have replied to SPRA on our neutral position about the letter to Council, we appreciate that they have mentioned the good relationship they have with Ustinov College and that we hope we continue with it.

- We had few attendances at the Livers out talk, however the students who attended have said that they really appreciate it. The talk is still on YouTube and so far, it has 9 views

- David Harper, Principal at VM has confirmed that we will have an open late night for the bar on the BBQ.

- The minibeast mosaics have been sent to Keenan house so that our families who participated can have their creations.

- The GCR has been nominated (and shortlisted) for the Best College Group Award at the DSU Awards. I have been also nominated for the Exceptional

Commitment to a Student Group Award, Contribution to the College Community Award, Unsung Hero Award, Outstanding Contribution to the Durham Community Award.

- I have sent an email to remind students about the College Awards rules.  
*Still waiting for the final report of the votes for the awards.*

**6. AOB**

**a.**

Brad Din

GCR Secretary

14/06/2021