

MINUTES

SSU Services Management Board Meeting

6th April 2017



Meeting Details

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Venue: UN413
Chair: James Searle (Executive Officer)
Minute-taker: Ana Tinc (President)

1* Welcome and Roundtable

Meeting open 11:34am. Services Management Board observed one minute's silence for contemplation.

2* Acknowledgement of the Traditional Owners

Services Management Board acknowledges the Wurundjeri people of the Kulin Nation as traditional owners of the land on which Services Management Board was meeting, pays respect to their elders past and present, and acknowledges that their land was never ceded.

3 Attendance

3.1 Required attendees: James Searle (Executive Officer), Ana Tinc (President), Sam Roberts (General Secretary), Suzanne Walker (Education Officer), Alex McGilvray (Welfare Officer), Nikki Nievaart (Hawthorn Campus Chair), Swathi Shiva (Postgraduate Representative), Zaheer Qazi (International Representative), Xavier Plummer (Staff Representative), Tracie McNab (Swinburne Representative)

Vacancies: Croydon Campus Chair, Wantirna Campus Chair

3.2 Attendance: James Searle (Executive Officer), Ana Tinc (President), Nikki Nievaart (Hawthorn Campus Chair), Xavier Plummer (Staff Representative), Tracie McNab (Swinburne Representative) Sam Roberts (General Secretary)

3.3 Observers: Alex Hume (Activities and Promotions Officer).

3.4 Apologies: Suzanne Walker (Education Officer)

3.5 Absent without apology: Zaheer Qazi (International Representative), Swathi Shiva (Postgraduate Representative)

4 Confirmation of Agenda and Previous Minutes

4.1 Ordering and starring of items

MOTION 1 (McGilvray, Nievaart):

That the agenda as distributed be agreed to.

Carried

4.2 Ratification of previous decisions

MOTION 1 (McGilvray, Nievaart):

That the minutes for the Services Management Board meeting on 31st January 2017 be accepted as a true and accurate record and published on the Union's website.

Carried

5 Reports

5.1* Executive Officer Report

The Executive Officer provided a general report, including on the SSU's businesses.

5.2* Financial reports

The Executive Officer discussed year to date financial performance.

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5.3* **SSU Facilities**

The Executive Officer provided a verbal facilities update on several matters, including:

- Hammer & Swine management agreement
- Progress on master licence agreement
- Major works on campus
- Security guards
- Cleaning
- HVAC

Questions were asked.

5.4 **Staff Entitlements Report**

For noting.

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5.5* **Service Performance Report**

SMB considered the 2017 to date Service Performance Report. Questions were asked.

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5.6* **Printing Service**

SMB considered the 2017 YTD and March Papercut reports. Questions were asked.

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5.7 **OH&S Report**

The Executive Officer will report on any relevant OH&S issues.

6 **Business (part one)**

6.1* **Hammer & Swine Liquor Licence & Occupancy**

SMB discussed the Hammer & Swine liquor licencing process including the capacity of the space.

6.2* **Facilities Capital Expenditure**

SMB discussed the \$700,000 SSAF facilities fund and its use.

ACTION: James to seek quote from Major Projects regarding upgrade to level 3 bathrooms at the Hammer and Swine.

ACTION: SSU leadership will negotiate funding release

6.3* **2017 Semester 2 events**

SMB discussed events for Semester 2 2017 including Open Day and Orientation Week.

Semester 2 events will be planned in advance.

ACTION: Ana to contact university regarding 'stress less fest' and other university events coming up

ACTION: Xavier to make FRIENDS trivia poster.

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6.4* **Croydon ATM**

SMB discussed the poor performance of the Croydon ATM.

To note possible actions:

- Increase advertising on Croydon Campus
- Reduce the surcharge
- Pay \$15,000 cancellation fee
- Move to Hammer and Swine
- Negotiating with the company to reduce the cancellation fee
- Ask students of benefit of ATM and demand

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7.1* **Future meetings**

It will be noted that the following items, deferred or arising from previous meetings, will be added to a future Services Management Board meeting agenda:

1. TBA

Meetings for 2017:

25 May 2017 12:30pm

8 General Business

9 Meeting Close 12:34

9.1 **Meeting feedback**

9.2 **Details of next meeting:**

Date: 25 May 2017

Time: 12:30pm

Venue: UN413

9.3 Meeting closed.
