

MINUTES

SSU Services Management Board Meeting

1st June 2017



| | | Doc? | Time |
|------|---|------|----------------------------|
| | Meeting Details | | |
| | Venue: UN413 | | |
| | Chair: James Searle (Executive Officer) | | |
| | Minute-taker: Sam Roberts (General Secretary) | | |
| 1* | Welcome and Roundtable | | |
| | Meeting open 12:30pm. Services Management Board will observe 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), Starr Guzman (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), Sam Roberts (General Secretary), Starr Guzman (Education Officer), Alex McGilvray (Welfare Officer), Nikki Nievaart (Hawthorn Campus Chair), Xavier Plummer (Staff Representative), Tracie McNab (Swinburne Representative), Zaheer Qazi (International Representative) arrived at 1:06pm | | |
| 3.3 | Observers: | | |
| 3.4 | Apologies: Swathi Shiva (Postgraduate Representative), | | |
| 3.5 | Absent without apology: | | |
| 4 | Confirmation of Agenda and Previous Minutes | | |
| 4.1 | Ordering and starrng of items | | |
| | MOTION 1 (Searle, Tinc): That the agenda as distributed be agreed to. | | |
| | | | Carried Unanimously |
| 4.2 | Ratification of previous decisions | | |
| | MOTION 1 (Searle, Nievaart): That the minutes for the Services Management Board meeting on 6 th April 2017 be accepted as a true and accurate record and published on the Union's website. | | |
| | | | Carried Unanimously |
| 5 | Reports | | |
| 5.1* | Executive Officer Report | | doc |
| | The Executive Officer will provide a general report, including on the SSU's businesses and staffing. The Executive Officer will introduce the first SSU Quarterly Report and the draft Hammer & Swine Function Pack. | | |
| | <ul style="list-style-type: none">• Café and Bar performing well• Quarterly Report Presentation | | |

- Have progressed with VCGLR application for On-Premises licence, good chance for 5 days trading in semester 2
- Aim to have new Activities officer on board during week of the 19th June

5.3* **Financial reports** **doc**

The Executive Officer and General Secretary will discuss financial performance to date.

5.2* **SSU Facilities**

The Executive Officer will provide a facilities update, including:

- Hammer & Swine management agreement & liquor licence
- Progress on master licence agreement
- Major works on campus
- HVAC
- Kitchen upgrade – no update
- James to email security about cameras in UN stairwell

5.4 **Staff Entitlements Report** **doc**

For noting.

5.5* **Service Performance & Front Desk Reports** **doc**

SMB will consider the 2017 to date Service Performance & Front Desk Reports.

5.6* **Printing Service** **doc**

SMB will consider the 2017 YTD and May Papercut reports.

- Xavier + James to do some research into providing printing for non-members and scanning and photocopying.

5.7 **OH&S Report**

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

6 **Business (part one)**

6.1* **Facilities Capital Expenditure** **doc**

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

A quote has been received from Major Projects regarding the upgrade to level 3 bathrooms (see attached document).

- James to chase up quote for cupboard on level 4.
- Use for void on level 4
- Bar renovation
- Standing Desk for printing

6.2* **2017 Semester 2 events** **doc**

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

- Nikki to work on merch stall for open day

6.3* **Croydon ATM** **doc**

SMB will discuss the performance of the Croydon ATM.

6.4* **Office Printer** **doc**

SMB will discuss a quote for replacing the office printer.

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:

Poll for week starting 24th July

8 **General Business**

8.1 **Restructuring of the Food Bank**

Current food bank will remain in place

In addition, there will be fortnightly meetings in UN Building with tea/coffee providing food to students in need.

9 **Meeting Close 13:30**

9.1 **Meeting feedback**

9.2 **Details of next meeting:**

Date: 3rd August 2017

Time: 12:30pm

Venue: UN413

9.3 Meeting closed
