

CONFIRMED MINUTES

SSU Council Meeting

Monday 28th November 2016



		Doc?	Time
	Meeting Details		
	Venue: UN413		
	Chair: Caitlin Bruty (President)		
	Minute-taker: Brendan Spackman-Williams (General Secretary)		
1*	Welcome & Meeting Open		12.37
	Meeting open 12:37pm. Council will observe one minute's silence for contemplation.		
2*	Acknowledgement of the Traditional Owners		
	The SSU Council respectfully acknowledges the traditional owners of this land, the Wurundjeri people of the Kulin Nation. We acknowledge that we meet on stolen land and that the sovereignty of this land was never ceded. Council honours their elders past and present and recognises that this always was and always will be Aboriginal land.		
3	Attendance		
3.1	Required attendees: Caitlin Bruty (President), Brendan Spackman-Williams (General Secretary), Anthony Osborne (Education Officer), Tori Pearce (Welfare Officer), Sam Roberts (Hawthorn Campus Chair), Ana Tinc (Environment & Sustainability Officer), Abigail Michell (Women's Representative), Christopher Jakobi (Indigenous Representative), Joshua Briers (Queer Representative), Xzavier Kelly (Education – Public Affairs), Suzanne Byron (Education – Academic Affairs), Swathi Shiva (Postgraduate Representative), Jared Berman (General Representative), Joe Cullinan (General Representative)		
3.2	Attendance: Caitlin Bruty (President), Brendan Spackman-Williams (General Secretary), Anthony Osborne (Education Officer), Tori Pearce (Welfare Officer) – left 12:56, Sam Roberts (Hawthorn Campus Chair), Ana Tinc (Environment & Sustainability Officer), Abigail Michell (Women's Representative), Christopher Jakobi (Indigenous Representative), Joshua Briers (Queer Representative), Xzavier Kelly (Education – Public Affairs), Jared Berman (General Representative), Joe Cullinan (General Representative)		
3.3	Observers: James Searle (Executive Officer)		
3.4	Apologies:		
3.5	Absent without apology: Suzanne Byron (Education – Academic Affairs), Swathi Shiva (Postgraduate Representative),		
4	Confirmation of Agenda and Previous Minutes		
4.1	Ordering and starring of items		
	MOTION (Spackman-Williams, Tinc): That the agenda as distributed be agreed to.		
		Carried Unanimously	
4.2	Ratification of previous decisions		
	MOTION (Spackman-Williams, Briers): That the minutes for the Council meeting on 27 th October 2016 be accepted as a true and accurate record and published on the Union's website.		
		Carried (1 abstention)	

- 5 **Reports**
Written reports provided by representatives will be published and available publicly online.
- 5.1 **President Report** **doc**
- 5.2 **General Secretary Report** **doc**
- 5.3 **Education Officer Report** **doc**
- 5.4 **Welfare Officer Report** **doc**
Half honoraria claimed
- 5.5 **Hawthorn Campus Chair Report** **doc**
- 5.6 *Wantirna Campus Chair Report – VACANT*
- 5.7 *Croydon Campus Chair Report – VACANT*
- 5.8 *Disability Support Representative Report – VACANT*
- 5.9 Environment & Sustainability Officer Report – Not Submitted
- 5.10 Indigenous Representative Reports – Not Submitted
- 5.11 Queer Representative Report – Not Submitted
- 5.12 Women's Representative Report – Not Submitted
- 5.13 Postgraduate Representative Report – Not Submitted
- 5.14 *International Representative Report – VACANT*
- 5.15 **Education Officer – Public Affairs Report** **doc**
No honoraria claimed for the report
- 5.16 Education Officer – Academic Affairs Report – Not Submitted
- 5.17 *PAVE Representative Report – VACANT*
- 5.18 *Clubs Officer Report – VACANT*
- 5.19 **General Representative – Jared Berman Report** **doc**
- 5.20 **General Representative – Joe Cullinan Report** **doc**
- 5.21 *General Representative – VACANT* **doc**
- 5.22 **Promotions & Distribution Officer Report** **doc**
Half honoraria claimed for the report
- 5.23 **Lead Designer Report** **doc**
- 5.24 **SUPA General Representative Bharath Reports** **doc**
- 5.25 **OUA Representative Report** **doc**
No honoraria claimed for the report
- 5.26 **Approval of Office Bearer Reports**

MOTION (Briers, Kelly):

That the reports submitted and tabled above be accepted for full honoraria unless stated otherwise.

Carried (1 abstention)

6 Business

6.1 Housekeeping, Office Update

The President will provide representatives with an update on office activities and other points of note.

- Desk cleanout 12th December
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- Great clean-up by Sam/Xavier in the meeting room
- Induction on 5th/6th December

6.2 Merchandise Purchases

The Swinburne Student Union has not made a proper merchandise order for a number of years and the supply of SSU branded tshirts and hoodies is in short supply. The order for clothing needs to be made in 2016 to ensure availability for orientation week 2017.

MOTION (Spackman-Williams, Berman):

1. That \$5,000 of the 2016 budget is put towards SSU branded merchandise including tshirts, hoodies and hats.
2. The Student Union's Environment & Sustainability Officer and Hawthorn Campus Chair as 2017 President and General Secretary are responsible for actioning this.

Amendment (Spackman-Williams): That the references to the 2017 budget be replaced with those of 2016.

Amenable to seconder

Carried Unanimously

6.3 2017 BBQ Prices

In order to grow membership and bring in extra income for the planned expansion of the BBQ service in 2017 an increase on the price of sausages has been proposed.

MOTION (Spackman-Williams, Bruty):

For 2017, all non-member sausages are sold at \$2 each.

Carried (2 abstentions)

6.4 Office Assistant

With the operation of the Croydon Café and the expansion of other services, there has been a significant increase in workload for our Office and Finance Manager Xavier. Next year this will only increase further with the opening of the bar 5 days a week. This is an unmanageable workload considering most of Xavier's time is taken up with administration work and assisting students.

The hiring of an Office Assistant who could work 2-3 days a week would allow Xavier to work undisturbed in another office to focus on finance matters. This Office Assistant would help students but it would also be useful to have them work on social media, designing posters, decorating chalk boards, printing flyers etc.

MOTION (Bruty,):

Dependant on availability of funding in 2017, an Office Assistant is hired to work with our Office Manager. The hiring process and related details to be coordinated by Executive Officer, James Searle in collaboration with the 2017 President, General Secretary, Welfare Officer and Education Officer.

Withdrawn

6.5 2017 Budget

Constitutionally the Student Union's budget for the following year must be passed by the end of November. The 2017 budget includes big increases with the solidification of the Croydon Café, the introduction of daily Hammer & Swine operations and staffing increases in line with the agreement reached this year.

Additionally, the budget has been entirely restructured to be more efficient and properly reflect appropriate cost areas, similarly, with the café and bar holding a lot of stock, this needs to be considered as an asset and stock purchases for these businesses as well as merchandise will be calculated separately under Cost of Goods Sold. In terms of the overall deficit/surplus it does not make a difference however.

Discussions were open about the budget with all Council representatives invited to participate, details discussions were held with the 2017 General Secretary, SSU Executive Officer and SSU Office & Finance Manager about the budget and its structure.

Lastly, a monthly breakdown of the overall budget has also been created, this is not binding but is a useful guideline for monthly and YTD reports so that Council can properly check its progress on income and expenditure to what was expected.

Attached documentation includes the 2016 actuals up until the 22nd November 2016, the proposed 2017 budget and the proposed 2017 budget with monthly allocations shown. This proposed budget includes a surplus totalling \$12,500 or 1.3% of revenue so is a very tight budget.

MOTION (Spackman-Williams, Roberts):

That the attached proposed budget be adopted for 2017.

Amendment (Roberts): That the Office Wages and Office Salary lines be merged.

Amenable to Mover

Procedural (Briers): That we move straight to a vote.

Failed

Amendment (Spackman-Williams): That the Bank Fees expense line be \$5,000 rather than \$5,500.

**Amenable to Seconder
Carried Unanimously**

6.6 Bank Signatories

The President and General Secretary must be signatories of the Unions bank accounts to be able to complete the day do day tasks of their roles. On January 1st 2017, Ana Tinc, and Samuel Roberts start their terms as President and General Secretary respectively and so will need to be made signatories.

MOTION (Roberts, Tinc):

1. To authorise Ana Tinc and Samuel Roberts to be signatories of the Unions bank accounts on January 1st 2017.
2. To remove Caitlin Bruty and Brendan Spackman-Williams as authorised signatories of the Unions bank accounts on January 1st 2017

Carried (2 abstentions)

6.7 Disability Budget Part 1

Collective spending is well behind the mark to date, and spending of this money on welfare initiatives is required to secure the Union funding for future years' welfare collectives. The Health and Disability portfolio currently has no representative and as such remaining money needs to be spent by council. The Bar garden requires additional funding for completion, and so, this motion aims to secure some additional funding for the project.

MOTION (Roberts, Bruty):

To allocate \$500 from the Health & Disability Budget line towards the Bar Garden Project

Carried Unanimously

Disability Budget Part 2

The SSAA lends out sporting equipment to students, and it may be good for the SSU to offer the same next year. Some equipment has been researched, and can be sourced at Big W.

MOTION (Cullinan, Kelly):

That \$100 of the Disability Budget be put towards sporting equipment for 2017.

Carried Unanimously

6.8 2017 Membership

Each year the SSU Council must set the price of membership for the next year.

MOTION (Roberts, Briers):

1. To set the price of a full year 2017 membership at Hawthorn to \$20
2. To set the price of a half year 2017 membership at Hawthorn to \$10 (from July onwards)
3. To set the price of a Croydon/Wantirna 2017 membership to \$10
4. To set the price of an Online/OUA/NICA 2017 membership to \$5
5. To set the price of an Associate/Staff 2017 membership to \$10

Amendment (Spackman-Williams): That every reference to 'membership' is changed to '2017 membership'.

Amenable to mover and seconder
Amendment (Osborne, Berman): That the price of Croydon/Wantirna 2017 membership be \$5.
Lost

Carried Unanimously

6.9 **Honoraria Correction**

At last council, the 27th of October, an amendment to lower the honoraria claim of the Welfare officer, Tori Pearce, was passed as part of the motion to accept the reports submitted to council. After having worked very closely with the Welfare officer over this period, I find this to be a grievous misunderstanding of the level of work that she has done for the Swinburne student union in her role, and can vouch for her claim of full honoraria. Because of this I will be passing the following motion to negate the amendment, as I find it to have no legitimacy in regards to the Welfare officer, which I will also generalise to the Education officer, Anthony Osborne, who was also affected by the amendment.

As a union, our office bearers should uphold the values of unionism, for which the mantra “a fair day’s pay, for a fair day’s work” is a staple of the ideology. Although we are not employees, each office bearer is entitled to receive remuneration for the for their contribution as volunteers, and any breach of this questions the reason as to why we come together as an organisation.

union

n.

1.
 - a. The act of uniting or the state of being united.
 - b. A combination so formed, especially an alliance or confederation of people, parties, or political entities for mutual interest or benefit.

unionism

n.

1.
 - a. Belief in or support for a union or unions, especially a labour union or labour unions generally.
 - b. The principles, theory, or system of a union or unions, especially a labour union or labour unions generally.
2. The principle or theory of forming a union.
3. The principles, theory, or system of a union, especially a trade union.

MOTION (Kelly, Berman):

That the Welfare officer receives a quarter honoraria on top of their claim for this month
That the Education officer receives a quarter honoraria on top of their claim for this month

Carried (4 against, 1 abstention)

6.10 **SEAN Budget**

MOTION (Kelly, Osborne):

That the Education budget be distributed as follows

- 195.62 to Welfare Booklets

Carried Unanimously

7 **Other Business**

7.1 **Future meetings**

It will be noted that the following items, deferred or arising from previous meetings, will be added to a future Council meeting agenda.

The final 2016 Council meeting will be held on Thursday 22nd December at 10.00 AM.

8 **Closing Business**

8.1 Meeting closed 2:18 PM.
