



## **MINUTES**

### **Secretariat Meeting:**

Friday, 7th of September 2012.

5:30pm

## **MEETING DETAILS**

**Venue:** Hawthorn Campus (UN413)  
**Chair:** Mark Briers (President)  
**Minute-taker** James Searle (Secretary/Treasurer)

## 1. MEETING OPEN:

*Meeting opened by Mark Briers (The Chair) at 17:35. The meeting is quorate.*

**Acknowledgement of Country:**

*The SSU Secretariat respectfully acknowledged the traditional owners of this land, the Wurundjeri people of the Kulin Nation. It is upon their ancestral land that Swinburne University is built. Secretariat honours their elders past and present and recognises that their customs and traditions continue to this day.*

**Contemplation:**

*Secretariat observed 1 minute of silence for contemplation.*

## 2. ATTENDANCE:

**Present:**

PRESIDENT	Mark Briers
SECRETARY/TREASURER	James Searle
HAWTHORN CAMPUS CHAIR	Brendan Spackman-Williams (entered at 17:38)
LILYDALE CAMPUS CHAIR	Amie Watson
PRAHRAN CAMPUS CHAIR	Alice Mutton

**Vacancies:**

CROYDON CAMPUS CHAIR  
WANTIRNA CAMPUS CHAIR

**Apologies:**

EDUCATION/VICE PRESIDENT	Caroline Baker
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**Absent:**

ACCESS & EQUITY OFFICER	Nicole Robinson
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**Observers:**

Elaine Passanha  
Kenron Pong  
Kara Hargrave  
Cameron Mason

### **3. ACCEPTANCE OF APOLOGIES:**

That Secretariat accepts the apologies of the Education/Vice President.

- Mover: *Searle*
- Secunder: *Watson*

***Carried (Unanimously)***

### **4. ACCEPTANCE OF AGENDA:**

That the agenda be accepted in its current form. Any amendments to the agenda should be suggested here.

- Mover: *Searle*
- Secunder: *Mutton*

***Carried (Spackman abstention)***

### **5. ACCEPTANCE OF PREVIOUS MINUTES:**

The recorded minutes of the Secretariat meeting held *23rd July 2012* are a true and accurate reflection of the meeting and should be published on the Union's website.

- Mover: *Searle*
- Secunder: *Spackman*

***Carried (Unanimously)***

## 6. REPORTS

The office-bearers present presented brief verbal reports.

**PRESIDENT**  
**SECRETARY/TREASURER**  
**HAWTHORN CAMPUS CHAIR**  
**LILYDALE CAMPUS CHAIR**  
**PRAHRAN CAMPUS CHAIR**

**Mark Briers**  
**James Searle**  
**Brendan Spackman-Williams**  
**Amie Watson**  
**Alice Mutton**

### Notice of Motion:

### **Acceptance of office-bearer reports**

- Mover– *Searle*
- Seconder – *Mutton*

### ***Motion:***

That Secretariat accepts the reports of the President, Secretary/Treasurer, Hawthorn Campus Chair, Prahran Campus Chair and Lilydale Campus Chair.

***Carried (Unanimously)***

## 7. MATTERS ARISING:

From previous minutes and reports.

## 8. APPLICANTS FOR UNDERGRADUATE REPRESENTATIVE:

Elaine Passanha and Kenron Pong addressed the Secretariat on their nominations.

## 9. NOTICES OF MOTION:

### 1. Notice of Motion No. 1: **Appointment of Undergraduate Representative**

- Mover– *Searle*
- Secunder – *Mutton*

***Preamble:***

Council has delegated its powers of appointment to Secretariat for this meeting only.

***Motion:***

That Secretariat appoints Elaine Passanha to the position of Undergraduate Representative for the remainder of 2012.

***Carried (Spackman, Briers abstention)***

## 2. Notice of Motion No. 2: **Election Polling Times**

- Mover – *Searle*
- Secunder – *Spackman*

### ***Preamble:***

Above Quota Elections requires guidance from the Secretariat regarding which times to conduct polling at each campus.

Polling must be conducted for at least 6 hours a day at each campus, and must fall in the hours between 10am and 8pm.

### ***Motion:***

That polling be conducted at the following times at each campus:

	<b>Hawthorn</b>	<b>Prahran</b>	<b>Croydon</b>	<b>Wantirna</b>	<b>Lilydale</b>
<b>Mon</b>	10am - 4pm	10am - 4pm	<b>12pm - 6pm</b>	10am - 4pm	10am - 4pm
<b>Tues</b>	10am - 4pm	<b>12pm - 6pm</b>	10am - 4pm	10am - 4pm	10am - 4pm
<b>Weds</b>	<b>12pm - 6pm</b>	10am - 4pm	10am - 4pm	10am - 4pm	<b>12pm - 6pm</b>
<b>Thurs</b>	10am - 4pm	10am - 4pm	10am - 4pm	<b>12pm - 6pm</b>	10am - 4pm
<b>Fri</b>	10am - 4pm	10am - 4pm	10am - 4pm	10am - 4pm	10am - 4pm

***Carried (Unanimously)***

### 3. Notice of Motion No. 3: **SSU T-shirt/hoodie Design Competition**

- Mover– *Mutton*
- Seconder – *Spackman*

***Preamble:***

For our next order of t-shirts we decide to run a competition for students to design a T-shirt and/or hoodie.

***Motion:***

The Prahran Campus Chair will organise a competition for students to design the next year SSU clothing. In return they will receive a copy of their design in both hoodie and t-shirt form. Under the simple pretence of using the term “Swinburne Student Union” or “SSU” and the puzzle piece logo. Three of the best designs will be chosen. This will encourage students to get involved in the SSU also giving a chance to find a graphic designer. Also breathe creative life into our events. The top 3 designs will receive double movie passes. The Union will promote the competition.

***Carried (Unanimously)***

### 4. Notice of Motion No. 4: **Lilydale campaign funding**

- Mover– *Watson*
- Seconder – *Searle*

***Preamble:***

The Lilydale campus chair is organising a flash mob in the city near Federation Square and would like funding to print some t-shirts for the event. NTEU and SSAA are being approached for support also.

***Motion:***

That a \$500 adjustment be added to the Lilydale Campus Committee budget. The t-shirts will display the Union logo if other organisations also display theirs. This funding may be used for other campaign purposes.

***Carried (Unanimously)***

## 10. GENERAL BUSINESS

### 5. Notice of Motion No. 5: **Next meeting**

- Mover– *Searle*
- Secunder – *Briers*

***Motion:***

That Secretariat next meets on Friday 5th October at 3:00PM at the Lilydale campus.

***Carried (Unanimously)***

## 11. MEETING CLOSED:

***Meeting closed by Mark Briers (The Chair) at 18:48.***