



MINUTES

Secretariat Meeting:

Friday, 18th of January 2013.

14:00

MEETING DETAILS

Venue: Wantirna Campus (WA122)
Chair: Caroline Baker (President)
Minute-taker Brendan Spackman-Williams (Education/Vice-President)

1. MEETING OPEN:

Meeting opened by Caroline Baker (The Chair) at 14:28. The chair determined the meeting as quorate.

Acknowledgement of Country:

The SSU Secretariat respectfully acknowledges 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	Caroline Baker
EDUCATION/VICE PRESIDENT	Brendan Spackman-Williams
LILYDALE CAMPUS CHAIR	Amie Watson
WANTIRNA CAMPUS CHAIR	Peter Coates

Vacancies:

SECRETARY/TREASURER
ACCESS & EQUITY OFFICER

Apologies:

CROYDON CAMPUS CHAIR	Kara Hargrave
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Absent:

HAWTHORN CAMPUS CHAIR	Abdul Noor
PRAHRAN CAMPUS CHAIR	Alice Mutton

Observers:

Caitlin Bruty

3. ACCEPTANCE OF APOLOGIES:

That Secretariat accepts the apologies of Kara Hargrave.

- Mover: Spackman-Williams
- Secunder: Baker

Carried U

Procedural (S-W): To move reports and general business until after motions/other business.

Carried U

4. ACCEPTANCE OF AGENDA:

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

- Mover: Spackman-Williams
- Secunder: Baker

Carried (Coates Against)

Procedural: any reports to be circulated via email for this meeting only by Tuesday 22nd Jan to Brendan

Carried U

5. REPORTS:

14:10

The office-bearers present will present a brief verbal report.

PRESIDENT	Caroline Baker
EDUCATION/VICE PRESIDENT	Brendan Spackman-Williams
HAWTHORN CAMPUS CHAIR	Abdul Noor
LILYDALE CAMPUS CHAIR	Amie Watson
PRAHRAN CAMPUS CHAIR	Alice Mutton
WANTIRNA CAMPUS CHAIR	Peter Coates

Notice of Motion:

Acceptance of office-bearer reports

- Mover– Spackman-Williams
- Secunder –

Motion:

That Secretariat accepts the reports of those listed above.

Carried/Lost

6. GENERAL BUSINESS

14:30

Staff Membership

- Gotten from Latrobe and other unis
- All agree it's a great opportunity
- Different staff package, different approach, offers
- More/Same/Less \$\$??
- Swine?

Where to Enjoy Membership Cards

- \$6.49 each membership
- Nation wide vouchers/discounts
- 2-3 year deal
- Sounds great, worth giving a shot

Remuneration Panel

- Discussion on Why we need it
- Edits to make, ideas
- Coates proposed that the President evaluates the reports individually, no need for a large committee.
- Need to look into why we no longer get so much money, what happened to assets, resources, etc.

7. NOTICES OF MOTION:

15:20

Caroline passed Chair to Spackman

1. **Notice of Motion No. 1:**
Presidents Summit

- Mover– Baker
- Secunder – *Spackman-Williams*

Preamble:

The National Union of Students is hosting its annual Presidents Summit in Sydney again this year. It is a series of workshops and sessions set up to train campus presidents across Australia in various key aspects of their job.

Key focus areas include media releases, lobbying, campaigning and SSAF among many other things.

Unfortunately the President is unable to attend the Summit due to being overseas so it is most fitting for the Vice-President to go instead.

Registration costs \$200 and each attendant needs to arrange their own transport and accommodation.

Motion:

That Secretariat allocates \$500 of the \$8000 allotted budget for Conferences towards NUS Presidents Summit in order to pay for registration, travel and accommodation for the Vice-President.

Carried U

2. Notice of Motion No. 2 NUS/Victorian Uni Liaising

15:30

- Mover– *Spackman-Williams*
- Secunder – *Baker*

Preamble:

In 2012 the Student Union's close connections with the National Union of Students (NUS) was incredibly beneficial.

The 2013 NUS office bearers in addition to the Student Unions of other Victorian Universities have extra resources and knowledge that SSU can utilise. Additionally as in 2012 the Student Union will need to work with other representatives and office bearers and starting these relationships and connections early on will be essential to ensuring they can be used properly throughout the year.

Motion:

That the SSU office bearers for 2013 will arrange to meet up or communicate with their relevant counterparts, foremost in NUS but additionally in other Universities throughout Victoria. (Queer Representative with Queer Officers, President with Presidents for example).

Carried (Coates Abstained)

**3. Notice of Motion No. 3
Orientation Stalls**

15:40

- Mover– *Spackman-Williams*
- Secunder – *Watson*

Preamble:

Two organisations, ASUS and The Hawthorn Hotel have contacted the Swinburne Student Union about running stalls on campus during orientation week.

As the Swinburne Student Union is co-ordinating with Student Operations with Orientation this year and somewhat sharing the space the potential for this to happen under SSU may be difficult.

In the past companies have paid SSU to have a stall on campus.

ASUS plans to advertise its newest products whilst The Hawthorn is offering discount cards, showbags among other things.

Motion:

That ASUS and The Hawthorn be allowed a stall during one of the key days during Orientation or during Welcome Back Week next to the SSU Marquee at a price of up to \$500 each day. Particular days to be arranged by the Education Officer/Vice-President & President.

Carried U

**4. Notice of Motion No. 3
Membership Discounts**

15:50

- Mover– *Spackman-Williams*
- Secunder – *Baker*

Preamble:

One of the Strategic Goals for 2013 is to have 25 different discounts for the Swinburne Student Union Members, excepting the potential for Where to Enjoy or a similar business this goal was intended for local businesses organised through discussion with SSU representatives.

Motion:

The President & Education Officer/Vice-President organise a discount package to be modified slightly in conjunction with each campus chair to be distributed and presented to businesses operating near all campuses.

Discussions with local businesses to begin by no later than Monday 4th February to ensure as many discounts and vouchers can be organised before Orientation Week.

Carried U

8. OTHER BUSINESS

Notice of Motion

Next meeting

16:00

- Mover– *Spackman-Williams*
- Seconder – *Coates*

Motion:

That the next Secretariat meeting be held on Friday 22nd February at 2:00pm at the Hawthorn Campus in the Union Meeting Room (UN413).

Carried U

9. MEETING CLOSED:

Meeting closed by Caroline Baker (The Chair) at 15:13.