



MINUTES

Secretariat Meeting #2:

Thursday, 2nd of January 2012.

19:00 – 21:30

MEETING DETAILS

Venue:	Union meeting room (UN413)
Chair:	Mark Briers (President)
Minute-taker	James Searle (Secretary/Treasurer)

ATTACHED DOCUMENTS

- Minutes of previous Secretariat meeting
- Hawthorn sponsorship document
- Draft sponsorship rate card
- RMIT media rate card
- SSU Social Media Policy
- SSU Strategic Plan (*in camera* document)

1. MEETING OPEN:

Meeting opened by Mark Briers (The Chair) at 19:16. The chair will determine if the meeting is quorate.

Welcome to Country:

The SSU respectfully acknowledges that this meeting takes place in the traditional lands of the Wurundjeri people of the Kulin Nation and honours their elders past and present.

Contemplation:

Secretariat will observe 1 minute of silence for contemplation.

2. ATTENDANCE:

Present:

PRESIDENT	Mark Briers
EDUCATION/VICE PRESIDENT	Matthew Landolfo
SECRETARY/TREASURER	James Searle
ACCESS & EQUITY OFFICER	Nicole Robinson
HAWTHORN CAMPUS CHAIR	Brendan Spackman-Williams

Apologies:

LILYDALE CAMPUS CHAIR	Gemma Melville
PRAHRAN CAMPUS CHAIR	Brice Chappell

Absent:

CROYDON CAMPUS CHAIR	Caitlin Davies
WANTIRNA CAMPUS CHAIR	Caitlin Hartney

Observers:

RADIO AND CLUBS COORDINATOR	Matthew Latham
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3. ACCEPTANCE OF AGENDA:

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

- Mover: *Searle*
- Secunder: *Briers*

Carried (Unanimous)

4. ACCEPTANCE OF PREVIOUS MINUTES:

The recorded minutes of the Secretariat meeting held 19th January 2012 are a true and accurate reflection of the meeting and should be published on the Union's website.

Amendment (Landolfo) – Item 6.1 – information sessions should read 'Union nominees to speak at Faculty welcomes and student services panels'.

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

Carried (Unanimous)

5. MATTERS ARISING:

From previous minutes.

Description	Person	Due date	Status
Organise O Week working group	Spackman	21-Jan	Done
Investigate building new puzzle piece Blackboards	Briers	30-Jan	
Send request for business cards to Jimmy	All	25-Jan	
Begin advertising for EO, SSO, Admin positions	Jimmy	23-Jan	Done
Update budget based on new membership price structure	Jimmy	30-Jan	Done
Get prices/quotes for as many types of merch as possible	Jimmy	30-Jan	In progress
Organise new membership form and card design	Jimmy	30-Jan	In progress
Distribute CDJ draft contract	Nikki	30-Jan	Done
Book meeting room at Prahran for next Secretariat meeting	Brice	25-Jan	

6. REPORTS:

19:35

PRESIDENT

Mark Briers

- Admin/finance officer recruitment has begun through Mosaic
- Hawthorn sponsorship is nearly completed – needs to be approved by Council
- Andy/Beall meeting on Tuesday about SSAF
- Lockers – SSAA has ceded control to us

EDUCATION/VICE PRESIDENT

Matthew Landolfo

- Media Committee/Magazine – went well, no budget yet
- 3SSR emails, hold them to account
- Negotiations with Beall/McFarland

SECRETARY/TREASURER

James Searle

- Failed Council meeting but successful induction
- NUS Nat Exec and President's Summit
- Budget changes

ACCESS & EQUITY OFFICER

Nicole Robinson

- International Women's Day
- Nicole to organise meeting with Facilities to organise temporary Queer Space
- Getting in contact with Men's Welfare Officer

HAWTHORN CAMPUS CHAIR

Brendan Spackman-Williams

- Will be reporting on O week and WB week
- Made the sausages go mouldy

7. GENERAL BUSINESS

1. Orientation and Welcome Back Week Plan

Brendan to present outcome from planning session.

(see attachment for details)

Procedural (Searle): That item 7.2 be discussed after the meeting.

Carried (Unanimously)

2. Semester One parties and events

Calendar to be discussed

8. NOTICES OF MOTION:

1. Notice of Motion No. 1: **O Week and WB Week Plan**

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

Preamble:

A workshop session has been held to produce a plan and budget for O week and Welcome Back Week.

Amendment:

Mover: Landolfo

Raise quantity to 1600 of each item

Minimum staffing level is 10 people on the ground at any time and 6 in the bar.

Merchandise from last year should be audited before proposal being put to Council

Remove wristbands from proposal

Acceptable to the mover

Amendment:

Mover: Landolfo

Amend the bag purchased to be the \$2.00 satchel bag rather than the \$1.90 option.

Acceptable to the mover

Straw poll (Briers):

Option #1: Spend another \$3300 on a bottle opener (0 for)

Option #2: Spend another \$2000 on a bookmark (2 for)

Amendment:

Mover: Briers

That 300 stubby holders and 300 bottle openers be purchased at a total cost of \$1,368. Stubby holders will be sold for \$4 each and bottle openers will be sold for \$3. These items will be included free in the membership packs for passionate members. Estimated return will be \$2,100. If they cannot be purchased in these amounts then they will not be purchased.

Withdrawn

Amendment

Mover: Landolfo

That Secretariat members present today finalise all the designs of all SSU branded merchandise via email within 24 hours of the design being distributed.

Acceptable to the mover

Motion:

Secretariat endorses the plan and budget produced by the workshop session with the amendments agreed to above and recommends total expenditure of \$9,773 (\$7,608 for merchandise and \$2,165 for other expenditure).

Carried (Unanimous)

2. Notice of Motion No. 2: Education Ministry advice on SSAF

Preamble:

Swinburne University has begun collecting the Student Services & Amenities Fee from students since January 2012 despite failing to disclose how they intend to use the funds. The University has continually stalled the Student Union during negotiations and consultation. The SSAF is designed to support student organisations however Swinburne has shown little interest in doing this.

Motion Part 1:

Mover – *Searle*

Seconder – *Landolfo*

That the President write to the Tertiary Education Minister Chris Evans by the evening of the 9th of February outlining the Union's concerns about Swinburne's lack of communication/consultation and lack of support for student control over student affairs. The letter should include a request for the minister to investigate possible breaches of the legislation.

Council should approve the wording for this letter at its next meeting on Thursday the 9th of February.

The President will also email a scanned copy of the letter to the Minister's office and Vice Chancellor Linda Kristjanson.

Carried (Unanimous)

Motion Part 2:

Mover – *Searle*

Seconder – *Robinson*

The President, Education/Vice President and Secretary/Treasurer should write to local MP's, Education spokespeople from all political parties, notable alumni and other public figures to request advice and support on Swinburne's application of the SSAF.

Carried (Unanimous)

Procedural motion (Landolfo)

That there be a 5 minute break after motion #3.

3 for (carried)

Procedural motion (Briers)

That there be a 10 minute break after motion #3.

3 for (carried)

3. Notice of Motion No. 3:

20:50

WTF Swinburne? (Where's The Funding?)

- Mover– *Briers*
- Seconder – *Landolfo*

Preamble:

Monash Student Association has run a successful Facebook campaign entitled Monash WTF? after Monash University indicated they were going to quarantine a large portion of SSAF revenue in a bank account controlled by the University, under questionable circumstances.

Compared to this, Swinburne has been far worse, with no indications at all about how funds will be spent. Swinburne students need to know that their money is for all intents and purposes going into a black hole. At this stage the SSAF is taxation without representation.

This campaign will complement the Students' Money to Students campaign.

Amendment:

Mover: *Landolfo*

Acceptable to the mover

That the Facebook page be registered as a community page associated with the Swinburne Student Union page and that Secretariat members present today be made admins of the page.

Motion:

That a Facebook campaign entitled "WTF Swinburne? (Where's The Funding?)" be launched on Friday the 10th of February to inform students about the state of play of the Student Services & Amenities Fee at Swinburne and get them involved in the campaign for student control over student affairs.

That the President and Education/Vice President make contact with Higher Education journalists and release a media release on WTF Swinburne and the issues surrounding SSAF and SSU by February 10th 2012.

Council should approve the wording for both the campaign and the media release at its next meeting on Thursday 9th Feb.

Carried (Unanimous)

10 minute break (return at 21:21)

**4. Notice of Motion No. 4:
Sponsorship rate card**

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

Preamble:

A draft sponsorship rate card has been produced to send to potential advertisers and sponsors. Some prices and details need amending.

Amendment (Searle):

Change font for statistics, remove footer and contents page rates. Front page footer remains. For showbags, remove 200 and 500 bag option. Add in wording “prices are subject to change”. Increase Page 3 cost to \$1,500. Page 2, 4 and back cover to be \$1000.

Procedural (Landolfo):

To suspend standing orders for the duration of discussion of this motion.

Carried (Unanimous)

Procedural (Briers):

That the meeting be extended to 22:33.

Carried (Unanimous)

Procedural (Briers):

That standing orders be reinstated and that the motion now be put to vote.

Carried (Unanimous)

Motion:

That Secretariat approves the amended sponsorship details and endorses its distribution to potential sponsors. Secretariat notes that although there is a fee attached to these rates payment in kind may also be acceptable. For the first edition of the Swine, Secretariat should determine prices and offers for advertisers with media committee to resume control and decision making for subsequent issues. Secretariat should finalise prices for advertisements on a case by case basis within 24 hours of the proposed price being distributed via email.

5. **Notice of Motion No. 5:**
Hawthorn Sponsorship

- Mover– *Briers*
- Seconder – *Spackman Williams*

Preamble:

The Union has been in preliminary discussions with the Hawthorn Hotel in relation to a sponsorship agreement for 2012. The Hawthorn would provide financial support to the Student Union as well as member discounts and free venue hire in return for advertising in the Swine and cross promotion of events.

Motion:

That Secretariat approve the sponsorship conditions arranged between the Union and the Hawthorn and recommends its endorsement by Council.

Carried (Unanimous)

6. **Notice of Motion No. 6:**
SSU Social Media Policy

- Mover– *Searle*
- Seconder – *Briers*

Preamble:

The Student Union should have a social media policy to provide a best practice guide for the use of social media for communication with members and potential members.

Amendment:

Mover: *Landolfo*

Insert “or other political campaigns” in point 3.

Carried (Unanimous)

Procedural (Briers):

That this motion now be put to a vote.

Motion:

That the attached social media policy be accepted by Secretariat and commended to Council.

***Carried
For (Searle, Briers, Landolfo)***

Abstention (Robinson)

**7. Notice of Motion No. 7:
SSU Strategic Plan**

- Mover– *Searle*
- Secunder –

Preamble:

The Student Union needs to set strategic goals for its officers and staff to work towards this year. The President and Secretary/Treasurer have written a prioritised series of goals.

Motion:

That the attached strategic plan be accepted by Secretariat and commended to Council.

Procedural (Briers):

That this motion be deferred to Council and we proceed to motion #8.

Carried (Unanimous)

**8. Notice of Motion No. 8:
Next meeting**

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

Motion:

That Secretariat meets on Thursday 16th February at 3:00PM at Hawthorn.

Carried (Unanimous)

9. MEETING CLOSED:

Meeting closed by Mark Briers (The Chair) at 22:31