



MINUTES

Secretariat Meeting:

Tuesday, 19th of March 2013.

12:00

MEETING DETAILS

Venue: Hawthorn Campus (UN413)
Chair: Caroline Baker (President)
Minute-taker Joshua Fernandez (Secretary/Treasurer)

1. MEETING OPEN:

Meeting opened by Caroline Baker (The Chair) at 12:13. The chair will determine whether the meeting is 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 will observe 1 minute of silence for contemplation.

2. ATTENDANCE:

Present:

PRESIDENT	Caroline Baker
EDUCATION/VICE PRESIDENT	Brendan Spackman-Williams
SECRETARY/TREASURER	Joshua Fernandez
ACCESS & EQUITY OFFICER	Caitlin Bruty
HAWTHORN CAMPUS CHAIR	Matthew Latham
LILYDALE CAMPUS CHAIR	Amie Watson

Vacancies:

CROYDON CAMPUS CHAIR

Apologies:

Absent:

PRAHRAN CAMPUS CHAIR	Alice Mutton
WANTIRNA CAMPUS CHAIR	Peter Coates

Observers:

3. ACCEPTANCE OF PREVIOUS MINUTES:

The recorded minutes of the Secretariat meeting held 18th January 2013 are a true and accurate reflection of the meeting and should be published on the Union's website.

- Mover: *Fernandez*
- Seconder: *Bruty*

Carried (Spackman-Williams abstain)

4. ACCEPTANCE OF AGENDA:

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

- Mover: *Fernandez*
- Seconder: *Spackman-Williams*

Carried Unanimously

5. REPORTS:

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

Chair to BS-W – 12:16

PRESIDENT

Caroline Baker

- Submitted SSAF review
- Currently working on SSAA review
- Ran few events, low turnout for international night, but still optimistic about Comedy festival on tonight
- Vice-Chancellor meeting – Chase up meeting with Jeffrey Smart
- Ongoing project – health week with Caitlin Bruty

Chair to Baker 12:18

EDUCATION/VICE PRESIDENT

Brendan Spackman-Williams

- Began to get in touch with education-based SSU reps and SRC representatives
- Lots of work in regards to SSAA review for this Thursday
- Comedy festival successful so far
- International night was not a major success due to international students perception of Union

Swinburne's only 100% student run representation, welfare and events service

SECRETARY/TREASURER Joshua Fernandez

- Still reeling from the end of welcome-back week
- Finances have been going well
- Work with HCC in regards to cost benefit analysis for the bar
- SSAA review

ACCESS & EQUITY OFFICER Caitlin Bruty

- Beginning to focus on role as Access & Equity Officer
- Ongoing project is health week in conjunction with President
- Market at university – in consultation with Environment Officer
- Assisting with having office functionality back on track
- First Secretariat meeting as representative

HAWTHORN CAMPUS CHAIR Matthew Latham

- Rosters for bar events and breakfast
- Promotion – HCC is up and running behind promotion
- Disappointed in not reaching quorum for HCC meeting yesterday
- In consultation with LCC in regards to parking campaign
- Brainstorming with committee about next events
 - Will discuss with Sec/Treas
- Liaising with Environmental officer in regards to breakfast with food
- Attempting to build a volunteer roster
 - Attempting to have 20 out-of-the-blue volunteers become part of Union
- Working to help people receive their RSA's
- Placing leeway for next event – Pop-culture party (end of semester)
- April 12 – Sci-fi party
- End of semester party – Pop-culture or movie party

LILYDALE CAMPUS CHAIR Amie Watson

- SOS campaign still ongoing but with Bailieu's resignation has made campaign difficult
- Organising a new direction for SOS/SOC campaign
 - Coronn.... festival stall was sadly cancelled
- Attempting to meet with Linda and Danielle, but time constraints has prevented from doing so
- In discussions with Josh from NTEU about approaches towards state government
- Discussions with Lilydale students has found that transition is difficult
 - Would like to organise a Lilydale student-focused event at Hawthorn campus

Notice of Motion:**Acceptance of office-bearer reports**

- Mover– *Fernandez*
- Secunder – *Latham*

Motion:

That Secretariat accepts the reports of those listed above.

Carried Unanimously

6. GENERAL BUSINESS

- Hawthorn Campus Committee meeting
 - Quorum was not reached
 - Meetings have been moved to Fridays 1PM-2pm PM
 - May be chair of committee, but considers themselves as first among equals
 - Vote of committee members and volunteers present are tallied equally
 - Consensus decision-making
 - Big plans for events
 - Promotion
 - Occurring beneath reps noses
 - Union blackboard currently being worked on
 - Unilodge students are the best volunteers so far
 - HCC to meet with Education/Vice president over handover information
- NUS National Day of Action
 - Discussed with HCC in regards to NDS promotion on campus (BBQ's)
 - NDA BBQ – next Wednesday
 - Encourage students with free food to rally in the city at 3:30
 - In contact with NTEU to include staff participation and promotion of NDA
 - Lecture-bashing
 - Posters
 - Petition against fee deregulation to be available at BBQ's
 - Resources to be picked up at Trades Hall
 - Email sent to reps yesterday about NDA
 - Hope to have high support for rally

Swinburne's only 100% student run representation, welfare and events service

- Parking
 - LCC has begun Facebook campaign
 - Cannot remove Facebook page for two weeks
 - Will keep page dormant until next action is decided on
 - Union has little time or resources for a full campaign
 - Campaign is a major issue for students, staff in and out of university, residents
 - University and local Council in discussions
 - Campaign based on word-of-mouth
 - Education/Vice-President wishes to discuss the issue with the University
 - President understands the importance of campaign but believes that discussion is mainly held between University and Local Council
 - HCC would like to use campaign to help inform students of current parking situation and tips on parking around campus
 - Union-led push for students to campaign on
 - Access & Equity Officer would like to have Union to speak to Local Council in regards in parking instead of University
 - Belief that the Local Council understands issue as well, but requires push
 - LCC believes that a two-pronged approach towards University and Local Council should occur
 - Mainly Council to rezone areas or have deals for students
 - Education/Vice-President would like to have another proper discussion in regards to the parking campaign
 - HCC and LCC will discuss a day to meet to work on campaign

Procedural (Spackman-Williams): That each representative spend a minute to discuss their views on a parking campaign

Lost

- Professionalism
 - Office is unprofessional
 - Office noisy with large amounts of general discussion
 - Balance between professionalism and casualisation of the workforce

7. NOTICES OF MOTION:

1. Notice of Motion No. 1 **Affiliation with Council of Australian Postgraduate Associations**

- Mover– *Fernandez*
- Seconder – *Bruty*

Preamble:

CAPA is currently Australia's peak representative body for postgraduate students. With representation nationwide, they are at the forefront of representing postgraduate students, and look out for the welfare of postgraduate associations nationwide.

Motion:

That the Swinburne Student Union through the Swinburne University Postgraduate Association affiliate with the Council of Australian Postgraduate Association for 2013 for a fee of \$500.

Carried Unanimously

8. OTHER BUSINESS

Notice of Motion

Next meeting

- Mover– *Fernandez*
- Secunder – *Watson*

Motion:

That the next Secretariat meeting be held on Friday 26nd April at 10:00am at the Hawthorn Campus, UN413.

Carried Unanimously

9. MEETING CLOSED:

Meeting closed by Caroline Baker (The Chair) at 13:24.