



MINUTES

Secretariat Meeting #3:

Thursday, 16th of February 2012.

15:00 – 18:00

MEETING DETAILS

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

ATTACHED DOCUMENTS

- Minutes of previous Secretariat meeting
- SSU Budget version 5 (for discussion only)
- Information on ATM's
- Information on printing management solutions
- Letter to Margaret Court

1. MEETING OPEN:

Meeting opened by Mark Briers (The Chair) at 15:30. The chair will determine if 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	Mark Briers
EDUCATION/VICE PRESIDENT	Matthew Landolfo
SECRETARY/TREASURER	James Searle
ACCESS & EQUITY OFFICER	Nicole Robinson
HAWTHORN CAMPUS CHAIR	Brendan Spackman-Williams

Apologies:

PRAHRAN CAMPUS CHAIR	Brice Chappell
LILYDALE CAMPUS CHAIR	Gemma Melville

Absent:

CROYDON CAMPUS CHAIR	Caitlin Davies
WANTIRNA CAMPUS CHAIR	Caitlin Hartney

Observers:

3. ACCEPTANCE OF AGENDA:

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

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

Carried Unanimously

4. ACCEPTANCE OF PREVIOUS MINUTES:

The recorded minutes of the Secretariat meeting held 2nd February 2012 are a true and accurate reflection of the meeting and should be published on the Union's website.

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

Carried Unanimously

5. MATTERS ARISING:

From previous minutes.

6. REPORTS:

PRESIDENT

Mark Briers

- Funding negotiations (discussion item below also)
 - Possibly \$45k of funding
- The Hawthorn
 - Close to signing contract
- CUB
 - Want to come down to O week, will donate 5 cases of Crown Lager
- Allied Health students
 - The Union taking action on misleading communication
- Letter to Education Minister
 - Sent, and follow up email sent to Vice Chancellor. No response yet.

EDUCATION/VICE PRESIDENT

Matthew Landolfo

- Events
- Poster printing
 - Print at bookshop
 - Look at postering near train station – triangle printing
- Website
 - Getting moving this week
- Media Committee
 - Magazine is at printers, possibly coming on Friday
 - Need to appoint new chair (and Secretary/Treasurer?)
 - Deadline for content for next issue in 2 weeks
- Funding meeting
 - Diversify funding proposals, put to SSAA Board
- Dubious O week publication being produced by former Council members and SSAA

SECRETARY/TREASURER

James Searle

- Budget
- Membership database/form
- Liquor licenses
- Wrote to Adam Bandt
- ssu@swin.edu.au and theswine@swin.edu.au

James Searle named by the chair (for striking the chair)**ACCESS & EQUITY OFFICER**

Nicole Robinson

- Queer space/Women's room negotiations
 - Emailed Andrew Smith for discussions but no response as yet
- International Women's Day
 - Emailed Catherine Lang re: Women in ICT

HAWTHORN CAMPUS CHAIR

Brendan Spackman-Williams

- O week/WB week
 - Roster is going well
- Merchandise
- Res meeting
 - Has fully booked O week plan
 - Friday night party
 - Union can have table at res to sign up members
 - Sunday planning/packing/tidying/organising day

7. TASKS ARISING:

From previous meetings.

Description	Person	Due date	Status
Investigate building new puzzle piece Blackboards	Briers	30-Jan	
Write to MP's, Education spokespeople, notable alumni and public figures	Briers	9-Feb	
Make contact with journalists and release media release on WTF Swinburne	Briers, Matty	14-Feb	
Organise new membership form and card design	Jimmy	30-Jan	In progress - Tagle
Integrate online membership form with Paypal, create membership database	Jimmy	5-Feb	In progress
Draft of members email	Jimmy	5-Feb	
Contact Andrew Dempster	Mark	3-Feb	
Organise audit of existing promotional merchandise	Matty	8-Feb	Suzanne started it
Write to MP's, Education spokespeople, notable alumni and public figures	Matty	9-Feb	
Organise meeting with Facilities & Services to start Queer + Women's space discussions	Nikki	9-Feb	
Get in contact with all SSU welfare officers to discuss plans for the year	Nikki	9-Feb	

From Council.

Description	Person	Due date	Status
Update budget to reflect amendments to full price and outer campus memberships	Jimmy	14-Feb	
Write to the Education Minister	Briers	10-Feb	
Launch WTF? Swinburne	Jimmy	14-Feb	
Release WTF? Swinburne media release	Briers/Matty	17-Feb	
Email Jimmy for business cards	All	15-Feb	
Prepare letter to Margaret Court to be approved by Secretariat	Morison	15-Feb	
Send all Council and Secretariat agendas to all student reps	Jimmy	Ongoing	
Finalise Hawthorn sponsorship	Briers		

8. GENERAL BUSINESS

1. Actions required from Beall and McFarland meeting

Event details to Andrew, Beall.

Orientation spending to Andrew, Beall and Tony Reed.

- Landolfo and Briers to coordinate

2. Outer campus orientation weeks

- Magazine is a good in
- Gemma keen for a day at Lilydale
- Look at roster and orientation PDF's
- Mark to visit Pran and Dale and possibly spend a day a week out there during semester time

3. Rep shirts

- Student Union Street Team
- Perhaps in future rep hoodies
- Staff lanyards/Swinburne lanyards/badges
- STUDENT UNION – in college font/Badaboom with crest on the front
 - STREET
 - TEAM

4. **WTF? Swinburne**

- Matty to write draft posts for the page and a press release.
- Mark to post letter to Kristjanson and Chris Evans
- Link to Swinburne's page on SSAF
- Post about Swinburne not having to charge it and has amongst the highest fees
- Post on Street Team about liking and copying statuses
- Make cover image for people to change to
- Post on other pages as the Union account with link to WTF Swinburne
- Matt to publish right after meeting

5. **Membership discounts**

- Current state of discount negotiations (some have been locked in)
- Discuss Haddons – Mark to discuss

6. **Limiting the free printing**

- Get sample print management software
- In the mean time get Lyn to manage and track

7. **ATM**

- Only if we can get it for free and get a commission

8. **Freedom of Information requests**

How do they work and can they be lodged about Swinburne?

- SSAA audit report (ask David Loader?)
- Student Services Unit Review
- Advocacy statistics
- Documents relating to transfer of catering business and UN building (ask Kornel?)
- Matt to research more

9. **World's Greatest Shave**

- Good idea

10. **Office clean up**

- 1pm Sunday

11. **Composition of Media Committee**

- Next Council

9. NOTICES OF MOTION:

1. Notice of Motion No. 1: **Club grants and funding**

- Mover – *Searle*
- Seconder – *Robinson*

Preamble:

On the 9th of February 2012, Council approved a plan which included supporting key Swinburne Clubs. To do this the budget must be amended. There have already been initial talks with the Swinburne Comedy Club to run a Swinburne Comedy Festival in conjunction with the club in early March. To do this the club requires some funding to pay acts.

Motion:

Secretariat recommends to Council that \$5000 total be added to the budget expenditure to support clubs and that \$600 (\$200 per event) be allocated from that total to the Swinburne Comedy Club.

Carried Unanimously

Procedural:

- Mover– *Searle*

Consider motions #'s 2, 3, 4 *en bloc*.

Carried (4 for, 1 opposed)

Procedural:

- Mover– *Briers*

Consider motion #4 seperately.

Carried (3 for, 2 abstentions)

2. **Notice of Motion No. 2:**
**Affiliation with Tertiary Recreation and Entertainment
Victoria**

- Mover– *Searle*
- Seconder – *Landolfo*

Preamble:

Tertiary Recreation and Entertainment Victoria (TREV) Inc. is an incorporated association of campus recreation, entertainment, activities and club staff from across Victoria. They run the Battle of the Bands, DJ competition and support clubs and activities staff across all institutions.

The SSAA is affiliated to TREV and the Union has been in the past.

Motion:

That Secretariat recommends affiliation to TREV at a cost of \$400 for the year (already allocated in budget).

Carried (4 for, 1 abstention)

3. **Notice of Motion No. 3:**
Affiliation with Australian Association of Campus Activities

- Mover– *Searle*
- Seconder – *Landolfo*

Preamble:

The Australian Association of Campus Activities (AACA) is an organisation of event professionals who run social, cultural and recreational events on Australian University and TAFE campuses. AACA administers and runs four main national competitions or initiatives, as well as a yearly national conference and facilitates networking among such events staff nationally.

The SSAA is affiliated to AACA and the Union has been in the past. AACA runs an annual conference which SSAA currently attends on behalf of Swinburne students and staff.

Motion:

That Secretariat recommends affiliation to TREV at a cost of \$600 for the year (already allocated in budget).

Carried (4 for, 1 abstention)

**4. Notice of Motion No. 4:
Affiliation with ACUMA**

- Mover– *Searle*
- Secunder – *Landolfo*

Preamble:

ACUMA (formerly known as Australian Council of Union Manager's Australia, now only known as ACUMA Inc.) is the national peak body representing higher education student service providers.

Motion:

That Secretariat recommends affiliation to ACUMA at a cost of \$510 for the year (already allocated in budget).

Carried (4 for, 1 abstention)

**5. Notice of Motion No. 5:
Recruitment using Seek**

- Mover – *Searle*
- Secunder – *Robinson*

Preamble:

On the 19th of January 2012 Secretariat resolved to advertise the positions of Executive Officer, Administration/Finance Officer and Student Support Officer. Advertisement has begun however in order to reach a wider audience the Union should advertise on seek.com.au

Motion:

That Secretariat recommends advertising the position of Executive Officer only on seek.com.au, at a cost of \$215.

Withdrawn - deferred to next meeting

**6. Notice of Motion No. 6:
Margaret Court**

- Mover – *Searle*
- Seconder – *Spackman-Williams*

The chair named James Searle for a second time (for striking the chair)

Preamble:

The Queer Representative has written a letter to Margaret Court, as per motion of Council.

Motion:

Secretariat endorses the wording and empowers the Queer Representative to send the letter following final spelling checks from the Vice President and Access & Equity Officer. The letter will be sent by Wednesday the 22nd of February.

Carried Unanimously

**7. Notice of Motion No. 7:
Next meeting**

17:55

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

Motion:

That Secretariat meets on Tuesday 13th March at 3:00PM at Prahran.

Carried Unanimously

10. MEETING CLOSED:

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