



MINUTES

Secretariat Meeting #5:

Thursday, 3rd of May 2012.

15:00

MEETING DETAILS

Venue: Student Seminar Room (PK226)
Chair: Mark Briers (President)
Minute-taker James Searle (Secretary/Treasurer)

1. MEETING OPEN:

Meeting opened by Mark Briers (The Chair) at 15:47 however the meeting was quorate from 15:25.

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

SECRETARY/TREASURER

James Searle

ACCESS & EQUITY OFFICER

Nicole Robinson

HAWTHORN CAMPUS CHAIR

Brendan Spackman-Williams

PRAHRAN CAMPUS CHAIR

Brice Chappell

Vacancies:

CROYDON CAMPUS CHAIR

WANTIRNA CAMPUS CHAIR

EDUCATION/VICE PRESIDENT

Apologies:

Absent:

LILYDALE CAMPUS CHAIR

Gemma Melville

Observers:

Caroline Baker (left 17:20)

Matthew Latham (left 17:20)

James Murphy (left 17:20)

Alice Mutton (left 17:20)

3. ACCEPTANCE OF APOLOGIES:

That Secretariat accepts the apologies of ____

- Mover: *Searle*
- Seconder

Withdrawn (no apologies received)

4. ACCEPTANCE OF AGENDA:

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

- Mover: *Searle*
- Seconder: *Briers*

Carried (Unanimously)

5. ACCEPTANCE OF PREVIOUS MINUTES:

The recorded minutes of the Secretariat meeting held 5th April 2012 are a true and accurate reflection of the meeting and should be published on the Union's website.

- Mover: *Searle*
- Seconder: *Spackman-Williams*

Carried (Unanimously)

6. REPORTS:

PRESIDENT

Mark Briers

- AGM
 - Good attendance
- Funding negotiations
 - Agreement offered, to be discussed in motion
- License agreement
 - Facilities sending next week
- Club affiliation
- Prahran events and space negotiations
 - Asked to move BBQ and brekky events to PU student lounge
 - Will continue to run events

SECRETARY/TREASURER

James Searle

- SSU receptionist
 - Danni filling in again
- Keys and locks
 - Prahran keys on their way
 - Lock being placed on new store room at Hawthorn
- ATM
- Budget
 - Deferring until after funding agreement signed
- Financial audit
 - Will be ready for SGM
- FOI's
 - Lodged two FOI's with the uni – one for the SSAA Advocacy Audit Report and the other for the Student Services Unit Review
- SCN
 - The SCN continues to be ineffective and unnecessary

ACCESS & EQUITY OFFICER

Nicole Robinson

- Graphic designers & photographers
 - Contacting
- Met with Facilities regarding Queer + Women's room
 - Furnishings/layout decided
 - Open in July
 - Kept in budget by re-using furniture
 - Installing lift in 2013
- Issues with exam timetables
 - Students approaching the Union
- Appointed as student rep on Academic Regulation + Policy Committee

HAWTHORN CAMPUS CHAIR**Brendan Spackman-Williams**

- Events
 - BBQ cancelled this week
 - Purchasing new marquee
- Union Ball
 - Unlikely to proceed
- Bar petition
 - Getting university staff members to sign
- Union noticeboards

PRAHRAN CAMPUS CHAIR**Brice Chappell**

- New business on board – Basque
- 22 members now
- Julia has stepped down

7. MATTERS ARISING:

From previous minutes and reports.

8. GENERAL BUSINESS

15:55

1. Funding offer from SUT (Briers)

- What's missing?
 - Election, CEO
- Details
 - Do they require invoices?
 - Do they need to approve our financial statements before we receive payment?
- Where to from here?

2. Reply to Andrew McFarland re: SSAF consultation (Briers)

- To be encapsulated into response to funding offer

3. WTF? Posts (Searle)

- Be open and honest – have been offered a funding agreement but is still in negotiation, rough percentage figure.

4. Legal advice (Searle)

- No progress

5. Location of next Council meeting (Searle)

- Continuing at Prahran

9. NOTICES OF MOTION:

1. Notice of Motion No. 1: **Funding agreement from SUT**

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

Preamble:

SUT has offered SSU a funding agreement totalling \$177,119. Details and conditions are included in the attached letter.

Motion:

That Secretariat approves the following amendments to the funding agreement:

The inclusion of an Executive Officer and the Annual Elections as proposed in the Union's SSAF proposal.

Condition #2 (funds received monthly) amended to quarterly.

The chair of the SSU/SSAA forum should be amended to be the Vice-President (Student & Corporate Services).

Secretariat empowers the President to negotiate the agreement to then present the funding agreement to Council for final approval.

SSU should be presented annually with the percentage breakdown of the allocation of the SSAF.

Carried (Unanimously)

2. Notice of Motion No. 2: **Representative remuneration**

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

Preamble:

The funding agreement with the University includes \$45,000 for representative remuneration. All representatives should have the opportunity for remuneration and the Union should contribute funding on top of the University amount for representative remuneration.

Motion:

Secretariat recommends the following to Council:

That the Union contributes \$10,000 on top of the \$45,000 provided by the University for representative remuneration.

That the following remuneration details are implemented for the remainder of 2012:

President	\$10,000
Education Officer/Vice-President	\$8,000
Secretary/Treasurer	\$8,000
Access & Equity Officer	\$8,000
Hawthorn Campus Chair	\$6,000
Other campus chairs	\$5,000
General remuneration pool	\$10,000
TOTAL	\$55,000

Remuneration will be paid to the President, Education/Vice-President, Secretary/Treasurer, Access & Equity Officer and Hawthorn Campus Chair according to the attached remuneration policy.

Those representatives receiving ongoing remuneration have three non-reporting weeks where they are not required to maintain the specified weekly hours.

Remuneration will be paid to other representatives from the general remuneration pool according to the attached remuneration policy.

The Treasurer will review the status of the general remuneration pool if necessary at every meeting.

The remuneration panel will contain an extra seat which will rotate fortnightly between all other members of Council in the order that they appear in the previous year's returning officer's report.

Carried (Unanimously)

**3. Notice of Motion No. 3
Budget update**

- Mover– *Searle*
- Seconder –

Preamble:

The Secretary/Treasurer has updated the budget to reflect the funding offer by the University. The new budget reflects increased funding for collectives as well as remuneration for student representatives.

Motion:

That Secretariat endorses the budget update and recommends its passing by Council.

Withdrawn

**4. Notice of Motion No. 4:
Prahran office space petition**

- Mover– *Chappell*
- Seconder – *Spackman*

Preamble:

The Prahran campus committee has produced a petition requesting more office space from the University.

Motion:

That Secretariat acknowledges that more space is required at Prahran and implores Facilities & Services to provide such space. The most appropriate space would be the office within the PU Student Lounge.

Secretariat approves the petition subject to final wording being agreed upon via email between members of Secretariat and Prahran Campus Committee by Friday 4th May.

Carried (Unanimously)

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

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

Motion:

That Secretariat meets on Thursday 31st May at 3:00PM at Hawthorn.

Carried (Unanimously)

10. OBSERVER QUESTIONS

Question from Matthew Landolfo: “Has any advice been sought from the University or any other source about my enrolment?”

The President was made aware that Landolfo is no longer a student.

Legal advice was sought.

As he is no longer a student we were in breach of Associations Act.

Potential fines for members of Council.

Advised to cease illegal activity.

11. MEETING CLOSED:

Meeting closed by Mark Briers (The Chair) at 17:24.