



MINUTES

Secretariat Meeting #6: Friday, 29th of June 2012.

MEETING DETAILS

Venue:	Union Meeting Room, Hawthorn (UN413)
Chair:	Mark Briers (President)
Minute-taker	James Searle (Secretary/Treasurer)

1. MEETING OPEN:

Meeting opened by Mark Briers (The Chair) at 17:11. 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 observed 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

Vacancies:

CROYDON CAMPUS CHAIR

WANTIRNA CAMPUS CHAIR

EDUCATION/VICE PRESIDENT

Apologies:

Absent:

PRAHRAN CAMPUS CHAIR

Brice Chappell

LILYDALE CAMPUS CHAIR

Gemma Melville

Observers:

None

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Withdrawn (no apologies received)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 to the agenda should be suggested here.

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

Carried (Robinson abstention)

5. ACCEPTANCE OF PREVIOUS MINUTES:

The recorded minutes of the Secretariat meeting held *22nd May 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 (Robinson abstention)

6. REPORTS:

17:15

PRESIDENT

Mark Briers

- Funding negotiations
 - Signed last night, hand delivered this morning
- License agreement
 - Holding off on signing due to bar. Negotiations ongoing
- SSAA/SSU relations
 - SSAA Board papers are now secret. Raising with VC.

SECRETARY/TREASURER

James Searle

- Financial position
 - Some cash flow issues but assets are healthy
- Outstanding invoices
 - Hawthorn, Pat Pinto and Ramit have not paid us
- Eduroam
 - Now available for students, rather than just staff (after Union raised it)
- Exam help stall
 - 3 dates run. Very well received by staff and students.
- Boroondara Council
 - Raise with VC
- Association/Liability insurance policies being sought

ACCESS & EQUITY OFFICER

Nicole Robinson

- Queer Space/Women's Room
 - To be opened week 3 of semester 2
- Academic Regulation & Policy Committee
 - Next meeting in August
- Met with health promoter
- Panels next week

HAWTHORN CAMPUS CHAIR

Brendan Spackman-Williams

- TREV
- Planning day went well

7. MATTERS ARISING:

From previous minutes and reports.

8. GENERAL BUSINESS

1. Funding offer from SUT (Briers)

- Update from meeting with Beall/McFarland

2. Legal advice (Searle)

- Jimmy contacting Legal Institute of Victoria

3. Semester 2 planning (Spackman)

- Membership card printing
 - Investigate further
- Mark to investigate Swinburne asking students if they want to join the Union when they enrol

Procedural (Searle): That Secretariat members put their phones in their pockets.

Lost (Searle for)

4. Open day (Searle)

- Location
- Activities

5. ATM/EFTPOS machine (Searle)

- Cost/benefit
 - Keep EFT but get ATM as well

6. Swine website (Searle)

Withdrawn

7. VCAT FOI appeals (Searle)

- Actioning

8. Vacant position's on Council

- Call for expression of interest for vacancies

9. IN-CAMERA BUSINESS

10. NOTICES OF MOTION:

1. Notice of Motion No. 1:

Affiliation to the Council of International Students Australia

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

Preamble:

CISA is a democratically elected student controlled organisation. It is the peak body representing International students in Australia.

Student organisations can affiliate to CISA. The Union has already resolved to send delegates to the CISA conference. If we affiliate, these delegates will be voting members representing Swinburne.

In 2012 there is no cost for affiliation. Council previously agreed to spend \$1,200 from the SISA budget to send two delegates however due to the high costs of travel this amount needs to be increased.

Motion:

That the Union affiliate to CISA for 2012 and increase the travel allowance for the two delegates to \$750 each.

Carried (Robinson abstention)

2. Notice of Motion No. 2: Education Conference Funding Pool

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

Preamble:

The Union has already allocated \$500 each to send four delegates to Education Conference. The funding is more flexible if it is treated as one \$2000 pool.

It appears that the initial expenditure for travel and accommodation is coming in at below \$500 each.

Motion:

That the \$2000 be pooled and any budget remaining after paying for travel and accommodation is used in the following order; firstly to reimburse conference delegates for the cost of public transport trips.

Carried (Unanimously)

3. Notice of Motion No. 3: Reports from conferences

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

Preamble:

The Union is sending five delegates to the NUS Education Conference, three delegates to Queer Collaborations, two delegates to the CISA National Conference and one delegate to the Students of Sustainability Conference.

Motion:

That all conference attendees submit a one page minimum written report to the next Council meeting and also present verbally to Council.

Carried (Unanimously)

**4. Notice of Motion No. 4:
SSU website hosting**

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

Preamble:

Double-E design has produced a professional website for the Union. In order to roll it out we require hosting.

Motion:

That Secretariat recommends a budget update to allow for hosting costs of \$40 per month.

Carried (Unanimously)

**5. Notice of Motion No. 5:
National Campus Band Competition**

- Mover– *Spackman*
- Secunder – *Briers*

Preamble:

Each year the Australian Association of Campus Activities conducts a band competition around Australia. SSAA has had the responsibility for conducting this at Swinburne however the competition's status at Swinburne has dwindled with each year that passes.

In 2012 SSU is affiliated with AACA and has sought to cooperate with SSAA to conduct the band competition however SSAA has proved reluctant to even hold Swinburne heats.

Motion:

That the President and Hawthorn Campus Chair will work with SSAA to hold Swinburne heats for the competition, and will promote these through Facebook, member emails and print media.

That Secretariat recommends a budget update to allocate \$250 to put towards heats and promotion of them.

Carried (Unanimously)

**6. Notice of Motion No. 6:
Annual Election**

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

Preamble:

The Secretary/Treasurer has produced a suggested timeline and Request For Quote document for conducting the annual elections. That timeline is as follows:

Monday 6th August (week 1) – Nominations open and election notice given
Friday 17th August (week 2) – Nominations close
Monday 27th August to Friday 31st August (week 4) – Polling days

The details within the RFQ are subject to change depending on whether the University agrees to combine the SSU elections with the other university committee elections.

Details for polling locations/times will be determined at a later date.

Motion:

That Secretariat endorses this initial timeline (subject to Council's approval and pending timing of SSAA elections) and that the Secretary/Treasurer begins the process of seeking quotes.

Carried (Unanimously)

Procedural (Robinson): That Secretariat breaks and returns at 18:30.

Carried (Unanimously)

7. **Notice of Motion No. 7:**
Election regulation update

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

Preamble:

The Union's election regulations, while having been updated in 2011, are still in need of reform to make them more democratic.

• **Tickets**

- Students running in the Union's elections generally run together as a ticket however procedures surrounding ticket registration have been developed ad hoc by the Returning Officers, and all voting is still on an individual candidate basis (below the line).
- Other student organisations have group ticket registration and above the line voting, thus simplifying the process for the voter.

Motion:

That Secretariat endorses the idea of introducing ticket regulations and empowers the Secretary/Treasurer to present updated regulations to Council.

Carried (Briers abstention)

**8. Notice of Motion No. 8:
Purchase of projector**

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

Preamble:

The Union is in dire need of its own data projector as the Secretary/Treasurer grows tired of continually borrowing them from the library.

Amendment (Robinson): That the Secretary/Treasurer provide three quotes via email to Secretariat.

Acceptable to the mover

Motion:

That the Secretary/Treasurer purchase a projector of up to \$400 value after providing three quotes via email to Secretariat.

Carried (Briers, Spackman abstention)

**9. Notice of Motion No. 9:
Next meeting**

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

Motion:

That Secretariat meets on Monday 23rd July at 3:00PM at the CBD campus.

Carried (Unanimously)

11. MEETING CLOSED:

Meeting closed by Mark Briers (The Chair) at 18:40.