



# Minutes

## SSU Services Management Board Meeting

### 31<sup>st</sup> January 2017

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#### Meeting Details

Venue: UN413  
Chair: James Searle (Executive Officer)  
Minute-taker: Sam Roberts (General Secretary)

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Doc? Time

#### 1\* Welcome and Roundtable

Meeting open 11:36am. Services Management Board observed one minute's silence for contemplation.

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#### 2\* Acknowledgement of the Traditional Owners

Services Management Board acknowledges the Wurundjeri people of the Kulin Nation as traditional owners of the land on which Services Management Board was meeting, pays respect to their elders past and present, and acknowledges that their land was never ceded.

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#### 3 Attendance

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3.1 Required attendees: James Searle (Executive Officer), Ana Tinc (President), Sam Roberts (General Secretary), Suzanne Walker (Education Officer), Alex McGilvray (Welfare Officer), Nikki Nievaart (Hawthorn Campus Chair), Swathi Shiva (Postgraduate Representative), Zaheer Qazi (International Representative), Xavier Plummer (Staff Representative)

Vacancies: Croydon Campus Chair, Wantirna Campus Chair, University Representative

3.2 Attendance: James Searle (Executive Officer), Ana Tinc (President), Sam Roberts (General Secretary), Suzanne Walker (Education Officer), Alex McGilvray (Welfare Officer), Nikki Nievaart (Hawthorn Campus Chair), Xavier Plummer (Staff Representative)

3.3 Observers: Alex Hume (Activities and Promotions Officer) (Via Skype)

3.4 Apologies:

3.5 Absent without apology: Swathi Shiva (Postgraduate Representative), Zaheer Qazi (International Representative),

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#### 4 Confirmation of Agenda and Previous Minutes

##### 4.1 Ordering and starring of items

###### MOTION 1 (Walker, Tinc):

That the agenda as distributed be agreed to.

**Carried Unanimously**

##### 4.2 Ratification of previous decisions

###### MOTION 1 (Roberts, Tinc):

That the minutes for the Services Management Board meeting on 11<sup>th</sup> November 2016 be accepted as a true and accurate record and published on the Union's website.

**Carried Unanimously**

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**5 Reports**

**5.1\* Executive Officer Report**

The Executive Officer provided a general report, including on the SSU's businesses.

**5.2\* SSU Facilities**

The Executive Officer provided a facilities update.

- Action, James Searle to discuss Kitchen/Carpet upgrades in facilities agreement discussions
- Xavier Plummer to put in work order for level 3 rubbish removal

**5.3\* Financial reports**

The Executive Officer and General Secretary discussed financial performance to date.

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**5.4 Staff Entitlements Report**

For noting.

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**5.5\* Service Performance Report**

SMB considered the 2016 Service Performance Report.

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**5.6\* Printing Service**

SMB considered the 2016 and January Papercut reports.

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**5.7 OH&S Report**

The Executive Officer reported on relevant OH&S issues.

- Action, XP to contact facilities to turn down hot water

**6 Business (part one)**

**6.1\* Office opening hours**

SMB discussed the office opening hours for 2017.

**MOTION 1 (Walker, Nievaart):**

That the Hawthorn office and printing room opening hours be fixed at 8 am to 6 pm Monday to Friday from the 20<sup>th</sup> February until the final day of Higher Education Examinations for semester 1.

And that this policy shall be reviewed by the Services Management Board at or by the May Meeting.

**Carried Unanimously**

**6.2\* Hammer & Swine Bar Prices**

That the semester 1 bar prices be fixed according to the below table.

	<b>Cost Price</b>	Members Happy Hour		Standard	
<b>Tap</b>					
Pot	<b>1.17</b>	2	<b>2</b>	3	-
Pint	<b>2.34</b>	4	<b>4</b>	6	-
Jug	<b>4.78</b>	8	<b>8</b>	12	-
Member Jug	<b>4.78</b>			11	<b>10</b>
Basics	<b>1.8-2.1</b>		<b>5</b>	5	<b>6</b>
Wine	<b>1.25</b>		<b>2</b>	3	-
Bottles – Beer/Cider	<b>2.3</b>		<b>5</b>	5	<b>6</b>
Bottles - RTD	<b>3.5</b>		<b>8</b>	7.5	<b>9</b>
Toasties	<b>1</b>			3/4	-
Red Bull Mixer				3	<b>3</b>
Can of Red Bull				5	<b>6</b>
Soft Drinks				2	<b>2</b>
Chips					<b>Keep the same</b>
Cocktails				6-10	<b>Bar Manager to Review</b>

**Carried Unanimously**

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6.3\* **2017 Semester 1 bar events**

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SMB discussed Thursday night bar events for semester 1 2017, and made amendments to the 2017 Events Calendar.

Excerpt from November 2017 SMB minutes:

- *“Definitely a themed trivia night (one per semester)*
  - *Pool competition, one a semester, during the week/day.*
  - *Unsafe in the Bar program - training for the bar manager including OH&S*
  - *Fiesta themed party – patron/tequila*
  - *Oktoberfest – month long/extended celebration”*
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7.1\* **Future meetings**

It will be noted that the following items, deferred or arising from previous meetings, will be added to a future Services Management Board meeting agenda:

**1. TBA**

Meetings for 2017:

TBA

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**8 General Business**

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**9 Meeting Closed 13:10**

**9.1 Meeting feedback**

**9.2 Details of next meeting:**

Date: TBA

Time: TBA

Venue: TBA

**9.3 Meeting closed.**

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