

AGENDA (THIRD DISTRIBUTION 5 NOVEMBER 2015)

SSU Services Management Board Meeting

5th November 2015



		Doc? Time
Meeting Details		
Venue:	UN413	
Chair:	James Searle (Executive Officer)	
Minute-taker:	Scott Morgan (General Secretary)	
1*	Welcome and Roundtable Meeting open 3:32pm. Services Management Board will observe one minute's silence for contemplation.	15:32
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.	
3	Attendance	
3.1	Required attendees: James Searle (Executive Officer), Brendan Spackman-Williams (President), Scott Morgan (General Secretary), Joshua Briers (Welfare Officer), Benjamin Jackson (Hawthorn Campus Chair), Caitlin Bruty (Postgraduate Representative), , Xavier Plummer (Staff Representative), Anthony Osborne (Education Officer), Benjamin Jackson (Hawthorn Campus Chair)	
3.2	Attendance:	
3.3	Observers: Aimee Gipper (SSAA)	
3.4	Apologies: Joshua Briers (Welfare Officer)	
3.5	Absent without apology:	
4	Confirmation of Agenda and Previous Minutes	
4.1	Ordering and starring of items	
	MOTION 1 (Searle, Osborne): That the agenda as amended be agreed to.	

Carried Unanimously

4.2 **Ratification of previous decisions**

MOTION 1 (Searle, Jackson):

That the minutes for the Services Management Board meeting on 9th September 2015 be accepted as a true and accurate record and published on the Union's website.

Carried (1 Abstention)

5 **Reports**

5.1* **Executive Officer Report** 13:40

The Executive Officer hands the chair to the President [3:40pm]

The Executive Officer will provide a general report, including on the status of SSU services, the 2016 Diary, Enterprise Bargaining, the SSU website, Ability Press, Insurance and the sourcing of a university representative.

5.2* **SSU Facilities** 15:43

The Executive Officer will provide a facilities update, including the progress of the capital works being planned for December and the 2016 License Agreement.

- Kain Jarvis has become Swinburne liason
- Other spaces to consider than office: Queer, Women's, Croydon/Wantirna
- (Maintenance cost implications of licensing, Assurance of guaranteed space)

5.3* **Full Year Financial Forecast Report** **doc** 15:49

The Executive Officer will present the YTD October cash flow/budget forecast report.

5.4 **Time in Lieu Report** 15:52

The Executive Officer has just less than 45.5 hours time-in-lieu accrued. The Office & Finance Manager has 20.75 hours time-in-lieu accrued.

5.5* **Service Performance Report** **doc** 15:53

The Office & Finance Manager will present the YTD October Service Performance Report

5.6 **Front Desk Statistics Report** **doc** 15:59

The Office & Finance Manager will present the Front Desk Statistics Report

5.7* **Printing Service Report** **doc** 4:02

The Executive Officer will present the Papercut Printing report

Discussed transitioning office printing to papercut for accurate statistics.

Mentioned (Office Print Release Station, Reliability, Jamming Printers, Current small glitches [PDFs, logins, colour not showing, etc.])

Discussed future direction of printing service.

5.8 **OH&S Report** 16:11

The Executive Officer will report on any relevant OH&S issues.

Nothing of note to report.

5.9* **2016 Funding Report** 16:11

The President will report on 2016 funding negotiations.

6 **Business (part one)**

6.1* **Croydon Cafe** 16:14

The Executive Officer will discuss the viability of operating a café on the Croydon campus.

6.2* **2016 Winter Ball** **doc** 16:15

SMB will discuss running a Winter Ball in 2016.

Decision made not to run ball. Considerations: Staff Hours, Level of subsidisation, Event management experience, Want to do it well, alternative venues (Bar/H&S, Atrium?, Town Hall expensive).

6.3* **Changing Banks**

16:22

SMB will consider changing banks from NAB to Bank Australia. Bank Australia has no monthly account fee (compared to NAB charging a monthly account fee and an internet banking fee). The EFTPOS fees are also lower. This will save us at least \$500 per year. Bank Australia also practices ethical investment, and is Australia's only member owned and not-for-profit bank.

MOTION 1: That SMB recommends to Council that our operating account, debit cards and EFTPOS facility be transferred from NAB to Bank Australia by:

1. opening a two-to-sign transactional account with Bank Australia in the name of Swinburne Student Union Incorporated with the signatories being James Searle (Executive Officer), Xavier Plummer (Office & Finance Manager), Brendan Spackman-Williams (2016 General Secretary) and Caitlin Bruty (2016 President);
2. opening an EFTPOS facility with BWA Merchant Services and cancelling the NAB EFTPOS facility;
3. operating the two transactional accounts concurrently until March 2016 to change over creditors; and
4. in March 2016, closing the NAB transactional account.

Amendment (Morgan):

MOTION 1 (Searle, Morgan): That SMB recommends to Council that our operating account, debit cards and EFTPOS facility be transferred from NAB to Bank Australia by:

1. opening a two-to-sign transactional account with Bank Australia in the name of Swinburne Student Union Incorporated with the signatories being James Searle (Executive Officer), Xavier Plummer (Office & Finance Manager), Brendan Spackman-Williams (2016 General Secretary) and Caitlin Bruty (2016 President);
2. operating the two transactional accounts concurrently until March 2016 to change over creditors; and
3. Evaluate the decision to transition from NAB to Bank Australia in March 2016, alongside evaluating EFTPOS provider options.

Amenable to Mover
Carried Unanimously

6 **Business (part two)**

6.4* **Bank Accounts for SSU constituent groups**

For several years now, the utility of clubs having their own bank accounts has been discussed within the Swinburne community. The Executive Officer is recommending using the Queer Department, Women's Network, SISA and SUPA as test cases for developing processes and procedures. This will give constituent groups more autonomy, however it is important to note that reporting requirements remain the same (the provision of receipts and reimbursement forms). The Treasurers from each group will need to complete a monthly reconciliation report, to be provided to the Office & Finance Manager.

Mover proposes motions moved en bloc. Amenable to Mover & Seconder.

MOTION 1 (Searle, Bruty): That SMB recommends to Council that the following two-to-sign transactional accounts be opened with Bank Australia with the signatories named below:

1. Swinburne Queer Department, with signatories being Zane Clark (Queer Department President), Brendan Spackman-Williams (2016 General Secretary) and Xavier Plummer (Office & Finance Manager), with a second Queer Department signatory being added upon the appointment of a Treasurer.
2. Swinburne Women's Network, with signatories being Abigail Michell (2016 Women's Representative), Brendan Spackman-Williams (2016 General Secretary) and Xavier Plummer (Office & Finance Manager), with a second Women's Network signatory being added upon the appointment of a Treasurer.
3. Swinburne International Students' Association (SISA), with signatories being Adnan Islam (2016 International Representative), Brendan Spackman-Williams (2016 General Secretary) and Xavier Plummer (Office & Finance Manager), with a second SISA signatory being added upon the appointment of a Treasurer.
4. Swinburne University Postgraduate Association (SUPA), with signatories being Ryan Lixin Chen (2016 Postgraduate Representative), Brendan Spackman-Williams (2016 General Secretary) and Xavier Plummer (Office & Finance Manager), with a second SUPA signatory being added upon the appointment of a Treasurer.

MOTION 2: That the Executive Officer, Office & Finance Manager and General Secretary develop policies and procedures for SSU constituent group bank account operations and reporting.

[Motion 3 withdrawn by mover]

MOTION 4: That all funds remain the property of Swinburne Student Union Incorporated at all times.

Carried (1 Abstention)

6.5* **2016 SSAF Funding & staffing levels** 16:57
SMB will consider the 2016 SSAF funding negotiation process and will discuss staffing requirements for 2016.

6.6* **[Removed]**

6.7* **SSU Website** doc 16:58
Following on from the decision at the last Services Management Board to move the SSU website back to Double E Design, Leesa from Double E has informed us that it will cost us \$132 per month for her to host and support the current website, due to the fact that it wasn't designed by her. The options are:

1. Host the current website with Double E Design for \$132 per month
2. Engage Double E Design to build us a new website, at an initial cost of approximately \$3,000, but with a lower monthly hosting fee.
3. Engage a contractor to build us a Nationbuilder website, at an initial cost of \$2,170 - \$2,450, but with no monthly hosting fee, as our Nationbuilder subscription includes website hosting that we are not currently utilising.

Services Management Board discussed the various options.

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. Strategic Planning

First meeting for 2016:
14 January 2016

8 **General Business**

- **Starring of Items**
Executive officer would like to start from next SMB.
 - **Inclusive discussion of topics**
Make an effort to include all relevant people before presenting solutions through the Agenda.
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9 **Meeting Close 17:30**

9.1 **Meeting feedback**

9.2 **Details of next meeting:**

Date: Thursday, 14th January 2016
Time: 3:30pm
Venue: UN413

9.3 Meeting closed. 17:19
