

DRAFT MINUTES

SSU Services Management Board Meeting

14th January 2016



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	Meeting Details		
	Venue: UN413		
	Chair: James Searle (Executive Officer)		
	Minute-taker: Brendan Spackman-Williams (General Secretary)		
1*	Welcome and Roundtable		15:37
	Meeting open 3:37pm. Services Management Board will observe one minute's silence for contemplation.		
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), Caitlin Bruty (President), Brendan Spackman-Williams (General Secretary), Anthony Osborne (Education Officer), Tori Pearce (Welfare Officer), Tohiora Kuru (Hawthorn Campus Chair), Ryan Lixin Chen (Postgraduate Representative), Adnan Islam (International Representative), Xavier Plummer (Staff Representative)		
3.2	Attendance: James Searle (Executive Officer), Caitlin Bruty (President), Brendan Spackman-Williams (General Secretary), Anthony Osborne (Education Officer), Tori Pearce (Welfare Officer), Tohiora Kuru (Hawthorn Campus Chair), Xavier Plummer (Staff Representative), Ryan Lixin Chen (Postgraduate Representative)		
3.3	Observers: Aimee Gipper (SSAA), Thomas Filippou (Clubs Officer)		
3.4	Apologies: William Joseph (Wantirna Campus Chair), Adnan Islam (International Representative)		
4	Confirmation of Agenda and Previous Minutes		
4.1	Ordering and starring of items		
	MOTION 1 (Bruty, Kuru): That the agenda as distributed be agreed to.		
			Carried Unanimously
4.2	Ratification of previous decisions		
	MOTION 1 (Osborne, Bruty): That the minutes for the Services Management Board meeting on 5 th November 2015 be accepted as a true and accurate record and published on the Union's website.		
			Carried (3 abstentions)
5	Reports		
	15:43 - Chair handed to the President		
5.1*	Executive Officer Report		
	The Executive Officer provided a general report, including on the website redevelopment.		

5.2* SSU Facilities

The Executive Officer provided a facilities update, including on office renovations/layout, the lift and PC's.

- Additional desks in the old printing waiting area as well as the old reception area.
- Computer refresh, old PC's being replaced in addition to new computers, 26 total canvassing Union Offices in Hawthorn, Croydon & Wantirna in addition to the Hammer & Swine
- Lift Replacement to be conducted late in Semester, May estimate
- License agreement signed including Hammer & Swine Thursdays and Croydon café

5.3* Full Year Financial Forecast Report

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The Executive Officer will present the provisional 2015 financial reports, noting that they are subject to adjustment.

- 2015 Financial year, \$30,000 surplus which comprises a number of capital expenditure, cash flow surplus is smaller

5.4 Time in Lieu Report

The Executive Officer has 30 hours time-in-lieu accrued. The Office & Finance Manager has no hours time-in-lieu accrued.

5.5* Service Performance Report

SMB will consider the 2015 Service Performance Report.

To be circulated

5.6 Front Desk Statistics Report

To be considered in February.

5.7* Printing Service Report

SMB will consider the YTD Papercut report.

Staff and Representatives printing to be tracked in the future

5.8 OH&S Report

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

15:57 – Chair handed to the Executive Officer

5.9* 2016 Funding Report

The President will report on 2016 funding negotiations.

Still awaiting a funding proposal/agreement from Swinburne, this was promised by 19th December

6 Business (part one)

15:59 – Chair handed to the President

6.1* Croydon Cafe

Services Management Board will discuss matters relating to the Croydon Café, including staff recruitment, pricing, discounts and capital expenditure.

- New Café Manager Debbie a welcome addition to the team
- Interviews organised for casuals
- Swinburne to replace items that were improperly removed by previous tenant
- Intention to beginning trading in early February
- Menu and pricing currently being considered and created
- Food recycling or food donations discussed, currently being considered by Café Manager

A discussion took place on offering discounts to members, staff union members, etc. Options put forward were store-wide, specific products or running specials such as deals of the day. Rewardle also to be used. General consensus that a store-wide discount would not be preferable but a discount would be a worthwhile initiative.

6.2* **2016 Staffing**

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At its December meeting, Council discussed the Union's casual staffing and whether it would retain the three casuals during semester model that was used during 2014 and 2015. No decision was made, but a straw poll was taken which showed support for one part-time employee on two days a week for the whole year, and one casual on one day a week during semester period.

Council has delegated its powers to Services Management Board for the purposes of making staffing decisions.

MOTION 1 (Osborne, Bruty):

1. That a part-time (0.4 fraction) Activities & Promotion Officer at SUE 2.1 be recruited to commence at the beginning of February;
2. That a casual Activities Assistant at SUE 1.1 be recruited to commence in Orientation Week;
3. That both positions be advertised on SSU's social media and Swinburne's internal channels;
4. That existing SSU casual staff be invited to express interest for one or both of the roles.

Carried Unanimously

6.3* **2016 Budget**

SMB will consider the 2016 SSAF funding negotiation process and will discuss a 2016 budget

- Deferred due to lack of funding clarity

16:20 – Chair handed to the Executive Officer

6.4* **Orientation Week**

SMB will discuss arrangements for O Week & Welcome Back Week.

- Aimee Gipper will discuss SSAA's plans.
Mon, Tues nothing to take place for lunch due to International Orientation & a very small lunch period on Tuesday.
Wed, Thurs, Fri will be the large regular carnival days
Hammer & Swine to run the bar at SSAA drinks (no longer for free), Trivia to be run as an activity Tues – Thurs and live music for Friday
Welcome Back Week, largely the same as normal, Clubs Day on Wednesday.
Evenings, Monday – Moonlight Cinema, Tuesday – Comedy (w/ H&S Pop-up),
Wednesday – SwinTalks (TEDx-ish), Thursday – Gig, Friday – Jungle Party (Won't someone please think of the Beach Party)
- Caitlin Bruty will discuss SSU's plans.
Evening during O-week likely to coincide with SSAA as above, during Welcome Back week currently still under consideration but expecting to run the Hammer & Swine
During the day, running the main membership stall 'Under the Sails' in the AD, Library, UN corner area. Representative departments present with stalls, external groups coming on campus with stalls, entertainment to be hired as well and potential give-aways looked into. Showbags should be happening again this year.

6.5* **Semester One events calendar**

SMB will discuss bar nights and other events for Semester One.

- Ideas put forward include Comedy, Trivia, Grain of Truth, Board Games, Open Mic, BINGLO, DJ Comp, Band Comp & Pool Tournament.
 - Food to be run at the bar from now on as well, food license has been attained
 - Collectives, Departments and Representatives need to plan events and ensure they are in the calendar
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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. Strategic Planning

Meetings for 2016:

14 January 2016

17 March 2016

12 May 2016

14 July 2016

15 September 2016

17 November 2016

8 **General Business**

9 **Meeting Close 17:11**

9.1 **Meeting feedback**

9.2 **Details of next meeting:**

Date: Thursday, 17th March 2016

Time: 3:30pm

Venue: UN413

9.3 Meeting closed.

17:30
