

AGENDA (FIRST DISTRIBUTION 3 MARCH 2016)

SSU Services Management Board Meeting

10th March 2016



		Doc? Time
	Meeting Details	
	Venue: UN413	
	Chair: James Searle (Executive Officer)	
	Minute-taker:	
1*	Welcome and Roundtable	15:30
	Meeting open 3:30pm. 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), William Joseph (Wantirna 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), Adnan Islam (International Representative), Xavier Plummer (Staff Representative)	
3.3	Observers: Alex Hume (Activities & Promotions)	
3.4	Apologies: William Joseph (Wantirna Campus Chair)	
3.5	Absent without apology: Ryan Lixin Chen (Postgraduate Representative), Tohiora Kuru (Hawthorn Campus Chair)	
4	Confirmation of Agenda and Previous Minutes	
4.1	Ordering and starring of items	
	MOTION 1 (Bruty, Pearce): That the agenda as distributed be agreed to.	Carried Unanimously
4.2	Ratification of previous decisions	
	MOTION 1 (Pearce, Islam): That the minutes for the Services Management Board meeting on 14 th January 2016 be accepted as a true and accurate record and published on the Union's website.	Carried Unanimously
5	Reports	
5.1*	Executive Officer Report	
	The Executive Officer will provide a general report, including on the website redevelopment.	
	<ul style="list-style-type: none">- Website slightly behind schedule- Expected to launch by end of next week- Email & SMS blast system integrated- Website needs financial documents, budget, audit reports, 2016 monthly P&L's- Out of date information to be filled in by reps – CB to co-ordinate	

5.2* SSU Facilities

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

- New PC's & tables
- Powers and networks installed this week
- Desk allocation can begin after office clean-up – CB & XP to co-ordinate
- New Office Layout is good, need to consider printing queue matters and office access
- Lift replaced at the start of week 8. 26th of April until 24th June, nine weeks total including the final five of semester and the exam period. JS to co-ordinate promotion before end of March.

5.3* Financial reports

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The Executive Officer and General Secretary will discuss financial performance to date.

5.4 Time in Lieu Report

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For noting.

5.5* Service Performance Report

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SMB will consider the 2016 to date Service Performance Report.

5.6 Front Desk Statistics Report

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5.7 Printing Service Report

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SMB will consider the YTD Papercut report.

5.8* OH&S Report

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

- Work order put in to clean BBQ's left dirty by last user – JS
 - Drip Trays need buckets - XP
 - BBQ's need to be placed the right way on the slanted hill, facing John St not SR Building - JS
 - SSU Marquees need maintenance to fix missing screw and broken pin - AH
 - Cover over the fan needs to be co-ordinated for the Puzzle Piece - AH
 - Need Aprons – CB
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6 Business (part one)

6.1* Croydon Cafe

Services Management Board will discuss matters relating to the Croydon Café, including whether or not to recommend to Council to extend operations past the trial period.

- Today Croydon performed its best day yet of \$1,200
- Straw poll was taken with unanimous voting to maintain the café in the near future.
- Consensus was for Council to consider a 3-month agreement followed by a 6-month until the end of the year
- 2IC at Croydon Bryan currently casual, being considered for 0.8 PT. Council to confirm.

6.2* 2016 Staffing

The Executive Officer will update SMB on staffing.

- Much better staffing structure with 0.4 PT and 0.2 casual during semester
- JS on leave for 2 weeks shortly with AH also following shortly after for 2 weeks
- Activities roles to be more defined to ensure time is being used properly, AH & GB to discuss

6.3* 2016 Budget

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

- Little change since last discussion, temporary budget still in place with 1 quarter based off 2015 agreement paid so far
 - VP Andrew J Smith offered same agreement as earlier and that if another was agreed it would override it
 - Need to explicitly state that it was an interim agreement and superseded by another to be made by mid-year
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- Current agreement expected to be the amount of what SSU was offered in 2016, it would expire mid-year and a new agreement be made pending redistribution of SSAF
- Expecting another quarterly instalment similar to the first one however this has not been arranged
- BSW & CB meeting with VC and VP on 22nd March
- Council motions to be made to reflect some changes and purchases

6.4* **Orientation Week & WB Week**

SMB will have a short debriefing discussion from O Week and WB Week.

- More continuity to take place in future for SSAA/SSU setups, utilise John Street more
- Free food issues relating to who is entitled to it
- Hammer & Swine pop-up was generally thought to be a success
- Staffing SSU stall was difficult at times due to lack of availability or representatives not turning up
- Jungle Party – Great Success
- SSU Drink Vouchers need to be fixed up
- SSAA wasn't happy with Presidential blog, specifically about lack of free drinks, transparency is important however and the blog was tame compared to what it could have been
- Conversations took place about running more H&S based events or collaborating further with SSAA to avoid competing events
- SSU stall 'under the sails' was well received, Semester 2 has an issue in that there are less students and worse weather
- Council to consider purchasing more marquees (with walls) and weights
- More representative preparation for these weeks

6.5* **Semester One events calendar**

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

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:

12 May 2016

14 July 2016

15 September 2016

17 November 2016

8 General Business

9 Meeting Close 17:59

9.1 Meeting feedback

9.2 Details of next meeting:

Date: Thursday, 12th May 2016

Time: 3:30pm

Venue: UN413

9.3 Meeting closed.

17:30

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