

AGENDA (FIRST DISTRIBUTION 5 MAY 2016)

SSU Services Management Board Meeting

12th May 2016



		Doc? Time
Meeting Details		
Venue:	UN413	
Chair:	James Searle (Executive Officer)	
Minute-taker:		
1*	Welcome and Roundtable Meeting opened 3:35pm. Services Management Board will observe one minute's silence for contemplation.	15:35
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), Krishamurthy Kosalram (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), Xavier Plummer (Staff Representative)	
3.3	Observers: Sam Roberts (FSET Representative & Bar Supervisor)	
3.4	Apologies: Tori Pearce (Welfare Officer), Adnan Islam (International Representative), William Joseph (Wantirna Campus Chair)	
3.5	Absent without apology: Ryan Lixin Chen (Postgraduate Representative), Krishamurthy Kosalram (Hawthorn Campus Chair)	
4	Confirmation of Agenda and Previous Minutes	
4.1	Ordering and starring of items MOTION 1 (Bruty, Osborne): That the agenda as distributed be agreed to with exception to 6.4 being heard first. <p style="text-align: right;">Carried Unanimously</p>	
4.2	Ratification of previous decisions MOTION 1 (Bruty, Osborne): That the minutes for the Services Management Board meeting on 10 th March 2016 be accepted as a true and accurate record and published on the Union's website. <p style="text-align: right;">Carried Unanimously</p>	
5	Reports	
5.1*	Executive Officer Report The Executive Officer will provide a general report.	
5.2*	SSU Facilities The Executive Officer will provide a facilities update. New carpet beneath reception and a hot water system in the kitchen.	

A new kitchen unit will also be provided by the University.

Lift is getting replaced.

5.3* **Financial reports** **doc**

The Executive Officer and General Secretary will discuss financial performance to date. SMB will consider the amount to roll into the term deposit in May.

Considering a \$25,000 increase to the term deposit.

5.4* **Staff Entitlements Report** **doc**

For noting.

5.5* **Service Performance Report** **doc**

SMB will consider the 2016 to date Service Performance Report.

5.6 **Front Desk Statistics Report** **doc**

5.7* **Printing Service** **doc**

SMB will consider the YTD and April Papercut reports and will consider whether to repair the existing black and white printer or purchase a refurbished one.

Office printer to be moved into printing room so that student can print quality colour during the examination period.

5.8 **OH&S Report**

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

6 **Business (part one)**

6.1* **Croydon Cafe** **doc**

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

Recommendation to extend Croydon Café service until the 23rd of December 2016.

6.2* **2016 Staffing**

The Executive Officer will update SMB on staffing.

Xavier classification increase and James to be made 1.0 as of June.

6.3* **2016 SSAF** **doc**

SMB will consider the 2016 SSAF funding negotiation process.

Xavier classification increase and James to be made 1.0 as of June.

Council to approve.

6.4* **Hammer & Swine** **doc**

SMB will discuss the Hammer & Swine, including promotion, pricing of food, drinks and the arcade machine. A potential opportunity to open 5 days a week in

Bar Supervisor Sam Roberts will speak to a number of proposals he has.

SMB will follow up on suggestions put forward by Sam Roberts.

Arcade machine to have 4 games for each \$1.

6.5* **Semester Two events calendar** **doc**

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

Alex to begin work on calendar from SWOTVAC and calendar to be finalised by the end of June.

Designs to be organised during July.

6.6* **SSU Website** **doc**

SMB will discuss issues surrounding the redevelopment of SSU's website.

MOTION 1 (Searle, Osborne):

That the contract with Jake Schoermer be terminated and that Scott Morgan be engaged to complete the migration portion of the project, according to the attached quote.

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 July 2016

15 September 2016

17 November 2016

8 General Business

9 Meeting Close 17:01

9.1 Meeting feedback

9.2 Details of next meeting:

Date: Thursday, 14th July 2016

Time: 3:30pm

Venue: UN413

9.3 Meeting closed.

17:01
