

UNCONFIRMED MINUTES

SSU Services Management Board Meeting

14th July 2016



		Doc?	Time
	Meeting Details		
	Venue: UN413		
	Chair: James Searle (Executive Officer)		
	Minute-taker:		
1*	Welcome and Roundtable		15:40
	Meeting open 3:40pm. 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), 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),		
3.3	Observers: Alex Hume (Activities & Promotions Officer), Jared Berman (General Representative), Ana Tinc (Environment & Sustainability Officer)		
3.4	Apologies: Xavier Plummer (Staff Representative)		
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.		
		Carried Unanimously	
4.2	Ratification of previous decisions		
	MOTION 1 (Bruty, Pearce): That the minutes for the Services Management Board meeting on 12 th May 2016 be accepted as a true and accurate record and published on the Union's website.		
		Carried Unanimously	
5	Reports		
	Chair handed to the President		
5.1*	Executive Officer Report		
	The Executive Officer will provide a general report.		
	<ul style="list-style-type: none">- Taking over Officer Manager duties during Xavier's annual leave- Majority of matters of note are on this agenda		
5.2*	SSU Facilities		
	The Executive Officer will provide a facilities update.		
	<ul style="list-style-type: none">- We have been fortunate to receive a Crown Casino'esque lift- Kitchen unit is yet to be installed, will check with Xavier when he returns		

- Balcony door accessible again

- 5.3* **Financial reports** **doc**
The Executive Officer and General Secretary will discuss financial performance to date.
- 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 June/July Papercut reports.
 - New Printer as of tomorrow
- 5.8 **OH&S Report**
The Executive Officer will report on any relevant OH&S issues.
 - Office Clutter should be addressed
 - Protective cover on cover piece finally installed
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6 **Business (part one)**

Chair handed to the Executive Officer

- 6.1* **Croydon Cafe** **doc**
Services Management Board will discuss matters relating to the Croydon Café, including a current staffing problem.
 - Debbie indicated her interest in stepping back and inevitably decided to also resign
 - Vyner was hired as a café manager however after assessing the business and having a handover from Debbie has also resigned thinking he could not make the business viable and wasn't properly suited for the role
 - Debbie finishes as of today and Vyner's last shift will be Friday 22nd July
 - Looked into agencies but the costs involved are too prohibitive
 - An interview today was very successful and after a couple more tomorrow those on the panel are optimistic that someone should be able to come in in time to run the café and do so successfully
- 6.2* **2016 Staffing**
The Executive Officer will update SMB on staffing.
 - Beneficial having events staff on in between semesters to prepare adequately
 - Should have activities staff member available for Wednesdays and BBQs
- 6.3* **2017 Funding** **doc**
SMB will consider the 2017 funding negotiation process.
 - Looking to begin negotiation discussions at the next meeting with Andrew J Smith
- 6.4* **Hammer & Swine**
SMB will discuss the Hammer & Swine and the opportunity to open 5 days a week.
 - Proposal submitted to Swinburne facilities about opening the Bar more open and better utilising that space
 - Brendan and Caitlin met with Kirsten Jeffery and Andrew J Smith about this which resulted in it looking like SSU should be able to run the bar in the space 5 days a week.
 - There are conditions with this, some of which are still being negotiated that relate to security, open hours, toilets, capacity and types of events etc.
 - Likely to be a daytime bar with perhaps 1 regular night a week with the option for events with groups and clubs to host events at the evening.
 - Application for full permanent liquor license currently in progress but will not be finalised by the start of semester
 - Concern some bookings with groups/clubs have already been made so Caitlin has contacted Swinburne about ensuring these also go past SSU so that they can be properly accommodated for when SSU operates the space on a permanent basis.
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- Lease agreement not currently signed or finalised

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

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

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

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

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:

15 September 2016

17 November 2016

8 **General Business**

9 **Meeting Closed 16:45**

9.1 **Meeting feedback**

9.2 **Details of next meeting:**

Date: Thursday, 15th September 2016

Time: 3:30pm

Venue: UN413

9.3 Meeting closed. **16:45**
