

MINUTES

SSU Services Management Board Meeting

17th November 2016



Meeting Details

Venue: UN413
Chair: James Searle (Executive Officer)
Minute-taker: Alex Hume (Activities & Promotions Officer)

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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), Sam Roberts (Hawthorn Campus Chair), Swathi Shiva (Postgraduate 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), Sam Roberts (Hawthorn Campus Chair)
- 3.3 Observers: Alex Hume (Activities & Promotions), Ana Tinc (Sustainability Officer)
- 3.4 Apologies: Brendan Spackman-Williams (General Secretary)
- 3.5 Absent without apology: Swathi Shiva (Postgraduate Representative)

4 **Confirmation of Agenda and Previous Minutes**

4.1 **Ordering and starring of items**

MOTION 1 (Osborne, Bruty):

That the agenda as distributed be agreed to.

Carried Unanimously

4.2 **Ratification of previous decisions**

MOTION 1 (Bruty, Osborne):

That the minutes for the Services Management Board meeting on 14th July 2016 be accepted as a true and accurate record and published on the Union's website.

Carried

5 **Reports**

Chair handed to President, Caitlin Bruty.

5.1* **Executive Officer Report**

The Executive Officer will provide a general report, including on the SSU's businesses.

- Café doing well, breaking even and has made profit in a couple of months
- Planning permit for on premises liquor license has been applied for, for the Hammer & Swine. Permit will hopefully be accepted by the end of the year. Barring any objections, we can then proceed with applying for the on premises liquor licence.
- Hammer & Swine anticipated to open late February 2017.

5.2* **SSU Facilities**

The Executive Officer will provide a facilities update.

- Air conditioning system has been fixed, after being broken in earlier renovations.
- Kitchen unit (sink/cupboards) in the office kitchen was supposed to be replaced >6 months ago. Has not been done yet. Xavier to follow up with Bev from Facilities.
- Caitlin spoke to Andrew J Smith. Spoke about quality of offices around campus – Andrew J Smith acknowledges that our office is sub-par.
- Leak near lifts (evident during winter) has apparently been rectified.
- Consolidating various facilities agreements at present. The process has taken some time due to changes in the bar. Current license agreement (UN Level 4, basement, Croydon and Wantirna offices) expires at the end of this year so will need to meet shortly.
- Sam would like to investigate potential for further storage around campus.
- Certain facilities expectations (cleaning, recycling) have not been met.
- Potential for including Women's & Queer spaces in our licensing agreement.
- Alex spoke to Peter Collis regarding bins and recycling, as they weren't being done. Practice has improved since then, but is less than perfect. Ana to speak to Facilities regarding better practices to implement.

5.3* **Financial reports**

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

- Collective spending is up, which looks better for SSAF.
 - Bar & Café both making losses, overall deficit for the year.
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5.4	Staff Entitlements Report For noting. <i>Chair handed to Executive Officer, James Searle.</i>	doc
5.5*	Service Performance Report SMB will consider the 2016 to date Service Performance Report.	doc
5.6	Front Desk Statistics Report	doc
5.7*	Printing Service SMB will consider the YTD and October/November Papercut reports. <ul style="list-style-type: none">- Printing has been going well. Most people printing at 2pm	doc
5.8	OH&S Report The Executive Officer will report on any relevant OH&S issues.	
6	Business (part one)	
6.1*	2017 Funding SMB will consider the 2017 funding negotiation process. <ul style="list-style-type: none">- SSAF distribution and funding discussions occurring simultaneously. SSAF proposal given to the university, including major breakdown. Also covers the SSU's proposed SSAF distribution.- Timeline was looking positive at the start of the year after WTF Swinburne, however is now behind schedule. Proposed distribution not expected until December. Will find out about SSAF funding at that time.- Will be hard to get an agreement signed off by the end of the year. University has not been particularly cooperative.- Therefore, won't be able to set a budget at November council, as information won't be known until early December.- Andrew J Smith is looking in to funding the diary through SSAF, will hopefully get an answer to Caitlin shortly. Caitlin has sent through quotes, asking approx. \$21k of SSAF for 10,000 diaries, with distribution helped by SSAA.	doc
6.2*	2017 Staffing SMB will discuss 2017 staffing including over the summer break. <ul style="list-style-type: none">- Alex has asked for 5 weeks leave over January, which James has approved. Alex has proposed a teleworking arrangement of 5 – 7 hours per week.- Caitlin's suggestion is to trial the arrangement for a week and see if it works. If not, Alex will 'just' take leave.- Alex & James to work on a work plan to demonstrate what duties Alex will undertake, and who will undertake other duties.- Hopeful of getting further funding for staffing next year. Will need to decide on preferences for casual/job sharing possibilities.- The importance of staffing has been highlighted with Andrew J Smith. Importance is giving Xavier time to focus on the finance side of the Union's businesses.- Decisions cannot be made until funding agreement is made. Decisions are not particularly time sensitive.	

6.3* Equipment & locker hire

SMB will discuss equipment and locker hire arrangements and pricing for 2017.

- Increase all non-members prices by \$10
- Potential for increasing price of large lockers in line with demand but will leave for now.
- Plenty of medium lockers left, so no real need to change prices for small or medium.
- Proposed daily locker hire for \$5-\$10 per day – maybe \$15 including deposit for the key. \$5 per day charge for not returning the key, plus goods confiscated.
- Locker hire begins from the first Monday of semester.
- Lockers cleared on Thursday 1st of December.
- Potential for Summer rentals (during Summer term) starting Monday 12th December until February 20th. Prices would be \$20 flat rate, for any student.
- Tinkerer's Guild charged \$300 for the large locker – keep this price. Anime charge regular prices for the lockers, \$100 for the cupboard.
- Increase Anime club prices to \$300 for the package.
- Will charge the Role Playing club \$150 for the space above the Anime locker if needed.
- Keith's cupboard is full, but needs to be cleared out. Will give him the opportunity to clear it out.
- PA system/mic taken off equipment hire. Only to be hired through the bar.
- Will need to buy a new mic stand.
- Large wooden table taken off the list as we no longer have any.
- Variable pricing for organisations/staff and students/clubs.
- Trestle tables need to be measured and sorted.
- All equipment priced at \$10.
- BBQ prices to be charged per hour, including gas. \$5 inc. gas for members, \$10 for non-members with a \$20 bond barring damage and disgustingness. BBQ pack to be available for a \$50 deposit. Premium pack including a marquee for \$75 per day.
- Urn prices to be raised to \$10 per day.
- Conveyer toaster to be removed from equipment hire.
- Outdoor gas heater, and alone gas bottles, to be taken off the list.
- Marquee hire to be increased to \$50 per day (no bond needed, no discount for members, only the non-branded marquees)

6.4* 2017 events calendar

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SMB will discuss orientation, bar nights and other events for 2017.

- Definitely a themed trivia night (one per semester)
- Pool competition, one a semester, during the week/day.
- Unsafe in the Bar program - training for the bar manager including OH&S
- Booze Cruise
- Fiesta themed party – patron/tequila
- Oktoberfest – month long/extended celebration
- Fortnightly/monthly BBQs with corporates and clubs
- Focus group for orientation week camps in 2018
- Day trips (beach/port phillip/farm/footy/winery tour/hot springs/city tour (international/regional students)
- Bladeworx/skate day
- Pub crawl

6.5* SSU Website

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

- James has spoken to the website migration company who has suggested moving our website to their server (in a hosted service scenario), as ours is inadequate.
- Quotes have been provided at \$750 for migration and either \$699 or \$999 per year for hosting and support. Options are \$40 for self hosting or \$58 for hosting with the migration company.
- Will go with Option B, the \$699 package.

6.6* Bathroom signage proposal

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- Company to put advertising (all public health related) around UN bathrooms. Multiple options available with projected \$1,000 profit for us.
- James to discuss with Kain Jarvis at Facilities and the company to arrange something.

6.7* **Orange juice vending machine** **doc**

- No cost to implement the machine, and we get a small cut. Juice costs \$4 but doesn't cost us anything. No maintenance required for the machine – company replaces oranges etc.
- Issues with it taking business from the bar/not fitting in with the vibe.
- Will trial the machine for a couple of weeks and see how it goes, with the option to extend.

6.8* **Hammer & Swine function/catering pack** **doc**

- Alex has put together a catering/function pack. A couple of alterations to be made in prices and wording. Alex to recirculate/
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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. No further meetings for 2016.

Meetings for 2017:

TBA

8 General Business

9 Meeting Close 17:25

9.1 Meeting feedback

9.2 Details of next meeting:

Date: TBA

Time: TBA

Venue: TBA

9.3 Meeting closed.

17:25
