

MINUTES

SSU Council Meeting

Wednesday 11th November 2020



Item	Meeting Details	Time:
	Venue: <Zoom> Chair: James Atkins (President) Minute-taker: Ailish Murphy-McKay (General Secretary)	
1	Welcome & Meeting Open Meeting open. Council will observe one minute's silence for contemplation.	1:05pm
1.1	Acknowledgement of the Traditional Owners The Swinburne Student Union respectfully acknowledges the traditional custodians of this land on which we meet, the Wurundjeri people of the Kulin Nation. We acknowledge that we meet on stolen land and that the sovereignty of this land was never ceded. The Union honours their elders past and present and acknowledges that this always was and always will be Aboriginal land.	
1.2	Attendance Attendance: James Atkins (President), Ailish Murphy-McKay (General Secretary), Kishaun Aloysius (Education Officer) Nidzam Shah Hussain (Activities Officer) Tina Tsironis (Communication Officer) Blaine Harris (Hawthorn Campus Coordinator) Taya Kalman (PAVE Representative) Rakesha Bandara (International Representative) Nikitha Neelakantan (Women's Representative) Muhammad Abubakar (Ethnocultural Representative) Josh Daniel (Health & Accessibility Representative) Sam McAuley (Environmental Representative) Imogen Atkins (General Representative) Sharath Babu (General Representative) Georgie McDaid (General Representative) Matthew Posetti (Executive Officer)	
	Apologies: Isobel O'Dwyer (Welfare Officer) Patrick Taylor (First Nations Representative) Apurv Chandrawal (Postgraduate Representative)	
	Observers:	
	Absent without apology:	
1.3	Acceptance of Apologies: Action: Council Accepts the following apologies: Isobel O'Dwyer (Welfare Officer) Patrick Taylor (First Nations Representative) Apurv Chandrawal (Postgraduate Representative) Moved: Sam McAuley	

	<p>Seconded: Blaine Harris</p> <p style="text-align: right;">Carried Unanimously</p>	
1.3	<p>Conflict of Interest Disclosure:</p>	
2	<p>Matters for Decision</p>	
2.1	<p>SSAF Proposal to take to SUT:</p> <p>Preamble: The SSU is a student run organisation that uses student money to represent and support students at Swinburne. This money is provided as a grant from Swinburne and is the Student Services and Amenities Fee (SSAF) component of our annual budget. The SSU has seen major gains in our funding agreement in previous years and in 2020 was allocated \$620,500.00. This money goes towards services such as the SSU Breakfast and the Free Feeds Program to ensure that students have the support they need during their studies. Each year the SSU must negotiate with the University around our SSAF allocation. This must be a compelling argument about the good we can do for students tied in with the professionalism and responsibility of the organisation. The SSU is not the only receiver of SSAF within the SUT community and as such must compete for a proportion of the funding. The Executive Officer has prepared a SSAF proposal to be presented to the University via Andrew J Smith, the Deputy Vice-Chancellor (Global and Community Engagement).</p> <p>Action:</p> <ol style="list-style-type: none"> 1. The Council adopts the attached SSAF proposal and directs the General Manager, President, and any relevant directors to discuss and negotiate the SSU's SSAF allocation with SUT. 2. The Council thanks the General Manager for his diligent work on this proposal. <p>Moved: James Atkins (President) Seconded: Ailish Murphy-McKay (General Secretary)</p> <p style="text-align: right;">Carried Unanimously</p>	
2.2	<p>Appointment of Secretariat Member:</p> <p>Preamble: Under Part 8 of the SSU Constitution the Council is required to appoint an additional standing member to the Secretariat from the Council. This provides additional oversight into the activities of the Secretariat and is an opportunity to provide additional views on the running of the SSU between Council meetings.</p> <p>Platform: As the operational body of the SSU, the Secretariat should be as representative of the student body as possible. The Swinburne community is made up of a diverse range of people with different life experiences. While taking into account the suitability of a standing member the Council should also consider the representation that the Secretariat provides.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. The Council appoints Muhammad Abubakar (Ethnocultural Representative) to the Secretariat. 2. The President will ensure that Muhammad has appropriate induction to the Secretariat and is added to the Secretariat mailing list. <p>Moved: James Atkins (President) Seconded: Kishaun Aloysius (Education Officer)</p> <p style="text-align: right;">Carried Unanimously</p>	
2.3	<p>Leave of Absence for the Welfare Officer:</p> <p>Platform: There are occasions where an SSU office bearer will be unable to dispense all of their duties as a representative due to their health or other personal circumstances. The SSU Council recognises that it's members may at times have to take leave from their duties and encourages all Councillors to be open with the President or General Secretary around these matters to ensure that they receive the time and support they need, and that the SSU continues to function properly.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. The SSU recognises that the Welfare Officer requires a leave of absence for their personal health. 2. The SSU President will communicate frequently with the Welfare Officer to ensure they receive any support the Council can provide. 	

Swinburne's only independent, student-run representation, welfare and events service

	<p>3. The SSU President will assume the primary responsibilities and duties of the Welfare Officer until they are able to return to their role, and delegate these responsibilities and duties where appropriate.</p> <p>Moved: James Atkins (President) Seconded: Ailish Murphy-McKay (General Secretary)</p> <p style="text-align: right;">Carried Unanimously</p>	
2.4	<p>2021 Memberships Opening:</p> <p>Preamble: The SSU staff need authorisation to open the 2021 membership category.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. The President and General Manager will determine an appropriate date to open 2021 Memberships: <ol style="list-style-type: none"> a. No sooner than December 1; b. No later than January 1. <p>Moved: James Atkins (President) Seconded: Ailish Murphy-McKay (General Secretary)</p> <p style="text-align: right;">Carried Unanimously</p>	
2.5	<p>Update Financial Regulations and Bank Signatories:</p> <p>Preamble: From time to time the SSU must update its regulations to reflect the operation of the organisation. Due to the difficulties posed by work from home additional bank signatories and card holders will benefit the operation of the Union.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. The SSU adopts the attached document “20201111 Update Financial Regulations SSU”. 2. The General Secretary will circulate the update financial regulations to staff and directors and upload it to the SSU Dropbox. 3. The Council appoints Nidzam Shah Hussain as a bank signatory. 4. Georgie noticed a notable typo in point 9. The President will rectify this, changing “\$5000” to “\$500” <p>Moved: James Atkins (President) Seconded: Ailish Murphy-McKay (General Secretary)</p> <p style="text-align: right;">Carried Unanimously</p>	
2.6	<p>Set Time for Council Meetings</p> <p>Preamble: It is the responsibility of the directors to meet monthly and to set a consistent day and time for these meetings. Having the year’s councils planned in advance increases the professionalism, transparency, accessibility of the Union.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. To set the dates and times for the council meetings from today until the end of terms in November 2021 as 4pm on the second Wednesday of the month every month 2. The General Secretary will create and circulate a list of these dates so that all directors are aware of meeting times well in advance <p>Moved: Ailish Murphy-McKay (General Secretary) Seconded: James Atkins (President)</p> <p style="text-align: right;">Carried Unanimously</p>	
3	<p>Matters for Discussion</p>	
3.1	<p>President & Chair’s Report</p>	
3.2	<p>General Secretary & Financial Report</p>	
3.3	<p>Education Officer Report</p>	
3.4	<p>Welfare Officer Report</p>	
3.5	<p>Activities Officer Report</p>	
3.6	<p>Communications Officer Report</p>	

Swinburne's only independent, student-run representation, welfare and events service

3.7	Executive Officer Report	
	Other Matters for Discussion	
4	Meeting Finalization	
4.1	Review Actions to be Taken	
4.2	Meeting Close	
		1:55pm