

DEAKIN UNIVERSITY STUDENT ASSOCIATION INC

STUDENT COUNCIL MEETING MINUTES

4th MEETING

19 April 2018

11:00AM

VMP #39382

Burwood Building A Boardroom
Wairn Ponds – Room LC1.003
Waterfront – Room AD5.005
Warrnambool – Room D2.30





Indicates starred item



Indicates document attached



Indicates document absent



DUSA Student Council

Thursday 19 April 2018
Commencing at 11:00AM
VMP #39382

The meeting notes that it meets on the land of the Wurundjeri people and we pay our respects to their elders past and present.

Procedural Matters

1.0 Welcome

- 1.1 The Chair, Lauren Hustwaite formally welcomed all in attendance and declared the meeting open at 11:05AM.

Present

Lauren Hustwaite	President and Chair
Jacinta Spithill	Vice President
Jean-Marc Kurban	General Secretary
Nick O'Neill	Assistant General Secretary
Tegan Whitten	Education Officer
Amogh Chakravarthy	Community Engagement Officer
Alannah Buller	Social Engagement Officer
Dani Timtschenko	Welfare Officer (<i>in transit when meeting opened – arrived at 11:06AM</i>)

Present for Debate

Vanessa Agar	Queer Officer
Alex Zhang Wang	International Officer
Tam Hovenga-Wauchope	Burwood Campus Coordinator
Abir Mahmud	Geelong Campus Coordinator
Josh Gilligan	Cloud Campus Coordinator (<i>by phone</i>)
Peg O'Keefe	Warrnambool Campus Coordinator

By Invitation

Tania Evans	Manager – Bookshop & Retail
Robyn Barnden	Services Manager
Gavin Hodgkinson	Advocacy Manager
Lee Emberton	Student Engagement Manager

Observers

None

Minute Taker

Annette Allen	Executive Officer
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1.2 Apologies

Sue Rolland	General Manager
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1.3 Absent

None



2.0 Question Time

The Chair advised no questions had been received prior to the meeting, and asked if there were any questions. None were received.

3.0 Starring

- 3.1 The following items were starred for further discussion (*including automatic starring as per agenda*):
- 3.2 To consider a recommendation from the Chair that all remaining unstarred reports be received without further discussion.
 - 3.3 To consider a recommendation from the Chair that all remaining unstarred items on the agenda be received and that all recommendations therein be approved without further discussion.
 - 4.1 Minutes of the Student Council meeting dated 22 March 2018
 - 4.2 Actions arising from the Minutes
 - 5.0 Requests for Leave of Absence
 - 5.1 Leave of Absence Requests received from Tegan Whitten & Tam Hovenga-Wauchope
 - 6.0 Board Grant Applications
 - 6.1 Consider Board Grant application from Deakin Law Student Society
 - 6.2 Consider Board Grant application from Deakin Geelong Cheer and Dance
 - 7.0 Strategic Matters of Importance
 - 7.1 Approve Election dates and Returning Officer
 - 8.0 Regulations and Constitution
 - 8.1 Proposed changes to Constitution at AGM in May
 - 9.0 Policy, Procedures and Systems
 - 9.1 Monthly compliance reporting
 - 10.0 Reports and Operational Matters
 - 10.1 Human Resources
 - 10.2 Finance Report and Profit & Loss
 - 11.0 Minutes of DUSA's Committees Received
 - 12.0 Reports Received
 - 13.0 General / Other Business
 - 13.1 DUSA Brand
 - 14.0 Next Meeting
 - 15.0 Meeting Closed



Contact the Fair Trade Vision club to advise them their application had been rejected and provide them with information regarding other possible sources of funding to investigate

The General Secretary advised he had emailed the club and made some suggestions to them regarding seeking alternative funding sources. Strike from list.

Vice-President to head up a project to look at campaigning and awareness around the capping to the grants scheme, with assistance from the Education Officer and Welfare Officer

The Vice-President advised there has been no further progress to date on this as she was unsure on work done by the General Secretary relating to letters to Senators before proceeding any further.

The President requested the General Secretary be included in this action item to ensure everyone is working on the same thing. Item to remain ongoing.

Action: add Jean-Marc to this action to ensure we are all working on the same thing.

Action: The General Secretary to be included in the action item relating to the campaign and awareness around the capping to the grants scheme.

5.0 Requests for Leave of Absence

The Chair advised two requests for leave of absence had been received. The first request was from Tegan Whitten for the period 8 May to 14 May inclusive, and the other from Tam Hovenga-Wauchope for the period 7 June to 15 June inclusive, and she would now move to approve these requests.

SC04/190418:

That the Student Council approves a leave of absence for Tegan Whitten for the period 8 May to 14 May inclusive

Moved: Lauren Hustwaite	Seconded: Alannah Buller	
For: 7	Against: 0	Abstain: 1*
Carried	* Tegan Whitten	

SC05/190418:

That the Student Council approves a leave of absence for Tam Hovenga-Wauchope for the period 7 June to 15 June inclusive

Moved: Lauren Hustwaite	Seconded: Amogh Chakravarthy	
For: 8	Against: 0	Abstain: 0
Carried		

6.0 Board Grant Applications

The Chair advised that two Board Grant applications had been received for this meeting. The first application was from the Deakin Law Student Society and the second application was from Deakin Geelong Cheer and Dance and she would ask the General Secretary and Social Engagement Officer to speak to these applications.



The General Secretary advised that he agreed with the Social Engagement Officer's assessment of this application, in that it was a good initiative to be more inclusive of Cloud and Warrnambool based students, and was a very comprehensive application providing information on how funds would be utilised.

Discussion ensued on the merits of the application and whether it was suited for a GAS Trust application. Council generally agreed that it would not meet the criteria for a GAS Trust application as it would not be of any great benefit to Geelong based students.

Further discussion ensued.

The President noted that the feeling of the meeting was that everyone was in favour of the application, and she would now move a motion to approve this application.

SC06/190418:

That the Student Council approves a Board Grant application for the sum of \$3,184.80 for the Deakin Law Student Society

Moved: Lauren Hustwaite

Seconded:

Alannah Buller

For: 8

Against:

0

Abstain: 0

Carried

The Student Engagement Manager noted that it was good that the Student Council had approved this application and outlined his thoughts on following-up with the Club to monitor the progress of this.

Action: Alannah follow up with SE Staff and Law Student Society to monitor progress of Board Grant application

Action: Education Officer and Student Engagement staff to follow up with the Deakin Law Student Society to monitor the progress of this application and how funding is expended.

The Chair advised she would now open discussion for the second application from Deakin Geelong Cheer and Dance.

The General Secretary spoke to this item advising the club had submitted an application to cover the cost of purchasing new uniforms. He outlined his thoughts on the application advising that it is within the scope of a Board Grant. He noted that they are requesting half of the funding they require from the Board Grant, with other funding being obtained via a Clubs Grant.

Discussion ensued, with concern around whether the application meets the scope of a Board Grant given that it will only benefit 34 students. It was noted however that the club are significant contributors to engagement across all campuses.

Further discussion ensued.



- 7.1 The Chair advised the proposed election dates for the 2018 DUSA Elections, together with the tender from AQE had been provided in the papers and asked if anyone had any questions before she moved a motion to approve the dates and approve the Returning Officer.

11:53AM The Vice President left the meeting.

11:56AM The Cloud Campus Coordinator arrived at Waterfront Campus to attend the meeting in person.

SC08/190418:

That the Student Council approves the proposed election dates and the Electoral College election date for the 2018 DUSA Elections as per the timeline submitted

Moved:	Lauren Hustwaite	Seconded:	Amogh Chakravarthy
For:	8	Against:	0
		Abstain:	0

Carried

SC09/190418:

That the Student Council approves AQE as Election Services Provider for the 2018 DUSA Elections and Goldie Pergl to act as Returning Officer

Moved:	Lauren Hustwaite	Seconded:	Jean-Marc Kurban
For:	8	Against:	0
		Abstain:	0

Carried

8.0 Regulations and Constitution

The Chair advised the proposed amendments to the DUSA Constitution which will be voted on at the AGM in May had been provided in the papers and she referred to the Assistant General Secretary to speak to this item.

8.1 Changes to Constitution

The Assistant General Secretary spoke to this item and advised he had sent an email around to Student Council last week outlining and clarifying what the changes were, and asking for feedback. He noted that most of the changes related to 'house-cleaning' rather than being substantive changes and he was happy to take questions on the changes.

The Assistant General Secretary advised that changes number's 3 and 5 were more substantive changes. The intention around these changes was to introduce a term limit for office bearers returning in the same roles and he outlined the reasoning behind this, noting that it is good to have a diverse range of people in each of the roles.

Discussion ensued regarding the proposed changes to the Constitution, with the following amendments being requested.

Change No: 3 – amend the wording for clause 27.8 to: 'A student may not stand for a role on Student Council, if they have been elected an officer bearer in that same role at the Annual Elections for 3 terms or more.'

Change No: 5 - amend the wording for clause 77.3 to: 'Clause 27.8 will not come into effect until the end of the 2019 Student Council term of office, and will apply retrospectively for the purposes of the 2019 Annual Elections.'

9.0 Policy, Procedure & Systems

9.1 *Monthly Compliance Reporting – April*

The Chair advised the status of financial compliance reporting due in April had been provided in the Agenda, and unless there were any questions regarding this she would move on to the next item.

The Retail Manager advised that the SLA Agreement had been accepted by Deakin, which related to Advocacy and Student Engagement. The Statutory Accounts have also been provided to FBAC.

12:34PM The Geelong Campus Coordinator left the meeting.

12:45PM The Geelong Campus Coordinator returned to the meeting.

10.0 Reports and Operational Matters

The Chair advised that as the General Manager was an apology for this meeting, she would refer to the Retail Manager to provide an update on Human Resources and Finance.

10.1 *Human Resources*

The Retail Manager spoke to this item and advised that there had been some movement recently in human resources. A part-time person had been engaged for the Advocacy role in Geelong and she has commenced in this role.

An offer had been accepted for the Advocacy role in Burwood and this person will commence on 14 May.

Recruitment has commenced for a Front of House role at Burwood to replace a staff member who had left last week. This staff member had been in the probation period and had not been able to meet the requirements of the position.

A resignation had been received from Student Engagement staff member, Zita Tattersall who has been with DUSA for over 8 years. Zita will finish up this week – Friday 20th April. Discussions are continuing on how to best deliver our services to Warrnambool.

A court date had been scheduled for next week regarding the bookshop theft, however this date has now been postponed. The Retail Manager advised she would speak to this in further detail when the meeting moved in camera.

12:42PM The Vice President returned to the meeting.

10.2 *Finance Report & Profit and Loss*

The Retail Manager spoke to this item and advised everything on track as per our budget and she was happy to take any questions relating to the finance report. No questions were received.



Items for Discussion

13.0 General / Other Business

The Chair advised that in the absence of the General Manager, she would refer to the Student Engagement Manager, who had been present at the DUSA Brand workshop to provide some information on this.

13.1 DUSA Brand

The Student Engagement Manager asked if anyone had any questions after reading the report that had been provided by Sarah Minogue.

Discussion ensued, with questions taken and answered around ongoing costs.

Discussion ensued regarding ethical guidelines around sponsorships and partnerships, with the Student Engagement Manager advising that further discussions around ethical guidelines needs to be held and this will be part of the ongoing strategy discussion over the coming months.

The President confirmed that the Student Council were happy for the corporate partnership work to be extended to March 2019.

Workshops

The Student Engagement Manager advised that they will continue to seek involvement from Student Council in event design and delivery, and he will send out an email to everyone regarding two specific dates coming up to request assistance and involvement. These dates specifically refer to the contract cheating campaign and 'stress busters' week.

Survey for O'Week

The Student Engagement Manager advised there is one day remaining to complete the feedback survey on O'Week. To date he has had 15 responses from red-shirts, 3 from Student Council and 5 from student representatives.

Activation Days

A questions was taken by the Student Engagement Manager regarding rolling over budgets at each campus for activation days. The Student Engagement Manager advised there is a pool of funding dedicated to each campus, so that funds can be rolled over if necessary. However, we do need to ensure that funds are spread evenly throughout the year to maintain a consistent quality at each event, and not save the majority of funds for one big event.

Education and Welfare Survey

The Student Engagement Manager advised that the Education Officer had done a great job putting together the survey in survey monkey, and this is now ready to go out. We need to look strategically at the frequency of our surveys to our database, and he proposes a small working group is established to build a strategy around communicating to our members to ensure the right questions are being asked at the right times.

We have an Advocacy staff member who has the right skill set to assist with the working group and we would be looking for involvement from around six people.

Discussion ensued.

