SENATE MEETING MINUTES

MEETING DATE:	26/10/2018
3pm – 6pm	3pm – 6pm
MEETING LOCATION:	JO31.447

1.0 - ATTENDANCE

President	Stewart Lee
General Secretary	Greg Warren
Vice President (Academic)	Sarah Cavanough
Vice President (Equity & Diversity)	Vesh Arumugam
Vice President (Social Activity)	Caitlin Gibbs ?
Environmental Sustainability Officer	Harrison Gray ?
International Officer	Shariq Ahmed ?
Postgraduate Officer	Joel Coyle
South West Officer	Rebecca Joyce ?
General Senator	Modjadji Mokoto ?
General Senator	Faizan Akram
General Senator	Abishek Mehta
General Senator (SW)	Nicole Maskell
Observer	Melissa Johnston

2.0 – APOLOGIES

**note Item 6.0 discussion first to allow operations staff to leave meeting before sensitive matters discussed.

3.0 – PRELIMINARY MATTERS

3.1 - Acknowledgement of Country

"I would like to acknowledge that we are meeting on Wadjuk Nyoongar land, and I would also like to acknowledge their elders, both past and present. We recognise that the land was stolen and never ceded, and it always was and always will be Aboriginal land."

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3.3 - Approval of Previous Senate Meeting Minutes

SM1810/01 - Motion that the ECU Student Guild Senate approves the minutes from the May Senate Meeting as formal, accurate and read.

Moved: Greg Warren
Seconded: Stewart Lee

Dissent from Sarah and Faizan.
Sarah feels that they are not accurate and complete. There is a whole section missing from the meeting.

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3.4 - Declaration of Conflict of Interest

Greg has advised that a referral to the Disciplinary Committee's been made ███████████████ and that he cannot be on the Committee , so he is excusing himself. He also suggested that all senate members excuse themselves as there is also a conflict of interest in this case.

3.4 - Announcements

3.5 - Office Bearers Reports

3.5.1 - President – Stewart

3.5.2 - General Secretary – Greg

3.5.3 – Vice President (Academic) – Sarah

Note: Partial stress leave still current – reduced hours apply

This month I have been focussed on organizing short courses for students to partake in at the end of academic year in preparation for the graduate/internship recruitment season:
- Ertech - White Card Course – 11th October – cross promoted with the engineering clubs. Quite successful and well attended. Ertech have expressed interest in making this an annual event. Total cost $1155 + $200 catering (morning tea and lunch)
- 'Deportment & Grooming for Corporate environments' courses with Dene Selby Modelling & Etiquette Agency – workshops for males and females at Joondalup campus – Dates TBC confirmed early next week (November).
- First Aid Courses – (November/December)
  (See attached Summary short course document)

Clubs

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- Academic clubs contacted to begin reconciling any outstanding float amounts and submit grant applications for remaining 2018 year events.
- Some clubs have not submitted reconciliations for 2018 because they were later affiliates.
- I have contacted clubs to clarify the funding application process as there was some confusion as some clubs have changed hands with new committees.

3.5.4 - Vice President (Equity & Diversity) – Vesh

1. Held uni level multicultural fest with more than 400 students attending
2. Held uni level Diwali Day with more than 350 students attending
3. Attended Equity and Diversity committee meeting 3 and tabled reports
4. Attended VCSAF meeting and tabled reports
5. Corresponded collective finances, administrations and events
6. Tabled SSAF and meeting reports
7. Attended Senate meetings and tabled reports

3.5.5 - Vice President (Social Activity) – Caitlin

3.5.6 - Environmental Sustainability Officer – Harri

3.5.7 - International Officer – Shariq

3.5.8 - Postgraduate Officer – Vacant

3.5.9 - South West Officer – Rebecca

3.5.10 - General Senator – Faizan

- Diwali Festival 19th October: Organizing performances and food stalls;
- Multicultural festival: Food preparations and performance sourcing for the day. Assisted with set-up and student enquiries at the festival.

Looking forwards myself and Abhishek have been investigating options to host cricket days where we play other Guild teams, however this has not been finalized yet and relies on sporting equipment acquisition.

3.5.11 - General Senator – Abishek

3.5.12 - General Senator - Modjadji

3.5.13 - General Senator (SW) - Nicole

3.6 - Accredited Observer Reports

3.6.1 – CEO Report

3.6.2 – Immediate Past President Report (IPP)

3.7 - Observer Reports

3.7.1 – CFO Report (Typically Quarterly)

3.7.2 – Commercial Operations Report

4.0 – PRIORITY ITEMS

4.1 - Creation of Finance Budget Changes Policy

SM1810/04 – Motion that the Senate approve the creation of a "Budget Changes" policy, tabled as "POFN009 Finance – Budget Changes" as recommended by the PAC.

Moved: Greg Warren
Seconded:

This was discussed but no outcome was achieved due to the ensuing argument that erupted.

4.2 –Club Funding

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5.0 – DISCUSSION ITEMS

This section is for items not at a priority level but for discussion.

6.0 – OTHER ITEMS
(note this was discussed first so ops staff could leave meeting before other sensitive items were discussed)

This section is for items that have not been submitted early enough to be included in the agenda but are discussed, items only appear in this section if they are of a very high level of importance, otherwise they will be left till the next meeting.

6.1 – Creation of Finance Budget Changes Policy

Melissa talked about the budgets and how there has always been an informal rule of thumb and process about what happens with the budget when things start to change throughout the year, like clubs start to fold or new ones start and they aren't included in the original budget. There has been a discussion that in a VP department, a VP can make changes without coming back to Senate for approval if it's in the same SAF category and if it's under $10,000.00. The Policy would be there to require motions if funds need to be reallocated in the same VP department but it is not in the same SAF category or if it's completely new.

This discussion was tabled for the senate to think about.

6.2 – Authorisation to purchase new finance Software

Greg - Mel has requested that the Senate consider implementing a new app, which should make managing Department finances much easier. I've had a look and it really looks good. It runs over email and includes a pre-approval system which allows Finance to automatically see that payments have already been approved when invoices come through.

Mel's email to me on the subject said **"This is the software app I mentioned for consideration for implementation for 2019. I did a trial and tested some of the features and think it will work well for our requirements. Not sure if you want to put it on the next senate agenda or the last one – it is more of an operational decision but can only assist senate in transparency and access to information but will need a bit of training and change to processes for invoicing.

I have evaluated other options in the market and this is the only app that satisfies my main criteria of having the approver access up to date budget v actual, at the approval point, including committed, not just invoiced orders, when approving, without being cost prohibitive for a small organisation.

It has some great PRO's:

- It integrates with Xero to avoid double entry, two way integration with daily data sync
- Provides job budgets that roll up into department budgets under each VP, that roll up into the Guild budget in full.
- Provides Approvers for each job/department based on our requirements and approval levels for $ or other criteria, we can set – full flexibility.
- Allows approver to have informed knowledge of budget v actual at the point of approving purchase order rather than invoice, so costs are not incurred too late in the approval process.
- Only those approvers can spend that job budget
- Requires the transaction initiator to upload the transaction and submit electronically
- No paper – completely paperless and fully digital
- Audit trail is electronic and customised to suit our governance requirements
- Cost is $125 per month or $1250 per year if paid annually (10 users) "

Melissa also advised regarding the legal issue, that the guild is required to act in a certain way when a budget has been exceeded and that they need to address that.

Tabled for further consideration

Melissa advised that the senate change the motion to read that the Senate approve expending $25,000 from Reserves to the budget line item 6100104 "Legal Advice & Representation", and that the Guild delegates the power to negotiate this with the University to the President (Stewart Lee) and General Secretary (Greg Warren).

No Motions were made and as the meeting had descended into arguing and chaos the meeting was closed at 4:15pm

7.0 - APPENDICES

Appendices should be a separate document exported as an image file and dropped in one page at a time.

7.1 - **Appendix 1** – Appendix Title

7.2 - **Appendix 2** – Appendix Title

7.3 - **Appendix 3** – Appendix Title

Next Meeting Date:	TBA
Next Meeting Time:	TBA
Next Meeting Location:	TBA