

ECU Student Guild



ECU Guild 2020 Annual General Meeting

ECU Student Guild 2020 Annual General Meeting (AGM)

Note the meeting will lock at 9am, members please arrive by 8:50am to ensure a smooth & on-time start.

Senators & invited on-campus members please arrive by 8:30am.

Members please register for Zoom access

via: <https://us02web.zoom.us/join/tZEIcu6vrzgtGNTuZfHb8ymZpNP-4ZHclJ30>

When 27-05-2020 at 09:00

Location: JOB1.447, Zoom, JOB1.447 (By Invitation Only) Zoom Pre-Registration: <https://us02web.zoom.us/join/tZEIcu6vrzgtGNTuZfHb8ymZpNP-4ZHclJ30>

Chairperson Elsa Chew

Minute taker Jackson Herriott

Present Jamil ali , Shakeeb Asif , Rajesh Kumar , Sarah Taylor

Minutes

1. Attendance

Senators

Elsa Chew (JO)- President
Jackson Herriott (JO)- General Secretary
Rajesh Kumar (JO)- Vice President Social Activity
Syed Shah (JO)- Vice President Academic
Vimal Khetiya (JO)- Vice President Equity and Diversity
Deepak Varghese (JO)- Postgraduate Officer
Brian Njane (JO)- International Officer
Rochelle Gotico (JO)- Environmental Officer
Shakeeb Asif (JO)- General Senator
Sarah Taylor (JO)- General Senator
Jamil Ali (JO)- General Senator
Mwansa Lawdo (BU)- South West General Senator
Miriam Wedderburn (BU)- South West Officer

Student Members (to be included with confirmed attendees)

Shaun Salmon- Dirksey Editor

Accredited Observers

Lisa Dwyer- Operations Manager
Melissa Johnston- Financial Controller

Observers

Lauren Reed
Paul Harnett
Nikki Schroder
Carly Elvin
Jonathan Treloar
Dianne Webster

1.1. Proxies

NIL

2. Apologies

3. Opening Address

3.1. Acknowledgment of Country

"I would like to acknowledge that we are meeting on Wadjuk Nyoongar land, and I would 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."

3.2. Conflicts of Interests

NIL

4. Approval of Past AGM Minutes

Please refer to Appendix 1

1a. FINAL-2019-AGM-MINUTES - DRAFT

1b. AGM 2019 attendance JO (Appendix 1)

1c. Edith Cowan University Student Guild - Signed and Compiled (Appendix 2)

AGM2020/01

Motion that the Guild's Members approve the minutes from the 2019 AGM as formal, accurate, and read.

Moved: Elsa Chew

Seconded: Jackson Herriott

[AGM_2019_attendance_JO.pdf](#)

[Edith_Cowan_University_Student_Guild_-_S....pdf](#)

[FINAL-2019-AGM-MINUTES_-_DRAFT.pdf](#)

Decision

Passed Unanimously

5. Reports

Please refer to Appendix 2 alongside reports from Executive

2a. Annual Report 2019_web

2b. ECU Guild Strategic Plan_web

5.1. President's Annual Report

Good morning everyone and thank you for being here with me today physically and also virtually. As we are all gathered here for an Annual General Meeting to conclude the fantastic work that has been done by the 2019 senate team and also to shed lights on some progresses that the Guild have made since the commencement of the 2020 senate term. I do note that this year has been very unprecedented and similarly to yourself, I did not expect to have this year start out with a global pandemic. Needless to say, this is definitely calling times for advocacy and support services to be available and to be provided to our ECU Students who has always been the core purpose of the Guild's existence.

Throughout my term as Acting General Secretary and Environmental Officer

in the 2019, myself and my 2019 senate team were challenged with a number of turmoils resulting from gradual instability as accumulated throughout the past number of years. The first few months in 2019 were focused on sustaining usual business of the Guild and managing student departments as best as we could. As many Staff positions were subsequently vacant and that the Guild could not perform to its best potential during that period of time, the Guild's main priorities were to recruit and appoint capable employees through an accountable process to those roles and to rebuild the reputations that were previously harmed by resolving disputes and learning how to integrate, communicate and work better together in a committed team effort.

In August of 2019, Lisa Dwyer had been appointed as the Operations Manager and we have since been equipped with an army of capable and committed individuals of Staff and Senate. The Guild highly appreciates and commends Melissa Johnston, the Guild's current Financial Controller for her contribution and commitment in stepping up as the Acting Chief Executive Officer during the interim of recruiting for an Operations Manager.

I can go on and on and tell you all about 2019, but that's not the main agenda for why we are all here today. You can find a complete President's Report I wrote on behalf of Abhishek Mehta who was the Guild President and Chair of 2019 in the Annual Report 2019 Appendix 2 as included.

Now, I would like to highlight that since my term as President commencing on the 1st of December 2019, I have been fortunate enough to lead an independent not for profit organisation who is student centred and who has survived through unpredicted ups and downs. Since the events that occurred in previous years, gaps in accountability and communication has been more effectively improved on. Moving forward, the Guild now presents with a strong sense of values that represent the organization and what it truly stands for. This could not have been possible without the adverse events that happened in previous senate terms however unfortunate but ambivalently it has proven that the Guild had unresolved matters that had slipped through the cracks with time and that needed immediate attention with continuous development in mind. In 2020, the current senate has therefore put robust focus on policies and procedures towards continuous improvement of all things Guild related.

Since the start of my involvement with the Guild, social events organized had been continually increasing in diversity and inclusivity aspects for all students alike. For example, the most recent IDAHOBIT Building 34 display in which the Guild and Laser Land Australia collaborated together to light up the Ngoolak Building on the 17th of May 2020. Another event to highlight is the Lunar New Year celebration that was organized for 3 consecutive years in a row. Also, the Cricket Tournaments which is now happening for a second year. Not to forget that many virtual events and portals were created to better engage with students who are currently accessing their studies online. This shows the importance of adaptability and the strength that diversity in our community brings when being harvested to be used in the right channels.

To conclude, I have also worked effortlessly in building relationships with University stakeholders and actively listening to student's voices while echoing it to the relevant departments as needed. I have come to realize

the importance of having a voice and being able to use it in a way that could make a difference. I would like to thank the Guild's operation staff, my 2019 senate and also my current senate team for always having my back and assisting me in getting the job done as required. Lastly, I would like to thank all members of the student body for providing me with undeniable opportunities to experience and to learn through this journey as a fellow student leader and advocate. I am truly honoured to be your Guild President in the year 2020. Now, I would like to pass on to Lisa Dwyer, Operations Manager to present her report.

5.2. Operations Manager's Annual Report

Thank you Elsa and thank you and welcome to our members this morning. It is no secret that the Guild went through some significant changes during 2019 with substantial staff changes and significant adaptations to operations by what must be considered a very agile and skilled Senate. Despite what must have been a very stressful and difficult time for staff and Senate alike, the Guild Team has done a fantastic job of maintaining the organisation whilst weathering significant stormy weather. The tenacity of spirit of the Operations Team coupled with a strong commitment to the members of our student Senate ensured that despite the tumultuous events of 2019, the Guild has progressed to a strong and forward thinking organisation who will not be deterred in resolution to achieve the best outcomes for ECU Students. I would like to take this opportunity to thank all of the Staff and Senate for their ongoing commitment to the Guild and recognise, in particular the commitment of our Financial Controller, Melissa Johnston who provided unwavering support to the team in her capacity of Acting CEO in 2019.

I joined the Guild in the latter part of the year and joined a progressive team keen to adapt and make positive developments to the organisation for the benefit of ECU students and members. It is always a difficult balance managing the limited resources of a Not for Profit Organisation such as the Guild, whilst ensuring that we continue to support the needs of our members in the most appropriate ways. To do this our ability to adapt effectively to the changing economic environment whilst maintaining our values is key. And this has been the focus.

In December 2019 we embarked on the development of the 2020 – 2025 Strategic Plan. Focusing on overarching goals for the organisation whilst still allowing for adaptation by successive Senates, the Strategic plan provides a clear direction for the Guild over the next five years including defining the Guild's values, which historically had been an echo of ECU's values, but now define exactly what it is that the ECU Guild holds at the core of the organisation. I am pleased today to be able to launch our Strategic plan to our Members and will now share the documentation to your screens. Copies will of course be available from the guild website in due course.

Other projects that commenced at the end of 2019 included a full review of our IT support structure. This review resulted in a both the engagement of new IT Consultants to manage our IT services going forward and a cloud migration and hardware update project to ensure that the Staff and Senate had available to them appropriate equipment and software to facilitate

efficiency and communication whilst maintaining our requirements for managing our data, removing previous rigidity in our infrastructure and implementing adaptability for the future.

In quarter 4 2019 we also carried out a full review of our policies and procedures in readiness to commence our Policy Review Project for 2020. This project will ensure we have the supportive backbone to the organisation to help support and guide our Senate, Staff and Students and has formalised some previously informal arrangements with third-party groups that the Guild engages with in the form of Memorandums of Understanding in order to ensure transparency to our members and those groups that we support using SSAF Funding. We are committed to building and expanding on our relationships with our supporters and University departments to ensure that we achieve the best outcomes for our members.

We continue as a Guild to ensure that we are student focussed, supporting, advocating and developing programs that mean something to our members. We continue to develop and offer events and activities to students that are engaging and innovative and stand by our values of being student centred, recognising and celebrating diversity, behaving in all our relationships with integrity, working as a team but importantly we do this whilst having fun and ensuring that the student experience whilst at Edith Cowan University is one to be looked back on with fondness.

5.3. Financial Controller's Annual Report

Background

- Guild is regulated under ACNC – their rules stipulate the Guild is considered a Large charity with more than \$1m per year in revenue – requires annual audit
- We are not a reporting entity so prepare Special Purpose Financial Report – less onerous than the full General purpose Financial Report such as public companies etc

2019 results in summary

P & L

- Refer Income & Exp statement - % movements and overall result
- We rely mainly on SSAF funding with some ticket sales and other small revenue – no commercial operations – SSAF funding decreased 2% - slightly lower than budgeted by ECU and ticket sales were lower mainly for Ball year end event – other event well attended – 650 vs 500.
- Expenses are divided into direct Student support programs 25% exc wages and operating overheads 75%.
- Guilds largest resource and cost is its people – operations and senate - and wages and honoraria and on costs represent approx. 59% of total costs in 2019 due partly to redundancy and other increase such as higher workers comp premiums which due to issues and breaches in previous years – usually sits at around 50%.

The overall loss/deficit was mainly as a result of funds approved to be spent from reserves – that is not out of the current year SSAF but from prior year savings. This was an amount of ~\$65,000, which was approved due to the

unbudgeted and unforeseen nature of the costs being:

- recruitment fees for new ops mgr
- TOIL payment for ex CEO
- legal fees carried over from 2019 that were unrepresented previously.

Bal Sh

- Cash on hand increased – ECU SSAF funds being received in a more timely manner – renegotiated in the SSAF deed 2019
- Reserves – investments at ~\$845K plus working capital retained to keep Guild operational

Main point to bring to your attention is that these are as at 31/12/2019 – before COVID-19.

Note 16 speaks to events after the reporting period specifically the impact of COVID-19 which has impacted the Guilds funding in 2020, the value of our investments and our operations and services going forward. Our SSAF Funding for 2020 has been reduced by approx. 25% as we have been able to negotiate with ECU to allocate approx. 80% of the total SSAF to the Guild, over the usual 50% (originally our funding was likely to be less than half as a result of ECU decision to reduce SSAF to online rates which are one third of on campus rates).

On a positive note an IT upgrade project we undertook in January allowed us to move to online and remote working with limited implications when the crisis occurred, assisting in the transition to some degree.

As we know this is still an evolving situation but is looking more positive in recent times.

5.4. Auditors Report

Included in Draft Annual Financial Report 2019 - Appendix 3

[📎 2019_annual_financial_report_signed.pdf](#)

5.5. Annual Financial Report

Included in Draft Annual Financial Report 2019 - Appendix 3

[📎 2019_annual_financial_report_signed.pdf](#)

5.6. Dircksey Editor's Report

6. Priority Items

6.1. Approval of Annual Financial Reports

Please refer to Appendix 3- Draft Annual Financial Report 2019

AGM2020/02

Motion that the Guild's Members approve the 2019 Annual Financial Reports as accurate and correct .

Moved: Elsa Chew

Seconded: Jackson Herriott

[📎 2019_annual_financial_report_signed.pdf](#)

Decision

Passed Unanimously

6.2. Creation of a First Nations Department & Respective Officer

Preamble: After several senate meetings and also consultation with the School of Kurungkurl Katitjin at ECU, much discussions has taken place over expanding the senate team to add another General Senator role and its respective department. That General Senator position will be called First Nations Officer and will only be filled by students who identify as Aboriginal or Torres Strait Islander. The Guild is actively pursuing diversity and inclusivity for all cultures and have decided to add this role to increase representation for Aboriginal and Torres Strait Islander students.

Please refer to Appendix 4- Changes to Constitution

Clause 33 Membership (2)

Clause 47 Establish and Dissolution (1)

Schedule 2 Candidate Qualifications Clause 4 Other Senators

AGM2020/03: Motion to add a First Nations Department and which will be chaired by the First Nations Officer into the ECU Student Guild Constitution.

Grammatical Error "an" not "a" - Georgia

Moved: Elsa Chew

Seconded: Jackson Herriott

Decision

Carried Unanimously

6.3. Name change of Policy and Accountability Committee (PAC) to Continuous Improvement & Development Committee (CIDC)

Preamble: As processes are being more effectively followed through and that staff and senate are working to better streamline and expand the role of the Policy and Accountability committee in reviewing and assessing risk and to bring together the OHS responsibilities into one group, the Policy and Accountability Committee will be renamed as the Continuous Improvement & Development Committee to better describe the remit of the committee.

Please refer to Appendix 5- Changes to Constitution

Clause 3. Definitions and Interpretations

Clause 73. Making, Amendment or Repeal of Policies (2)

AGM2020/04: Motion to rename the Policy and Accountability Committee (PAC) to Continuous Improvement and Development Committee (CIDC) in the Constitution.

Moved: Elsa Chew

Seconded: Jackson Herriott

Decision

Motion Carried (one Abstain, Jody McKnight)

6.4. Appointment of Auditor

AGM2020/05: Motion to re-appoint current Auditor RSM as 2020 Auditor subject to acceptance of acceptable quote by senate for the 4th consecutive year unless more than 10% above current fees whereby alternative quotation shall be sought from suitably qualified Auditors.

Moved: Jackson Herriott

Seconded: Elsa Chew

Decision

Carried (one Abstain, Kyle Garces)

7. Appendix

Appendix 1

1a. FINAL-2019-AGM-MINUTES - DRAFT

1b. AGM 2019 attendance JO

1c. Edith Cowan University Student Guild - Signed and Compiled

Appendix 2

2a. Annual Report 2019_web

2b. ECU Guild Strategic Plan_web

Appendix 3

2019 annual financial reports

Appendix 4

Changes to Constitution (Constitution First Nations Officer Revisions)

Appendix 5

Changes to Constitution (Constitution PAC Revisions)

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of ECU Guild 2020 Annual General Meeting on 27-05-2020

Summary of Matters Arising

Decisions

Item	Decision
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4.	Passed Unanimously
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6.1	Passed Unanimously
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6.2	Carried Unanimously
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6.3	Motion Carried (one Abstain, Jody McKnight)
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6.4	Carried (one Abstain, Kyle Garces)
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Summary of Attachments

Attachments

Item	File Name
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4.	AGM_2019_attendance_JO.pdf Edith_Cowan_University_Student_Guild_-_S....pdf FINAL-2019-AGM-MINUTES_-_DRAFT.pdf
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5.4.	2019_annual_financial_report_signed.pdf
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5.5.	2019_annual_financial_report_signed.pdf
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6.1.	2019_annual_financial_report_signed.pdf
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Attachments can be found under your TidyHQ admin account at:

Storage > Meetings > [ECU Guild 2020 Annual General Meeting](#)