

ECU Student Guild



#1 Senate Meeting Minutes (December 2020)

ECU Student Guild Senate Meeting Agenda & Minutes [December 2020] Zoom Teleconference:



When 17-12-2020 at 12:00

Location: JO34.228

Chairperson Faizan Akram

Minute taker Elsa Chew

Minutes

1. Opening Address

Faizan welcomes senate to their first senate meeting for the new term. Faizan explains each section of the agenda and the proceedings of the senate meeting.

Faizan explains what an Office Bearer report is which relates to every senate member.

Faizan explains the preambles and the mover, seconder for motions.

Faizan explains IN CAMERA and that is confidential. Those that are not allowed during the confidential contents will be invited to stay outside. It will then be redacted before it is published on the Guild website for public reference.

Faizan explains conflict of interest, how to raise a COI and what decisions will be decided by senate.

Faizan also explains about open to floor discussions and circular motions.

Faizan then proceeds to ask if there are any questions from senate.

Faizan continues with the meeting.

1.1. Acknowledgment of Country

The Guild acknowledges that we are meeting on Wadjuk Noongar land, and acknowledges their elders, both past and present. We recognise the land was stolen and never ceded, and always was and always will be Aboriginal land.

1.2. Attendance

Meeting Commences: 12.15pm

Attendance:

Faizan Akram- President
Elsa Chew - General Secretary
Shakeeb Asif - Vice-President Academic
Greta Murkhejee - Vice-President Equity and Diversity
Evan Partridge-Smith - Vice-President Social
Luke Turner- First Nations Officer
Vimal Khetiya - International Officer
Rijin Rajib - Postgraduate Officer
Kate Mann - South West Officer (joining us from zoom)
Vimal Khetiya - International Officer
Jamil Ali - Environmental Officer
Sarah Rizwan - General Senator
Zair Rizvi - General Senator

General Senator Southwest- VACANT

Accredited Observers

Lisa Dwyer- Operations Manager
Melissa Johnston- Financial Controller

Observers

Sarah Taylor (joining us from zoom)

Apologies

NIL

1.3. Proxies

1.4. Conflicts of Interests

2. SM2012/01: Approval of November Senate meeting minutes

SM2012/01: The ECU Student Guild senate agrees that the attached minutes from the November Senate Meeting is accurate and can be published to the Guild's Website once redaction has occurred.

Moved: Elsa Chew

Seconded: Vimal Khetiya

Faizan, Rijin, Zair, Sarah R, Greta and Luke has abstain from this motion.

Result: 7 yes, 6 abstentions

[REDACTED]

Decision

SM2012/01: Motion carried

3. Circular Motions

NIL

4. Office Bearers Reports

4.1. President

Faizan has attended his first Council meeting for his term which was for almost 5 hours and at the current moment he has been helping with senate transition. Faizan has also met up with ECU Sports and Rec and also had meetings with Executives in the Uni. He has also attended 2 secretariat meetings and has been appointed as minuter for those meetings. Faizan has also had 2 photoshoots since, one for Joondalup Times for the Christmas Lunch and one with Emily Hamilton for the Lottery west presentation to the Guild.

4.2. General Secretary

Preparations of the Clubs handbook in time for the clubs affiliation 2021.

Going through some club policies so to get it in time for affiliation.

Senate meeting organization and planning.

Helping out with coordination the Christmas Lunch and attending the lunch.

Transition of senate and completion of training records.

Last council dinner with Faizan at Yagan Square.

Attended the Queer collective AGM with Greta and other senators.

Elsa extends her congratulations to Faizan for the responsibilities that he has shown and expressed since his appointment to the Presidential role.

4.3. Vice-President (Academic)

Shakeeb has attended Academic Board meetings. He had also attended and assisted during the Christmas lunch for international students by the Guild. He also supported a few students in their student appeals. Along with Elsa and Faizan, he had also attended Secretariat meetings. He had also organized the last USD meetings which concluded for the last time of the 2020 term. And he is currently finding new school reps for some faculties which are School of Medical and Health Science and School of Nursing and Midwifery.

Tasks

- ✓ Shakeeb to inform senate about finding school reps for SMHS and SNM
Assignee: Shakeeb Asif
Due date: 18-12-2020

4.4. Vice-President (Equity & Diversity)

Greta has contacted collectives committee members to enquire if they were still active and to keep in good contact with them to ensure an ongoing connection with the Guild. She has also put out an expression of interest for students to join Equity collectives so to rekindle more Equity collectives for continuous representation on all platforms. She has also completed almost all the training. as issued. And she is currently doing research to get the contacts as gathered in place and also to sort out logistics for events for the upcoming year. She has mentioned that she was on prac last week and will be making up her hours in the coming weeks so to ensure her commitment.

4.5. Vice-President (Social)

Evan has been finalizing the event proposal document with Lauren and Paul and is open to take on any other suggestions from senate. With the help of Operations, he has developed a few resources that can be used along with the documents which will make planning events more effective and accountable. He is also currently purchasing some equipment and materials for use in next year's events so to ensure quality and safety. He is also planning the first event which is Paint ball that is now up on social media. Evan has also attended CSO meetings and follow ups ready in place for next year to discuss the possibilities to do different events at different locations. As VP Social, he has also been catching up with last minute grants and reimbursements for clubs for the rest of the year to ensure reconciliation and accountability of finances within his department. And getting into good contact with them for ensuring good rapport for next year is vital for a good working relationship moving forward. Along with Faizan, he has also met with ECU sports and discussed the possibilities for potential tournaments coming up. Also last but not least, with the help of VPA, he has committed to purchased gym memberships for distribution to students in the coming year with some terms and conditions as required.

4.6. Environmental Officer

Jamil has been planning for Coffee cup free day and has communicated to use his departmental budgets to support student welfare while providing benefits when students are being environmental cautious.

He has suggested that he has completed all required training and induction. He had also attended Queer collective AGM. Attended last CTLC and USD meeting. Attended Guild ball and Joondalup office for his hours. He has been in contact with Greta , VP Equity and is interested in assisting with getting Equity Collectives up and running stronger with more representation such as the Ethnocultural collective.

4.7. International Officer

Vimal has attended the Queer Collective AGM, the ECU Guild Ball, ECU Guild Christmas lunch. And has proposed collaborations between Social, Equity and international.

4.8. Postgraduate Officer

Rijin went to the ECU Guild Zoo trip with the previous International Officer, Brian. He attended Christmas lunch and was helping out with hosting of students. He is currently busy with prize distribution of Ipads, Fitbits, Powerbanks etc to Postgraduate students who completed the Postgraduate Guild Surveys that concluded recently. He is also in the process of nominating school reps for Postgraduate Student Department and also getting policies in place.

4.9. First Nations Officer

Luke has been a little busy with prac in the last month. He has been in contact with career trackers which is an indigenous career support program. And they outreach students so he has just been in contact with them to increase engagement in the future, get the Guild out there a bit more and to keep abreast of the students that they have here at the moment.

Kurongkurl Katitjin(KK) and indigenous games has been in contact with Luke and there will be follow up meetings with them in the new year. Cultural awareness in within the Perth/ Western Australian area is not sufficient and thus Luke has proposed that he is getting a little more background on some customs and traditions as surrounding that. He has also been organizing two events looking that having it in semester 2 of 2021 with KK.

4.10. South-West Officer

Kate has been on campus in SW Guild for the most of her attendance. She has completed the workplace inspection and health requirements such as getting First aid kits in the Guild office in SW. Along with Elsa, the General Secretary, she has been involved with the initial stages of expression of interest for the General Senators in Southwest. Currently, she is planning events such as Swimming with Dolphins at the Dolphin Discovery Centre. And has also purchased a few sports equipment for the SW campus such as Foosball table and table tennis table.

4.11. General Senator

Zair has currently completed training. He is in collaborations with VPA and VPE to learn on events organization and to assist wherever needed. He is also in discussions with Sarah Rizwan to organize engineering related events and workshops for next semester. As those are more related to Academic, Zair is also currently researching on previous cricket tournaments and parties with VPS and planning to execute them again for next year. Zair is also currently assisting in purchasing better equipment for photography and marketing purposes for the Guild.

4.12. General Senator

Sarah Rizwan has completed her induction and online training. She assisted during the Guild Christmas lunch and has suggested that she will be helping to plan more events from now.

4.13. General Senator

NIL

4.14. General Senator (South-West)

NIL

4.15. Observer Report: Operations Manager

Lisa has been busy with getting senate inducted and has thanked everyone for their engagement and for using their knowledge which has been shown throughout these few weeks. She has also informed that the Guild has since ran another round of recruitment for Marketing Officer that will be joining the Guild on a part time basis really soon. The employee as selected has a current experience currently working in another Guild. She has also been liaising with senate about budget and the funds that are currently being invested back into student's welfare at the end of the year and for the start of next year. Lisa is also currently = looking at improving signage for the Guild and getting the new club software management system Q pay prepped and ready for launching in late January. There is also current reviewing of Cliniko which is the software that the Guild Student Assist (GSAs) are using with student appointments. In consultation with the GSAs, they looking for other platforms that could help include more options. Together with Melissa, they have also been budgeting and researching to purchase budget software which could be rolled out to get that set up so it can be more effective and helps allow senate to see clearly with detail their budgets on a user point of view. There is also currently a review with the printers and to get the new machines including training to help all at the Guild understand how to better use the machine next year. In addition, Lisa has been liaising with Uni Governance about SSAF funding, a bit of a re-negotiate of SSAF this year as usually whatever is not spent in the SSAF will need to go back to reserves but previously during the peak of COVID, the agreement was for this year's SSAF funds, whatever underspent will need to go back to Uni and not into reserves. And the amount that was spared out for COVID categories have been further re-negotiated b the Guild with the Uni to be allowed and carried over or expenditure in 2021 and not be submitted back to Uni which has been a huge success. That means more possibilities of supporting students during the difficult times ahead even with uncertainties ta the moment. Lisa is also busy with club affiliation policy review and looking through how they support clubs better as a whole. Also, Lisa has been engaging with new brokers for insurance in within the Guild. Key changes in Employment Hero has been initiated to reflect the organization better and also have been implemented to understand the system which is now catered to the Guild better. The main reason it has been reviewed is so to allow a better fit for purpose use for all staff and senate.

4.16. Observer Report: Financial Controller

Melissa has updated that in the last two weeks, it has been a bit hectic with new senate transition and having to cover for a staff absence. But her focuses have been on budget and how much is left from November up to the end of the year and also any ongoing updates with Guild finances to align with all departments. Mel has been working on the budgeting software to see if it is user friendly and if it will be fit for purpose for the Guild and its operating ways. Mel has suggested that the auditing went well with the Guild and a few recommendations has been suggested to the Guild in regards to finance and procedural to ensure even more accountability and safety for the Guild moving forward.

Elsa has extended an appreciation to Melissa for her outstanding job throughout her appointment as financial controller and that she has kept the Guild financially secured all throughout her years of contributions which should be highlighted and is truly valuable for the organization like the Guild.

5. Priority Items

[REDACTED]

[REDACTED]

[REDACTED]

[illegible]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

SCM2010/02: Motion carried with special majority

PREAMBLE: The intent operationally is to change the Guild Employee

engaged with the Continuous Improvement and Development Committee annually in order to give staff across the organisation the opportunity to participate in the strategic operations of the organisation and to develop their own skills and abilities in policy development and risk management. As per the Guild Constitution section 73(2B)(d) the Operations Manager proposes that Jonathan Treloar is appointed as the Guild Employee member of the Continuous Improvement and Development Committee for the 2021 term. The Guild also opens to the floor for senate to appoint and move for the senator who would like to be on the CIDC committee along with mandatory members Lisa Dwyer (Operations Manager) and Elsa Chew (General Secretary).

SM2012/03: : The Guild appoints Jonathan Treloar as the Guild Employee member to sit on CIDC for the rest of the 2021 term.

Moved: Elsa Chew

Seconded: Faizan Akram

Results: 13 yes votes

Senate to discuss the nominated Guild senate member.

Motion to raise on the floor for senate who are interested to sit o CIDC for their contribution to policies.

Shakeeb has nominated himself.

Evan has seconded Shakeeb's nomination.

Rigin has nominated himself.

Elsa has seconded Rigin's nomination.

Faizan has allowed both candidates to suggest why they would like to nominate for the role. Shakeeb has stated his reasoning for nominating himself. Rigin then stated his reasoning CIDC nominations.

Faizan then invited both of them to step outside while senate opens the floor to discussions (IN CAMERA).

Senate then proceeds to voting.

Shakeeb and Rigin were both invited back to the meeting.

SM2012/04: The Guild appoints Rigin Rajib, the Postgraduate Officer as the Guild senate member to sit on CIDC for the rest of the 2021 term.

Moved: Elsa Chew

Seconded: Shakeeb Asif

Results: 13 yes votes

Decision

SM2012/03: Motion carried unanimously

SM2012/04: Motion carried unanimously

6. Discussion Items

6.1. SM2012/05 and SM2012/06: General Senator Southwest (IN CAMERA)

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

SCM2012/05: The Guild opens up an extra Southwest General Senator role for the remainder of the 2020 term.

[REDACTED]

[REDACTED]

[REDACTED]

SCM2012/06: The Guild appoints both Avani MOGG and Tambudzai MADENYIKA as the Southwest General Senators for the remaining of the 2021 term.

[REDACTED]

[REDACTED]

[REDACTED]

Decision

SCM2012/04: Motion carried

SCM2012/05: Motion carried unanimously

[REDACTED]

6.2. Teams or Messenger for future communication

Recently proposed: Teams as the formal platform for communication in within Guild senate.

Points as raised: Jamil has suggested that it is sometimes good to have a social platform for communication. Rijin has agreed to this point and has stated the Guild's values which includes Fun! Rijin also suggest that in his previous experiences, he notes that a lot of the time, conflict arises due to poor communication. And the fact that the Guild culture has an extensive communication and engagement should be something to be continued and invested on all aspects. Thus, he thinks it would be good for the Messenger platform to remain as an informal platform for those passive communications which are super useful for when bonding with co-senate members.

Elsa has suggested that it definitely depends on what is being said or discussed in these platforms as Facebook Messenger is of personal use and personal communication. Also that being said, Operations Staffs uses Teams and thus there is where the different groups and posts will be for notifications of each different groups, meetings or discussions. Elsa has also said that if there is 2 platforms of communication, it then becomes ineffective as those who only log into messenger will not see what has been said in Teams and vice versa. In addition, Secretariat has Guild phones as issued to them. That means they will have to download messenger on their work phones but is messenger work or more of personally a social communication?

Faizan suggest that as there has been recent discussions to use teams or messenger as seen above, the discussion will now be opened to the floor.

Lisa has stated that the reason why the Guild has moved to teams is because every conversation is backed up on the cloud. Therefore it is captured on a formal platform for if there might be issues that might arise in the future which cannot be foreseen.

Greta has suggested that she agrees with Lisa but there are professional boundaries and those should be kept on a formal platform but there is also a personal relationship in within senate and she would like to request that there a certain space senate can be comfortable to express themselves informally too and to maintain those interpersonal relationships on an informal basis with knowing the difference to separate personal and professional.

Evan suggested that there should be a process and that Guild's processes should be properly discussed if senate were to keep both platforms of communication.

Melissa then suggested that it is noted that there are professional boundaries and it's all good when senate is working well together but sometimes personal conflicts can arise and personal viewpoints can get into the way of decisions, thus the an informal platform of communication can then be used negatively towards a member of senate or vice versa. So just keeping that in mind would be a good way to prevent any of that from happening down the track.

Elsa has raised that her only concern is that if something is sent to one platform and not the other, that senate is to keep up with the latest update and to be able to commit to maintaining communication on both platforms. She has suggested that she is more concerned that the messages are being read only more on one platform and not the other, thus the strategies need to be discussed if both platforms are to be maintained in the future.

Most senate has agreed to keep both platforms for communication in the future. Boundaries have been set and is summarized below.

Faizan has concluded that in the next few months, the responsibility lies with senate and their actions with the use of both communication platforms. Professional discussions should remain in Teams for record purposes and that informal personal material can go on messenger. It is required by senate to check teams and there can be reminders sent to messenger so senate check their Teams. There should also be clear boundaries of using these both as now it has been discussed among senate.

7. Other Items

7.1. Event proposals and event ideas to add to excel spreadsheet

Evan brought senate through the documents which is related to the event proposals which was created with hard work between Lauren and Evan.

This event proposal was suggested because of previous miscommunication between senate during previous events which came

out from through constructive criticism and therefore a better improvement of future arrangements. This is to mitigate last minute events which do not attract a lot of attendance and can be planned better.

Evan went through the presentation with the document as created in the social programs folder.

The documents once finalized will go to CIDC for review and recommendation for senate to formally approve.

Lisa has congratulated Evan and Lauren on the documents that have been created. She mentions that this has been long overdue and it is good to see that there is now a follow up with keeping efficiency with event planning and management that would definitely help assist in making planning smoother and more manageable.

Melissa has also informed senate to be clear about their numbers and finances when they insert it into the proposal. For example, if the numbers as inserted into the proposal is for 35 packs, then the quote for a bus will need to be for 35 people and not for 40 people. So the proposal will still need to match up with quotes as provided.

Evan has asked if there are any questions, feedbacks, suggestions from senate and has urged senate not to hesitate to seek help in navigating the documents once it is being implemented across all departments mostly early January.

Greta has suggested that this is a brilliant document and whether she could disseminate this to clubs so they could use it if they are interested. Evan has suggested that they could use it for their clubs any way they want to.

Evan has also showed senate the event ideas excel spreadsheet for senate to input any event ideas and for other senate to vote on it or discuss with the relevant proposer.

Elsa has suggested that all Guild documents should be edited only on the cloud. Add events and activities ideas and respond to your preference of yes, no or maybe for other events and activities as suggested by others. Discussion is crucial. All suggestions are valid but if there are more no responses than yes then there is a good reason to listen to the feedbacks and maybe needs more reviewing and improvements in the proposals before going through with finalizing the planning's/ events.

Shakeeb suggest to remove the maybe option as it is confusing. Faizan has suggested to keep it as it is. Elsa has suggested that if there is confusion of maybe options that the relevant senate who had proposed the event idea can talk to the senate who voted maybe on the excel spreadsheet to clear out the confusion or to further recommend and persuade for the event to go on and happen as properly planned.

Attached here are DRAFT copies of each document only. More refined versions will need to be finalized by the relevant people and proposed to CIDC for recommendation to senate. Senate will then need to endorse the updated version and start to implement it for all future event planning.



7.2. Training records and attendance

Faizan has asked if senate has been keeping up with their training requirements and asked if they have any questions in regards to any of them.

Faizan has also asked if everyone has received their staff card and staff ADS login. If they haven't, they should get it done through the elab for their cards and IT for their ADS login.

In regards to attendance, Faizan mentions that the first fortnight has just gone by, and Faizan has asked if everyone is transitioning well into their roles and if they have any concerns that they could come see members of Secretariat to raise those concerns or uncertainties. He mentions that it is like that especially when it is your first time in a new industry, organization or even workplace. But once you get more familiar with things by attending meetings, helping out during events and engaging, then you will get more situated in the role as a student advocate with huge responsibilities.

Senate is responsible for meeting their necessary hours to meet honorarium.

Another reminder to put details of work into EH timesheets and to submit it on time as reminded each fortnight by Sunday 4pm.

Faizan wishes everyone the best of luck.

8. Meeting ends

Time: 2.07pm

Faizan closes the meeting.

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of #1 draft Senate Meeting Minutes (December 2020) on 17-12-2020

Summary of Matters Arising

Decisions

| Item | Decision |
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| 2. | SM2012/01: Motion carried |
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| 5.1 | SCM2010/02: Motion carried with special majority |
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| 5.2 | SM2012/03: Motion carried unanimously |
| | SM2012/04: Motion carried unanimously |

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| 6.1 | SCM2012/04: Motion carried |
| | SCM2012/05: Motion carried unanimously |

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Summary of Attachments

Attachments

| Item | File Name |
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| 7.1. |  |
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