

ECU Student Guild



#5 Senate Meeting Minutes 19/04/21

ECU Student Guild Senate Meeting Agenda & Minutes [APRIL]

Teams call (senate 2021 group) for SW senate

When 19-04-2021 at 13:00

Location: JO 1.447, Council Chambers Joondalup

Chairperson Faizan Akram

Minute
taker Elsa Chew

Minutes

1. Opening Address

Faizan welcomes everyone. Faizan thanks everyone for attending the meeting.

Meeting Starts 1.00pm.

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

Attendance:

Faizan Akram- President
Elsa Chew - General Secretary - TEAMS
Shakeeb Asif - Vice-President Academic - TEAMS
Greta Murkhejee - Vice-President Equity and Diversity
Evan Partridge-Smith - Vice-President Social- TEAMS
Rijin Rajib - Postgraduate Officer
Jamil Ali - Environmental Officer
Kate Mann - South West Officer- TEAMS
Sarah Taylor - General Senator - TEAMS
Sarah Rizwan - General Senator
Zair Rizvi - General Senator - TEAMS
Avani Mogg- General Senator (SW) - TEAMS
Tambudzai Madenyika- General Senator (SW) - TEAMS

Accredited Observers

Lisa Dwyer- Operations Manager - TEAMS
Melissa Johnston- Financial Controller - TEAMS

Apologies
Luke Turner- First Nations Officer (LOA)
Vimal Khetiya- International Officer

1.3. Proxies

Luke has proxy to Elsa
Shakeeb proxy to Evan at 1.59pm

1.4. Conflicts of Interests

NIL

2. SM2104/01: Approval of Past Meeting Minutes

SM2104/01: The ECU Student Guild senate agrees that the attached minutes from the March 2021 Senate Meeting is accurate and can be published to the Guild's Website once redaction has occurred.

Moved: Elsa Chew

Seconded: Faizan Akram

Results: 14 yes

[REDACTED]

Decision

Passed unanimously

3. Office Bearers Reports

3.1. President

Rotary workshop.

Lunch with Prime Minister. Faizan was impressed by the presentation by Mark McGowan.

Academic board meeting and other Uni meetings.

GSA meetings.

Student appeals.

3.2. General Secretary

Club affiliation for BASIC

Clubs carnival planning

Assisting Equity fashion show and planning of other events

Organizing of AGM.

Completion of the rest of training.

3.3. Vice-President (Academic)

VPA Assisted with Markets day. School related issues were addressed and solved with the help of guild president. VPA chaired and conducted USD monthly meeting. Academic department also helped general sensors to run and organise cricket tournament. VPA attended SAC. VPA also organised Academic meet and greet for all the academic societies and school representatives to do networking. VPA also covered mount lawly office and addressed student enquires. VPA completed required training. VPA contacted auto cad providers to run AutoCAD courses for students and liaise with ECU to organise this. VPA also did meetings with ECU careers and centre of teaching and learning in order to plan for Academic integrity module. VPA has been planning and sending proposal to different vendors to organise Undergraduate forum.

3.4. Vice-President (Equity & Diversity)

- Self-defence classes have begun
- Conducted 2nd Equity meeting. I am extremely pleased with how the Collectives are progressing, as they have made an effort to attend every Guild-related stall, such as orientation days (on all three campuses), Harmony Day, Lunar New Year. All Collectives are also making a lot of effort to run events and maintain a presence on campus. No issues with communication at all, and I am receiving cooperation from everyone. Also very thankful for the general senators to help out in my absence or when I was busy with other Guild related tasks.
- Attended all the Collective events that were being run by them – to show support and monitor how they were going about it. Great turnout for all of them : eg MASN Coffee meets, Queer Beers, weekly Pride Space etc.
- Looking into rolling out free Yoga sessions – which Wellbeing Collective is helping with.
- Busy mostly preparing for fashion show – seeking models, confirming the logistics, catering, productions and promotions
- Working alongside general senators to confirm what events will be done in the month of May
- Accommodating to be able to keep this department well running even in my absence.
- Obtaining receipts from all Collectives to ensure their finances are going smoothly
- Conflict resolution between some people – enabled direct communication and had to take firm measures because I won't be there to deal with it all the time, for six weeks.
- Preparing all Collectives to be ready for my 6 week physical absence, and obtaining their event plans and ideas for the month of May so that everyone else's life in the Senate becomes easier.

3.5. Vice-President (Social)

Sport clubs initiation. And also received further funding from the VC.
Revaluating parties for the future.
Redesign all sport kits.
Ran a few events.
Club management in general.

3.6. Environmental Officer

Get in contact with external contacts for arrangement of events and also connecting with other Uni's

3.7. International Officer

NIL

3.8. Postgraduate Officer

2 postgraduate rep formally recognized by Schools.
SMHS and SNM.
School reps raising issues and resolving by Schools.
Getting students involved in RHDC and also attended RHDC.
Met up with Dean of SBR and arranged to set up research committee in within that school.
Attended transition meetings and also meetings that are involved in planning.
Also, arranging to have Ops and GSA to get involved with the transition project.

3.9. First Nations Officer

NIL

3.10. South-West Officer

Cheese night: Small but good turnout.
Structure of Southwest: Under review.
Review event plans with Tam and Avani and planning for April/May
Easter Event: Which was changed last minute due to poor staffing and time
4th of May mental health day with the Dean's office
GSA and Student success morning tea – still on back burner
Operational tasks in the office
Movie night in may/June with the cinema
Emails and office coverage as well as liaising with students
GSA senate meeting
Talked to Kulbardi about food days soup before exam
Planning orientation week for semester 2 needs to start soon too
Market day: Liaise with Sarah Taylor for semester 2

3.11. General Senator

Zair
Cricket tournament
Museum tour
Self defence classes
Engineering exhibition
Meeting different clubs
Advertising of events
Assist Academic meet and greet
Plan Iftar dinner

3.12. General Senator

Sarah Rizwan
Museum tour
Self defence classes
LMS onboarding meeting
Games night
Help advertising
Academic meet and greet
Iftar dinner with Zair

3.13. General Senator

Sarah Taylor

- completing my training (all that's left is Alley training but had to call IT)
- Endless Emails, calls
- Planning event ideas
- Museum trip
- Market day planning and held the first market day successfully and all vendors were happy. (Included new game found on Insta- there's a piece of paper on someone's back and they have to draw what they feel and it's exceptionally hard).
- Editing photos

3.14. General Senator (South-West)

Avani

Cheese and pool night.

Summary of that night.

Event planning to use facilities.

ALLY training.

Movie night.

3.15. General Senator (South-West)

Tambudzai

Office coverage

Cheese and pool night.

Plan bowling night.

ALLY training.

3.16. Observer Report: Operations Manager

Finalising content for Annual Report

Submission of finalised Q4 SSAF Report

DVCE Meetings with University

ECU/Rotary Workshop

Meeting with Insurance Broker

Lunch with Prime Minister

Guild Sports Development and Strategy

Running recruitment for GSA and HR & Admin Officer

Liaising with University regarding Kevin Karriatty passing

Ongoing discussions with University about additional/more appropriate

Guild space

Development of Practicum Support Grant with GSAs

3.17. Observer Report: Business Support and Financial Controller

- Finalising audit queries (MORE!) and financial report for sign off before AGM
- Issuing and preloading all funded club Vasco cards
- Club Qpay float and grant applications – issues with approvals and processing
- Covering reception with rest of team while Nikki on leave
- AGM prep
- Payroll
- Sick leave for a few days (cough, sniff, cough – SORRY!)
- Cleaned out one stationary cupboard – one more to do, using new storage containers for small items – please try and keep tidy if you are searching for things 😊

4. Priority Items

4.1. Discussion: Budgets

(IN CAMERAS)

4.2. Senate training

Good news. Saw many senators have completed their training. Faizan has given last notice on training and has proposed that after 4pm today, all access to facilities and resources will be blocked. Lisa has also said that it is not only about training, it is also about any other documents that needs to be provided to the Guild. Training is essential especially for the start of the role and should have been completed way earlier in the year / semester right before the commencement of respective roles.

4.3. Events

Evans has updated senate about Uni games and the progress on that. He has also expressed that he has successfully obtained some funding from the VC to support sports initiatives in ECU. It looks progressive to get ECU more focused on sport activities especially with the support of the University.

4.4. Activities and Logistics officer period on leave (IN CAMERA)

A series of horizontal black bars of varying lengths, representing redacted text. The bars are arranged in a list-like fashion, with some appearing in groups of three and others as single lines. The lengths vary significantly, with some bars spanning most of the width of the page and others being much shorter.

5. Other Items

5.1. VP Equity on Prac

Greta has advised senate of her LOA for Prac and also informed everyone about her Prac schedules.

Greta has seek assistance from Secretariat to help cover her roles when she is absent from the office.

And also seek initiation from General Senate to help out with events and activities where relevant.

Senate has taken note of the above.

Greta has suggested that she will still be available on call or email but might not be replying or picking up immediately.

She has suggested that she will ensure communication is maintained one way or the other throughout her physical absence.

5.2. Awareness request disclosed by senate (IN CAMERA)

[REDACTED]

Item has been retracted from the agenda and there will not be any discussions on this.

Faizan has proposed a summary point to senate and has mentioned the word respect, communication and a better way of disclosing the specific details of transport or the happenings of an event to our student members and public in the future.

6. Late item (2020 Financial report)

Preamble: This item has been submitted late and is to be approved by senate to be included in the agenda for this senate meeting. As attached is the draft Financial report for the year 2020 to be signed of by Elsa and Faizan on behalf of the ECU Student Guild ready for auditor sign off and then motioning by student members during the AGM on the 21st of April 2021.

Lisa has suggested that senate should be reminded to read all documents as sent to them as they could be held reliable for documents falsely or passed negligently.

SM2104/02: Senate to motion for Elsa and Faizan to sign off on 2020 Financial Report and associated documents per attached before audit sign off ready for AGM Wed.

Moved: Faizan Akram

Second: Elsa Chew

Results: 14 yes

 [Management_Representationb_Letter.docx](#)

 [Audit_Concluding_Memorandum.pdf](#)

 [Draft_Financial_Statements_-_FY20.pdf](#)

Decision

Passed unanimously

7. Items raised on the ground

7.1. Senate resignation (moved on the floor)

Jamil Ali has suggested that he would like to resign from his Environmental Officer role.

Lisa has commended on Jamil's diligence throughout his time as Environmental Officer for up to this point.

SM2104/03: Senate to motion for Jamil Ali to be the new General Senator for 2021 with acceptance of resignation from Environmental Officer 2021.

Moved: Elsa

Seconded: Faizan

Results: 14 votes

Jamil Ali has asked to be excused from the room as nominations for the vacant EO role was opened up to senate.

Discussions and voting took place.

Jamil was invited back into the room.

A motion has been moved from the floor.

SM2104/04: Senate to motion for Zair Rizvi to be the new Environmental officer for 2021.

Moved: Elsa

Seconded: Rigin

Result: 14 votes

Decision

Both Motions passed unanimously

7.2. Event traction

Evan has asked senate if they have any suggestions on which why events have no traction. And if the Guild is organizing the wrong type of events for the wrong cohorts?

Greta has also suggested the same worries and issues on her events especially even after promoting it for multiple weeks. She has suggested that it is mostly maybe because of no international students on campus and therefore no influx of people interested in campus engagement or campus culture.

Faizan has suggested that mouth to mouth advertisement is needed and a

visibility on campus needs to improve and not only be relying on social media. If possible, more on campus activities need to be considered instead of bringing it outside of campus.

Kate has suggested that the same thing is happening in Bunbury too. And the number of students on campus are also fewer than normal.

Mel has suggested to charge half price on events instead of making them free. As if the event is associated to a cost, they are more invested to attend to get their money's worth.

Sarah Rizwan has suggested to include and promote engagement such as having mini popup stores for free popcorn and cotton candy to get students more involved and interested to the Guild and that way they will turn up or be interested in an event.

Lisa has suggested that Faizan speak to University to see if there is any strategies they are putting in place as they may be facing the same issues.

Greta has suggested that the way to improve engagement is to include yourself in their events and also to co host their events. Greta has suggested for Evan to get Sport groups to compete with each other. It builds a sense of unity amongst their department.

Evan has replied to say that in terms of Equity, it might work well due to the nature of collectives and a sense of culture. But in terms of social clubs or the social department, they may not be working well or closely and as tightknit as they should or could.

Greta has suggested that Senate can support each other more on events and also etc, that way it includes different ways of assistance and also a different set of eyes on problems if they arise.

Luke arrives at 2.35pm

Mel has suggested to maybe look at opening up scope for events to include family and partners so to allow more options for students who would like to bring extras.

Evan thanks everyone for their suggestion and ideas to this item.

7.3. External organization affiliation

Evan has raised that he has seen external organizations affiliating with the Guild under basic affiliations. For example, they have been sending email addresses using their registered email domain from a registered ABN.

Lisa suggest that the Guild will need to think through this properly and strategize how to work this better and not to just disallow external organizations from wanting to affiliate with the Guild. Her suggestion is that a better system could be put in place around this.

Item has been suggested to go to CIDC.

Decision

Item to be discussed in CIDC

8. Meeting Ends

Time: 14.48pm

Next senate meeting: 24th may (SW trip) will be conducted in Bunbury.
Elsa will email senate to ask formally for absence in physical attendance to the BU campus for the next senate meeting.

AGM reminder: 21st of April 2021, 10.30am to 12.30am (lunch is served after)
Joondalup Council Chambers. Other campuses can join through Zoom link.
Quorum needs to be 1/3 of body's members. So bring your friends and request for them to attend as best as possible.

Faizan closes the meeting.

*End of minutes.
Summary of matters arising are tabled on the following
page.*

Minutes of #5 Senate Meeting Minutes 19/04/21 on 19-04-2021

Summary of Matters Arising

Decisions

Item	Decision
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2.	Passed unanimously
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6.	Passed unanimously
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7.1	Both Motions passed unanimously
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7.3	Item to be discussed in CIDC
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Summary of Attachments

Attachments

Item	File Name
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2.	[REDACTED]
6.	Management_Representationb_Letter.docx Audit_Concluding_Memorandum.pdf Draft_Financial_Statements_-_FY20.pdf

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [#5 Senate Meeting Minutes 19/04/21](#)