

ECU Student Guild



#6 Senate Meeting Agenda (May 2022)

ECU Student Guild Senate Meeting Agenda [May 2022]

When 31-05-2022 at 13:30

Location: JO.1.447, JO.1.447

Chairperson Faizan Akram

Minute taker Sarah Rizwan

Minutes

1. Opening Address

Meeting Starts: 1:33 pm

Updates: South-West Officer and Environmental officer resigned.

1.1. Acknowledgement Of Country

The Guild acknowledges that we are meeting on Whadjuk Nyoongar 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

President - Faizan Akram
General Secretary - Sarah Rizwan
Vice President Social Responsibility - Elsa Chew
Vice President Academic - Zair Rizvi
Vice President Activities & South West - Amber Hsi (via teams)
Environmental Officer (Vacant)
First Nations Officer - Savanah Inman
Undergraduate Officer - Rizly Abdue
Postgraduate Officer - Bilal Shaikh
South West Officer (Vacant)
Social Officer - Sadaf Darab
Sports Officer - Stephen Adkin
General Senator Southwest (Vacant)

Accredited Observers

Operations Manager - Lisa Dwyer
Business Support and Finance Manager - Melissa Johnston

Observers

Apologies

Vice President International - Mohit Raman
Marketing & Promotions Officer - Luke Hale

1.3. Proxies

Bilal has Mohit's proxy.

1.4. Conflict Of Interest

2. SM2205/01: Approval of April Senate Meeting Minutes

MOTION

SM2205/01: The ECU Student Guild senate agrees that the attached minutes from the April Senate Meeting are accurate and can be published to the Guild's Website once redaction has occurred.

Moved: Sarah Rizwan

Seconded: Faizan Akram

Result: Motion passed unanimously.



3. Circular Motion

Preamble: Senate to approve the affiliations, and the clubs are to maintain the necessary requirements as mentioned in the Affiliation Policies, Constitution, and Club Code of Conduct. The clubs are to attend mandatory induction which can affect their affiliation status with the guild if the induction is missed. The clubs that are granted conditional affiliation will need to fulfil the conditions in a timely manner.

List of Clubs:

FUNDED

ECU Malaysia Club

CASSA - Computer and Security Students Association

ECU Student Badminton Club

BASIC

Ecu Networking

SCM2205/01: The Guild endorses the successful affiliation of the clubs listed above under their respective categories (Funded and Basic) for 2022.

Moved: Sarah Rizwan

Seconded: Zair Rizvi

Result: Motion passed unanimously.

4. Office Bearer Reports

4.1. President

Did performance review of senators to get an idea of their plans for the upcoming months.

Attended 14 students appeal meeting.

Attended clubs strategy meeting with staff and senators.

Attended events strategy meeting with marketing team to work on our events strategy

Attended DVCE meeting, Sec meetings, Honorary awards committee

Working on sports department. Met with Jets and ECU Sports.

Working on SSAF funding.

4.2. General Secretary

- Student Appeal
- AGM and BBQ
- Equity Meeting
- Emailing clubs to confirm affiliation
- Sec Meetings
- Student Comms Meeting
- SEN sessions
- Club Strategy Meetings
- Meeting with Malaysia club regarding their constitution
- Briefly attended International Cafe and interacted with Students
- Filling clubs strategy survey (questions and incentives)
- Preparing presentation for Clubs Training
- Clubs Training and BBQ
- Reading VCSAF Agenda
- Filling Q1 SSAF report and sending reminders to senate for SSAF report
- Discussion with Mel regarding the procedure of reaffiliating old clubs and quarterly reporting of clubs
- DVCE portfolio and student guild catch up
- Following up with club enquiry from esports club
- Acknowledging policies in employment hero
- Checking South West email inbox
- Reading CIDC Agenda and related policies and procedures
- Organising a meeting with a potential new club
- Agendas and minutes/ redaction for Senate meeting, AGM and Equity Meeting
- Following up with emails
- Responding to senate/club/student enquiries
- Discussions with Lisa, Mel and relevant senate regarding various things

4.3. Vice President Social Responsibility

1. IDAHOBIT (International Day Against Homophobia, Biphobia and Transphobia)
2. Stress-less week Free coffee day, Games night JO, Arts and Crafts in ML, BBQ and pot planting JO
3. Eid celebration collaboration with Ethno and ECU Malaysia Club
4. Attended clubs strategy meeting
5. 2 Sec meetings
6. Equity meeting end of April
7. Performance review with Faizan
8. Swan valley tour for international students collaborate with Mohit
9. National uni Mental Health day event and collaboration
10. Checking for grants and floats for collectives
11. Planning Ranger reds wildlife event with Mohit
12. Assisting with First Nations ideas and collaboration
13. Planning for events under environmental
14. VCSAF attendance

4.4. Vice President Academic

Attended Guild AGM

Organised Academic BBQ to introduce Reps to students

Meeting with reps

Meeting with societies:

- ECU Aviator
- ECU Robotics
- CASSA
- Engineer Australia
- ISSA
- FAAS
- AIESEC
- ENACTUS

Following up with SSCI Admin regarding new appointed Reps

Following up with WAAPA SCTL

Following up with Guest Speaker for undergraduate forum

Meeting with Micheal regarding Solid work sessions

Organised Undergraduate Forum

Helping Paul during EMU sports packing

Meeting Cara Golvez regarding issues with school of nursing

Attend International Cafes and assist students

Following up with Marita regarding Nutrition Workshops

Attend Club Survey Meeting

Organised Social and Academic meet n greet but cancelled

Attend National Career week

Following up with Vee Grmusa regarding career week

Organised Aviation Tour

Organised Photography Workshop

Organised AQWA tour

Complete Quarter 1 SSAF Report

Acknowledging Pending policies

Catch up with AIESEC and support to promote society events

Organised Eid Dinner

Working on upcoming events:

- Maritime Museum tour
- Undergraduate forum
- Freemantle prison Tour
- Zoo Trip

Attend Sec Meetings

Performance review

4.5. Vice President International

4.6. Vice President Activities & South West

- Liaised with clubs re grants for funding, affiliation, event planning, committee member changes and meetings,
- Planned for and held Pantheon Party
- Planned for and held Emu Launch
- Planned for and held Swan Valley Wine and Beer Tour
- Held meeting for all emu clubs with Stephen to explain upcoming competitions and requirement of Guild affiliated clubs
- Planned social clubs meet and greet but cancelled as most club members were busy leading up to exams
- Went to Guild AGM
- Ordered uniforms and marketing material for ECU Western Invitation Series
- Planned for the First Year Formal
- Secretariat meeting on the 26/04 and 24/05
- Held several Pantheon Party promotion events handing out free red bull
- Indigenous Games at Curtin with Savanah
- International Games at UWA with Mohit
- Attended Mental Health Day at ECU Joondalup
- Performance review with Faizan
- Attended International Café to promote First Year Formal
- Ran social media, Birra bar and club competitions for Pantheon tickets
- Attended club strategy meeting
- Attended and helped at IDAHOBIT
- Helped Kyla and Belinda plan for ECI Western Invitational Series
- Meeting with Jets committee re Indigenous uniform initiatives and event ideas
- SSAF report
- Attended stress less week events at ECU Joondalup

4.7. Environmental Officer

Vacant

4.8. First Nations Officer

- Meeting with Mural Artist for Aboriginal and Inclusive Garden
- Stress-less Games Night
- Stress-less pot planting and BBQ
- IDAHOBIT event
- Confirmed Aboriginal Art Workshop
- Organisation of a screening of an Aboriginal movie
- Organising a cultural tour for next semester
- Discussed ideas with Elsa
- Meeting with Nan Roma the Aboriginal Elder at ECU
- Meeting with the Future Students Engagement Coordinator to confirm dates of events
- Meeting with ECU sports to discuss Indigenous uniforms
- Attended the Middle Swan Wine Tour with Amber and Sadaf

4.9. Undergraduate Officer

- Guild AGM
- Had reps BBQ after AGM
- Attended nutrition workshops
- Some meetings with Bilal and Zair regarding academic events and societies.
- Performance review with Faizan
- Undergraduate Forum happened on 28th April. Had a good turnout with around 60 people attending. Thanks to Faizan, Bilal and Sarah for coming.
- Had a conversation with Zair regarding project exhibition, Aviation Museum Tour, AQWA, academic meet and greet, and photography sessions.
- Did risk assessments for those events
- Aviation heritage museum tour
- AQWA tour
- Attended VCSAF and finished the SSAF quarterly report
- Helping out Zair with Eid dinner
- Organising the Perth zoo trip
- Attended AIESEC event
- Had conversation with Ferry for a panel talk
 - o Looking for a topic so feel free to suggest any
- Contacted the reps and planning to do some leadership development events with them in collaboration with our postgrad department.

4.10. Postgraduate officer

- We have setup regular monthly committee meetings
- Attended HDR meeting
- Prepared PG department constitution draft
- Subscribed to SSAF Steering Committee
- Nominated Students Reps to VCSAF Forum
- Regular coordination with School reps via phone, emails and Teams
- Monthly breakfast for engineering has started from this month
- Meeting with Zair and Rizly on planning
- Postgraduate lunch was organised this month for science
- Arts and Nursing are working on their upcoming events
- APR INTERN session is planning stage
- Helped Amber with her Pantheon Red Bull stall and Event setup at Tav
- WADSIH session is in planning stage
- We have sponsored four PG students to attend DSB 2022
- We are planning a hiking event after exams
- Attended International Café to help Mohit

4.11. South West Officer

Vacant

4.12. Social Officer

- Been having multiple discussions with Paul, Lauren, and Amber regarding Eats N Beats and postponing it
- Being in contact with the performers for Eats N Beats
- Attended the AGM and the BBQ
- Attended the Swan Valley Wine Tour
- Finished the Q1 SSAF report
- Attended clubs training and distributed Pantheon and First Year formal pamphlets at the BBQ
- Attended teams meeting with Elsa, Paul, Lauren, and Savannah regarding IDAHOBIT
- Attended IDAHOBIT
- Distributing Pantheon and First-year Formal around the JO Campus
- Had a meeting with Amber and ECU Networking regarding event planning
- Attended the VCSAF meeting
- Attended the Games night
- Attended the Eid festivals organised by the collectives
- Attended the Arts and Crafts in ML
- Distributing Pantheon and First-year Formal around the ML Campus
- Went shopping for Pantheon
- Helped with decorating the Tav and setting up for Pantheon
- Attended the Pantheon and helped with scanning tickets and wristbands

4.13. Sports Officer

4.14. General Senator (South West)

Vacant

4.15. Observer Report: Operations Manager

- Netsuite implementation meetings
- MyPay Implementation meetings & Set up
- DVCE Meeting
- Support for students post expulsion/exclusion
- Clubs Strategy Meeting
- Website Development Meeting
- Clubs Training
- Events Strategy Meeting
- GSA Quarterly Planning Meeting
- LinkMate Meetings
- Managing staff resignations
- Recruitment HR & WHS Officer
- Commence recruitment for GSA * 2
- Managing WHS Matters
- Jets Meeting
- Liaising with Governance in relation to SSAF Steering Committee Meeting
- Records Management Planning
- Review and updating Election Procedures with Governance and the RO
- Attended Bunbury campus to carry out some housekeeping and WHS matters post Sarah Wright resigning

4.16. Observer Report: Bussiness Support and Finance Manager

- NetSuite final implementation issues
- NetSuite Payroll – ICS – commence implementation
- Recruitment assistance
- Cleaners – Jan-Pro commencing early June TBC Friday – ML opening by cleaners to be worked on – any alternatives
- First Aid courses for staff/casuals
- Insurance renewal information for workers comp policy – payroll figures

5. Priority Items

5.1. Environmental Budget 2022

Preamble: Elsa has proposed to undertake environmental department projects in absence of the environmental officer.

SM2205/02: Senate to approve other senators to undertake environmental department projects in absence of the environmental officer.

Moved: Elsa Chew

Seconded: Sarah Rizwan

Result: Motion passed unanimously

6. Discussion Items

6.1. Website Development Consultation

Lisa talks about it as Luke has sent apologies for the meeting.

A survey has been sent out to the Senate to provide feedback on the guild website, Lisa asks the senate to provide feedback and references that can help in the development of the website. Bilal makes some suggestions and is asked to pass them to Luke so he can work on them. Lisa notes that it is a long-term project and the new website will likely be rolled out at the beginning of next year.

6.2. Work Health and Safety

Lisa mentions there has been 1 incident at Mount Lawley which is still under investigation and the details will be provided once that is completed.

6.3. Risk Management

Risks to be reviewed in the upcoming CIDC meeting on 2nd June.

7. Other Items

Faizan appreciates the work of the Senate and emphasizes that the OBRs are much more precise than before, and mentions that he is noticing increased productivity of the Senate which is good.

8. Meeting Ends

Meeting ends: 2:41 pm

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of #6 Senate Meeting Agenda (May 2022) on 31-05-2022

Summary of Attachments

Attachments

Item	File Name
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Attachments can be found under your TidyHQ admin account at:

[REDACTED]