

ECU Student Guild



#10 Senate Meeting Agenda (September 2022)

ECU Student Guild Senate Meeting Agenda [September 2022]

When 20-09-2022 at 12:00

Location: JO.1.447, JO.1.447

Chairperson Faizan Akram

Minute taker Sarah Rizwan

Minutes

1. Opening Address

Meeting Starts: 12:15pm

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 (joined 12:29pm)
Vice President Activities & South West - Amber Hsi
First Nations Officer (Vacant)
Environmental Officer - Scott Reynolds
Undergraduate Officer - Rizly Abdue
Postgraduate Officer - Bilal Shaikh
South West Officer 1 (Vacant)
South West Officer 2 (Vacant)
Sports Officer - (Vacant)

Accredited Observers

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

Apologies

Vice President Academic - Zair Rizvi
Social Officer - Sadaf Darab

Absent

Vice President International - Mohit Raman

1.3. Proxies

Rizly has Zair's Proxy
Amber has Sadaf's Proxy

1.4. Conflict Of Interest

NIL

2. SM2209/01: Approval of August Senate Meeting Minutes

MOTION

SM2209/01: The ECU Student Guild senate agrees that the attached minutes from the August Senate Meeting are accurate and can be published on the Guild's Website once redaction has occurred.

Moved: Sarah Rizwan

Seconded: Faizan Akram

Result: Motion passed unanimously.



3. Circular Motion

Preamble: Traditionally, the Guild has provided a discount to its staff and senate for the annual ECU Guild Ball. It is of a way to thank outgoing senate for their efforts and to commemorate the great year that both staff and senate have gone through and contributed to the Guild.

MOTION

SCM2208/01: Senate to approve a 50% discount on tickets to the Guild Ball 2022 for staff and senate and their plus one.

Moved: Faizan Akram

Seconded: Sarah Rizwan

Result: Motion passed unanimously with abstention from Amber.

Preamble: As Lauren Reed (Events and Marketing Coordinator), Amber Hsi (VP Activities and Southwest), and Sadaf Darab (Social Officer), are the ones organising the night of the ball, they will not be able to enjoy the night as an attendee, therefore, it is suggested that they are to be awarded free tickets to the Guild ball 2022.

MOTION

SCM2208/02: Senate to approve free tickets for Lauren Reed, Amber Hsi, and Sadaf Darab for the ECU Student Guild ball 2022.

Moved: Faizan Akram

Seconded: Sarah Rizwan

Result: Motion passed unanimously with abstentions from Amber and Sadaf.

Preamble: Department Policies have been reviewed by CIDC and are subject to Senate approval.

MOTION

SCM2209/01: Senate approves the attached Department policies as recommended by CIDC.

1. International Department Policy
2. Postgraduate Department Policy
3. Social Department Policy
4. South West Department Policy
5. Sports Department Policy
6. Undergraduate Department Policy
7. Environmental Department Policy
8. Equity Department Policy
9. First Nations Department Policy

Moved: Sarah Rizwan

Seconded: Zair Rizvi

Result: Motion passed with abstentions from Faizan and Amber.

4. Office Bearer Reports

4.1. President

- Attended 8 Student appeals meeting
- Attended accommodation advice meeting
- Attended Research and Higher degrees committee
- Attended Education committee
- Working on Multi fest with team
- Attended city campus design team meeting with Fiona.
- Attended ECU team launch
- Food and beverage meeting with ECU
- Meeting with NUS Secretary regarding elections and changing in NUS Structure
- Helped Students with fees, Admissions, COE, Status issue.
- Attended Secretariat meeting
- Working on Honorarium structure with Lisa
- Working on some of the senators issues.
- DVC meeting

4.2. General Secretary

- Circular for Ball tickets
- CIDC meeting
- Meeting with Enactus regarding an event
- Student comms meeting
- Team building
- Reviewing department policies before sending it to VPs
- Clubs Training
- Guild Equity meeting
- DVCE Meeting
- R U Ok event
- Meeting with Women's and Wellbeing Community
- Affiliation Policy
- Sec meeting
- Meeting with Mel
- Agenda, Minutes, emails, etc.

4.3. Vice President Social Responsibility

Equity and Diversity committee meeting ECU
Wear It purple day
R U Ok day
Planning Queer morning tea meet and greet
Collective SGM attendance
Equity meeting August
Multicultural fest planning meeting
Sec meeting that just went by
Met up with Tracey Dunbar from SMHS for school reps discussion
Meeting with disability collective to get the structure of the collective together
Link up with Enviro and Women's initiatives coming up
Spoke to Sadaf for Yoga sessions in JO gym

4.4. Vice President Academic

4.5. Vice President International

4.6. Vice President Activities & South West

- Indigenous Games at UWA
- Planning for the Emu Gala
- Planning for the Uni Sport Team Dinner this Friday
- Planning for the Guild Ball
- Planning for the Club Awards Night
- Communication with clubs regarding club grants, event promotions, events, SGM's, etc.
- Working closely with Belinda, Kyla and Max in preparation for Uni Sport Nationals
- Attended R U OK day at Joondalup
- Held Friends and Harry Potter quiz nights at the Joondalup Birra Bar
- Planning for the Halloween party
- Assisted the Birra Bar in promoting Oktoberfest Event
- Attended previous Sec meeting
- Organised interview with new sports officer, been in contact with them regarding expectations of role
- Attended Western Series at Curtin University (preliminary nationals' event); ECU teams in volleyball, futsal, netball and basketball
- Attended the Uni Sport Nationals ECU Team launch last week

4.7. Environmental Officer

4.8. First Nations Officer

Vacant

4.9. Undergraduate Officer

Set up and Industry Talk event
Organising token of appreciation for guest speakers
R U okay event
Clubs Training
Reviewing undergraduate department policy
Discussions with Zair regarding events
Discussions with School reps

4.10. Postgraduate officer

4.11. South West Officer 1

Vacant

4.12. South West Officer 2

Vacant

4.13. Social Officer

- Attended Eats N Beats
- Finalising performers payments
- Planning Yanchep Crystal Cave Tour for the international department
- Organising food for the cave tour
- Office coverage – helping students in the office
- Reviewing the social department's policy
- More discussion with international officer regarding events
- Discussion with amber
- Confirming yoga classes for wellness week
- Confirming music sessions for wellness week

4.14. Sports Officer

Vacant

4.15. Observer Report: Operations Manager

- Supporting RO with Guild Election planning, including liaising with Vero Voting to ensure platform ready for nominations
- Commenced 2023 Senate Induction planning
- Developed Department Policies for all new departments in consultation with Senators
- Worked with Sarah on changes to the Club Affiliation Policy
- Attended DVCE meeting
- Reviewed a number of other policies to be reviewed at CIDC at the next meeting and beyond
- Commenced review of Dircksey Regulations
- Met with Avril O'Leary to finalise developments of SW Campus Common Room
- Finalised recruitment for Finance & Administration Coordinator role – Suzie Peters will join us on 10th October
- Liaised with Legal teams at CCIWA regarding Senate Employment issues and NetSuite
- I have leave booked from 22nd September to Monday 3rd October.

4.16. Observer Report: Business Support and Finance Manager

Recruitment for my replacement with Lisa – Suzie starts early Oct

Handover notes and readiness for transition

Handover day yesterday

Covering Reception and admin for Nikki with team – thanks for assistance – Nikki returns Tues 27/9

Kitchen orders and supplies and maintenance

Election support – RO support officers availability

Finance update with Sarah

Legal advice regarding Netsuite and other matters – still awaiting a reply from NetSuite

Club grants & floats, Vasco cards etc

KPI review with Lisa for improved KPI reporting

MCF planning meetings, budget template

5. Priority Items

5.1. Bank Signatory Change

PREAMBLE: Melissa Johnston, Guild Finance & Business Support Manager, has recently resigned and her last day will be 21/9/2022. In preparation the following motion will allow the smooth transition of banking access for the replacement, to ensure limited interruption to Guild business activities. A replacement has been selected. The bank has prepared the forms which require this motion and 2 existing signatories to sign. Note all Guild accounts require 2 authorised signatories to approve funds leaving the bank accounts, to limit risk of fraud.

MOTION

SM2209/02: Motion to remove Melissa Johnston, Finance & Business Support Manager from the following Guild bank and investment accounts and add Suzie Peters Finance & Administration Co-ordinator:

[REDACTED]

Including online banking access, bulk payments and FX TT services

- Update [REDACTED] to include Finance & Administration Co-ordinator including online access, plus arrange for existing signatories Faizan Akram and Lisa Dwyer

- Add view only access for Guild Credit Cards held:

[REDACTED]

- The Guild credit card held by Melissa Johnston [REDACTED] will also be closed and the credit limit [REDACTED] reverted to Lisa's card.

Moved: Faizan Akram

Seconded: Sarah Rizwan

Result: Motion passed unanimously.

6. Discussion Items

6.1. Timesheets

Faizan explains that Senate is no longer required to fill timesheets fortnightly, and the process will be replaced by fortnightly OBRs. All department officers are required to send their OBRs fortnightly to their respective VPs and the VPs are then required to compile one report for the activities undertaken by their department and send it to Faizan and Sarah by Monday morning latest.

Sarah mentions that officers ensure that they are sending their reports in a timely manner, so the VPs get the opportunity compile the report timely.

6.2. New Affiliation Structure

Lisa and Sarah explain the changes to the new affiliation structure.

Notable Changes:

Affiliations to open from 1st October and remain open all year round

New Tier Structure

Opportunity for clubs to start with just 3 committee members.

Sarah encourages the senate to read the affiliation policy and ensure they understand the changes as clubs can approach them for guidance.

6.3. Work Health and Safety

No Updates.

6.4. Risk Management

No Updates.

Lisa and Mel leave at 1:17pm

6.5. Staff of the Year (In-Camera)

Senate have a discussion and Lisa is chosen for the Staff of the Year award.

7. Other Items

8. Meeting Ends

Meeting ends: 1:19pm.

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of #10 Senate Meeting Agenda (September 2022) on 20-09-2022

Summary of Attachments

Attachments

Item	File Name
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2.	[REDACTED]
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Attachments can be found under your TidyHQ admin account at:

Storage > Meetings > [REDACTED]