

25 Jan 2024 - Senate Meeting 2 Minutes

#	Topic	Files	Presenter	Minutes
1	#2 Senate Meeting Agenda (January 2024)	Files (0)	<i>President</i>	ECU Student Guild Senate Meeting Minutes (January 2024) When: 25-01-2024 Where: JO.34.402 Chairperson: Sarah Rizwan Minute taker: Rizly Abdue
2	Opening Address	Files (0)	<i>President</i>	Meeting starts: 12:40 PM
3	Acknowledgment of Country	Files (0)	<i>President</i>	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.
4	Attendance	Files (0)	<i>President</i>	President - Sarah Rizwan (Online) General Secretary - Rizly Abdue Vice President Social Responsibility - Joanne Lucks Vice President Academic - Taqi Razvi Vice President International - Siti Azkatya Vice President Activities & South West - Nikhil Howal Equity Officer - Gangamini Chandrasiri Environmental Officer - Alice Broadhead Undergraduate Officer - Ngunar Ngunar Postgraduate Officer - Asad Ali International Officer - Minhajul Arefin (Online) Social Officer - Ali Haider Sports Officer - Vimal Hemnani (Online) First Nations Officer - (Vacant) South West Officer 1 - (Vacant) South West Officer 2 - (Vacant) Accredited Observers: Operations Manager - Lisa Dwyer Financial Controller - Michael Agostini
5	Proxies	Files (0)	<i>President</i>	NIL
6	Conflict Of Interest	Files (0)	<i>President</i>	NIL
7	SM2401/01 Approval of December Senate Meeting Minutes	Files (0)	<i>President</i>	MOTION SM2401/01: The ECU Student Guild senate agrees that the attached minutes from the December Senate Meeting are Accurate and can be published on the Guild's website once redaction has occurred. Moved: Rizly Abdue Seconded: Sarah Rizwan Result: Motion passed unanimously [REDACTED]
8	Circular Motion	Files (0)	<i>President</i>	NIL
9	Office Bearer Reports	Files (0)	<i>General Secretary, Vice President - Equity, Vice President - Academic, President, Vice President - Social, South West Officer, Postgraduate Officer, International Officer, Sports Officer, Equity</i>	President - Sarah Rizwan <ul style="list-style-type: none"> Professional communication workshop discussion with Andrew Kelly Sec meetings Christmas Dinner General Misconduct Meeting Student Appeals Meeting with Trina Reilly regarding an issue Budget Review Setting up meeting with the VC Indian Student Forum Discussion Emails Responding to senate/ student enquiries General Secretary - Rizly Abdue

Officer, First Nations Officer, Environmental Officer, Undergraduate Officer, Vice President - Activities & South West, Vice President - International, Vice President - Social Responsibility, Lisa Dwyer, Social Officer

- Secretariat Meeting
- Senate Meeting agenda and minutes
- Department budget reviews
- Clubs end of year reconciliation updates and club budget review 2024
- Club affiliations
- Student Appeals
- Student advocacy and support
- Assisting new senate with email access and training access
- Senate Christmas dinner and birthday celebrations
- Induction and trainings
- Organizing senate meetings for the year
- Guild website update regarding affiliations

Vice President Social Responsibility - Joanne Lucks

- Had a meeting with Hana (regarding the Respect at Uni event)
- Attended the Christmas dinner
- Worked on Environmental budget with Alice
- Worked on Equity Budget with Gigi
- Completed a handover with Gigi
- Attended the January birthday lunch
- Hosted an Equity Meeting for quarter one
- Attended Secretariat meeting 2 and 3
- Finalised First Nations budget
- Submitted all semester one First Nations event proposals

Vice President Academic - Taqi Razvi

- Secretariat meeting agenda and minutes
- Postgraduate and undergraduate budget finalization
- Undergraduate event planning (first aid and zoo)
- Postgraduate event planning (Postgrad new year welcome)
- Resolving CASSA internal issue
- Responded to CASSA and ISSA affiliation query
- Responded to EA grant query
- Attended student appeal
- Met two student regarding academic concerns
- Working on rep video
- Directed CTLC meetings to undergraduate officer/ reps

Vice President International - Siti Azkatya

- worked on Event and budget plan
- attended Sec meeting
- had a department meeting
- Arrange and reschedule paintball event - 9th March
- Arrange Rottnest trip- 5th Feb, 29th Feb
- Arrange and reschedule Lunar New Year event- 5th March
- Sexual Assault Training (SARC), Food safe training, police check

Vice President Activities & South West - Nikhil Howal

- Christmas lunch
- Birthdays
- Start of semester party
- Guild fair (JO, MT, BU)
- Secretariat meeting
- Senate meeting 1
- Meeting with basketball President and Gen Sec
- Meeting with Lauren and Paul regarding start of semester party 1
- Meeting scheduled with Rob and Hyatt regency Business head
- Helping Lauren with Bunbury room bookings and trip to Bunbury
- Meeting with both officers regarding, budget and events.

Equity Officer - Gangamini Chandrasiri

- Meet Jo to go over equity
- event budget plan for 2024
- and finalised the budget.
- IA Cyber Awareness training.
- Sexual Harassment training.
- WHS Act 2020 Duties training.
- Overview of WA WHS ACT
- 2020(WorkSafe WA) training.

Environmental Officer - Alice Broadhead

- Guild Christmas Dinner
- Senate Meeting 1
- Meeting with VP for budget discussion
- Event plans for 2024

				<ul style="list-style-type: none"> Finalised budget Containers for Change Email with Curtin Enviro Rep Contacted Libra about Period Positivity <p>Undergraduate Officer - Jhonny Thor</p> <ul style="list-style-type: none"> Completed training and policy readings before due date Budget Completed and submitted Drafted our timeline. Spoke to Lauren about our events. Submitted proposal for two events- First Aid and Perth Zoo trip Spoke to our providers for these events. Met with a representative and helped them set up their email address to attend meetings (School of Medical and Health Sciences) Spoke with a potential student representative for school of Nursing – Meeting organised for next week. Submitted my Availability for Get set Session and Guild Fair <p>Postgraduate Officer - Asad Ali</p> <ul style="list-style-type: none"> Completed almost all the online inductions and certifications. Have done couple of meetings with VP-academics regarding budget Attended office and checked email Had a meeting with CAPA and discussed how ECU-guild can be more integrated with CAPA Proposed postgraduate annual budget and sent it to VP-Academics. Took part in CAPA-Election 2024 and represent ECU-Guild Did a meeting with Lauren and discussed about the date for postgraduate welcome dinner Proposed date for postgraduate welcome dinner with Lauren and VP-Academics and added into the calendar (15/04/2024) Checked emails frequently and answered to emails where required. <p>International Officer - Minhajul Arefin</p> <ul style="list-style-type: none"> Had an International department meeting with VP International regarding budget planning and upcoming events Contributed to International Budget planning Contacted Skirmish paintball and organized an upcoming paintball event <p>Social Officer - Ali Haider</p> <ul style="list-style-type: none"> Events Planned for both semesters of 2024 Budget allocation of events Summary of department budget finalized and submitted Added new events to keep consistency over the year Contacted a few businesses for information on ticketing and discounts. Completed mandatory certifications including but not limited to Mental Health Awareness, Manual Handling, Workplace Bullying and Harassment Awareness and Sexual Assault Training (SARC), Food safe and others Read, understood and acknowledged the required guild policies including Workplace Aggression Procedure, Work Health & Safety Policy, and others Meetings with Vice President Nikhil for department budget planning, Events finalization and overview of events planned. <p>Sports Officer - Vimal Hemnani</p> <ul style="list-style-type: none"> Meeting with VP Activities and Southwest regarding the sports budget for the year 2024. Meeting with the Basketball team, regarding funds for their events and activities. Training on Swag Attended the Christmas Dinner Submitted the budget for Sports department to VP Activities and Southwest. <p>Operations Manager - Lisa Dwyer</p> <ul style="list-style-type: none"> Christmas break Working on budget, Operational costing almost complete, just waiting on CPI rate for December 2023 from ABS (available end of Jan) to adjust. Will commence adding departmental budgets and distributing accordingly. Michael Agostini commenced as Financial Controller on 22nd January. Printers have been changed over to new contractor, Konica Minolta as they offered large cost efficiencies to the Guild in comparison with Kyocera. New workstations have been installed to the desks to ensure each area has workstations. <p>Financial Controller - Michael Agostini</p> <ul style="list-style-type: none"> Onboarding and training Meeting with the external auditors
10	Priority Items	Files (0)	President	1. Bank Signatory

				<p>PREAMBLE: Following the successful appointment of Michael Agostini as the Financial Controller, guild appoints Michael Agostini and Rizly Abdue, General Secretary to guild account as additional signatories.</p> <p>MOTION SM2401/02: Motion to add Michael Agostini (new Financial Controller) and Rizly Abdue (General Secretary) to the Guild Bank accounts as additional signatories. Moved: Sarah Rizwan Seconded: Nikhil Howal Results: Motion passed unanimously</p>
11	Discussion Items	Files (0)	<i>President, General Secretary</i>	<p>1. Club Affiliations Affiliations are currently open and some clubs are already applied, Sarah encourage the senate to talk to students and old clubs to encourage for the affiliations.</p> <p>2. Trainings Sarah encourage the senate to finish all the mandatory trainings.</p> <p>3. Progress Reports (PR) and Statements by Supplier (SBS) Sarah brief senate about PR and SBS.</p> <p>4. Event Discussion Sarah asked the senate to do events more often and spread out throughout the month and the guild secretariat agrees on having event discussions in sec meetings to make sure the evets are happening continuously.</p> <p>5. Work Health and Safety No WHS update no incident has been recorded – Lisa</p> <p>6. Risk Management No Risk management updates for the last month - Lisa</p> <p>7. Senator of the month No senator of the month for this month but Sarah appreciates the senate who has finished all the trainings.</p>
12	Other Items	Files (0)		NIL
13	Meeting Ends	Files (0)	<i>President</i>	Meeting ends : 01:26 PM