

## **General Council Meeting**

### **John Paul II Meeting Room**

**15<sup>th</sup> January 2019**

**Minutes written by Lauren Italiano**

#### Attending

**Monte Nathan (President)**

**Kirralee Coulter (Vice-President)**

**Mat Stasak (Treasurer)**

**Lauren Italiano (Secretary)**

**Brodie Mack (Welfare Director)**

**Abbey Morris (Marketing Director)**

**Kaitlin Thorpe (Academic Director)**

**Macy Gregson (Mature Age and Postgraduate Officer)**

**Tessa Harris (Women's Officer)**

**Maneesh Kelly (Sponsorship Director)**

**Grace Cuddihy (International & Residences Officer)**

**Thomas Desmond (Clubs Director)**

**Olivia Trahair (Events Director)**

**Benji Rabeling (Equity & Access Officer)**

**Heather Urry (Assist Officer)**

**Eloise Ashton (Environment Officer)**

**Charlotte Lee (Deputy Events Officer)**

**Amy Terzi (Media & Publicity Officer)**

#### Attending via proxy

**Nil**

Apology

**Nil**

Absent

**Nil**

Opening

Monte opened the General Council Meeting of the Student Association on 15 January 2019 at 6:15pm.

Agenda Items

**1. Acknowledgment of Country/Silent Reflection**

Monte reads through the acknowledgment of country. The Council observes a 30 second silent reflection.

**2. Passing of last meeting's minutes**

Monte asks if any council members who attended the last meeting have any amendments. No one does. Monte moves that we approve the last meeting's minutes as an accurate representation of what happened at the last meeting. Maneesh seconds. All are in favour. The motion is passed.

**3. Proxies/Apologies**

Apologies received – Nil

Proxies received – Nil

#### **4. Co-opting**

Monte explains the process for co-opting a new council member, and reminds councillors that they have the option to enter in camera if they feel it will assist the discussion. Brodie notes that he feels it will be important to have someone in the role who focuses on sport, because there are a lot of sporting events to organize as part of this role.

Monte asks for any comments on Jaimee's application. Kirralee says that she thinks the application is really well thought out. Grace notes that the Bachelor of Nursing will be helpful, with a focus on sport but a health background.

Monte asks for any comments on Katherine's application. Maneesh thinks that the mental health first aid certificate is a real stand out. Kirralee notes that all councillors will complete it. Maneesh agrees but notes that this shows initiative. Olivia says that she knows Katherine and thinks she will be a really good candidate. Monte notes that he thinks there is a good balance between sport and health.

Monte asks for any comments on Megan's application. Kirralee thinks this is also a strong application but notes that it is more general, with fewer specific initiatives. Monte notes that this is a role that requires a lot of organization with Founders Cup and social sports. Amy notes that she knows Megan is a very organized person and she has done triathlons and a lot of training as she is very focused on sports.

Monte asks for comments on Stephanie's application. He notes that her previous experience and study would fit the role very well. Grace thinks that this application involves a lot of achievements, whereas the previous

applications have focused on the applicants' passions. Kirralee notes that she engaged in the university yoga program, which had a low turn-out, and shows commitment and a high level of engagement. Eloise notes that there is a great balance between study and sporting commitments.

Monte asks for comments on Natasha's application. Monte notes that she will not be able to attend Orientation Day if she is co-opted. Kirralee says that this was not something which was advertised in the call for a new Sport and Health Officer and shows Natasha knew Orientation Day was coming up and was aware that she would have to attend it as a Council member. Monte says there is more of a focus on mental health although less on sports. Grace likes that she has acknowledged the work load this role entails. She also likes the focus on mental health, although this is an area on which Brodie is already focused. Monte says that he doesn't think we can have too many people focused on mental health, but there is a gap in the focus on sport.

Monte asks for comments on Bree's application. He says that the initiatives outlined line up very closely with the initiatives the Council would like to work on. Amy says she knows Bree and that she has played sport at a high level and is also doing nursing so would be a good candidate. Kirralee also thinks this application really addressed all parts of the role and showed a good understanding of the role of the NDSA.

Monte explains that everyone will vote for the candidate they think would be best.

Grace notes that in regards to Stephanie she is studying medicine and also committed to a lot of sports, and wonders what her capacity is to do NDSA as well.

Maneesh asks about the transfer from high level athlete to helping with social sports, and Kirralee notes that such a background really just shows commitment.

The Council votes to co-opt Bree Macauley as Sport and Health Officer.

Monte moves that we co-opt Bree Macauley as the NDSA Sport and Health Officer. Seconded by Brodie. All in favour. The motion is passed

## **5. President's Report**

Monte discusses the alcohol policy. He notes that the main changes are that alcohol can now be served, sold and consumed as part of on-campus events, as long as it is done safely.

Grace notes that this will make a huge change for residents and Monte notes that if we could be involved in helping to provide safe consumption of alcohol information to residents that would be great.

Monte notes that it is also good there is now something in place which we can refer to.

Monte states that recently he put forward his nominations for National Student Board which is an inter-campus conference. He has nominated himself, the Vice-President and the Secretary. He nominated himself and Kirralee because they need a high-up overview of what is taking place at the university. He nominated the Secretary because as a law student it will be useful when looking over policies and other changes the university is considering. Monte asks if anyone has any concerns. Kirralee notes that if anyone has anything they want to raise to bring to the National Student Board, to please do so. She says that people can also be invited as a guest if they wish to present something to the Board. Monte says that anything he takes to the National Student Board will be raised at Council.

Monte raises the Student Affairs Committee, which is a meeting between the Heads of Campus and is focused on what is going on on campus. Monte has nominated the President, the Vice-President, the Academic Director and the Welfare Director. He nominated himself and Kirralee because they need a high-up overview of what is taking place on campus. He nominated Kaitlin and

Brodie because the issues on campus do tangibly affect the academic and welfare portfolios, as well as being the directors of the biggest teams. Monte reminds everyone that councillors can always meet with staff members to discuss issues.

No one has any questions.

Monte raises wristbands and suggests buying a light blue silicon wristband with "NDSA" on one side and "For Students By Students" on the other. He notes that it will cost less if we only get 600 for a quote of \$370. Grace asks how many we really need, and asks how many people would wear them. Monte says that we will return to this discussion in merchandise.

Monte raises Prindiville Hall and says that it is increasingly booked out. He says it is a very popular venue and that if councillors have an event which will take place in Prindiville Hall then to organize it as soon as possible. He says that if councillors have any events for which they know the time and location, they should confirm it as soon as possible with Mia.

Monte says that dialogue has been opened with David McLean about having food vans on campus. The rule of thumb in the past is that food vans are good and are usually on campus twice a week, but that no coffee vans should come on campus. This hopes to keep the balance between convenience for students and supporting local businesses. Grace says that the ones that offer something different tend to be the more popular anyway. All councillors agree that they do not want the food vans to take the place of the local cafes, although they are a good idea to have a couple selling different types of food.

Monte asks councillors to please use Prindiville Hall as much as possible and to really work to make it the NDSA space. He asks if anyone has ideas about how to make the NDSA office more inviting. Kaitlin suggests getting a computer, especially one near the printer. Monte says he will take any suggestions to David McLean when meeting with him tomorrow. Eloise suggests rearranging the space because currently it can be hard to navigate

past the table tennis and through all the couches. Tessa suggests getting an outdoor table tennis set, which will also mean it is quieter to sit in Prindiville Hall. Tom notes that the roof is quite dirty and leaves the club space very dusty. Tessa thinks that we should leave the old posters up as it gives the space a lot of character and Tom agrees. Monte suggests having a designated spot to cover in posters, and keep a separate space to put posters advertising upcoming events. Grace suggests putting posters up in the downstairs room. Monte says he will look into getting another pin-up board from campus services. Grace suggests the wall along the ramp.

Monte raises Orientation Day and training days and asks councillors to diarise them.

Monte says he met with Dan recently who is running Notre Dame United. It used to be run by MSAND but there was not enough interest and they are now looking for another home. Monte thinks that the NDSA can affiliate them and work with the social sport team to help them grow as a club. He also thinks that the Sport and Health Officer can help oversee the club, and run elections, which allows club members to focus on playing soccer. Maneesh would like the distinction to be maintained between the club and the NDSA as he does not want the NDSA getting called in to make up numbers for a team. Grace also does not want to impact on anything social sports is trying to organize and Monte says this is not a worry as anything to grow social sports on campus is what all parties want. Monte says he will help Tom to start the affiliation process.

Monte suggests councillors use the break to plan initiatives and start to work on them, as work loads will be very heavy once semester starts.

Monte says he is working on changing the email names.

Monte moves that we move in camera. Seconded by Tessa.

Monte moves that we move out of camera. Seconded by Brodie.

Maneesh and Tessa leave the room at 7.17pm.

Monte says that the motion for expenditure on his paper is a mistake.

## **6. Vice-President's Report**

Kirralee says that all the merchandise ideas have come from retreat. She lists them all and says that she has all the quotes on the back of her paper.

The NDSA has enough pens not to need to buy any more.

Kirralee says she has highlighted the rulers she thinks would be best. We use Cubic Promote as a supplier a lot and they are relatively cheap. She also thinks 15cm is the best size ruler to fit in a small pencil case.

Mat asks what students would use rulers for and says he has not used one since high school. Grace says she uses them in exam. Kirralee notes that it is hard to get non-expensive merchandise on a large scale that is easy to put our branding on. Mat is concerned about getting merchandise for the sake of getting it.

Grace and Mat think pencils and erasers would be the most useful. Monte thinks the clear pencil case would be most useful for exams.

Kirralee asks if anyone has comments. Monte says that he thinks we don't really need the magnets, although it would be good to have a quick visualization of our events. Abbey notes that many event dates are not confirmed. The council is not in favour of the magnets.

Kirralee notes that the lollies were the most successful last year. Grace notes we can get bags of mixed lollies to make it easier to package them. Kirralee

says we have a pre-existing relationship with Campbells and we can get lollies at wholesale price.

Mat confirms that it was only the rulers he was concerned about. Grace raises getting pencils again. Kirralee suggests getting the pineapple pencils again instead of getting branded pencils and branded erasers.

Maneesh and Tessa return at 7.25pm.

Monte raises wristbands. The Council agrees that 1000 is too many, although it would last a long time. 9 councillors think we should get no wristbands at all.

Kirralee raises pencil cases. Maneesh confirms they can be taken into exams.

Eloise leaves at 7.30pm.

Kirralee thinks Cubic Promote is too expensive in regards to pencil cases.

Monte notes that it only needs to fit items such as pen and short ruler.

Kirralee moves that we should get 750 pencil cases from Promotional Products for \$1642.50. Seconded by Kaitlin All in favour.

Kirralee moves that we should spend \$660 at Cubic Promote for 750 rulers.

Grace seconds. 14 in favour. 2 against. No abstentions.

Kirralee moves that we should spend \$534.20 at Campbells for 10kg of lollies.

Seconded by Brodie. All in favour.

Kirralee moves to spend \$37.50 at Officeworks for 1000 bags. Tom seconds. All in favour.

Kirralee moves to spend \$750 on 750 branded highlighters at Cubic Promote.

Monte seconds. All in favour

Kirralee raises shirts. She moves to spend \$278.40 with Fabric Printer on tie-dye shirts. Tom seconds. All in favour.

Kirralee asks if everyone is still in favour of aprons. She moves to spend \$248.70 on Fabric Printer for aprons. Brodie seconds. All in favour

Kirralee says that jumpers are probably too expensive for Council to pay for. She suggests subsidizing a few jumpers. Macy notes they are not different enough from NDA.

Kirralee says that caps were too expensive to buy for each portfolio. She says that to get a cap in one style would cost \$300 for 20. Most councillors are not in favour.

Kirralee moves to spend \$654.50 on business cards from Printline. Maneesh seconds. All in favour.

Kirralee raises the pull up banner. Monte thinks we can fix the old one.

Kirralee says that we have five banners designed for O-Day and says we should get two of each. She moves to spend \$627.15 on 10 banners of 5 designs at Printline. Amy seconds. All in favour.

Kirralee says she will send out a circular resolution about the pencils, erasers and stickers.

Kirralee raises the discount merchandise. Monte says we do not have the money in for merchandise in the discount line, so it may need to come out of marketing or from money left over from the Orientation Day budget. Kirralee suggests splitting it between the two.

Kirralee raises bags to put the discount program in. The university uses calico bags. Grace suggests paper bags as that is different. Kirralee thinks that is not going to compete with calico. Maneesh suggests another discount branded product such as keep cups. Kirralee thinks something that students can walk around with would be good from a promotional point of view. Monte thinks we should get keep cups and look at other discount merchandising in the future. Lauren suggests having an information sheet so students know on Orientation Day what cafes will give discounts if you have a keep cup. Kirralee confirms that we need paper bags to put the discount program in. She says that ordering keep cups from DH Gate is much cheaper. Tom thinks they do not look as nice. Olivia notes that they should be delivered in time. Maneesh confirms that these will be branded. Maneesh notes the more expensive ones are smaller. Tessa suggests getting keep cups that have straws, which people could use for juice or iced drinks. Kirralee will investigate. No expenditure passed for keep cups yet.

Kirralee raises the Orientation Day schedule. She says that the university is looking for ideas about how to promote the theme of "Fall In Love with Notre Dame".

Kirralee says that Tahlia and Ervina suggested staggering events, which we will do with the different zones.

Kirralee says we need to confirm how many tables we will need on Orientation Day. We will have a discount table. Clubs will submit their own requirements. She thinks welfare and academic should have its own table. Lauren suggests events having its own table, and Kirralee thinks events could be combined with a general NDSA table. Benji thinks welfare should have two tables and Brodie asks for two.

Kirralee asks for draft timetables to be sent to the Secretary.

The Council polls on unavailable days for a regular meeting:

Monday 6pm – 1

Tuesday 6pm – 4

Wednesday 6pm – 3

Thursday 6pm – 4

Friday 6pm – 3

Monte confirms that meetings will be at 6pm on Mondays.

The rest of the paper is as read.

## **7. Treasurer's Report**

Mat says that the NAB complications are not resolved as he cannot access the bank account, nor can Monte, and Kirralee cannot receive texts to verify her access to the account.

Mat confirms that we will be looking to change banks, as we can get a better interest rate elsewhere. However we will need to work with the university about this and it is a long-term goal.

Mat confirms that the first invoice for NDSA funding was sent to the university.

Mat confirms there will be an update on expenditure at the next meeting.

Mat says NDLS has contacted him about being audited. An amateur audit of NDSA and NDLS will be done first semester.

## **8. Welfare Report**

Brodie had a discussion with Hilda about getting First Aid kits in Prindiville Hall. He will continue to push for these. There will still possibly be first aid

training. There is also mental health first aid training and cultural awareness training on 4-5 February.

There were talks of suicide awareness training, but Lauren notes this will be covered in mental health first aid.

Brodie raises stress balls. They will have NDSA on one side and the green welfare logo on the other. They would be for Orientation Day and other events such as Wellness Week. Grace notes that this product would be very good as a merchandise item for welfare. Monte asks if this would come out of the welfare budget or the marketing budget. Brodie notes he has only got \$2000 which would not be enough to cover Wellness Week as well. Kirralee says that marketing is getting very tight. Monte suggests splitting the expenditure over all welfare budget lines.

Brodie moves to spend \$1000 for 750 branded stressballs to come equally out of all welfare budget lines from promotiononly.com. Seconded by Monte. All on favour.

## **9. Equity & Access Update**

Benji confirms nothing has been heard about gender neutral bathrooms. Monte says he can raise it with David McLean regarding the bathroom in ND3. Grace is concerned this is "tucking it away". Benji says that might not be a bad thing for people who want to use it.

Benji is not sure about who to contact about getting stickers for Orientation Day. He thinks 48 is too low for Orientation Day although this number was discussed some time ago. Benji suggests 600 (50 packs) which would be \$125. Benji moves to spend \$125 on 50 packs of stickers. Kirralee seconds. All in favour.

Benji notes that the previous council came up with ideas for the Ally stickers and says that Abbey can edit these designs. Kirralee says we could get a bulk sticker order.

Benji says that National Student Union Disability Officer has sent stickers through that could be transferable to here. Monte suggests getting some quotes.

### **10. Assist Update**

Paper is as read.

### **11. Women's Update**

Tessa says she needs to reconsider her spending. The updates in her paper are as read.

### **12. Mature & Postgraduate Update**

No update.

### **13. International & Residences Update**

Grace says she is waiting to hear back from Chelsea. She says there will need to be different training for incoming staff, and that a new guide will need to be provided to residents. She also notes that the rules residents sign to stay will need to change to reflect that they are now allowed to drink responsibly.

She notes alcohol for residents will be looked after by staff supervisors, and currently residences are understaffed.

Grace wants to have merchandise ready for when residents arrive as welcome packs, which include local maps, medical and tourist information. Grace asks if

she can take a number of the packs which the NDSA is preparing for Orientation Day or asks if she can just put her own together. Kirralee suggests getting home brand items and putting NDSA stickers on them. Grace also notes that she doesn't have the final number of students yet. Kaitlin thinks we should just use the NDSA packs but Kirralee thinks Grace should do her own if she wants them directed at residents. Grace says that they usually make them a bit more Australian, and suggests leaving out the stationery which residents can then get at Orientation Day.

Grace confirms that move in day is February 9<sup>th</sup>, and says it would be great if Council members could be there for a bit to help.

#### **14.Clubs Report**

Tom moves to approve the Young Soroptimists' workspace application because it was submitted by the required date. Tessa seconds. All in favour.

Remainder as read.

#### **15.Events**

Olivia confirms that instead of doing a silent disco we will have the courtyard divided into different activity zones.

She confirms that we will use Monsterball as the supply company for the mechanical bull and bunjee joust.

She confirms that we will use Mr Sprayers to run the chill out zone but they need a water source.

She suggests buying about 10 bean bags for the chill out zone, which we can use for other events too. Lauren notes that we already have some beanbags. Monte says that we could use more as we only have about 10 or 15. Olivia

moves to spend \$270 at Kmart for 10 beanbags and 10 bags of beans for the chill out zone at Orientation Day. Tom seconds. All in favour.

Kirrilee says we already have umbrellas.

Kirrilee confirms we already have garden games and Grace says that admissions has multiple sets kept in the PSO and courthouse.

Kirrilee confirms that a lot of inflatables had to be thrown out after the End of Semester party last year.

Heather leaves the room at 8.33pm.

Monte suggests passing expenditure but not spending it depending on what inflatables we find we already have.

Olivia moves to spend \$160 at Big W on inflatable swim rings, ducks, pineapples and flamingos. Charlotte seconds. All in favour

Olivia moves to spend \$15 at Big W for 5 honeycomb pineapple centrepieces. Charlotte seconds. All in favour

Olivia moves to spend \$37.50 at Big W on neon party lights for the after party. Charlotte seconds. All in favour.

Olivia is not sure about how much helium will cost. Grace says it is cheapest at Big W and Spotlight. Olivia confirms it would be purchased at Big W. Grace notes it would be best to collect balloons in the morning as it will lose too much air otherwise. Olivia moves to spend \$21 on 2 tropical supershake balloons at Big W. Grace seconds. All in favour.

Olivia says the Kiss and Tell photobooth appeared to be the cheapest from all the options she looked at. She says we might need to get the 4 hour package

if the after party is being marketed as going from 2.30pm-6pm and if we want print out photos. Social Booth does not print out the photos but would also mean engagement on Facebook as people try to access photos. However the council agrees it is still too expensive, especially if there are no photos printed.

Maneesh suggests getting cardboard frames and having media students taking photos. Kirralee suggests getting the usual photo booth props. Olivia says she will look into it.

Olivia wants customised paper wristbands for the after party, to be handed out towards the end of the day. Kirralee says that the executive can pass these as numbers need to be recalculated.

Olivia says she has contacted both the Hyatt Regency and the Crown. Originally the ideal date for the ball was Sep 7, and alternatively the 24<sup>th</sup>. The Hyatt is only available on the 24<sup>th</sup> and the Crown is only available on the 7<sup>th</sup>. Grace says that the Hyatt has more included in the package, including two rooms. Tom notes that it is more central than the Crown and more accessible on public transport. Olivia moves that we spend \$52,750 on the food and beverage package and security for the NDSA ball at the Hyatt Regency on Aug 24<sup>th</sup> 2019. Charlotte seconds. All in favour.

Olivia says we have also confirmed Bar Orient for the Orientation Day after party.

## **16.Sponsorship**

Paper as read. Maneesh notes that in the next few days he will be taking the prospectus around to local businesses.

## **17.General Business**

Abbey says that the financial estimates are incorrect and should be disregarded.

Macy leaves the room at 8.49pm.

Macy and Heather return at 8.49pm.

Abbey asks for comments on designs for the rulers. Kirralee confirms we can only get single colour designs. Monte says that because it is a lot of money to spend it should include branding. Kirralee confirms the importance of distinguishing the NDSA from the NDA. Tessa suggests having both NDSA and the motto. Abbey agrees.

Abbey asks about marketing flyers for Orientation Day. Kirralee confirms that each portfolio needs a flyer for Orientation Day, which will be developed by marketing. Abbey asks for the marketing event forms requesting these flyers to be submitted by January 25<sup>th</sup>.

Abbey confirms that the business card designs apart from Sport and Health Officer are all ready.

## Closing

Monte closes the meeting at 8.53pm.



Monte Nathan  
President