



**2016 S.A. General Committee Meeting
The Loft Meeting Room
Friday 20th May 2016**

Present: Ashely Carvalho, Remi Rodari, Ana Ferreira Manhoso, Jodilee Tangarorang Tom Anderson-King, Aidan Woodthorpe, Monique Ryan, Ashani Jeyadevan, Madison Boot, Derek Nguyen, Ashwin Rajendra, Macy Gregson, Daniel Ta, Seth Wolff, Esther Power, Gagan Singh.

Apology: Darcy Harwood

Opening

Ashley opened the General meeting of the Student Association at 9.33am

Agenda Items

1. Passing of last minutes

Madison motions to approve last meetings minutes. Seth seconds this motion. The motion is passed.

2. Approving proxies

Madison to be Darcy's proxy. Ashley to be Remi's proxy until he arrives.

3. Paper 1: Student Survey by President

Ashley introduces her paper by stating that the executive wish to launch the national student survey by next month. Ashley states that some parts of the survey two years ago was very vague and so she hopes that the questions devised by each portfolio directors are specific. Some questions she proposes to the council to consider as a part of their contribution to the survey are; do you feel NDSA contributes to your experience at university? What products would you like for the Student Association to provide in the future? Ashley asks the council to have two questions due by Monday 23rd May.

4. Paper 2: Events Update by Events Director

Darcy introduces her paper by stating that the theme most voted was Oscars. Darcy lists some potential decorations ideas through a council discussion. Some ideas are as follows:

- Name raffle or place cards
- Cardboard Leonardo DiCaprio
- Red carpet
- Blow up Oscar statues
- Paparazzi at front entrance
- Snapchat interviews on red carpet
- Star decorations
- Colour scheme: cream, black, red and gold.
- Raffle during speech, name of Oscar. (Mix of five raffle draws).

Ashley then asks the council how much we should sell tickets for. The council agrees on \$125 for discount price and \$135 for general admission price.

5. Paper 3: Pool Tournament by Sports Director

Tom introduces his paper. He would like to talk about prizes, and expresses that he cannot seem to find individual movie vouchers.

Tom would also like to vote on the plaque and asks the council how long the tournament will last in order to choose the most suitable sized plaque. The bigger plaque has 11 shields. Tom states that if we place the order relatively soon, we can have free engraving. The council is happy to purchase the 11 shields one for \$72.00. Tom puts the motion forward to approve this expenditure. Derek seconds this motion, the motion is passed. Tom to retrieve invoice and supply to council.

Tom asks the council for ideas for the mini Olympics and asks what has been done before. Council members state that the event has not been held before, and so Tom is free to devise whichever activities or strategies he wishes.

6. Paper 4: General Update by Publicity Director

Macy runs through her statistics. She also talks about Quasimodo and the possibility of getting it published/printed. The council discusses the importance of autonomy in the endeavour. If the university has serious oversight then there's no point in running a student-run magazine/newspaper.

Madison states that it all comes down to the way topics are portrayed, and perhaps we can work with the university to make sure the topics are written in a politically correct and respectful way. Ashani asks what the purpose of the magazine is, in terms of the theme or genre or what

kind of articles or information it will provide to the students. Ashley states that this will depend on the people that get involved and how they wish to write the content.

Macy would like to take photos of students around campus as an 'end of semester' social media promotion that will coincide with the Humans of Notre Dame campaign.

7. Paper 5: Office Space Floor Plan by Environment Director

Gagan introduces his paper by talking about the crowded area in the clubs space. Ashley states that Dave McLean has been contacted and an architect will be looking at the clubs space, however it will be a 2-3 year project.

Gagan then runs through the update of where new club offices have been allocated.

8. Paper 6: Wellness Week Two Discussion by Welfare Director

Daniel introduces his paper by stating that as per last years welfare director, he would like to give out free bubbles as a part of wellness.

Daniel presents his quote for the bubbles as outlined in his paper.

Daniel motions to approve the expenditure for the second option in his quote. Ashwin seconds this motion. The motion is passed.

Daniel also states that a sausage sizzle has been booked for next semester. Daniel also gives us a final run down of the activities he has organised according to the last council meeting.

9. Paper 7: Funding Request and Club Affiliation by Clubs Director

Derek introduces his paper along with the funding request for Youth Christian Workers.

Before Ashley leaves the room, she states that she is aware that the Student Association cannot supply any funding until a bank account has been set up, and so if the request is approved, it will only proceed once that has happened.

Esther, Ashley and Jodi leave 10.03am

Derek reads through the funding request as outlined in his paper. The council clarify that the refreshments for the public are for general meetings and not just for their committee. The council unanimously approves this funding.

Gagan arrives 10.03am

Ashley Jodi and Esther return 10.05am.

Derek moves on to the club affiliation application. Ashley reads through the application on behalf of Derek. Much like the affiliation application from Teach Learn Grow, this club is an external group however they are wishing to establish a club space here on campus.

Essentially it is a women's collective group about empowerment. The council discusses the popularity of the club, which some think that it may lack. However the council agrees that it is not our role to judge the success and popularity of a club and base our approval on such. We agree that it is merely our role to evaluate what constitutes the club, and if it is aligned with the university goals. The council discuss the comparison of this club and the social justice club. The council agree to affiliate the club. For purpose of documentation, the consensuses of reasons for affiliation are as follows:

The club will support and advocate for women's issues.

The club will raise awareness of international issues pertaining to women. Our campus is 80% female, however the club is not only advocating for the women in this university, but it will also branch out into the wider community, and attempt to advocate for women everywhere. Ashley states that it is a special interest club so it will purely represent the interest that people have in this issue, therefore the case of success or popularity is not relevant.

Derek states that he thinks the application does not entail enough information to explicit the point that Ashley has made. Aidan states that he thinks it is possible for this group of students to reach their goals through social justice club and the volunteer network. Ashley responds by saying that this point aligns with the discussion that the council had in regards to the affiliation of Teach Learn Grow, in the way that they want their own structure, exclusivity and network and club.

Aidan abstains from the vote. The rest of the council unanimously approves the affiliation.

10. Paper 8: Academic Update by Academic Director

Monique introduces her paper and runs through the meetings she has had and states that she will be organising the first aid course shortly. Ashley suggests the mental health first aid course is currently only available to medical and nursing students, she suggests that Monique endeavour to make this available to all students. Monique to talk to health science clubs to gauge availability for first aid course.

11. General Business

Derek asks the council to address the issue of over crowdedness in the clubs space downstairs. The council agree that there isn't much we can do. Ashwin reiterates attendance for clubs party, and asks all council

members to attend. Ashley suggests that the council members to ask their friends to become involved in the council next year due to the upcoming vacancies. Ashley states that we have been asked to address student space on campus at the next National Student Board meeting. She runs through the paper she has presented for us to provide a breakdown of the student space we would like to add. Aidan suggests using local cafes and advertise them as study spaces. Ashley also informs the council of the lease we have been offered from the Fremantle council. Madison suggests we occupy a space like that long term with coffee and a barista, purely run by the Student Association, not for profit. Gagan talks about food/drink quality compared to Fremantle and states that this might be a downside to offering these services as students, and putting ourselves alongside established food and drink places. The council agree to have the executive and Gagan to write up the report on student space.

Closing

Ashley Carvalho closed the meeting at 10.23am.

ACTION ITEM	RESPONSIBLE PERSON	DUE DATE	EXTRA NOTES
Send Ana questions and contributions for national student survey.	All portfolio directors	Monday 23 rd May	See Ashley's suggestions in her paper.
Construct promotional material and posters for the ball.	Publicity team.	ASAP	E.g. Save the date poster.
Compile student space report.	Executive and Environment Director.	ASAP	
Retrieve invoice for Pool Tournament shield.	Sports Director	For next council meeting.	
Finalise ticket sale dates and prices for the ball.	Ashley, Jodi and Darcy.	ASAP	
Plan and execute end of semester promotional album	Macy and Ashani	Week 13	
Send Ashley questions devised for new student survey during last meeting.	Ana	ASAP	
Liaise with Sydney Student Association when compiling survey	Ashley and Ana	ASAP	

General Meeting Papers

Agenda Item title: Student Survey

Paper submitted by: Ashley Carvalho

Background:

- In 2014 the Student Association put out its first nationwide student survey and this year we are going to do a similar styled survey with the objective of gauging a greater understanding of what students want from their university experience and how they rate their student experience at Notre Dame so far

Your input:

- Questions that you think we should be asking students from Broome, Sydney and Fremantle campus
- We specifically would like the portfolio directors to construct a question and multiple choices that would allow them clarity and purpose in the months ahead, for example
 - a welfare question could be:
How can student wellbeing be better looked after at Notre Dame (You can choose more than one option):
 1. Through pop up 'stress less' events throughout the year;
 2. Through a week long 'wellness week' rather than the current 3 days each semester;
 3. More university breaks throughout the semester;
 4. Greater promotion of on campus counselling; and/or
 5. Greater promotion of external support organisations and groups

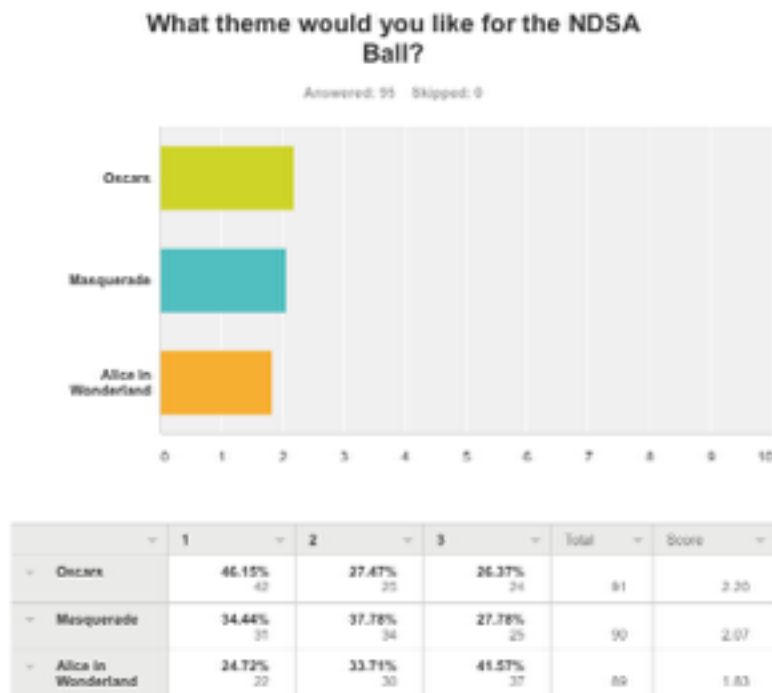


General Meeting Papers

Agenda Item title: Events Update 20/5/16

Paper submitted by: Darcy Harwood

Ball Theme



Recommendation: That the NDSA Ball have an 'Oscars' Theme, in line with what the students have recommended.

General Discussion Points:

- 1) Ask the council to do a general brainstorm on what sort of decorations we can have for an Oscars Theme

Note: Over the holidays I will contact and organise these decorations - and suggesting different things to the Council. Derek has said he would help me with this and anyone else is also more than welcome. A general discussion today would be good to give an idea what sort of decorations we should look for however.

We have allocated \$1000 in the budget for decorations.

2) Ask the publicity committee to begin working on posters incorporating the Oscars theme

- Ash and I will have ticket selling dates finalised by next week
- Good to get the posters up by the end of next week (so its up for exams/study week) and begin advertising on the Facebook page

General Meeting Papers

Paper submitted by: Tom

I recommend that the council and the sports subcommittee discuss criteria for the mini Olympics and Founders Cup sports days.
I also ask that the council comes to an agreement about the pool tournament rewards.

The council is asked to endorse the following recommendation:

Pool Tournament:

The pool tournament is almost complete, with only three more games before we have a winner. The last steps to completing the tournament are to obtain movie ticket vouchers, and to obtain a plaque or shield and having the winner's name engraved on it, as well as last year's winner.

Option one for shield: \$72.20, 28cm

http://www.thetrophyhouse.com.au/index.php?main_page=product_info&cPath=54_67&products_id=540



Option two for shield: \$45.95, 21cm

http://www.thetrophyhouse.com.au/index.php?main_page=product_info&cPath=54_67&products_id=539



Movie Vouchers: Vouchers for two tickets at Hoyts Cinema ~ \$45.00



General Meeting Papers

Agenda Item title: General update

Paper submitted by: Macy Gregson

Facebook statistics: May 11- May 17

Likes:

Total – 2473

New – 8 (50% decrease)

Page Views:

Total – 101 (42% decrease)

Reach:

People reached – 1977 (26% decrease)

Post engagement – 596 (63% decrease)

Instagram statistics

Followers:

Total – 343

General update:

- Quasimodo meetings – had one with interested students and another with Leigh and Erv to talk about the logistics of starting the magazine up again
- Will look into quotes for physical printing from printline – as an option to have alongside online publishing
- Ashley has suggested taking photos of student as an 'end of semester' kind of event – although we don't have a polaroid yet for the 'Humans of Notre Dame' project, these photos can be a promotion for this project (??)
- To do website over break

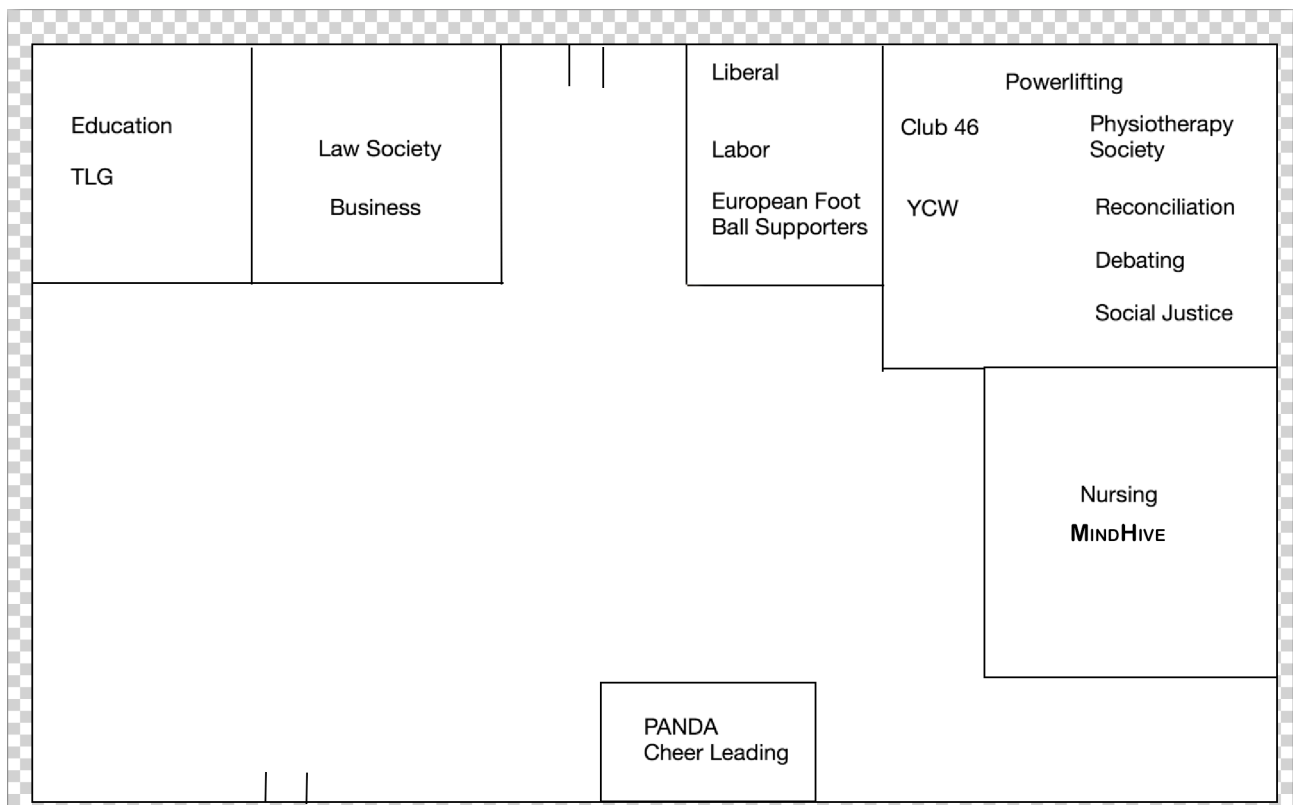
General Meeting Papers

Agenda Item title: Office Space Floor plan

Paper submitted by: Gagan Singh

Below is the newly updated proposed clubs office space floor plans changes:

- Addition of TLG with Education Office
- Business moved in with Law Society
- MindHive moved in with Nursing
- YCW moved into the large corner club room



General Meeting Papers

Agenda Item title: Wellness Week 2 discussion

Paper submitted by: Daniel Ta

Background

Some more suggestions and elaboration on Wellness Week 2 activities:

1. Bubbles

Natalie from the Welfare Council mentioned something that the previous Welfare Director wanted to do for Wellness Week and that was to give out free bubble wands to everyone. I think it's quite an interesting idea and it's something we could consider. Last time we went around handing out stress balls; this time we could hand out these wands.

Kmart quote



- \$1 each

Careyou Quality Homecare quote



- \$20 for 96 pcs (\$17.56 for delivery)
- \$40 for 194 pcs (\$26.46 for delivery)

2. Free sausage sizzle and live music

- Sausage sizzle and drinks = approximately \$400
- Live music = TBC

3. Games for Prindiville Hall

We have decided to contact Max Wason to see if we can borrow table tennis again and also have these activities:

Kids Just Want To Have Fun Amusement Hire quote:



Soccer table

- \$160 for overnight hire.



Air Hockey

- \$220 for overnight hire.


Total = \$380 (not including delivery)

General Meeting Papers

Agenda Item title Funding request and club affiliation

Paper submitted by: Derek Nguyen

I present the request for a new club affiliation.



NOTRE DAME FREMANTLE
STUDENT
ASSOCIATION

Affiliation Application

Proposed club/society/association name:
Young Soroptimists

Primary applicant: Kareess Dias

Phone: 0400 647 802

Email: 20130302@my.nd.edu.au

Supporting applicant: Amy Joseph

Phone: 0412 291 637

Email: 20131410

Type of club:

- School based
- Special interest

Purpose and objectives: To work towards a world where women & girls together achieve their individual & collective potential, realise their aspirations & have an equal voice in creating strong, peaceful communities worldwide.

Description of planned events and activities: Fundraising to assist and support the projects of Fremantle Soroptimists, educating and raising awareness amongst students about the issues affecting women & girls internationally

Anticipated funding or costing requirements for the establishment and operation of club (if applicable): Unsure, however money would be required as initial capital to start the club, put money into advertising material, stationary & other office necessities

Projected membership: Unsure, however we would hope for between 20-50 members, hopefully more as the club establishes itself fully

Proposed Executive:

President: Kareess Dias

Telephone number: 0400647802

Email address: 20130302@my.nd.edu.au

Student number: 20130302



Affiliation Application

Vice President: Amy Joseph

Telephone number: 0412291637

Email address: 20131410@my.nd.edu.au

Student number: 20131410

Secretary: Leah Vlatko

Telephone number: 0430071821

Email address: 20131436

Student number: 20131436@my.nd.edu.au

Treasurer: Sarah Koelsch

Telephone number: 0416828151

Email address: 20132879@my.nd.edu.au

Student number: 20132879

By signing this application for affiliation, I am undertaking that the (insert name of club) will reflect the Objectives of the University and abide by the General Regulations of the University of Notre Dame Australia, the procedures as stated in the Club Guidelines and all Student Association regulations and requirements.

Failure to adhere to any of these will result in disbandment of the club by the Student Association.

Katex

Affiliation applicant

Student Association President

University representative

I present to the council the funding proposal for YCW

Funding is at the complete discretion of the Student Association and may not be the full amount requested. Please attach your request including the requisite number of quotes.

Funding is at the complete discretion of the Student Association and may not be the full amount requested. Please attach your request including the requisite number of quotes.

Club name: Young Christian Workers

Contact person 1: Esther Power

Phone: 0413 131 234

Email: 20140276@my.nd.edu.au

Contact person 2: Syona Fernandez

Phone: 0403 990 048

Email:

I declare my statements in this document to be a truthful representation of the funding requirements of an affiliated club of the Student Association.

Esther Power

Club representative

Lauren Italiano

Executive member 1

Syona Fernandez

Executive member 2

I formally request \$100 to set up a NAB bank account and provide refreshments at our general meetings which occur fortnightly during lunch time periods. This will be sufficient to cover this semester and next semester's meetings.



General Meeting Papers

Agenda Item title: Academic Update

Paper submitted by: Monique Ryan

Learning and Teaching Committee

Attended the meeting last Thursday to discuss the implementation of a national plan to be added to University policies

Australian University Games

Promoted their volunteering opportunities on Facebook and kept in contact with them

Academic Enabling and Support Centre

Emailed the AESC to meet up over the holidays and liaise with them during next semester

First Aid Course

Will be organising a First Aid Course to be run next semester over the holidays with Events Health Management



SUGGESTIONS FOR TYPES OF STUDENT SPACE REQUIRED

At the Student Board meeting on 3 March 2016, members were requested to submit ideas about the types of spaces that the University should be endeavouring to provide for students in the short, medium and longer terms. General guidelines would then be developed for consideration by the Board at its August meeting.

Please use this form to record suggestions for the proposed space guidelines and submit to Robyn Adams (Executive Officer, Student Board) no later than Friday 27 May 2016.

[illegible]