

General Council Meeting

ND16/100

11 March 2019

Minutes written by Lauren Italiano

Attending

Monte Nathan (President)

Kirralee Coulter (Vice-President)

Mat Stasak (Treasurer)

Lauren Italiano (Secretary)

Kaitlin Thorpe (Academic Director)

Brodie Mack (Welfare Director)

Tessa Harris (Women's Officer)

Grace Cuddihy (International & Residences Officer)

Olivia Trahair (Events Director)

Charlotte Lee (Deputy Events Officer)

Macy Gregson (Mature & Postgraduate Officer)

Bree Macaulay (Sport & Health Officer)

Abbey Morris (Marketing Director)

Benji Rabeling (Equity & Access Officer)

Amy Terzi (Media & Publicity Officer)

Attending via proxy

Nil

Apology

Maneesh Kelly (Sponsorship Officer)

Heather Urry (Assist Officer)

Thomas Desmond (Clubs Director) (Extended Leave of Absence)

Absent

Eloise Ashton (Environment Officer)

Opening

Monte opened the General Council Meeting of the Student Association on 11 March 2019 at 5.42pm.

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. Monte moves to pass the minutes from the meeting on 25 February 2019 as an accurate representation of the last meeting. Seconded by Brodie. All councillors are in favour. The motion is passed.

3. Proxies/Apologies

Apologies received – Maneesh Kelly; Heather Urry

Monte moves that the Council approve all apologies. Seconded by Brodie. All are in favour. The motion is passed. Monte moves that the Council approves an extended leave of absence for Thomas Desmond. Seconded by Grace. All are in favour. The motion is passed.

Proxies received – Nil

Absences – Eloise Ashton

Monte moves that the Council grant Eloise a leave of absence. Seconded by Kaitlin. All are in favour. The motion is passed.

4. Orientation Day Debrief

Mat arrives at 5.47pm. Olivia notes that Malloy Courtyard was a well sized space and she liked how it was divided into activity zones. She thinks in future there should be more signage in the courtyard and on Mouat Street, and the signs should advertise that the activities are NDSA events. The schedule that was created was largely ineffective just because there was so much to do. Olivia thinks it would be better for councillors to be assigned to one space for the whole day. She also thinks it would be better if councillors or other current students participated in the activities. The slushy machines were difficult to operate but this could not be prevented (there were issues with keeping the slushy mix frozen on a hot day in an outdoor set up). The study packs were very successful and good publicity for the NDSA. The stall looked great, but there needed to be more flyers advertising upcoming events and initiatives. Events such as the Ball and Back 2 Uni party could have had "save the date" flyers.

Bree thinks that having the parade and then rushing to attend the stall looked unprofessional and meant students arrived when no one was at the stall. Monte notes that the University likes to have the commencement and parade at the beginning of the day. Olivia thinks the stalls could be set up before the

parade. Monte thinks the NDSA should recommend that the parade be held either at the beginning or the end of the day. Kaitlin thinks it does not work well at the end of the day. Abbey wonders whether the parade is necessary at all, given that it is not usually well attended. Kaitlin thinks that if it is organized for after the stalls have been set up next year it will work better.

Bree notes that it is important to have a professional sign up system for the discount program. Kaitlin says that more people on the Council need to know how to operate the payment system. There is a general consensus that there should be a discount given to students who purchase the discount program on Orientation Day, and it should be well advertised. Kirralee suggests looking into this further at the mini retreat.

Abbey notes that there were some difficulties ensuring full collaboration with the University in regards to marketing, especially as there were delays in final approval for the marketing materials. She suggests that for Semester 2 Orientation Day there should be closer collaboration with the University, and a meeting organized well in advance of Orientation Day. Monte notes that in the past the University did the advertising for the Orientation Days but for the past couple of years the NDSA has done a lot of the advertising. He asks for councillors' opinion. Grace notes that it makes sense for the NDSA to advertise the events that they organize and for the University to advertise the events they organize, such as the school talks. Kaitlin and Olivia agree that there needs to be mutual advertising, with the NDSA promoting the Orientation Day as a whole and the University promoting the NDSA events that are scheduled. Abbey confirms that the University is keen to work more closely with the NDSA to complete the advertising. Kirralee notes that it would be hard to work more closely in terms of the Facebook event. Olivia clarifies that it is possible to do an event that is hosted by two people, but Kirralee notes that it would be harder to post as everything would have to be approved. Kaitlin says that all marketing material is approved anyway so it should not be too difficult to subsequently post it online. Abbey notes that the University was happy to write a short summary of what the NDSA is doing for the day but she does not

think this is enough advertising. Grace is concerned that lack of knowledge of what events the NDSA is running hampers the University in advertising it. Kirralee does not think the University will want to stop advertising and will not give up the Facebook event. Olivia confirms that working collaboratively is more of a benefit for us than the University. Kaitlin asks how other universities advertise in regards to their Orientation Days. Monte says that at UWA it is completely run by the Guild, whereas at Curtin it is more similar to the situation at Notre Dame with Curtin University organizing a lot of the advertising. Abbey reiterates that for Semester 2 Orientation Day the Council and the University should speak about advertising well before the event.

Abbey says that there were a lot of issues with the marketing designs for a variety of reasons. She did not have the right programs on her computer. She did not receive any marketing forms on time which put the design process behind, and ultimately the bulk order behind. Abbey and Amy were also both overseas in the lead up to Orientation Day. Abbey suggests having less merchandise. The study packs were successful but the smaller items were probably not necessary. On Orientation Day it was difficult with councillors moving between stalls, and Abbey also doing all the photography. Kaitlin suggests getting someone outside of the Council to do photography, but Abbey confirms it is usually the Media & Publicity Officer who does it.

Brodie says that people were uncertain what the purpose of the bubble wrap was and it was not very successful. The stress balls were not organized in time. The banner will be reused for Wellness Week. Tessa says that it is difficult for councillors who have other club or other commitments on Orientation Day. Kaitlin says that clubs had a lot of questions about set up times and details that councillors could not always answer. Grace suggests organizing a package for clubs outlining the guidelines for set up on the day. It would make it easier and could make set up quicker prior to the parade. Monte notes that UWA makes their clubs pay for a stall, but the payment includes a pack for Orientation Day. He confirms that clubs at Notre Dame would not be required

to pay, but the information booklet would be a good idea and there is general agreement.

Kaitlin says that councillors were asked a lot about the school talks the University was running, but the NDSA did not have this information. Macy notes that they also got a lot of questions about the mentor program but again did not have the information about where this was set up. Grace says there was only a small sign in the courtyard. There is general consensus that councillors need to be better informed about the events and set up of the day. Grace notes that Orientation week in general went well although there were some difficulties with the schedule being changed close to the event.

There is general consensus that Maneesh presented the discount program really well. Olivia suggests in future having a list of the businesses partnered with the discount program, so that other councillors can be better informed when the Sponsorship Officer is unavailable. She also suggests that Maneesh's position in the stall should have been more accessible. Monte suggests that the 2020 Council should aim to have the discounts prepared over the summer so that the discount booklet can be prepared for Orientation Day. Olivia thinks that even if businesses are in question the NDSA can still have a booklet with those business which are confirmed. Kaitlin suggests an NDSA general booklet, which incorporates all the event flyers and resource brochures as well as a list of discount partners.

Monte asks if any councillors have comments on the clubs' involvement on the day. Kaitlin says that it needed to be better organized in general. Grace thinks that better shade needed to be provided, and suggests a sunscreen station. Benji says that a lot of people from clubs were asking for water on the day, and Monte says that the University provided reusable bottles to new students as part of their welcome packs but there was no bottled water available for people at the NDSA or clubs stalls. Grace suggests a hydro station in future, for example setting one up next to St Johns Ambulance station. Olivia suggests a long marquee but Kirralee says this has been vetoed in the past because it

traps the heat. Monte clarifies that umbrellas are the preferred option, or alternatively a long marquee that is not clear (as in previous years). Tessa suggests that the NDSA provide more incentives for clubs to come to Orientation Day. She suggests a discounted drink at the after party. Olivia is concerned that clubs members have been busy all day and thinks they should not have to commit to coming to the after party as well. Tessa clarifies that she thinks it would be a benefit to clubs and a nice social finish for the day, as well as helping to boost attendance numbers. Grace says that it could also mean some familiar faces for new students if they spoke with clubs members during the day. Olivia is still concerned that encouraging clubs members to come would crowd an event that is aimed at new students. Lauren suggests another incentive during the day such as a free coffee. Monte suggests a clubs chill zone with free food in Prindiville Hall.

After Party

Olivia says the Orient was very accommodating as a venue for the after party. When Events had not heard back from the Orient in the lead up to Orientation Day, they visited and the Orient organized everything within a short space of time. The \$6 drink tokens worked really well, and the Orient continued to offer \$6 cocktails throughout the night. The Orient printed the tokens themselves, and also allowed the NDSA to pay for only the tokens which were used. Olivia would have liked a few more decorations. Charlotte notes there was not much time for the set-up, especially with councillors still packing up from Orientation Day. Olivia noted that she did not want to spend too much on decorations specifically for the after party and instead tried to re-use a lot of the Orientation Day decorations.

Olivia says having a laptop connection with a playlist worked really well for the music.

She notes that marketing kept getting pushed back while waiting for University event approval. The Facebook event only began 8 days prior to Orientation

Day, with 120 people interested and only 20 going. Olivia suggests the NDSA post regular notifications in the discussion section of the event as well as on the main event page. She raises the after party wristbands, and says that while there was good reasoning behind handing out the wristbands later in the day, it did not work as well in practice. There needed to be interest throughout the day, even if next year it is generated through a flyer which advertises the event and tells students to come back at a specific time for a wristband. Olivia also thinks the event needs to be rebranded as "after party" is a bit misleading. She would prefer to liaise in future with the venue to ensure that venue security is checking IDs. She was not comfortable handing out drink tokens without being sure students were of age, which meant she was checking wristbands and IDs at the door and it was a bit unwieldy.

Monte notes that the parade at the beginning meant there was no set finish to Orientation Day. In previous years students went straight from the parade to the Orient.

Mat notes that expenditure forms and receipts were not well organized in the lead up to Orientation Day. Lauren suggests that next year the Secretary could diarise the deadlines for event forms, marketing forms and other preparation material well in advance in the lead up to Orientation Day. Kirralee thinks that a lot of brainstorming happened on retreat days and yet there was still a lot of discussion happening in subsequent meetings. She thinks that next year ideas need to be finalized at a much earlier stage.

Kirralee says that her debrief is as read. As an additional note she thinks there needed to be more green in the courtyard.

Monte notes that overall there needs to be more communication and organization in the lead up. Olivia is concerned that this is not necessarily an easy thing to ensure for next year. Monte reiterates the importance of writing handovers early and updating them throughout the year to ensure that everything is included.

5. President's Report

Monte raises parking. He and Kirralee met with the Mayor today, mostly in relation to Marine Terrace but also to talk about issues such as lighting around Fremantle and student parking permits. The summary of the meeting is that the parking changes on Marine Terrace will not change, but the Fremantle Council is looking into some other options. The meeting was disappointing as no commitment was made on the part of the Fremantle Council, although they had been looking into parking permits, and had spoken to the University about it.

Olivia leaves at 6.43pm.

Monte would like to know councillors' thoughts on moving forward in relation to parking. David McLean has informed Monte that he had not heard anything about parking permits from the Fremantle Council. Kaitlin suggests permitting free parking on campus from 4.30pm instead of 5pm to reflect classes being on the half hour. Monte is concerned that the both the Council and University do not appear to be on the same page in relation to working towards a solution for parking. Abbey asks for an update on the petition. Monte says that it was relatively well taken up with 700 signatures and 100 testimonies. Lauren notes that the overall aim is reliable and accessible parking. Brodie says that the NDSA needs to continue to press the Council to work towards providing a solution. Charlotte notes that students should be updated that there has been a meeting and the NDSA is still trying to work towards a solution even though reversing the changes on Marine Terrace is no longer an option. There is general agreement with this position.

Olivia returns at 6.50pm.

Monte thinks the NDSA should keep working with the University on parking permits and keep pressing the Council for other options. Kaitlin suggests

waiting until after the SAC meeting next week to update students but Monte thinks something needs to be said sooner. Kirralee is concerned about making a generic statement that is no different to vague statements that have been made over the past two years. Amy asks how the parking permits would work. Monte says that there would be reserved bays which students could apply for and would be given on the basis of deserving circumstances. Bree suggests taking the petition to the University to show how much the student body supports reliable and accessible parking, and Kaitlin thinks the 2018 academic survey also has similar information.

Monte raises the parking campaign in general. He thinks there has not been a whole team commitment, as only he and Kirralee shared the post on Facebook and only they put up posters. Only 9 councillors actually signed the petition. He would like to know how councillors could be better engaged and he is also not comfortable pushing for other initiatives while not being able to rely on the support of the whole Council. Grace suggests that councillors be given specific jobs. Tessa says that she thought the campaign was going to be longer, and also notes that not being able to hold the free barbecue hurt the efforts to spread the word about the petition. Bree suggests in future making sure there is greater clarity about the timeline for initiatives, and especially about the dates of important meetings with the University or Fremantle Council. There is general consensus that for future there needs to be better and more specific delegation. Amy suggests more email updates to all councillors for big issues such as this.

Monte asks councillors to reflect on their commitment level at this point in their term. He has had a lot of reminders over the past couple of weeks of the impact of the NDSA's role through meetings with the City, National Student Board and others. A councillor's role is a really important one for representing the students, and the fortnightly meetings are also really important. There is general consensus that having a presence in the office means that councillors are aware of what others are doing and can offer to help if others are very busy. Mat notes that not all NDSA work is done from the office and it is

important to remember that. Kaitlin raises concerns that the office roster was not put to Council. Bree suggests people posting in the general Council page if there are shifts that do not suit them. Lauren will monitor this.

Bree is attending the meeting with David McLean on Thursday with Monte to discuss the gym. 100 people have already expressed interest.

Monte raises Cardinal Pell. As soon as the news was released and he had heard back from students' about their perspective on the University memo, he sent an email to the Acting Vice Chancellor reiterating that photos of the Cardinal should be removed. Photographs have been removed from all three campuses. The University has also confirmed that another more thorough media release will be sent out after the court hearing is finalized on Wednesday. The NDSA will be in step with the University on this.

Monte reminds councillors that they are not to make statements to the media about Celia Hammond.

6. Vice-President's Report

Kirrilee moves that the Council approve the Communication Guidelines as a guideline of the NDSA. Seconded by Kaitlin. All are in favour. The motion is passed.

Kirrilee raises National Student Board and notes there will be a big focus on improving amenities this year. She asks councillors to pass on any ideas or issues.

Monte raises Kaitlin's concerns that students nominated to sit on university bodies would be benefited by having a pre-council, and Kaitlin also suggests debriefs.

7. Treasurer's Report

Mat will send out the expenditure guidelines and they can also be found on the Google Drive. He reiterates that expenditure forms need to be signed before the expenditure is spent. This will be done by scanning the form and emailing it to the Treasurer email. The form must include the budget line of the money that will be spent, and any invoice or quote needs to be attached. The same process applies for the reimbursement form, but with the receipt attached. Mat reiterates the importance of specifying the budget line that the expenditure is coming out of. Bree suggests organizing a pre-load card so that when expenditure is organized the card can be loaded with that amount and then the individual councillor can make the purchase without a member of the executive having to be there. Olivia raises the problem of discrepancies between prices quoted online and the items that are available in store. Mat will look into organizing a pre-load card. Grace says that they can be purchased from the post office.

8. Academic Report

Kaitlin suggests relocating the ping pong table in ND3. There is general consensus that it is in an inconvenient space. Kaitlin suggests putting it in the back corner. Monte notes that there is discussion about getting a permanent outdoor structure. For now, the ping pong table will be shifted.

9. Mature Age & Postgraduate Update

The update is as read.

Macy spoke with the CAPA President today. Natasha says that CAPA is waiting for fee remission application to be processed; although she knows of the NDSA's budget constraints and said it is unlikely the NDSA will be made to pay. Natasha also spoke about what CAPA can do in terms of writing reports and being a link with the Education Minister. The Council can raise postgraduate issues with CAPA and they can take them to higher bodies than

the Council can reach. The NDSA's main platform is social media which is not always the most appropriate forum for postgraduate students; she suggested a monthly bulletin via email. CAPA's main aim this year is raising awareness around young postgraduates who are still poor.

10. International & Residences Update

The update is as read. Grace will be meeting with the residences RAs this week to talk about how the alcohol policy is working in practice. There is a mix of returning RAs and international RAs so there should be a good perspective range.

11. Environment Update

Update is presumed to be as read.

12. Welfare Update

Wellness Week is next week. There is less expenditure than Brodie thought. There is no cost for Clive to do the acknowledgement of country. Campus Ministry are providing tea and coffee on Monday.

There will be a barbecue on Wednesday which the NDSA is running. Olivia is concerned that there have been a lot of barbecues over the past few weeks. Amy suggests holding the barbecue on another day but Monte says that there are food trucks on Tuesdays and Thursdays, and Brodie notes that it should not be held on a Friday in Lent. He asks if anyone objects to charging \$2 for the sausage sizzle. Kaitlin notes that the Wellness Week barbecue is always free but there is general consensus that if the money is going to charity the charge is fine. Kaitlin suggests a gold coin donation instead of a fixed price.

Brodie moves that the Council approve expenditure of \$95 for 240 sausages, \$80 for 40 bags of rolls, and \$11 for 4kg of onions totalling \$186. Seconded by Kaitlin. All are in favour. The motion is passed.

Grace leaves at 7.42pm.

Brodie raises the filter in ND3 which has not been sorted by campus services. He suggests the NDSA fix it and seek reimbursement from the University.

Grace returns at 7.46pm. Brodie moves that the Council approve expenditure of \$185 on a filter for the ND3 kitchenette. Seconded by Kirralee. All are in favour. The motion is passed.

Kaitlin asks Brodie to ensure there is a clear schedule put on Facebook for Wellness Week.

Brodie will also look into purchasing some board games for ND3.

13. Equity & Access Update

Benji is concerned about how long it is taking to set up the Equity & Access subcommittee but it is in progress. A sign has been made for the designated unisex bathroom in ND3.

Benji has been contacted by the Kimberley Stolen Generation group, which is keen for the NDSA to be involved with Sorry Day. Reconciliation week this year is in Study Week, and Benji thinks the NDSA can have a barbecue in Week 13 and sell flowers for the Group. The Group has offered to give free CDs in return. Benji is considering 22 May for the event. Kaitlin asks if Benji has spoken with the people in the Manjaree room. Lauren clarifies that we are not aiming to recover the cost of the flowers. There is general consensus that the flowers should be sold for \$2.50. Olivia and Charlotte suggest a \$4 combination with the barbecue. Benjie thinks \$3 would be better.

Lauren clarifies that Benji has looked into the background of the group and Benji confirms they are part of the Healing Foundation.

Benji moves that the Council approve expenditure of \$212.95 on flowers from the Kimberley Stolen Generation Group. Seconded by Grace. All are in favour. The motion is passed.

Benji asks about the gratitude stones. Grace says the NDSA could get some from local artists in which case, the NDSA could also get more.

14. Assist Update

The update is as read.

15. Women's Update

The update is as read. Tessa would like to thank councillors for their help on International Womens Day and asks councillors to let her know if they have any feedback. Monte congratulates Tessa on organising the event.

Tessa will be attending the Vice-Chancellor's committee for sexual harassment on campus tomorrow.

16. Marketing Update

Abbey clarifies that the barbecue on Wednesday is promoting the Back2Uni party.

She raises the responses to the events survey – most respondents appeared keen for rooftop movies or a beach event.

The remainder of the update is as read. Abbey clarifies that she is not leaving the Council quite yet but is waiting until her replacement is organised. Monte thanks Abbey for all her hard work in her role so far.

17. Media & Publicity Update

The update is as read. Amy reminds councillors to submit marketing forms as early as possible.

18. Sponsorship Update

The update is as read.

19. Events Update

Olivia notes the flash sale for Back2Uni party went well and is hoping for more sales with the barbecue on Wednesday.

Olivia notes that the events team needs help to make the pillar decorations for Friday. She asks councillors to help if they see herself and Charlotte working on creating decorations throughout the week.

Charlotte notes there are five DJs organised for the Back2Uni party on the basis that they will each play one hour of the total five hours. This will also ensure a variety in the music. Charlotte confirms that it does not cost more.

Olivia moves that the Council approve expenditure of \$475 on five DJs for the toga party. Seconded by Charlotte. All are in favour. The motion is passed.

The photographer from NDFS has been organised and will arrive about 6.45pm and be there all night.

Olivia moves that the Council approve expenditure of \$125 to pay the photographer. Seconded by Charlotte. All are in favour. The motion is passed.

Charlotte raises the barbecue which is definitely happening on Wednesday. She confirms that the University events department has approved the event. Charlotte asks if anyone can pick the barbecue up between 10.45 and 2 tomorrow and Olivia says that she can. Charlotte confirms they will collect the bread rolls tomorrow and sausages on Wednesday morning. Olivia asks councillors to wear togas while helping out for the barbecue to advertise the toga party.

20.Clubs Update

Monte confirms that Tom has stepped back from his role temporarily and Monte will step up as he filled the role last year and he feels this will be easiest.

Monte asks if anyone has issues with the Powerlifting Club constitution. Grace clarifies that this is not an affiliation request but instead an updated constitution for an already existing club.

Moves that the Council approve the new Powerlifting Club constitution. Seconded by Mat. All are in favour. The motion is passed.

Monte raises the Clubs Council scheduled for this Thursday and asks if councillors mind his using the NDSA's tea and coffee supplies. Benji will be presenting the terms of reference for the Equity & Access subcommittee. Monte asks councillors to attend if they have anything they want to raise with clubs.

Monte raises removing the cages in the clubs area and replacing them with hotdesks to create a more collaborative area. Tessa raises the need for storage

which would need to be considered in any changes. Bree suggests a locker wall along the back. Monte will raise it with David McLean on Thursday.

The remainder of the update is as read.

Monte raises the STRIPES funding request. Monte moves that the Council approve STRIPES funding request of \$18 for the clubs fair. Seconded by Brodie. Benji and Grace abstain. All other councillors are in favour. The motion is passed.

21. General Business

Sport

Bree has been speaking with Jesse at Pressed Earth in regards to Wellness Week. There are two options; the first is to buy juices from Coles at wholesale prices and have a councillor on the stall for the whole day. The other option is that Coles sends in a scooter with a fridge which they would then staff. Bree notes that Boost would be just as expensive, and she has since organized yoga sessions for free so is not too concerned about the expenditure. Benji asks about the cost and Bree clarifies that it would be \$150. Olivia thinks the NDSA should sell it ourselves. Brodie is concerned with having leftovers. Bree is also concerned with how much she will be needing to organize on the day. There is a general consensus that the juice scooter will be a novelty.

Bree moves that the Council approve expenditure of \$150 on Pressed Earth juices. Seconded by Brodie. All are in favour. The motion is passed.

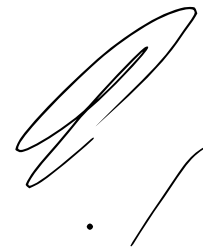
Bree confirms that she will put a roster up.

She has organized yoga for Tuesday morning of Wellness Week and it has been approved by Notre Dame sport as it is not clashing with any of their

events. She asks councillors to come along and support it and help provide the breakfast.

Closing

Monte closes the meeting at 8.25pm.

A handwritten signature in black ink, consisting of a large, stylized 'M' followed by a vertical line and a dot.

**Monte Nathan
2019 President**