



**2016 S.A. Executive Committee Meeting
The Loft Meeting Room
Friday 11th March 2016**

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

Opening

Ashley opened the General meeting of the Student Association at 9.31am

Agenda Items

1. Passing of last minutes

Daniel puts forward the motion to pass the minutes of the last meeting. Ashwin seconds this motion, the motion is passed.

2. Approving proxies

There are no proxies to approve.

3. Paper 1: Food Trucks on Mouat by President

Ashley opens her paper by stating that the university is interested to see if we are able to have a permanent set up of food trucks on Mouat street. The university has asked the council to assess this idea, as to which trucks we would like, when we would like them, and if we should have them in general. Darcy suggests once a week. Ana says students who aren't on campus that day will always miss out. Ashwin suggests a couple days a week. Gagan suggests getting a food truck of food that we cant really access on campus. The council generally agrees to having food trucks. Aidan states that they are successful at other universities. Madi suggests getting frozen yogurt. Ashley summarises and then asks the council what we should get, the council

suggests, sushi, chinese, pizza, and kebabs. Ashley suggests hosting a food truck on one day and a smoothie truck on another day. Ashley is reluctant to carry out a survey across the student body in case it doesn't eventuate, as the university hasn't yet confirmed licenses and permits. Monday and Wednesday is decided for food trucks, and smoothie or frozen yogurt on a Thursday.

4. Paper 2: Pool Cue Tips by President

Ashley asks the council to endorse this expenditure. The entire council agrees. Seth agrees to go with Ashley so she purchases the correct cue tips.

5. Paper 3: Exploring Fremantle by Remi Rodari

Remi introduces his paper by stating that the Fremantle council representatives are interesting in engaging the university to host an activity in which the students can explore more of Fremantle. Madi expresses that the Notre Dame area is our own private section of Fremantle and she wouldn't be willing to engage with other parts of Fremantle. Aidan states that the cafes and shops are only in one area so he cannot see the point in exploring other areas or suburbia of Fremantle. The council is overall hesitant to encourage exploring other parts of Fremantle that we are already familiar/close to. Madi suggests a social media drive to express that we are here, as Fremantle students rather than physically going to different places. Ashley likes this idea and suggests we combine that with Founders week. Madi suggests using the wall on Henry Street in the same way it was used for the Reconciliation campaign. Ashley states that there will be a green wall placed on that wall for Founders week, which is already in motion.

6. Paper 4: Plaques for NDSA by Madison Boot

Madi introduces her paper and asks the council if they agree to update the shields. She runs through the pros, being a celebration of what we do, being aspiring to new students coming in, and the organisation it will bring to the wall. The cons are that it is expensive, tedious and there are seven years to update. Madi then outlines her quotes as attached in her paper. She explains that these prices are already negotiated with a discount given we will be purchasing seven boards. Gagan states that our money is supposed to be dedicated to the students and not to merchandise or décor, Ashley states that it serves as recognition of the council. Esther and Madi agree. Madi thinks the shields should be up there regardless, it's a matter of whether we update the last six years or just this year. The council toss up the idea of removing all the previous ones and starting from our year, or perhaps condensing all the previous

ones and commencing chronological order from this year. The council unanimously agree to have a shield for our year. Some council members state that they think not many people will see the shields, Ashley disagrees and states that students, clubs, committees and societies that come up here will see them and it will serve as an aspiration. Ashley asks the council if they think we should wait until all the ball deposits have been paid and assess whether or not we can afford to update them all. The council agrees.

7. Paper 5: New Academic Event Ideas by Academic Director

Monique states that she has had to cancel her first aid course because to student services could not obtain a room for her, which is disappointing and disheartening. Monique asks the council for any alternative suggestions for academic events. Madi suggests committing to the GAMSAT session, however Monique and Gagan are hesitant due to lack of turn out. Ashley suggests an academic networking event at the end of semester, similar to a careers expo. Ashley states that the brainstorming will be easier once Monique has her sub committee established.

8. Paper 6: Wellness Week Update and Endorsements by Welfare Director

Daniel opens his paper by stating that the Wellness week has been moved to Bateman's Courtyard due to clashes in Malloy. Ashley has obtained a \$50.00 donation from Woolworths. Daniel will now approach Coles. Daniel asks the council for their honest opinion on the giant board games. The council discuss the popularity of the games suggested by Daniel. The council agree to have Gladiators over the board games, and to have it in the courtyard and not in the Recreation Hall. Daniel discusses a risk management issue with the gladiators in the courtyard. The council then agree to have the gladiators in Prindiville Hall. Daniel then suggests having the sumo suits in Prindiville Hall as well. The council agree with this. Daniel puts forward the motion to pay for the Perth Inflatables quote for \$220. Madi seconds this motion. The motion is passed.

Daniel suggests that the Student Association host the BBQ in week 7, Esther states that no clubs are interested. The council agree, and begin to discuss availabilities for Tuesday 11am- 2pm. Seth and Daniel to submit the event form.

9. Paper 7: Back to Uni Party Reflection by Events Director

Darcy opens her paper by thanking everyone for coming. Darcy asks the council for a reflection on the event. Ashley states the turn out was

great, however a negative was that we did state that the bar tab was all night and we ended up having to refund people who arrived later who couldn't access the bar tab due to it running out quickly. The council agree to use drink tokens per person next time.

Madi states the Orient was a good place, and the advertising was great, overall it was a good event.

10. Paper 8: Events Update by Events Director

Darcy begins her update on the Cocktail Party. She is waiting to hear back about the cocktail upon arrival, and once she confirms this she will let Esther know so she can finalise the poster. Ashley asks the council if they are willing to pay \$30.00, the council is happy with that. Ashley states that those council members who don't drink, will not have to pay. Darcy asks the council if we should have an end of semester party, she thinks it is too close to exams. Madi suggests hosting a pub-crawl after exams, Ashley is concerned that it will not be approved by the University. Gagan suggests advertising it from an "exploring Fremantle" angle. Madi agrees with this. Ashley suggests something more local and low-key, perhaps at the Left Bank with one complimentary drink upon arrival. Some council members state that they would be reluctant to come to an event like this. Ashley states that the general consensus seems that people are not keen unless it's a pub-crawl, which she suggests not hosting under the Student Association name. The council agree to save the event and money for the ball.

11. Paper 9: General Update by Publicity Director

Macy runs through her Facebook statistics as outlined in her paper. She states there are over 1000 people interested in the Cocktail Party Facebook event. The council is content with this progress.

12. Paper 10: Environmental Awareness Program by Environment Director

Gagan opens his paper by suggesting that we put up more signage for recycling and reusing across campus. Ashley and Gagan suggest that we submit an agenda to the SAC meeting to obtain more recycling bins around campus. Gagan agrees to this. He also runs through some more suggestions as outlined in his paper. Ashley suggests that Ashwin and Gagan work together to compile this campaign.

13. Paper 11: Funding Proposal by Clubs Director

Derek introduces the funding proposal as submitted by the Education society. Ashley asks the council if they are willing to approve this. The council unanimously agrees to this.

Ashley states that she is looking into ascertaining whether the Law office is sponsored, if it isn't then she and Derek will be allocating more clubs into their office.

14. General Business

Jodi runs through profits and other general and event expenditures. We made approximately \$2720 on O-Day through 136 discount program sign ups. We profited \$81.00 from the sausage sizzle, and we raised \$137 from the Bake Sale, which we donated to Caritas Australia.

Jodi then shifts the council's attention to a sign up sheet in the office for the discount program. Ashley asks the council to run everything money related by Jodi because it will make it easier for her to compile the spread sheet. Ashley then passes around expenditure process guidelines and asks the council to have a read and familiarise themselves with what we have to do. Ashley runs through the general key points at the end of the guidelines. The council agrees with these guidelines.

Macy will continue publicity for wellness week, and Ashley asks Ashani to follow up on purchasing an extractable banner as well as décor for the wall in the Loft.

Ashley asks Seth to proceed with making the suggestions box.

Ashley asks the council to clarify the list of sub committee sign ups and to resend them to the relevant directorships as soon as possible.

Ashley then reminds the council about the Awards Ceremony next week and asks them to RSVP if they wish to come.

Ashley asks the council who is interested in taking on Sports director. Seth would like to remain the sub member for sport. Ashley asks the council if they should put the opportunity out to all students, regardless of Nikita applying for the position. The council agree to put out the nomination to all students regardless.

Closing

Ashley Carvalho closed the meeting at 10.27am



General Meeting Papers

Agenda Item title: Food Trucks on Mouat Street

Paper submitted by: Ashley Carvalho

Background:

The Student Association has been contacted and asked to give feedback as to whether students would like having food trucks located on Mouat Street.

To discuss:

- If students would like to have food trucks located on Mouat street on a permanent basis
- On what permanent basis would we like the trucks there, such as:
 - Once or twice a week
 - Two on one day a week
 - A different truck every day
- What types of trucks would students like to have, such as:
 - Smoothies and juice trucks
 - Mexican food trucks
 - Vegan/healthy food trucks
 - Burger food trucks etc

General Meeting Papers

Agenda Item title: Pool Cue Tips

Paper submitted by: Ashley Carvalho

The council is asked to endorse the following recommendation:

For the executive to buy cue tips from Jim Kidd in Fremantle

We do not know the price of the cue tips and we don't know how many we want to buy but we commit to not spend over \$30.



General Meeting Papers

Agenda Item title: Exploring Fremantle

Paper submitted by: Remi Rodari

The council is asked to debate in order to find means for students of the University, to explore Fremantle.

Background:

Members of the Fremantle community have met with Ashley in order to find ways for the students to spend more time exploring Fremantle.

The place of the University in Fremantle:

The University of Notre Dame is growing more and more, and is becoming an important part of the City of Fremantle. Because of that, the broader community would like the students of the University to explore Fremantle and experience the City more than by simply staying around the West End.

Should council members have any ideas they wish to communicate, they now have the opportunity to do so.

Agenda Item title: Plaques for NDSSA

Paper submitted by: Madison Boot

The council is asked to endorse the following recommendation:

I recommend that we purchase the past six years NDSSA plaques and current NDSSA plaques to place on the wall of our office.

Background:

The NDSSA plaque commemorate the members of the association and celebrate their hard work. Unfortunately, these plaques have not been maintained for the last six years. It is our hopes to order in for a plaque for our year and the previous six years.

Pros

- Great way to commemorate and celebrate the NDSSA
- Inspire new students
- Look more orderly
- Seem more organised

Cons

- Seven years
- Expensive
- Time consuming
- Some people are not replying

Quotes:

Trophy Specialist:

One unit = \$382.68

Seven units = \$

Trophy Choice:

One unit = \$300

Seven units = \$2100

Exclusive Trophies

Has asked me to come in and show him a board



General Meeting Papers

Agenda Item title: New Academic Event Ideas

Paper submitted by: Monique Ryan

First Aid Course:

The First Aid Course that was going to be held on March 31st has been cancelled. There was unfortunately a misunderstanding with room bookings, so there are no rooms available in March or April, with the addition of We Train You not being available again until late May.

New Proposed Event for Semester 1:

I had a thought that the Student Association can run a volunteering event, with the help of the Volunteering Network. I can ask Hilda for information on what we could do but I would like to ask the council for any ideas. A place in Fremantle would be preferable or charity events. I will write up a list of potential volunteering events if approved for next meeting.

If a volunteering event would be inconvenient, I am open to any other ideas from the council.

General Meeting Papers

Agenda Item title: Wellness Week update and endorsements

Paper submitted by: Daniel Ta

Section A – Wellness Week update

- Main venue to be relocated to Bateman Courtyard following clashes with other events at Malloy Courtyard.
- Stress balls production has commenced.

Section B – Wellness Week endorsements

The council is asked to endorse the following recommendations:

1. Decide on a main activity for Wednesday 6th April of Wellness Week.
2. Run a Student Association sausage sizzle on Tuesday 5th April of Wellness Week.

1. Background – Main activity for Wednesday 6th April of Wellness Week

There is still a level of uncertainty surrounding the booking of giant board games for Wellness Week upon further reflection on the success of them on O' Day. Now that giant Battleships is not available, the selection is trimmed down to two Connect 4s, Jenga and Putt Putt Pool. The other selection of giant board games is simply uninteresting or inappropriate for the terrain that is Bateman Courtyard. Thus, Gladiator Duel is brought to this meeting for the council's opinions.

Mad Cow Entertainment Co. quote

- \$375 for 3 hours (price includes supervisor)
- Power requirement= 1x10 amp power socket
- Size= 6mts L x 5mts W x 2.6mts H



Perth Sumo Suit & Inflatable Games Hire quote

- \$220 for day hire (price includes delivery, set up and pick up does not include supervisor)
 - This price is likely to be lower as the Zorb soccer and sumo suit hire is with the same company and they have specials for multiple bookings.
- Size= 6mts L x 7mts W x 2.5mts H



Note: the large inflatable gladiator ring is an extra and will cost more.

Pros of hiring gladiator duel

- It will be a lot more interactive and crowd-attracting than giant board games.
- The pricing is the same if not cheaper with the inclusion of some extras such as the inflatable gladiator ring than giant board games.

Cons of hiring gladiator duel

- There is always a risk factor of people getting physically hurt over a contact game such as this. However, there are first aid officers on campus and it is unlikely that any injury, if it were to occur at all, would be serious. Additionally, the inflatable gladiator ring will be extra cushioning to falls.
- People may not participate in this activity since it is out in the open for everyone to observe in Bateman Courtyard.
- It is going to be a slight squeeze for people to walk through Bateman Courtyard during the peak traffic of lunch hour.

2. Background – Student Association-run sausage sizzle

The Education Society has withdrawn from the sausage sizzle on Wellness Week and a substitute club has not stepped forward for the stand. I suggest that the Student Association take Education Society's place and run another sausage sizzle fundraiser. This will take place between 11am until approximately 1pm on Tuesday, 5th April (Wk. 7).

Pros of a Student Association-run sausage sizzle

- It is another great opportunity for fundraising.
- It is a synergistic for the sausage sizzle and Wellness Week activities to run alongside each other as one will attract more attendees to the other.

Cons of a Student Association-run sausage sizzle

- There may be insufficient help to run the fundraiser due to people's timetable clashes with the event time.

Recommendation

Should the members of the Student Association be available to run this sausage sizzle, I definitely recommend that it go ahead. Not only does it show our involvement with the student body but it's a great little fundraiser. Note: it is unlikely, but because I am redoing the floor plan for the new venue and I am not sure of the structural differences, the sausage sizzle may not proceed if it turns out there is insufficient space.



General Meeting Papers

Agenda Item title: Back to Uni Party Reflection

Paper submitted by: Darcy Harwood

Positives:

Negatives:

What needed to be changed:

What were we missing:

Advice for next year:



General Meeting Papers

Agenda Item title: Events Update

Paper submitted by: Darcy Harwood

Cocktail Party

- Event live on FB
- Posters to be put up by end of this week
- Date confirmed for 8th April 2016 (Friday Wk 7) @ OBH
- Ticket Prices are still in discussion
- All Council members to pay \$30

End of Semester Party

Things to Consider

- Should we have it?
 - => Would be Wk 13 and students will be hesitant in attending because so close to exams
- What locations should be considered?
- What can we do different from back to uni party
- Personal Recommendation: Not to have it and put all our energy into the Cocktail Party and Ball

Sub-Committee

- Those that signed up to events sub-committee have been contacted
- Currently in process of deciding dates that all members can attend

General Meeting Papers

Agenda Item title: General update

Paper submitted by: Macy Gregson

Facebook statistics:

02/03/2016 – 08/03/2016

People

- Largest audience: women 18-24 (52%)
- Most common device: mobile devices (69%)

Reach

- People reached: 4,090 (128% increase)
- Post engagement: 13,584 (222% increase)

Page likes

- 19 new (74% decrease)
- Total: 2,318

Instagram statistics:

Followers

- Total: 319
- 7 posts from this year – 126 likes

General:

- Back to Uni Party pictures posted
- Cocktail party FB event up
- Working on posters
- Wellness week poster design – 1 completed – not sure whether a FB event is needed for this, or just a few posts on the SA page
- Will keep updating the website with new photos

General Meeting Papers

Agenda Item title: Environmental Awareness Program

Paper submitted by: Gagandeep Singh

The council is asked to endorse the following recommendation:

Signage be put in place along with social media and email for calling for Notre Dame Students as well as staff to reduce, reuse and recycle waste products. Currently in the development stages but would like to see a more an environmentally sustainable atmosphere at Notre Dame University. With the approval of the council I would like to look into the construction of a 'Going Green' program that looks at how students can make small changes to their lives to the benefit of the environment.

Going Green Project

Information

- More recycling bins around campus
- Promotion of reusable containers (Student Association/Campus Ministry cups)
- Reduce use of paper products (movement to online submission)
- Double sided printing
- Recycled papers
- Energy Efficient (Eco friendly) air-conditioning
- Potted plants around campus, possibly replacing artificial plants

Reach

- Facebook
- Snap chat
- Instagram



General Meeting Papers

Agenda Item title: General update and Funding request.

Paper submitted by: Derek Nguyen

I present to the council the funding proposal of education society and ask we review the application.

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: Education Society of Notre Dame

Contact person 1: Katelyn Robinson - President

Phone: 0437943353

Email: 20121126@my.nd.edu.au

Contact person 2: Rachael Smith – Treasurer

Phone: 0447342986

Email: 20120449@my.nd.edu.au

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

Club representative

Katelyn Robinson
Executive member 1

Rachael Smith
Executive member 2

PLANS FOR FUNDING: SEMESTER 1

	Event/purpose	Expense	Amount (\$)
1	All events: uniforms/identification	Lanyards and inserts	50.00
2	Welcome BBQ	Food and drink	200.00
3	Mid Semester Courtyard Party	Food and drink	250.00
Total:			500.00

General update: We are trying to organise a meeting regarding club space, most clubs are suggesting anytime on Wednesday. I suggest that Gagan and Ashley will be there for the meeting.

Expenditure Process Guidelines

This document sets out the guidelines for the process of expenditure for council members within the Student Association. These are the steps that are required to be taken:

1. The expenditure is to be discussed at a general council meeting with the quotes that are required (as per the table below). If the expenditure is below \$500 then it can just be approved by the executive body alone if they are meeting before the next general council meeting.
2. For expenditure below \$1000 an expenditure form needs to be filled out by the council member requesting the expenditure and signed by two executive members (at least one of whom must be the President, Vice President or Treasurer) before the money can be spent.
3. For expenditure over \$1000 the Treasurer needs to submit a report to the

Expenditure amount	Number of quotes	Approving body
Less than \$100	0	Executive
Between \$100 and \$500	0	Executive
Between \$500 and \$1000	2	Committee
Over \$1000	2	Committee

Responsible Staff Officer explaining why the council wants to spend over \$1,000. This request must have at least one other Executive Committee Member's Signature. The request must include:

- a. Evidence that sufficient funding is available in the relevant Student Association account.
 - b. Confirmation that the proposed expenditure meets the conditions set out in the 'Provision of Funding to the University's Student Associations' policy document.
 - c. Copies of two quotations in relation to the proposed expenditure and a recommendation to accept one of them.
4. The Council Member requesting the expenditure needs to inform the executive what method of payment will be chosen for the expenditure, either:
 - a. Online payment. In which case a tax invoice from the company needs to be attached to the expenditure form.
 - b. Reimbursement. In which case the Council Member will be reimbursed within 3 working days upon filling out a reimbursement form which has the receipt attached to it.
 - c. Debit Card. In which case one of the Executive Committee Members will pay for the expenditure.

Please consider the University funding principles when requesting expenditure approval:

1. Funding must be used for the legal, ethical, legitimate and authorised activities of the Student Association;
2. The use of funding must be fully consistent with the objects of the University and the Student Association;
3. There must not be any actual or perceived conflict of interest relating to the use of the funding.



General Notes (which apply to the 2016 Student Association Council):

- If expenditure has been approved during a general council meeting then expenditure forms are to filled out straight after the meeting
- Any expenditure forms that require signing are to be placed in the black tray located next to the desk in the Student Association office
- By way of good practice the Treasurer has to be one of the signatories on expenditure forms
- The treasurer will inform council members of the approval or denial of their expenditure request if it is heard at an executive meeting
- The Treasurer is to be informed of any income or expenditure of the Student Association. All money questions or queries are to be directed to the Treasurer.

