



**2016 S.A. Executive Committee Meeting
The Loft Meeting Room
Friday 26th February 2016**

Present: Ashley Carvalho, Remi Rodari, Jodi Tangarorang, Ana Ferreira Manhoso, Darcy Harwood, Seth Wolff, Esther Power, Monique Ryan, Derek Nguyen, Macy Gregson, Ashwin Rajendra, Gagan Singh, Aidan Woodthorpe, Madison Boot.

Apology: Ashani Jeyadevan

Opening

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

Agenda Items

1. Passing of last minutes

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

2. Approving proxies

Ashani has given her proxy to Seth. The council unanimously approves this.

3. Paper 1: General update by President

Ashley runs through her paper, and confirms that we have a bake sale next Tuesday. Ashley asks everyone to be there at 10.30am.

Ashley also then asks everyone to bake something or buy baked goods for the sale. She then runs through some progress made with Student Association's relations with project compassion, and states that she will update everyone in better detail at a later time.

Ashley informs that council that she is having a meeting with Student Services this morning about founders week. Traditionally we have hosted Founders Cup in the past, however Remi states that he has spoken to Rebecca and found out that Uni Games is being held at the same time as the proposed date of founders cup, and that it will also be

in Perth this year. So he suggests we drop the founders cup. Remi states that Rebecca has also said that Max could promote social sports for the Uni Games, and that the Student Association could conjoin with Uni Games but maybe not host a separate event. Ashley says that she likes the idea of having Founders Cup due to its large success in the past, and still thinks we should host it regardless if it is or is not held at the same time as Founders Week, due to Uni Games. Ashley also runs through an idea she had which was publicising students' university experience to celebrate the university. Ashley also suggests a picnic, she then states we can talk about the further details later. Daniel suggests a 'dunk your lecturer' fundraiser, the council agrees, Ashley reluctantly agrees to inquire about it. Ashley moves onto sub committees, she has handed out the sign up sheets that we recruited from O-Day, and asked council members to type up the submissions to a word document. She then asks all portfolio directors to contact their sub committees and their sign ups to help with promotion and upcoming events.

4. Paper 2: Update on the Discount Program by Vice President

Remi runs through an update on the discount membership sales from O-Day, and states that it was very successful. He states that we made over \$3500.00, Remi suggests having a discount program stand on campus within the next couple of weeks to sell the program to existing students, as we have only really targeted first year students, so far. Remi suggests doing this stand for a few weeks, so we can push our membership count to 500. The council agrees. Esther suggests sending an email to inform people of the discount program stall. Remi states that people don't often check their emails, however it is still something we can do. Ashley states that not many students came to the discount program stall at the BBQ, Remi thinks this was largely due to there being sausage sizzles present, whereas if we have a stall entirely dedicated to the discount program, then students might pay more attention to what we are offering. Ashley suggests approaching students on campus as well, Remi agrees to do this along with having a sign up stall. Remi also gives some feedback about the sign up/application processes for businesses and thinks it would have been more successful if we did the application on behalf of the business rather than direct them to the website, which everyone agrees is something that we cannot do anything about.

Ashwin asks if we can advertise the discount program at the Back to Uni Party, the council agrees. Gagan suggests if we do that we can sell the discount off the event, at the event. The council agrees to do this at

all events.

5. Paper 3: General Update and Spotlight Video by Publicity Director

Macy runs through the Facebook statistics as outlined in her paper. Derek had an idea, that each month we contact a school and publish a video of a student representative from each school. Macy and Ashley prefer to focus the video on the school itself rather than one student, or alternatively from the a club representative, so that clubs can gain exposure. Derek agrees and states we should have a meeting with clubs and then combine it with relevant schools to produce said spotlight videos. The council unanimously agree to promote clubs in these videos. Derek to present further details and ideas on interviews and videos at our next council meeting.

Aidan and Madison arrive 9.35am.

Derek leaves at 9.39am.

6. Paper 4: Improvements to Appearance of Loft Wall by Ashani

Seth runs through Ashani's paper, he speaks about her suggestion to redecorate the loft wall by adding a quote of the week, and/or a humans of Notre Dame poster. Seth suggests selecting one student per week, Ashley states it would be great if we could do that, given we had the time. Ashley asks the council for alternate ideas of what we can put on the wall. Ashley suggests using the chalkboard for events, as well as having a suggestions box on the back wall. The council likes the idea of having photos on the back wall. Remi also suggests combining this with social media, Ashley also wants to combine this with project compassion and mental health.

7. Paper 5: Reallocation of Club Office Space by Environment Director

Gagan briefs us of the clubs office lay out as shown in his paper.

He then proposes to move a few clubs around, and runs through the proposed movements as outlined in his paper.

The council discusses alternate options for the movement of clubs to different offices. The council unanimously agree on a lay out, Gagan to upload new floor plan after the meeting. The council will need to set a date to help all the clubs move. Derek to contact clubs and let them know of the changes.

8. Paper 6: Update on First Aid Course by Academic Director

Monique runs through her paper, states that the only time the first aid

course company is available is on March 31st. The council discusses availability and decipher who can attend the course.

The council agree to go ahead with said date, Monique to contact events office and proceed with the booking.

Ashley leaves 10.02am

Ashley returns 10.06am

9. Paper 7: Wellness Week Update by Welfare Director

Daniel runs through his event plan and itinerary for Wellness Week as outlined in his paper, he states that he is currently looking for more food sponsors. Daniel then asks the council what their thoughts are on several giant board games. After a discussion, the council agrees on the following games: Giant Jenga, two Giant Connect 4 games, Battleships, and Pop Up Pool.

10. Paper 8: Clubs Update by Clubs Director

Derek runs through all item outlined in his paper. He confirms several club events that have been approved and forwarded to Student Services. Derek suggests he host an events forms workshop for the clubs. The council agrees with this.

11. Paper 9: O Day Reflection by Events Director

Darcy asks the council to contribute to an O-Day reflection.

Esther begins by stating that she thought the Krispy Kremes went well, however the Giant Jenga didn't do as well. The council agrees to make all services free on O-Day from now on, as the free activities/items were more successful. Gagan suggests the positioning of the board games could have been changed to increase involvement. Darcy said the juice truck was good, and also suggests having an additional food truck next year. The Student Association cups were successfully given out as well. Ashley is hesitant to have more than one food truck, she believes it was not that busy and we have to consider there is also a complimentary sausage sizzle being held as well. Remi suggests looking into having another eftpos machine. Madi said that she thought a lot of sign ups that she recruited, were not actually aware of what they were signing up for. Aidan agrees and said the sign up sheets were all taken as one, and hence students failed to differentiate between them. Aidan then suggests more control for the sign up sheets, Gagan agrees and said he thought a lot of people thought the Student Association was a club.

Ana suggests making the Student Association stall look different and/or bigger than other clubs stalls. Ashley thanks Aidan for being at the stall for majority of the day.

12. Paper 10: Cocktail Party Update by Events Director

Darcy asks the council to decide on a venue from the cocktail party and runs through the three options as highlighted in her paper. Darcy is ruling out the Raffles Hotel due to it being the most expensive option. Darcy states that she is leaning towards the OBH due to price and venue benefits. Ashley states that we should be providing cocktails considering it is a cocktail party, Aidan then suggests providing free flowing beer and wine (as already organised by Darcy), and then providing one or two cheap cocktails per attendee on arrival, so they are not a part of the bar tab. Darcy states that the ticket would include security, half price room hire, 4 hours unlimited beer and wine, and a few pizza platters. Darcy strongly encourages us to provide some food, as it would benefit our risk management assessment, and she also suggests telling the students to eat beforehand.

Darcy states that the OBH is also available every date. She follows on from this and states that she is worried the Cocktail Party is too close to the Back to Uni Party and could affect attendance and advertising.

The council agrees to have it at the OBH.

Darcy puts forward the motion to host the Cocktail Party at the OBH. Madison seconds this motion, the motion is passed. The council then discusses the change of date for the event. We unanimously agree to host it in week 7, on Friday night, the 8th of April. Darcy suggests attending core lectures and promoting the event. The council agrees.

13. General Business

Ashley informs the council that Rebecca has submitted her resignation form Sports director. Ashley reads out the letter to the council.

Ashley asks the council members without portfolio, if they are interested in taking on the role. She then states that Rebecca has already planned most of the events, and that the sports sub committee is quiet large so there would be ample support available. Ashley states that if no one is interested then we will need to put the position forward to the entire student cohort. Aidan asks Ashley what the position entails in more detail. Ashley runs through the main points and events of the role, and then states that we have 30 days to fill the position. A few council members are unsure, so Ashley then asks that those considering the position have a think about it and make a decision regarding their application by the next council meeting. Ashley also suggests directing

all questions about the role to Rebecca, in the meantime.
Our next council meeting is to be held in a fortnight's time on Friday 11th
March 9.30am.

Closing

Ashley Carvalho closed the meeting at 10.25am.

To whom it may concern,

I am unable to attend today's meeting, Friday the 26th of February, and am sending Seth Wolff as my proxy.

Regards,
Ashani Jeyadevan

General Meeting Papers

Agenda Item title: General update

Paper submitted by: Ashley Carvalho

Project Compassion

- Bake stall in prindiville hall next Tuesday with the not for profit expo
- Doing a video about students on campus and what they do and don't know about poverty
- Made a space in prindiville hall dedicated to project compassion

Fremantle society

- Meeting with John from Fremantle society to discuss the possibility of the Student Association getting behind some kind of forum to discuss where we all see Fremantle going in the future

Founders Week

- Founders week is a week in august to celebrate the foundation of Notre Dame.
- The SA has run the founders cup in the past but some other ideas of things we could do are possibly:
 - o A picnic
 - o A 'photo wall' that students put photos up on about their favourite experiences at Notre Dame
 - o A video on what students like the most about Notre Dame
- Any other ideas

Sub-committees

- All the portfolio directors should be contacting their sub committee sign ups in the next few weeks to meet up and discuss ideas about what events to run (probably second term at this point)



General Meeting Papers

Agenda Item title: Update on Discount Program

Paper submitted by: Rémi G. Rodari

Background: The student Discount program is a success. We've had a solid turnout at O-Day and sold quite a few memberships last I checked it was 188. With some of the members being us the money made will be higher than \$3500 which is pretty solid.

Proposal to council for a new signup session: I believe that we could push these numbers higher by having a sign up session in Bateman Courtyard for all students that haven't signed up yet. We could use a few tables have 2 members there for around 2 hours for a few days in the next weeks.

Affiliated Businesses: Out of all the businesses part of the program, 4 have signed up following our calls in December. Despite this being a pretty disappointing turn of events I don't think we are necessarily to blame but the way the registration process works is for me the culprit. The whole online sign up is a big hassle for a lot of the businesses and in the future we should fill the form in for them while talking to them on the phone. Regardless there are a few businesses in Fremantle that weren't added by us but that are still part of the program which is good.

Website: I have written a few lines of code for the website over the weekend to add the businesses to the site. It looks good, I have added a few businesses (20+) and I'll add more in the next few days. There have been a few issues with the logos but I'm working to fix that so it will also be done in the next few days.

General Meeting Papers

Agenda Item title: General update + spotlight video

Paper submitted by: Macy Gregson

The council is asked to endorse the following recommendation:

To make a monthly spotlight video on each School of the University, focusing on any upcoming events and how students are enjoying their degree.

Background:

Each month (TBA) we will contact a School from the University to be involved with a feature on the events and students of their School, and will be presented in video format. This will be great publicity for each School to be presented to both current and future students of the University. It is also something that has not been done before, so it will also be promotion for the SA, as it will show that we have very strong connections with all of the Schools and our willingness to be involved.

Included in the video may be interviews of staff, club Presidents/members (e.g. School-based clubs) and students, and clips/images from events they have held.

The videos can be posted on Facebook and on the Student Association website to reach a larger audience.

Any other information or text as necessary:

FACEBOOK STATISTICS: 16/02/2016-22/02/2016

Total likes: 2192

111 new likes – 909% increase

Reach: 11,815 – 807% increase

Post engagement: 26,155 – 4613% increase

Total video views: 1190 – 29650% increase

Largest audience: women 18-24 (48%)

Most common device: mobile devices (67%)

BACK TO UNI PARTY:

Going: 153

Maybe: 387

720 people reached

General Meeting Papers

Agenda Item title: Improvements to Appearance of Loft Wall

Paper submitted by: Ashani Jeyadevan

The council is asked to endorse the following recommendations for the loft area wall:

I recommend that the council consider the removal of all/ most of the current posters and pictures of the loft wall near the pool tables, to be replaced with one/ a few of these suggestions:

- Suggestions box/ board
- Quote of the week/ day (may require whiteboard)
- Posters for upcoming events placed in a more orderly fashion
- *Humans of Notre Dame* – this could be a collage of polaroid pictures each with a small quote under
- Notre Dame student of the Week – would require weekly updates
- Better memes (the current ones are mediocre at best)
- Announcements board for a summation of all upcoming events for students
- Photos of students from past events in a collage style fashion → may require more cork boards

Background:

The posters on the wall of the loft are outdated and mostly covered in posters placed by the university. I believe that personalising this wall to the students, through interaction (such as the suggestions box and Humans of Notre Dame) we will be able to provide a better use for this wall whilst being more visually appealing. Furthermore, this would be a perfect place for us to place more of our own posters in a more orderly fashion so that it looks better, as well as announcements/ advertising for upcoming events.

General Meeting Papers

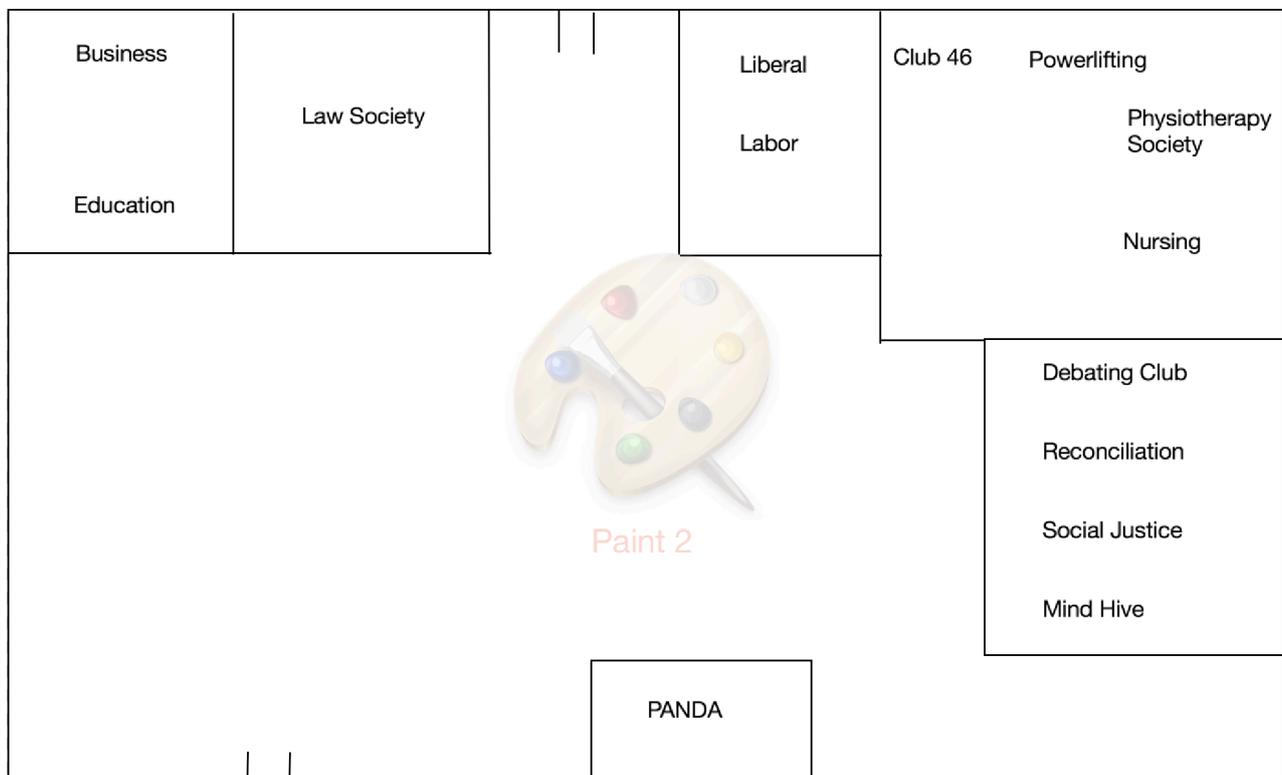
Agenda Item title: Reallocation of Club Office Space

Paper submitted by: Gagandeep Singh

The council is asked to endorse the following recommendation:

The space currently offered to the clubs, as office space should undergo review under the basis of the club mission, size and student engagement achieved.

Current Floor Plan



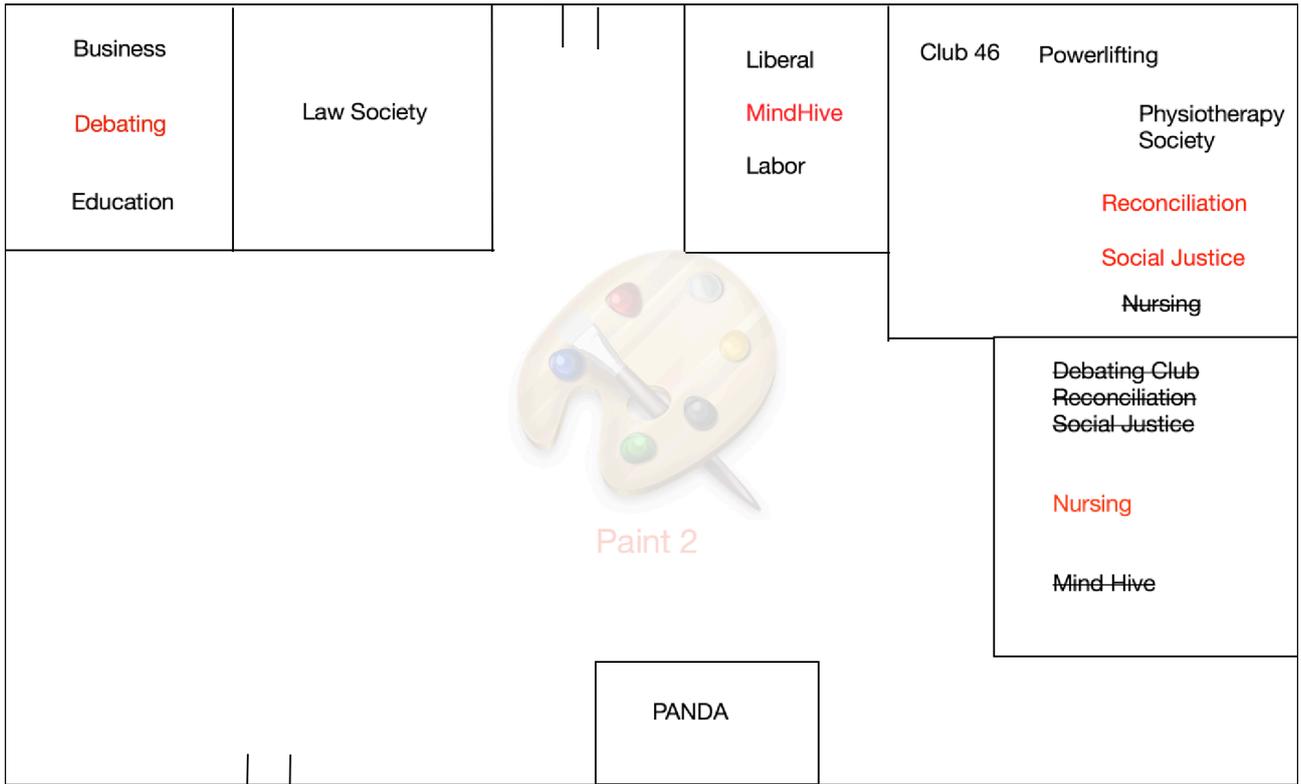
I propose that the student association council approve the following changes to club office space:

- Moving the Debating club into the office with Business and Education Societies
- Moving Nursing to the room currently containing Reconciliation, Mindhive, Debating and Social Justice clubs
- Moving both Reconciliation and Social Justice into the corner club room currently containing Powerlifting, Club 46, Physiotherapy and Nursing

These movements are currently based on the activity of clubs within there given club space.

Nursing is one of the largest societies/clubs and thus should have access to larger office space than currently given. Business is not regularly utilizing the office thus I propose that the Debating club be moved into the office space as well.

Proposed Floor Plan





General Meeting Papers

Agenda Item title: Update on First Aid Course

Paper submitted by: Monique Ryan

First Aid Course Progress:

I received an email back from We Train You and they will run a course for \$110 per person or \$100 each for more than ten people. I have decided to go with We Train You due to St John of God having a higher cost.

The current date for the First Aid Course is March 31st (Week 6) as it is the only time We Train You is available. I will finish the booking process with We Train You after I receive a confirmation from the Events Office on which room I am able to have on the day.



General Meeting Papers

Agenda Item title: Wellness Week update

Paper submitted by: Daniel Ta

Progress

- The events form and campus services request form has been completed.
- The new itinerary and floor plan will be presented at next meeting after the event proposal is finalised.
- Looking for alternative sources of fresh fruit produce/sponsors as Woolworths and Coles have not replied.
- Quotes for giant board game hire will be presented at the next meeting.
- Stress balls have been ordered.
- Zorb soccer and sumo suits hire has been finalised.



General Meeting Papers

Agenda Item title: Clubs update

Paper submitted by: Derek Nguyen

General update:

The clubs are running smoothly, all clubs are up to date with the new guidelines; this includes the deadline for submission of minutes and bank statement, regulations and steps to file an event.

Education, Physiotherapy and Nursing has submitted to myself events for the coming semester, they all have been approved and sent to student services.

Proposal for a workshop regarding events.

I propose we hold a workshop for all the clubs regarding events forms and process, I'm aware we already have the handout but this workshop will prevent any future problems.



General Meeting Papers

Agenda Item title: O'Day 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: Cocktail Party

Paper submitted by: Darcy Harwood

The council is asked to decide the following:

The location and date of the Notre Dame Student Association's Cocktail Party

Background:

The current date set for the Notre Dame Student Association's Cocktail Party is 24th March 2016 Wk 5. The council needs to decide where the Cocktail Party should be held taking into account the costs associated with each venue. The venue options are as follows; The Raffles, The Ocean Beach Hotel and The Subiaco Hotel. The council is also asked to consider whether the date should be pushed back to provide more time for advertising and to generate greater interest in the event considering it is only 3 weeks after the Back to Uni Party.

The Ocean Beach Hotel

	Cost
Room Hire	\$250
Security	\$0
Food 1 x Mixed Platter = \$90 2 x Hawian Pizza = \$180 1 x Vegetarian Pizza = \$90 2 x Margarita Pizza = \$180	\$540
Drink 4 Hour Drink Package = \$51pp	\$3570
Overall Cost	\$4360 / 70 = \$62.30

Total Cost working off 70 people:

Approx ticket cost: Member: \$55, Non-member: \$65



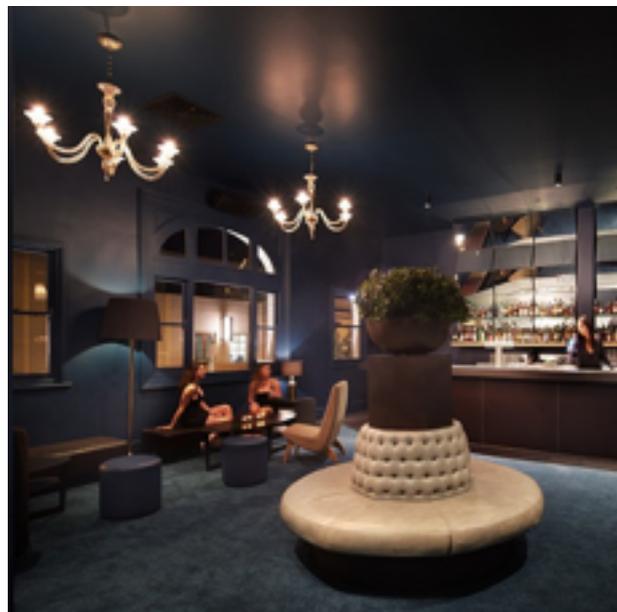
\$90 Platters	\$100 Platters
Mixed platter- party pies, sausage rolls, won tons, mini quiche	Mount baker smoked chicken & asparagus tartlets
-	-
Margherita pizza platter - tomato, cheese, fresh basil & bocconcini	Baby asparagus wrapped in pancetta
-	-
Vegetarian pizza platter- mushrooms, roasted capsicum, olives, eggplant, tomato	Californian rolls or assorted Sashi
-	-
Hawaiian pizza platter - ham, pineapple, tomato, cheese	Cocktail vol-au-vents (various fillings)
-	-
Garlic Turkish bread and dips	Satay chicken skewers
	-
	Bruschetta of vine tomato, basil and balsamic reduction
	-
	Vegetable crudités & dips

The Subiaco Hotel

	Cost
Room Hire	\$250
Security	\$200
Staffing	\$100
Food 70 x Arancini = \$196 70 x Buttermilk Chicken Bite = \$245 70 x Sushi = \$252	\$693
Drink 3 Hour Drink Package = \$55pp Bar Tab for first hour = \$800	\$4650
Overall Cost	\$5893 / 70 = \$84.2

Total Cost working off 70 people:

Approx ticket cost: Member: \$80, Non-member: \$90



Raffles Hotel

	Cost
Room Hire	\$0
Security	Unknown
Staffing	Unknown
Food 4 canapes per person = \$20 Additional pizzas for free on top of food	\$1400
Drink 4 Hour Drink Package = \$60	\$4200
Overall Cost	\$5600 / 70 = \$80+

Total Cost working off 70 people:

Approx ticket cost: Member: \$75+, Non-member: \$85+

Dates

Ocean Beach Hotel: Not yet responded

Subiaco Hotel: Available 24th March, 31st March (Wk 6), 21st April (Wk 8)

Attn: President & Secretary
Student Association
Notre Dame University
FREMANTLE WA 6106

25th February 2016

Dear Ashley and Ana

This letter is to confirm my resignation from the position of Sports Director within the Student Association.

Unfortunately having undergone unexpected surgery over the summer break and suffering a few setbacks during my recovery means that I won't be able to meet the physical requirements of this role.

Since I will be unable to physically participate in the set up and execution of both sporting events and most Student Association events during Semester 1. I didn't think it was fair for me to continue as a Council Member.

I was really looking forward to being a part of the Student Association and increasing the amount of fun, sports related events on campus so I'm very disappointed that I won't be able to deliver on what I had planned. I hope at least some of these events can still be run by my replacement.

Good luck with everything in 2016 – both Student Association related and your personal journeys, it's going to be a fun and exciting year! I hope to see you all at some of the "less physical" Student Association events throughout the year.

Kind regards

Rebecca Smith