

2018 General Council Meeting

JPII Meeting Room

12th December, 2018

Minutes written by Kirralee Coulter.

Attending

Monte Nathan (President)

Kirralee Coulter (Vice-President)

Brodie Mack (Welfare Director)

Abbey Morris (Marketing Director)

Kaitlin Thorpe (Academic Director)

Thomas Desmond (Clubs Director)

Tessa Harris (Women's Officer)

Benji Rabeling (Equity and Access Officer)

Shiloh Blondel (Sport and Health Officer)

Maneesh Kelly (Sponsorship and Discount Officer)

Grace Cuddihy (International and Residences Officer)

Macy Gregson (Mature and Postgraduate Officer)

Attending via proxy

Lauren Italiano (Secretary) proxied by Laura Watson

Apology

Olivia Trahair (Events Director)

Heather Urry (Assist Officer)

Absence

Amy Terzi (Media and Publicity Officer)

Mat Stasak (Treasurer)

Eloise Ashton (Environment Officer)

Opening

Monte opens the Council Meeting of the Student Association on December 12, 2018 at 1:08pm.

Agenda Items

1. Acknowledgement of Country

Monte reads through the Acknowledgement of Country.

The Council observes a 30 second silent reflection.

2. Minutes

Monte notes we cannot pass the minutes from the 26th of November as they have not yet been distributed to council.

Maneesh raises the following amendments to the minutes from the 3rd of December: Change "Maneesh says that he has received documents but has not had a meeting with the outgoing Sponsorship Director" to "Maneesh says that he has had a meeting with the outgoing Sponsorship Director but has not yet received handover documents."

Kirralee raises the following technical amendment: Change patter* to pattern* in the Vice-President Update on page 5 and "Kirralee abstains" from SAHND's workspace application to "Kaitlin abstains" on page 8.

Monte requests to amend the opening and closing minutes into present tense.

Monte moves to pass last meeting's minutes as an accurate reflection of the

meeting (December 3, 2018) with the above amendments. Kaitlin seconds the motion. All are in favour. The motion is passed.

3. Apologies/Proxies

The proxies received are:

Laura Watson as Lauren Italiano's proxy.

Monte moves that the Council approves the proxies. Macy seconds the motion. The Council unanimously approves. The motion is passed.

The apologies received are:

Olivia Trahair and Heather Urry.

Monte moves that the Council approves the apology application. Grace seconds the motion. The Council unanimously approves a leave of absence for the apologies. The motion is passed.

4. Co-opting of Deputy Events Officer

Kirralee notes that we have received one nomination form. Kirralee is impressed with how many ideas she has already. Kaitlin is also happy with how her degree complements this role. Grace expresses similar sentiments. Monte says we shouldn't extend the nominations since we have a good applicant.

Kirralee moves to co-opt Charlotte Lee as Deputy Events Officer. Brodie seconds and all are in favour. The motion is passed.

5. President's Update

Monte reiterates the executive have already purchased badges. He highlights having the different logos for badges as a design option. Monte asks for thoughts, with no comments made against the motion. The council has a general consensus of approval. Monte notes he was waiting until today due to the Deputy Events co-opt. Monte puts forward the motion to approve expenditure for the 2019 council badges. Tessa seconds the motion. All are in favour. The motion is passed.

Monte notes that delivery of the badges will take a week and he will let council know when they arrive. He will put them in the pigeon holes in the office. Grace queries what side council should wear the badges. Monte says it is up to each councillor's discretion, but recommends if wearing the NDSA shirt, the right side will probably look best.

Given the agenda papers submitted, Monte states he is proud how hard everyone is working on their planning after Retreat Days. He thanks the council for doing so much work only two weeks into their terms.

Monte begins reading through the changes suggested for the Standing Orders. Monte moves that clause 10.5 of the Standing Orders now be read as "The meeting agenda will be set by the Secretary on consultation with the executive and distributed at least twenty-four (24) hours before the meeting.". This amendment is made in order to give the council more time to read the agenda, giving the whole day for processing the items in the agenda. Shiloh seconds the motion. All are in favour. The motion is passed.

Monte moves that clause 11.4 of the Standing Order now be read as "Reports should be submitted thirty-six (36) hours prior to the meeting being held.". This amendment is made to give council more time to read and send in agenda items. Kaitlin seconds the motion. All are in favour. The motion is passed.

Monte notes that the third, fourth and fifth amendments are all technical amendments and can be passed in one motion.

He suggests the following amendments:

Clause 8.3 of the Standing Orders now read as "Members may be removed from any formal meeting of the Student Association if they are acting contrary to cl. 8.1 or cl. 8.2."

Clause 13.4 of the Standing Orders now read as "13.4 Any conflict under cl. 13.1 or 13.2 must be recorded in the minutes and published in the register of conflicts maintained by the Secretary."

Clause 14.11 of the Standing Orders now read as "14.11 For the purposes of cl.14.10, confidential discussions include those about prospective relationships with external bodies, contract deliberations and discussions relating to the University."

Monte moves these correct allocations respectively. Maneesh seconds the motion. All are in favour. The motion is passed.

Monte notes the expenditure process was discussed during retreat days. He asks if councillors have seen any spelling, grammatical or content issues to raise them now. Laura raises an issue brought to her by Lauren about 7.4 in the Events Guidelines. She reads, "There are no other motions in the papers given to me. If Monte and Kirralee move to approve the communications, expenditure and events guidelines then I approve. One condition – cl 7.4 in the events policy talks about a discretionary "Get Home Safely" budget and I think if that's accepted a top limit should be put on it – e.g. no more than \$100.00 so that the half a dozen really bad people can get Ubers but reflecting the fact we are not a taxi service.". Monte acknowledges the comment and asks Laura to raise it again in the Events Guidelines discussion. Monte notes formatting issues in the Expenditure Guidelines can be changed later if necessary, but to focus on wording and the content of the guidelines now. Monte moves we pass the NDSA's Expenditure Guidelines. Brodie seconds the motion. All are in favour. The motion is passed.

Monte draws attention to the changes since Retreat Days in the Expenditure Request Form of adding a purpose/budget line. Tessa asks for clarification whether this means, for example, the Welfare budget as a whole, or her own budget line, such as "Women's". Monte affirms it is for individual budget lines for each officer or purpose. Monte moves the NDSA now uses the Expenditure Request Form in line with the Expenditure Guidelines. Kaitlin seconds the motion. All are in favour. The motion is passed.

Monte notes the change to the meeting agenda template to "Council Meeting", rather than "General Council Meeting". He explains that "General" means a more formal meeting, such as a Special General Meeting or Annual General Meeting, which has more power than an ordinary council meeting. Monte moves to amend the council meeting template. Grace seconds the motion. All are in favour. The motion is passed.

Monte requests any ideas councillor's may have for O-Day to please email him. He notes he has more topics to raise in General Business.

6. Vice President's Update

Kirralee's first point of business is investigation of a water cooler to go next to the coffee machine. Everyone has read the quotes she included in her paper. Grace is worried about the use of electricity and plastic. Kaitlin asks whether we could just investigate a filter. Monte is not sure if we need cold water – rather we just need a ceramic dispenser. He thinks this will be more cost effective. Monte says if we get one jug and ceramic urn this will save us from purchasing. Kirralee says there is a quote included at \$38.50 for outright purchase of a ceramic urn. Laura reads that Lauren wants to investigate the water cooler but does not want to purchase one. She is concerned that we would need a refill bottle and even if it is used, students might think that it is just another fountain. She thinks the council can just go downstairs. Monte thinks that CS might have water bottles and a ceramic dispenser that we could use. Kirralee will investigate with Dave about a ceramic dispenser.

Merchandise: Kirralee sent for quotes on Monday but has not heard back. It will probably need to wait until the next meeting or go through exec, depending on the time frame.

Design notes: for marketing team; to be taken as read.

Marquee: investigate fabric paint to cover the owl logo or a cover. These options will be investigated and brought back to next meeting.

Grace will investigate quotes for O-Day freebies. She will forward her quotes to Abbey.

Kirralee notes that discount program advertising falls under Media and Publicity and requests Amy investigate quotes for Discount Bag merchandise.

Events policy: Kirralee notes this was put together by Rachel in 2018. This came about as a result of an incident at our cocktail party in 2018. The new clause is about protecting councillors and NDSA with expenditure in extraordinary situations. This would allow exec to immediately pass expenditure where needed. Laura reads for Lauren that a top limit should be imposed (e.g. \$100). Grace also says that we should not advertise this for events, as people might abuse it. Kirralee notes that it is technically not an NDSA duty of care but should rather fall onto the venue and their RSA responsibilities. Tessa thinks that we might be putting ourselves in this situation where we have to act, so isn't sure it is worth the risk. Kirralee thinks that instead of the clause, we could discuss before we hold an event an action plan for such situations, rather than writing a guideline. Monte thinks it does provide safety but isn't sure about reducing it to writing. Kirralee thinks this would only be needed for our high-risk events – we could just look into requesting emergency contacts, rather than a formal policy and assigning a set budget. Grace suggests contacting taxi services to make sure they are aware of an event and have taxis on standby.

Kirralee moves to pass the amendment, removing the proposed cl 7.4. Tom seconds the motion. Brodie abstains from voting. All other councillors are in favour. The motion is passed.

Monte says we should pass soon but bring it back to council with grammar and text edits.

There is nothing else to update.

7. Academic Director's Update

As read.

8. Mature and Postgraduate Officer's Update

Macy notes she has prepared her O-Day materials and marketing for events. She mentions Emily (previous Academic Director) had talked about having referencing workshops through the library for mature age and residence students. Macy suggests putting these two groups of people together will help two minority groups in our university at once.

Abbey requests that flyers and posters remain in the portfolio of marketing and reiterates the use of marketing forms and the form section requesting design ideas. She suggests Macy inserts those designs into the marketing form. Macy says Marketing is welcome to edit what she's inserted into her agenda paper. Monte notes that marketing materials must be created in conjunction with Marketing and recommends Macy meets with the Marketing Team to discuss marketing ideas.

Monte notes if you have anything to add to papers, feel free to speak. However, you can say "as read" if there is no other verbal notes needed on your papers.

9. Equity and Access Officer's Update

Benji asks Monte about the Cultural Awareness training Clive was organizing. Monte confirms Cultural Awareness training is likely to be on the 4th of February so to keep that day free. He notes we have been pushing for this training for a while, so it's great to have it paid for and so early in the year. Monte congratulates Benji.

Benji notes that the 2018 council took part in the online portion of Disability Training and he will send it around in Semester 1 for the 2019 council to complete. Grace says she was speaking to the manager of residences, Chelsea, who said the residences staff don't do any cultural awareness training. Grace admits they couldn't join us for February as many won't be in the city, however, asks if there is another way for them to access some kind of online cultural awareness training. Grace relays that Chelsea said they hadn't had to numbers to justify putting the training on. Grace says she suggested residences combining NDSA and residence staff training days. Benji says he can look at online training options for residence staff.

Benji notes the win of microwaves. He has seen the action sheet and will chase up it's permanency.

Benji asks the council for opinions on his O-Day material quotes. Monte notes the NDSA has hit blockages with rainbows before and that we know the tie-dye design is approved by the University. Grace notes the University sees the rainbow as a protest flag and she does not recommend investigating those designs. Benji said he will further investigate the tie-dye stickers with "Ally" printed across them. Monte suggests Benji makes a design, so Monte can send to Rommie for collaboration and advice. Monte suggests talking to Abbey and Amy regarding the design process. Benji notes the price of the pamphlets is not worth the expenditure. He will not continue with this quote.

10. Sponsorship and Discount

Maneesh says for us to take his paper as read.

He says he is going through all the current discounts for O-Day and will get all emails sent out by Dec 20. Maneesh clarifies he thought he had to submit a paper for today's meeting. Kirralee affirms that is the expectation.

Monte further clarifies the agenda paper process, saying councilors are expected to put in council meeting papers for every meeting. He notes that every councilor will have at least something to update each meeting. Kirralee says that even if councilors can't think of anything to update, you must submit a paper saying "no update". Monte follows with the option of submitting a "verbal update" if you're pushed for time but reiterates council members must always submit one through their director (if applicable).

11. General Business

Thomas raises a late application from the Liberal Club for a workspace in the Club Area. Thomas notes once approved, he will send emails to all clubs saying they received their office and workspace. Brodie clarifies whether the Liberal club wanted an office or a workspace. Thomas affirms they meant to request a workspace and notes the offices are all filled anyway. Kirralee asks whether the Liberal club submitted it late, or whether it was an administration error. Monte says it was late due to his own human error as previous clubs director.

Thomas moves that the Liberal club is awarded their workspace as per their workspace application. The motion is seconded by Brodie. All are in favour. The motion is passed.

NDLSS

Monte raises a request submitted by the Notre Dame Law Student's Society (NDLSS), asking to enter a funding sponsorship with a third party. Monte explains as NDLSS functions under us, they are technically acting on behalf of the NDSA, so they must be approved to act as our representatives in the sponsorship contract. Monte notes that the NDLSS sponsorship representative Phoebe Mather will act as an agent on the NDSA's behalf to enter into these contracts with businesses and law firms, pending the motion approval. Monte notes he will read all the contracts prior to Phoebe signing them.

Monte moves that the NDSA authorizes Phoebe Mather to act as an agent on the NDSA's behalf to enter contracts with businesses and law firms. Maneesh seconds the motion. All are in favour. The motion is passed.

Grace notes that at the moment residences are low on staff. Currently they have only one contracted RA students. Grace notes this makes it difficult for her to receive scheduling and other relevant information that she needs to begin her role. She notes this should be organized by Christmas and International and Residence's portfolio should be underway by then.

Brodie raises that Kirralee, Monte and himself will be meeting with Hilda on Monday regarding getting Mental First Aid training and a First Aid Kit in the NDSA office.

Shiloh raises she has been contacted by Dave Newan regarding sporting equipment and initiatives at Notre Dame. She notes she is unsure of what is on the agenda but will be organizing a meeting with him soon.

There is no more general business.

Closing

Monte closes the meeting at 2:08pm.

A handwritten signature in black ink, appearing to read 'Monte Nathan', with a stylized flourish at the end.

Monte Nathan
President