



**2016 S.A. General Committee Meeting
The Loft Meeting Room
Tuesday 1st December 2015**

Present: Ashley Carvalho, Remi Rodari, Jodilee Tangarorang, Ana Ferreira Manhoso, Monique Ryan, Gagandeep Singh, Macy Gregson, Darcy Harwood, Seth Wolff, Aidan Woodthorpe, Emma Bagg, Sharna Gregson. Gagandeep Singh, Esther Power.

Apology: Ashwin Rajendra, Ashani Jeyadevan.

Absent: Madison Boot

Opening

Ashley opened the General meeting of the Student Association at the Loft at 10.09am. Ashley welcomes Emma and Sharna from the 2015 council and states that today will consist of a council handover. The objective of this meeting is to also elect new people into the casual vacancies of the council.

Ashley motions to pass all minutes of 2015 including the AGM minutes, Ashley also motions to accept the attendance registrar as true and correct. Remi seconds this motion, the motion is passed and approved by all.

Ashley then passes onto Emma to debrief over the past two years of her presidency and offer any advice to the new council.

Gagandeep Singh arrives at 10.11am

Emma congratulates everyone who has gained a position in the council, especially those who had the position contested. Emma states that the last few years they have built on the work of 2011, 2012 and 2013 council and constitutions of those council years – the work was dismantled and put back together, in that they re wrote the constitution. Emma notes that after her section Ashley needs to adopt the standing orders at this meeting, she states that if the standing orders are adopted at the start of the year it is unnecessary to adopt them at every meeting, unless there is an unlikely instance where the council would like to suspend the standing orders.

Emma urges everyone to familiarise themselves with the standing orders. There are clauses in the standing orders that pertain to everyone, particularly the office bearers, who need to submit reports, while they may seem tedious, Emma states that these protocols speed up council meetings by clarifying the agendas and gives the council an opportunity to digest all the information and collate questions before the meeting. Emma states that these reports need to be submitted two days before each meeting to the Secretary (Ana).

Emma then continues to comment on her time dedication, the last two years Emma has spent between 20-30 hours a week working on tasks pertaining to the SA, and a further 40 hours on campus – this was due to all the changes they made, so she notes that we

should not be needing to apply that level of time to our roles, however she does ask that we all dedicate at least 5 hours a week to the SA. Emma continues to unpack what some of the consequences may be if those 5 hours are not met by each council member, such as stressful and last minute event planning/cramming and in some instances, cancellation of said events.

Emma also states that all council members are able to take a leave of absence from their role, for things such as prac or internships. There is also a comment on Emma's experience of having members who inadequately participate in the council – from this she emphasises the importance of making sure you inform the executive council if you are struggling with a task and the executive will work out a solution for this issue. Following this, Emma also emphasises the importance of self care and mental health awareness, she says if you are struggling with it, to make sure you speak to someone about it. There are an array of different people within the university that are all qualified and able to deal with and aid in any difficulties pertaining to mental health.

Moving on from this, other challenges that Emma states we will face is that more often than not, people will not take you seriously. Emma understands that sometimes there will be a need to gain approval or recognition from the university, and inform them of every step along the way throughout our affairs and projects – she urges the council not to do so. Emma advises us to go ahead and pursue the task, and quite often no one from the university will have any issues with it if you achieve a good outcome regardless. An example of this was the voluntary membership program, which Emma went on to briefly explain. Following on from this, Emma says that there will be several instances where the Student Association will need to engage with the university and it's staff members, if and when we see something happening on campus that is not right, or that is detrimental to a student's university experience, it is our responsibility to follow this up or say something. Emma hopes that everything will improve in the year to come, and that more often than not, if something does go wrong it would be due to the fact that the university momentarily forgot about the importance of student engagement. There is also a comment that one of the better things about Notre Dame is that you can easily engage with students and their ideas, by simply walking down to Prindville Hall and asking around.

Emma does state that we are resource poor; at Notre Dame, time and money rarely exist, and so because there are no staff members in the Student Association, we need to make sure we allocate our time wisely. She states that all council members need to have a clear idea of what their general goals are, as well as two or three personal goals – and to make sure we achieve them in a timely manner.

Emma emphasises the importance of getting students around campus to talk about the Student Association so that more and more of the student population can begin to understand who we are and what we do.

Emma also informs the new council that Notre Dame is built upon a very traditional structure and way of operation, and its students are not so traditional in their way of operation, and so because of this we are often discouraged to take risks; Emma states that it is important that we do take those risks despite what people say. As long as we are respectful and polite and professional, and that we as a council are accountable to the students only, do not worry if we upset other people and staff members of the university.

In conclusion Emma wishes everyone the best of luck, and she is sure that a lot of great things will be achieved with the 2016 council.

Ashley then passes onto Sharna for any words of advice for her time as 2015 Secretary.

Sharna opens by saying that it is important to realise that usually, if you think you are doing enough, you're probably not. Emma follows on from this by saying that we must make sure we are accountable to the committee and that we stick to our lists and tasks that are set within the minutes. Emma states that some people will over commit and will

often pick up what is not being done, and everyone needs to correct that and ensure there is a balance between all council members.
Sharna reiterates this by saying that all papers need to be submitted to the secretary by the deadline, otherwise they simply cannot be distributed to the rest of the council.

Ashley thanks both Sharna and Emma for their time and advice.
Ashely then asks the council to introduce themselves to the group. All council members present introduce themselves.

Esther Power arrives at 10.35am.

After the introductions, Ashley now commences the elections for the casual vacancies. Ashely motions the resignation of Karina Prentice from the Welfare Directorship, Ana seconds this motion. The motion is passed and approved by all.

After reading his application, Ashley motions the election of Daniel for the 2016 Welfare Director. Esther seconds this motion. The motion is passed and approved by all.

After reading her application, Ashley motions the election of Rebecca for the 2016 Sports Director. Aidan seconds the motion. The motion is passed and approved by all.

After reading his application, Ashley motions the election of Derek for the 2016 Clubs Director. Seth seconds the motion. The motion is passed and approved by all.

Ashley announces that we now have a full council, she also states that the retreat days will be next week on Monday 7th December and Tuesday 8th December. The times are to be confirmed after the executive council meeting which will take place immediately after this general council meeting.

Ashley asks the council if anyone has any allergies that must be taken into consideration when food is being provided.
Seth states he cannot have cheese.

Ashley asks the council to familiarise themselves with the Terms of Reference for each position and role, with the constitution and with the standing orders, especially when it comes to reports and submission of reports.

Ashley now asks that we take headshots of all council members which will be placed onto USB's that are given to new students on O-Day. All council members approve. She also states that enrolment days will be on the 16th and the 17th of December and the Student Association will be having a stall, so she asks that all council members keep these days free.

Ashley also asks that all council members consider a portfolio that they would most like to be a sub member to in order to help the portfolio directors. She states that there is always something happening, so it would be beneficial if the general council members attach themselves to a portfolio of their choice. These attachments will be discussed and reviewed at the next council meeting during the retreat days.

Ashley motions to accept the standing orders. Esther seconds this motion. The motion is passed and approved by all.
All council meetings are now acting under these standing orders.

Gagan confirms that individual and council goals will be discussed next week at the retreat days. Aidan reiterates and informs the council that he will be absent next week. Ashley to keep him updated. Ashley offers a prior discussion time with Aidan to go through his goal setting before the retreat day(s), so that she may add them to the council discussion on those days.

Closing

Ashley Carvalho closed the meeting at 10.53am

NOTICE OF RESIGNATION

Ashley Carvalho

From: Karina Prentice
Sent: Tuesday, December 1, 2015 12:53 PM
To: Ashley Carvalho
Subject: Welfare director

Hi Ashley,

Due to other commitments this semester, I would like to resign from the position of welfare director on the student association council.

Yours sincerely,
Karina Prentice

WELFARE DIRECTOR APPLICATION

Expression of interest

Hi, my name is Daniel and I'd like to run for welfare director in 2016. I am a biomedical student looking forward to my third year of study at Notre Dame and I want to give back to the student groups at this university.

I want to be more involved in the student community by serving on the student association. Serving as the welfare director, I hope to support and promote the general wellbeing amongst students, staff and the wider community. I will be helping with the maintenance and growth of the Mental Health Advocacy Program. Furthermore, I anticipate my involvement in other welfare-related projects such as Wellness Wednesdays and the prospective MindHive club, a student networking program that informs students of the widely available welfare services such as the counselling service on campus.

I believe that I will be able to serve this position well because I am interested in improving student social life and wellbeing through welfare activities and programs. I am committed to providing ongoing and persistent support to the existing clubs and projects in line with the agenda of the welfare council. Lastly, I just want to support our student network, the student association, and will be glad to provide any assistance I can.

CLUBS DIRECTOR APPLICATION

Date: 30/11/2015

Notre Dame Student Association
Club director application.

Hello to fellow club members.

A quick introduction about myself, My name is Derek, my real name is Duy but since everybody pronounce it like 'Die' it's a bit morbid for me, so I prefer Derek. Currently I am in my first year studying a Bachelor of Science, and then hopefully advance this degree to Medicine. With my strong passion and my hard work I hope to achieve my goal. I work a lot, so I like to say work is my hobby, it's a bit boring but I like what I do so I'm very proud of it. However this doesn't mean I have less time for Uni, it just means I'm on my 'A game' constantly.

Unfortunately I was not successful in any position I applied for. However I do not see this as a failure, but an opportunity to step into an area that can further expand my experiences.

My reason for this application is because I want the opportunity to provide my service to the Notre Dame University students. To reply to their needs and request, providing the student's desire to be in a club where they can meet like-minded individuals. To provide a great communication between fellow club council and myself; responding to their ideas and opinions at a pace that keeps both party happy. My goal is too ultimate continue on the legacy of previous Club Directors, to upheld and continue for the progress that they have done. Contributing my skills/values to make the job a lot more efficient and at a higher standard.

With my past experiences as prefect in high school and my values I believe that I am able to manage the club and contribute in making 'Uni' life a little better. I am aware we have a very small window of time and resources, but with my efficiency and determination I believe these goals are achievable.

I hope I will get an opportunity to provide my service to the club.

Sincerely,

Derek Nguyen
Clubs director candidate.

SPORTS DIRECTOR APPLICATION

Ashley Carvalho
President
Notre Dame Student Association Council

8th November 2015

Dear Ashley

Please accept this as my nomination for the position of Sports Director within the Notre Dame Student Association.

I would love to be a part of the Student Association as I really enjoy being involved in the Notre Dame community being able to facilitate an environment for students to engage with each other and have a bit of fun on campus. I made the decision to step aside from the Nursing Society (NDNS) for my final year to allow other students to get involved and I find that I'm already missing it!

While I am not currently captain of the netball team or track and field champion, I feel the skills and ideas I could bring to this role would make me a great choice. My main goal would be to grow student involvement in social sports and activities to promote a healthy, sustainable lifestyle rather than just focusing on competitive sports alone. It's important for us students to give our brains a break and our bodies some attention during study and I have some good ideas on how to achieve this, some of which could interlink with other club events. My second goal would be to encourage more female students to be involved in social sports and activities. I would achieve this by focusing on fun and participation as I think some girls can often be deterred from activities that are considered "competitive". This could also be achieved by creating opportunities to "try out" different sports so students can have a bit of fun without the commitment of joining a team.

So now you know the reasons why I want to be involved in SA, here is what I can bring to both the role of Sports Director and the Student Association as a whole;

Skills & Attributes

- Highly Organised
- Confident Public Speaker
- Professional communication and networking
- Reliability
- Efficiency
- Encouraging and supportive of others
- Committed and actively involved
- While I enjoy being part of a team I take great pride in being able to drive my own project
- When presenting ideas I ensure they are achievable and have a rough plan in place, which leads to....
- A great ability to sell ideas and concepts!

Achievements

- Served as an Academic Rep for the NDNS for 2014 and 2015
- Served on the NDNS Executive Committee as Secretary for 2015

- Key involvement in developing and rolling out the Nursing Society's values and new direction for 2015 of "Support Empower Engage"
- Rebranded all NDNS marketing material for 2015
- Organised, facilitated and marketed events including the four 2015 NDNS Mixers and SMARTcare seminar
- Built the NDNS Healthy Morning Tea from a one-off to a regular fundraising event

Sports Related

- Good broad knowledge of most sports and codes
- Big footy, rugby and cricket fan
- Enjoy running and the gym and a wide array of outdoor activities
- Previous involvement in netball and swimming

Thank you for taking the time to review my application and presenting it to the committee for consideration. It would be a great opportunity to be involved with SA and I feel if given the chance I could bring a lot of fun and fitness to the people!

Kind regards

Rebecca Smith