



Meeting Minutes

Committee: All

Location: Level 2

Date: 5-Dec-25

Time: 1.00 to 2.00pm

1. Welcome

As warm welcome extended to all by Quentin.

Quentin welcomed and introduced Professor Christopher Klopper – Head of Campus

Expectation of the Board:

- Attendance and participation
- That the Terms of Reference will be our guiding governance tool
- Chair and Secretarial duties, stating that secretarial duties would be rotated among the members to avoid burdening a single person

Attendees:

Present: Elizabeth, Sanjuktha, Dalton, Gitika, Purva, MD Taufiqur, Challa, Mariya, Abheshek, Chimi, Sneha, Roseline, Jeff, Christopher, Quentin

Virtual attendees:

Apologies: Mahindra

Quorum: The meeting is quorate

Quentin Welcomed Jeffrey Chaseling – Employability and Job Placement Manager to discuss with members 2026 Employability week opportunities.

- **Employability Skills Development and Student Engagement:** A comprehensive discussion with Jeff and the members on enhancing employability and durable skills. Over 70 structured events are planned for 2026 and within these a focus to be on employability skills. These events are as a result of feedback from multiple surveys. Surveys will continue as to ensure we are offering events that are of value to our students.
- **Presently three (3) employability weeks are planned for 2026 (one in each Trimester).** Activities that could occur in each week, but not limited to are: Resume building, mentorship, and the integration of real-world experiences, panel workshops etc.
- **Mentorship and Networking:** The students addressed the importance of maintaining active communication with mentors, encouraging ongoing engagement beyond initial meetings, and suggested improvements to the mentorship process to foster stronger professional networks and potential job opportunities.
- **Real-World Experience Integration:** Participants proposed incorporating more real-world experiences, such as internships and site visits, into the curriculum, with suggestions for direct

exposure to industry environments and feedback that such experiences are particularly valuable for students lacking prior work experience.

2. Safe Environment Practices

Nothing outstanding

3. Confirmation of Minutes

Minutes of the 21.11.2025 are taken as read.

Approval and signatures required

- Moved: Chair
- Seconded: Elizabeth

Flying Minute 28.11.2025 relating to purchase of a new Table Tennis Table and Play Station be noted. However, only 2 out of 5 voting members (quorum) responded.

Flying Minute noted

4. Key Actions from Previous Minutes

Refer to Action Table

Action 29/30 Tech upgrade
Quotations underway

Action 42 Sporting Events
Progressing with a Basketball Team Captain secured, along with numbers and payment of the court deposit

5. Actions Completed

Action 41 – Townsville visit by members – Report pending

Action 49 – Connection events added to events calendar

Action 52 – 2026 Merchandise and Student Counsellor items purchased

Action 53 – Draft meeting schedule presented for feedback

- Draft schedule based on member availability, to be reviewed and adjusted at the first meeting of the year. – 13 February 2026
- Acknowledged the need for flexibility due to changing class schedules and agreed to revisit the calendar each trimester.
- Members unable to attend meetings are expected to send apologies; repeated non-attendance without communication may result in reassignment of responsibilities.

6. Actions Carried Over

Refer to Action Table

7. Correspondence

No Correspondence

8. President's Report

- **Graduation Ceremony Ticketing and Parental Attendance:** Elizabeth relayed feedback from 2025 graduates regarding challenges in securing sufficient tickets for parents to attend graduation ceremonies, and suggested that the school consider allocating at least two tickets per student to accommodate family attendance.

QU confirmed that there were no limits to the number of guests that a student could invite. Not sure what has occurred here.

Brief report in regards to the Townsville visit – Carried over

However strategies to improve the co-ordination of this visit:

- Scheduled in Events Calendar for a visit during winter
- Pre-payments made on behalf of student where possible to reduce out of pocket expenses

9. Advisor's Report

- 2025 Year in review – Refer to attachment
- **Operational Updates and Event Planning:** QU provided operational updates on technology upgrades, sporting initiatives, merchandise procurement, and the scheduling of upcoming events, ensuring transparency in processes and encouraging student participation in new activities and event support.
 - **Technology and Facility Upgrades:** QU reported on the approval and procurement of new technology assets, including a table tennis table, PlayStation, and IT equipment, with the IT department sourcing quotes and the upgrades intended to support both recreational and event activities.
 - Improvement to technology on Campus that can directly support or benefit students:
 - Upgrade Digital screens and sound system in the Student Lounge as to support Movie nights and playing of video games
 - Purchase of electronic mobile screens to be used by student for presentations
 - Purchase of a large TV Screen for Level 2 as to showcase the Student Board – Members – Events etc
 - Improvements to the furniture and accessories in the Student Counselling Room
 - All technology and furniture items as discussed are now in process of being quoted on, with the idea of gaining an invoice aligned to this year's SSAF budget.
 - **Sporting Initiatives:** A new basketball team was announced, with a call for interested participants, and plans to purchase additional sports equipment for training and events, reflecting the group's commitment to expanding sports and well-being opportunities.
 - **Event Calendar and Merchandise:** The group finalised the event calendar for the next year, including a Christmas connection event and a new year welcome event.
 - Christmas connection event Friday 12 December in progress. Members asked to support the event, by decorating the area and coordinating, dance, music, games and area decoration

- QU showcased newly procured branded merchandise, explaining the rationale for the purchases and their intended use in student engagement.
- **Board Structure, Membership, and Succession Planning:** QU addressed upcoming vacancies and outlined the process for recruiting new board members and discussed the importance of succession planning and rotational responsibilities to ensure continuity and leadership development.
- Update on vacancies
 - At the end of TR3_2025 the following vacancy will exist:
 - Two potential vacancies exist in the Professional Careers Committee, perhaps Friends of the Board could step up – Rudra + other??
 - Based on the now change to the organisational structure an additional VP is required - Ideally nominations to come from existing members.
 - President – Ideally nominations to come from existing members. If so expressions of interest to be submitted and if more than two nominate then it goes to an election.
 - Interest parties to submit their expressions of interest as soon as practical.
 - Elizabeth was asked to help encourage applications, and the process may extend over the exam and holiday period if necessary.
 - **Succession Planning and Rotational Roles:** The group discussed the benefits of rotational roles, such as chairing meetings and serving as secretary, to provide leadership opportunities and skill development for board members, with suggestions for more structured rotation in the future.
 - **Membership Expansion:** QU highlighted the ongoing effort to recruit additional board members and friends of the board, aiming to maintain a robust and diverse membership base to support the group's activities and governance.
- **Event Planning, Communication, and Calendar Coordination**
 - QU reconfirmed improvements to event planning and communication, including the introduction of a; Website landing page, poster style trimester calendar, diversified communication channels. As to prevent scheduling conflicts all parties have completed an event planning document. Thank you to all that participated in event planning for 2026. (See draft schedule)
 - Next Steps - offline
 - Unpack a couple of events as to confirm event type/purpose
 - Complete an event proposal
 - Get Sports Team/s up and running
 - QU reminded the group of the importance of participation in upcoming events, outlined the process for managing attendance and apologies, and emphasised the need for operational support from all members.

10. Financial Report

- **Financial Management and Transparency:** QU presented a financial update, detailing budget allocations, underspend projections, and the impact of pre-purchased items (refer Action items 29, 30 and 52). QU clarified that the final expenditure figures are pending as not all costs have been realised. The team was encouraged to review the printed budget extract for accuracy, with Quentin offering to address any questions or discrepancies directly.
 - **Transparency Measures:** Budget and expenditure documents are made available on the website, and QU reiterated the importance of financial transparency, inviting members to review the figures and understand the allocation process.
- 2025 Budget v Expenses update as at November, including Counsellor and Advocacy Wages

	TR1 Budget	TR1 Expenses	TR2 Budget	TR2 Expenses	TR3 Budget	TR3 Expenses
Student Led	\$15,900	\$6,956	\$46,500	\$31,063	\$59,210	\$22,825
Corporate Led	\$77,373	\$81,068	\$102,973	\$95,389	\$141,373	64,913
Totals	\$92,373	\$88,024	\$149,473	\$126,452	\$200,583	\$87,741

- Total spend against budget = \$492,630/ \$301,779 (\$190,851 underspend to date)

To still go in: TR3 Wages (\$20,000), Sonder (\$15,525), General Food and Drink/Activities (\$15,000) Pre-purchased merchandise (\$27,581), IT Upgrades (\$8,081), Furniture for Counsellor (\$5,104), Sport Equipment – Basket Ball team (2,013) Total \$93,306 Leaving approx. \$97,500.00 as an underspend.

Miscellaneous – Items in credit

The items below are a stocktake of the balance of prepayments or supplier credit balances

- Woolworth and BigW Gift Cards still available = \$3,000
- Death Star Canteen @ \$1055.80
- Office Works Voucher @ \$100.00
- Weekday Café @ \$0.00
- 11 Lone Pine Vouchers – expires 30 May 2026 (6 have been awarded to Winners of the IT Sprint)
- Village Roadshow = \$1,945.00
- 30 placements available under SIEP
 - Next intake April 2026

Miscellaneous – Items available for use at events

The items below have been purchased by the Student Board

- iPhone 14
- GoPro x 2 + Accessories
- Instax mini Cameras and film
- Nintendo Switch + Games
- Xbox + Games
- Canon digital camera
- Canon EOS SLR Camera
- Portable Speaker and Microphone

11. Upcoming Events

- Final Student Board Meeting 5.12.2025
- Exam week treats 8 – 11.12.2025
 - Members required to support this event
- Christmas connection event 12.12.2025
 - Members required to support this event:
 - Room decoration
 - Music, Games and Dancers

12. New Business

Board performance

- **Review of Board and Advisors Performance and Feedback Collection:** QU initiated a review of the board's performance, soliciting feedback from members on operational effectiveness, leadership opportunities, and areas for improvement, with a focus on continuous development and enhanced communication. Members to provide feedback on the board's performance, both in group discussion and via one-on-one emails, to identify strengths and areas for improvement for the coming year.
- **Leadership Development:** Suggestions were made to allow the president or other executives to chair meetings, providing practical leadership experience and fostering communication skills among board members. This intern will extend to an onboarding and team building session early next year.
- **Operational Improvements:** Members discussed the need for more support in meeting preparation, the value of detailed minutes, and the potential for a rotational secretary role to distribute responsibilities and enhance operational efficiency.

Meeting closed at 2.15pm

Action Items as at 5.12.2025

AI No	Action Item	Details	Status
2024.16	Updating of the Student Board Page of the JCU Brisbane Website	<ul style="list-style-type: none"> JCUBSB Website upgrade, need to do a new photo shoot. Refresh Student Board Website: <ul style="list-style-type: none"> Expandable dropdowns Add Tagline to each members Bio 	<p>Photos required for new members</p> <p>Outstanding</p>
2025.29	SSAF Budget supported	Upgrades of tech in level 1 Student Lounge Refer to overall Campus refurbishment project	Outstanding
2025.30		Upgrade of tech in The Resource Centre Refer to overall Campus refurbishment project	Outstanding
2025.36	Bridging the gap – Registration V Attendance	<p>Given the registration v attendance at recent events ie A gap. Need to discuss ways of bridging the gap. Suggested:</p> <ul style="list-style-type: none"> 'WhatsAPP'. Placing students on an Amber list Refundable deposit Apply a financial penalty 	Completed
2025.42	Sporting Events	<ul style="list-style-type: none"> The group agreed to proceed with securing opportunities, for sporting activities. An invitation for expressions of interest to be sent to all students. A team leader to coordinate training and competition. Set up a meeting of interested students Communication channel – Set up a WhatsApp Group 	Completed
2025.46	New member onboarding	<ul style="list-style-type: none"> Gitika highlighted the need for leadership and communication training for new board members, especially those without prior experience. Quentin agreed to continue this approach and enhance what is already in place. Date pending for 2026 – 2.00 – 4.00pm 	Date pending
2025.47	Student Lounge Coffee Machine	<ul style="list-style-type: none"> Discussion around the management of the coffee machine. le could Board members help with the refilling and cleaning during the day. This to be discussed further as 2026 will see an increase in student numbers on Campus 	Outstanding
2025.50	ToRs	<ul style="list-style-type: none"> Amend Terms of Reference to reflect new structure Distribute for comment 	Outstanding
2025.51	Technology upgrade	<ul style="list-style-type: none"> With the help of SRGIT, source quotes, then to invoice prior to the end of December. 	Completed
2025.53	2026 Meetings	<ul style="list-style-type: none"> Set a draft meeting schedule for 2026 and present to members 	Completed
2025.54	Vacancies	<ul style="list-style-type: none"> Board Structure, Membership, and Succession Planning: QU addressed upcoming vacancies and outlined the process for recruiting new board members 	Completed

2025.55	Events and Activities	<ul style="list-style-type: none"> • Event Planning, Communication, and Calendar Coordination <p>Next Steps</p> <ul style="list-style-type: none"> • Unpack a couple of events as to confirm event type/purpose • All areas to complete an event proposal • Get Sports Team/s up and running 	<p>Outstanding</p> <p>Outstanding</p> <p>Completed</p>
2025.56	Leadership and Development	<ul style="list-style-type: none"> • Opportunity for the President or Vice President to chair • Onboarding session to be conducted with Quentin/Tim/Gabrilie • Rotational secretarial duties 	<p>Outstanding</p>