



## JCU Brisbane Student Association Minutes

Date: 14.06.2021

Time: 11.00am – 11.55am

### Minutes from Agenda

1. Attendees: In person (Atharv, Quentin, Ashmita, Pragati Nick), By Teams (Regi, Dhanush, Anita, Ritik, Mary, Natalie, Praveen, Ajay)
2. Apologies: Brett, Dr Cue, Minura, Dr Cue

Welcome from the Chair - Quentin welcomed all.

Congratulations to Atharv for his appointment as President and Kanika as Vice President of the Association. A confirmation that Dhanush will remain as Secretary and we have Anita as our Treasurer and Ritik as our Communications Officer. We also have some new faces and some slight changes to our Club line up:

- Alibek is our Business Club President
- Mary is our Accounting Club Vice President
- Ashmita is our Entertainment Club Vice President
- Charl Jacques is our Health and Fitness Club President
- Natalie is our Games Club President
- Creative Club President to be discussed

Last week we had our session with Quentin as to establish our focus for the new trimester.

This meeting has been organised through Teams and we should consider transferring our Operations Manual to Teams given it has a great Planning Platform?

3. Safe Environment and Practices
  - Campus report has been received from Kanika – Report Tabled
    - Quentin to work through the items with Property



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### 4. Confirmation of minutes 17 May 2021

Minutes taken as read with no business arising.

Confirmed Atharv seconded by Nick

Key Actions from previous minutes

In particular:

#### **2020**

Action 9 Student Association Newspaper, to be taken up when the Executive Committee is confirmed

- Pragati happy to contribute articles
- It was confirmed by all that the Website would be used as the primary communication tool and links to be sent to student via socials

Action 22 Peer review, to be taken up when Executive Committee is confirmed

- Ritik to work on a Google Survey
- Quentin to provide the questions

Action 36 Operations Manual in Google Drive – Ongoing

- It has been agreed that over time we will migrate to the Teams platform.

#### **2021**

Action 4 Off Shore student support – Answer pending

Action 5b 2021 – Action ‘Caring for Children of students’ promotion, given Budget has been approved

Action 17 Graduation Support to be confirmed, a meeting is pending

Action 18 Population of the SA Calendar required ASAP

All Actions realized have been confirmed as completed:

#### **2021**

Action 7 Cricket Team is confirmed as in hibernation

Action 14 SA Approved Minutes are on the SA Website



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Action 15 SA Video on the SA Website  
 Action 19 Quentin has meet with the new President and Vice President to discuss membership

All Actions carried over:  
 Refer to Action Table

### Club Actions

Refer to Action Table at the end of the Minutes

### 5. Correspondence In:

Confirmation that Student One is happy to host our Multicultural Lunch 25 June 2021  
 SP22\_2021 Wall Planner has arrived. Regi asked if all could send pictures of how we are using the Wall Planner  
 Townsville's approval of our SSAF 2021 Budget

### Correspondence Out:

Nil

### 6. Reports

#### Presidents Report

Looking forward to working with all in a positive approach. Particularly to getting events into our Calendar. Regarding the Advisory Forum, the challenges raised and applied strategies are very similar to what we are discussing in our General Meetings

Ritik to conduct a short focus group session as to walk through the event planning process ie MARCOM Graphic request and Google Forms etc.

#### Advisors and Financial Report



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	<p>Looking forward to working with all new and current members of the team. Great positivity expressed from our sessions last Wednesday and all members a committed to getting on with the job and making a difference for our Student cohort in SP22_2021.</p> <p><b>Financial report</b></p> <p>SSAF Budget has been approved at the full amount \$229, 646.00.          There was a calculation error of \$5,000 which related to Peak Body Collaboration.          This was picked up by Townsville and the amount has been extended to cover this, therefore the new amount approved is \$234,646.00.</p> <p>Expenditure to date 31 May 2021 2021 = <b>\$57,925.33</b>, we are on track.          Anita and I need to reconcile the last 5 months</p> <p>Review Budget on Screen to identify where underspend is occurring.</p> <p>Presently a conversation is occurring in relation to our Off Shore students and their continuation to paying SSAF. Continue or not continue then we need to action what ever support we can – We have a budget line for this!</p> <p>Key areas of focus now are:</p> <ul style="list-style-type: none"> <li>▪ Have representation with CISA, Ritik our current representative</li> <li>▪ Initiate Supporting Children of Students</li> <li>▪ Refurbishment of the Student Lounge.</li> <li>▪ Build events into the Monthly Calendar for SP22_2021 and onwards</li> </ul>
<p>7. Upcoming events for planning</p>	<ul style="list-style-type: none"> <li>• Multicultural Lunch Friday 25 June 2021</li> <li>• Two Movie Nights, given the tickets expire on the 23 June 2021. Atharv will create the Graphics given the timings</li> <li>• Start thinking about Graduation support, Graduation to be held Tuesday 27 July 2021 for upto 800 students??</li> </ul>



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8. General Business		
9. New Business	Quentin	Proposed a new time for the General meetings – On a Wednesday @ 11.00am. All were in favor
Around the room	Nick	New placement Natalie. Both Nick and Natalie have visited all classes, provide a flyer and overview of service
	Pragati	Happy to write up some stories for the website as part of the thinking around a newsletter
	Ashmita	Working with Atharv on recreational events aligned to the Entertainment Club
	Atharv	To work with the SA Team as to ensure when populating the events we have an even spread across the Trimester.  Futsal team are playing games will soon go into training, they have their uniform and are on the road to the UNI Games. Contact has been made with the UNI Games coordinator.
Meeting Closed	11.55am	
10. Next Meeting	Wednesday 14 July 2021 @ 11.00am	



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### General Actions outstanding from 2020

<i>Item No</i>	<i>Action</i>	<i>Responsibility</i>
<b>Action Item 9:</b>	<p>Student Association Newspaper or magazine</p> <p>Pragati happy to write up some stories for the website as part of the thinking around a newsletter</p> <p>Ritik to support.</p> <p>Content to be managed and distributed via current platforms – website and social media</p> <p><b>Ongoing</b></p>	<p>Ritik Sharma</p> <p>Pragati</p> <p>Quentin</p>
<b>Action Item 22:</b>	<p>Peer review, 360 review, personal reflection, student survey</p> <p>Agreed to create a google form using questions created by Eszter. Quentin to send these to Ritik</p> <p><b>Ongoing</b></p>	<p>Student Association</p> <p>Quentin</p>
<b>Action Item 36:</b>	<p>Operations Manual ‘Starter Kit’ for new and existing members being developed</p> <ul style="list-style-type: none"> <li>It has been agreed that over time we will migrate to the Teams platform.</li> </ul> <p><b>Ongoing</b></p>	<p>Team</p> <p>Quentin</p>



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### Action Items as at 14.06.2021

<b>Action Item 4</b>	Off Shore Student Support – Conversation to occur with Dr Ashley re an update  <b>Update Pending</b>	Dr Ashley
<b>Action Item 5b</b>	Need to promote the ‘Caring for Children of Students’ initiative, given 2021 SSFA budget approval  Details sent to Nick and SA Team for feedback  <b>Ongoing</b>	SA Members
<b>Action Item 7</b>	Status of the Cricket Team – No further interest from the 4 existing players therefore, now in hibernation  <b>Completed</b>	Atharv
<b>Action Item 8</b>	Look at opportunities for the Futsal team:  Support for UNI Games participation  Support for pre UNI Games event participation  Uniforms received, team photo to be arranged and as well as a session with Quentin on the way forward  <b>Ongoing</b>	Atharv
<b>Action Item 9</b>	<b>Student Lounge Refurbishment</b>  Comprehensive report presented to JCUB Executive and approved  Property to work with the Student Association on a roll out of the plan ie quotes  Quotes have been forwarded to Kathleen and Kevin for approval  Revised quote has been received for furniture  <b>Pending</b>	Quentin  Property  SA Team



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<b>Action Item 10</b>	<p>Ritik to conduct a short focus group session as to walk through the event planning process ie MARCOM Graphic request and Google Forms etc.</p> <p><b>Pending</b></p>	<p>Ritik</p>
<b>Action Item 12</b>	<p>Seminar Dr Noel Kanagari</p> <p>Association Executive to consider a date and appropriateness</p> <p><b>Pending</b></p>	<p>SA Executive</p>
<b>Action item 13</b>	<p>Kanika has presented a campus wide report, identifying maintenance required</p> <p><b>Completed</b></p> <p>Quentin to work through the items with Property</p>	<p>Kanika Property</p>
<b>Action Item 14</b>	<p>Previous SA Minutes to be uploaded onto the SA Website Page</p> <p><b>Completed at the time of the meeting</b></p>	<p>Quentin MARCOM</p>
<b>Action Item 15</b>	<p>SA Video to be uploaded onto the Student Association Website Page</p> <p><b>Completed at the time of the meeting</b></p>	<p>Quentin MARCOM</p>
<b>Action Item 16</b>	<p>Multicultural Lunch video to be uploaded as a trailer for the next Multicultural lunch</p> <p>Ginu to provide video</p> <p><b>Ongoing</b></p>	<p>Quentin MARCOM</p>
<b>Action Item 17</b>	<p>Start thinking about the type of Graduation support the SA Team wish to provide. Graduation to be held Tuesday 27 July 2021 for up to 800 students??</p> <p>Meeting pending.</p> <p><b>Ongoing</b></p>	<p>SA Team</p>





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<b>Action Item 18</b>	The Executive Team and Clubs to start populating the SA Monthly Calendar for their proposed events as per the Proposed Budget  <b>Ongoing</b>	SA Team
<b>Action Item 19</b>	Meeting with new President and Vice President regarding membership and to consider expanding or contracting  <b>Completed at the time of the meeting</b>	
<b>Action Item 21</b>	Invite Dr. Cue to next general Student Association meeting.  <b>Apologies from Dr Cue</b>	
<b>Action Item 22</b>	Discussion around vacant SA Positions	

### Club Actions

<b>Action Item Accounting Club</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> </ul>	Club President
<b>Action Item Business Club</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> </ul>	Club President
<b>Action Item Creative Club</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> <li>Pre purchase of Movie tickets and vouchers for next year</li> </ul>	Club President
<b>Action Item Hospitality and Tourism Club</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> </ul>	Club President
<b>Action Item</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> </ul>	Club President



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<b>IT Club</b>		
<b>Action Item Book Club</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> </ul>	Club President
<b>Action Item Creative Club</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> <li>Adobe licenses to be aligned to the Creative Club</li> </ul>	Club President
<b>Action Item Cricket Club</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> </ul>	Club President
<b>Action Item Entertainment Club</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> </ul>	Club President
<b>Action Item Games Club</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> </ul>	Club President
<b>Action Item Health and Fitness</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> </ul>	Club President
<b>Action Item Motor Bike</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> </ul>	Club President