



Meeting Minutes

Committee: All

Location: Level 2

Date: 20-Feb-26

Time: 1.00 to 2.00pm

1. Welcome

As warm welcome extended to all by Quentin.

New look Executive Team:

President Sanjuktha Sriram
Vice President Purva Bhoir

Friend of the Board

Nakita Rayamajhi

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: Sanjuktha, Purva, Dalton, Abhishek, Tim, Quentin

Virtual attendees: Rudra

Apologies: Gitika Walia, Nakita

Quorum: Quorate

2. Safe Environment Practices

No carry overs

3. Confirmation of Minutes

Minutes of the 5.12.2025, were held over and will be approved at the next meeting

Approval and signatures required at the next meeting



4. Key Actions from Previous Minutes

Refer to Action Table

Action 16 – New photos required

Action 29/30 - Tech upgrade - Installation underway

Action 47 – Capacity for a member to help with the Coffee Machine refilling

Action 50 – ToRs to be finalised

Action 56 – Chairing of meetings

5. Actions Completed

- Action 36 – Bridging the gap – Strategies are in place
- Action 42 – Sporting Team - Basket Ball Team in place
- Action 46 - New member onboarding
- Action 49 – Connection events added to events calendar
- Action 53 – Draft meeting schedule presented
- Action 54 – Vacancies for President and Vice President
- Action 55 – Finalise all proposed activities

6. Actions Carried Over

Refer to Action Table

7. Correspondence

Resignation from Aayushma Ghimire from the Professional Careers Committee. We thank her for her commitment to the Student Board.

8. President's Report

Sanjuktha thanked all members for their support to date in relation to her appointment as President. Was really looking to foster collaboration with the members as to really operationalise all student led events and be at the forefront when it came to delivery. Will work with Maricela on the unpacking of all student led events for the rest of the year.

9. Advisor's Report

- **Operational Updates and Event Planning:** QU provided operational updates on technology upgrades, sporting initiatives, 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 and Property departments close to installing purchased items.
 - Improvement to technology on Campus:
 - 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
 - **Sporting Initiatives:** Tim provided a comprehensive update in relation to the status of the sporting teams.
 - The basketball team is now active and have played two games with great improvement game 1 to 2.
 - Snacks, practice court provided, uniforms are on their way.
 - Interest is now mounting for a Futsal Team, outcome pending
 - A discussion occurred around adding additional committees, with a President and Vice President ie a Sports Committee. QU expressed a preference that no additional committees be formed, but rather a subcommittee under the two primary committees. ie the Captain of the Basket Ball Team can report into the Culture and Community Committee and raise matters requiring support.
- **Event Planning, Communication, and Calendar Coordination:**
 - The event calendar for the year is complete, including a Christmas connection event and a new year welcome event.
 - Connection Bites event kicked off on Wednesday with great participation
 - Members are requested to support all events as appropriate
 - QU reconfirmed improvements to event planning and communication, including the introduction of a; Website landing page, poster style trimester calendar, diversified communication channels.
 - Next Steps - offline
 - Unpack a couple of events as to confirm event type/purpose
 - Complete an event proposal
- **Board Structure, Membership, and Succession Planning:**
- Update on vacancies
 - At present the following vacancies exist:
 - Three vacancies exist in the Professional Careers Committee, perhaps Friends of the Board could step up – Rudra + 2 others??
 - **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.

10. Financial Report

- **Financial Management and Transparency:** QU presented a financial update, as at 31 December 2025. At this stage the 2025 SSAF was being acquitted and final expense amounts were not 100% confirmed.
- The table below represents overall draft expenditure as at the 31 December 2025. This includes Counsellor and Advocacy Wages.

	2025 Budget	2025 Expenses
Student Led	\$168,410	
Corporate Led	\$321,720	
Totals	\$490,130 Note allocation \$492,630	\$381,000 Approx

Note: Full budget v expenditure per Student and Corporate Led categories still required, inclusive of a line by line breakdown
Total spend against allocation = \$492,630/\$111,630 (underspend to date)

- QU explained that there was a discrepancy identified with the rollover amounts for 2026. This however, will not affect the 2026 approved allocation of \$345K.
- The team was encouraged to review the printed budget extract for accuracy, with QU offering to address any questions or discrepancies directly
- The Team was also encouraged to propose further initiatives as to ensure a full utilisation of approved funds before the end of the financial period (Calendar year)

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 @ \$26.00
- Weekday Café @ \$117.80
- MiniStop @ \$87.87
- 11 Lone Pine Vouchers – expires 30 May 2026 – Consideration to be used by the Success Squad
- Village Roadshow = \$1,945.00
- 33 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
- Play Station
- Canon digital camera
- Canon EOS SLR Camera

- Portable Speaker and Microphone

11. Upcoming Events

- Every Wednesday 'Connection Bites'
- Employability Week – Every day next week
- Paint & Sip 25 February
- BBQ 3 March
- IT Design Sprint 16 & 17 March
- Multicultural Day 26 March

12. New Business

- **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.
- An onboarding and team building is scheduled for Thursday 5 March
- Incorporation of student interested in photography into our events. A number of students are interested and it was discussed that they could take photos at the various events and activities and make them available for posting to our socials and digital screens.
- Incorporation of the Dance Troupe in events – Standing invite for the Multicultural Lunch. Other events are being considered.
- JCUB 20 years Celebration, Board has presented ideas to the Campus Head on how they could or would like to be involved. Outcome pending.

Meeting closed at 2.25pm

Action Items as at 20.02.2026

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
2025.46	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 	Outstanding
2025.47	Student Lounge Coffee Machine	<ul style="list-style-type: none"> • Discussion around the management of the coffee machine. It could Board members help with the refilling and cleaning during the day. 	Outstanding

		<ul style="list-style-type: none"> This to be discussed further as 2026 will see an increase in student numbers on Campus 	
2025.50	ToRs	<ul style="list-style-type: none"> Amend Terms of Reference to reflect new structure Distribute for comment 	Outstanding
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/Gabrielle Rotational secretarial duties 	Outstanding