



JCU Brisbane Student Association Minutes

Date: 14.07.2021

Time: 11.00am – 12.25am

Minutes from Agenda

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

Welcome from the Chair - Quentin welcomed all.

A follow on discussion relating to the SA representatives as part of the JCU Advisory Forum., Atharv reconfirmed that the strategies for support and engagement at JCUB are similar to what is being discussed within the Forum. Nick asked if Atharv and Anita could keep him in the loop as to ensure there were no cross overs and it may enable for other opportunities.

3. Safe Environment and Practices
Campus report has been received from Kanika – Report Tabled
 - Quentin has presented the list Property

4. Confirmation of minutes 14 June 2021
Minutes taken as read with no business arising.
Confirmed Nick, seconded by Praveen

Key Actions from previous minutes
In particular:

2020

- Action 22 Peer review, to be taken up when Executive Committee is confirmed
- Ritik to work on a Google Survey



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- Quentin to provide the questions with support from Eszter

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 – A formal answer in writing pending, however, given the 2021 budget was approved in full, plus a request from our South East Asia Compliance Team would suggest the payment of SSAF is to continue for off Shore students.

Action 5b 2021 – Action ‘Caring for Children of students’ promotion, given Budget has been approved. Promotion details are with MARCOM

Action 9 Student Lounge refurbishment – Painted and Deep cleaned, furniture removed. Next work on new furniture

- Kanika to organize some words for Quentin to promote via a JCUB Inform requesting creative students (Creative Club) to come forward as to decorate the space.

Action 10 Ritik to conduct a short session on the google Form creation process.

Action 16 Multicultural Lunch trailers required

Action 17 Graduation Support to be confirmed, a meeting is pending – Ashley to wasn’t available to respond. Quentin provided an update.

- Contribution towards food would be of the greatest benefit
- 4 Student Association Volunteers required
- The student Association confirmed the support for the event, funds towards food and 4 volunteers.

Action 18 Population of the SA Calendar required ASAP

- Hospitality Club is working towards a Study tour for the 8 August
- IT Club will discuss events with Quentin
- Executive team to organize events



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All Actions realized have been confirmed as completed or closed:

2020

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

- 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 to be closed

2021

Action 12 Seminar with Dr Noel Kanagari

- Kanika to follow up given there could be some value as he is a good motivational speaker.
- Action to be closed

All Actions carried over:

Refer to Action Table

Club Actions

Refer to Action Table at the end of the Minutes

5. Correspondence In:

- CISA in regards to continued membership plus invoice \$484.00
- Offshore Student support package, from our South East Asia Compliance Team
- ACS Invitation 10 free passes to the QLD State Tech Summit Emerging Professional/Student Stream

Correspondence Out:

- To CISA confirming continued membership and correspondence



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6. Reports

Presidents Report

Atharv please add comments

Advisors and Financial Report

Just a bit slow by all in the uptake in organising events and activities

Financial report

Consideration for the payment of mobile phone expenses for Student Counsellor @\$120.00 per annum – Refer outcome of the Flying Minute

Expenditure to date 30 June 2021 2021 = \$**71,243.00**, we are on track.

I have reconciled the last 5 months – Jan - May

Quentin went through areas of underspend. These will be realised in the back half of SP22_2021

Reviewed Budget on Screen to identify where underspend is occurring.

Presently a conversation is occurring in relation to our Off Shore students and their continuation to paying SSAF. Feedback has come in from our South East Asia Compliance Team – Refer to email. Further information to come as to better identify support. Once received the SA can consider and endorse via a motion and vote.

Key areas of focus now are:

- Have representation with CISA, Ritik our current representative
- Initiate Supporting Children of Students
- Refurbishment of the Student Lounge.
- Build events into the Monthly Calendar for SP22_2021 and onwards



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7. Upcoming events for planning	<ul style="list-style-type: none"> • Multicultural Lunch Friday 25 June 2021 • Two Movie Nights, given the tickets expire on the 23 June 2021. Atharv will create the Graphics given the timings • Graduation support - Food and 4 Volunteers Graduation to be held Tuesday 27 July 2021 for up to 400 students?? 	
8. General Business		
9. New Business		No new business
Around the room	Nick	Expanded on support for the Student Association Executive Team, put together a suitable Leadership Program. However, Nick is looking for some feedback from the SA Team as to ensure this will be suitable. Pending
	Kanika	Picnic event in conjunction with the Wellbeing Team – Kanika to take the lead and discuss with Nick.
	Brett	Mentor Team events to occur in break week ie. Mentor MT and Exam PitStops. Brett thanked the Student Association for their continued support
	Dr Cue	<p>SPRINT Challenge support and individual team gift. Brett on behalf of Dr Cue spoke about the upcoming SPRINT Challenge, 16 and 17 August. It was asked if the SA would support a gift for each member of the winning team. The SA confirmed this ie Chocolate gift box.</p> <p>A conversation also occurred around the future of the SPRINT Challenge and this may become a bigger event. Watch this space. Therefore, would the SA team like to support?</p>
Meeting Closed	12.25am	
10. Next Meeting	Friday 13 August 2021 @ 11.00am	



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General Actions outstanding from 2020

<i>Item No</i>	<i>Action</i>	<i>Responsibility</i>
Action Item 9:	<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>Closed and revert to current platforms – website and social media</p>	<p>Ritik Sharma</p> <p>Pragati</p> <p>Quentin</p>
Action Item 22:	<p>Peer review, 360 review, personal reflection, student survey</p> <p>Agreed to create a google form using questions created by Eszter. Quentin to work with Eszter and then send these to Ritik for production.</p> <p>Ongoing</p>	<p>Student Association</p> <p>Quentin</p> <p>Eszter</p>
Action Item 36:	<p>Operations Manual ‘Starter Kit’ for new and existing members being developed</p> <ul style="list-style-type: none"> It has been agreed that over time we will migrate to the Teams platform. <p>Ongoing</p>	<p>Team</p> <p>Quentin</p>



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Action Items as at 14.06.2021

Action Item 4	Off Shore Student Support – Conversation to occur with Dr Ashley re an update Update Pending	Dr Ashley
Action Item 5b	Need to promote the ‘Caring for Children of Students’ initiative, given 2021 SSFA budget approval Details sent to Nick and SA Team for feedback Ongoing	SA Members
Action Item 8	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 Ongoing	Atharv
Action Item 9	Student Lounge Refurbishment Comprehensive report presented to JCUB Executive and approved - Completed Property to work with the Student Association on a roll out of the plan ie quotes - Completed Quotes have been forwarded to Kathleen and Kevin for approval - Completed Revised quote for furniture is required – Pending JCUB Inform to go out as to canvas creative student to decorate the space - Pending	Quentin Property SA Team



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Action Item 10	<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>Pending</p>	<p>Ritik</p>
Action Item 12	<p>Seminar Dr Noel Kanagari</p> <p>Association Executive to consider a date and appropriateness</p> <p>Closed</p>	<p>SA Executive - Kanika</p>
Action Item 16	<p>Multicultural Lunch video to be uploaded as a trailer for the next Multicultural lunch</p> <p>Ginu and Praveen to provide videos</p> <p>Ongoing</p>	<p>Quentin MARCOM</p>
Action Item 17	<p>Graduation support the SA Team wish to provide. Graduation to be held Tuesday 27 July 2021 for up to 400 students??</p> <p>Funds to support foo and 4 volunteers required.</p> <p>Ongoing</p>	<p>SA Team</p>
Action Item 18	<p>The Executive Team and Clubs to start populating the SA Monthly Calendar for their proposed events as per the Proposed Budget:</p> <p>Leadership program as presented by Nick</p> <p>Executive team events</p> <p>Wellbeing Picnic</p> <p>IT Events</p> <p>Ongoing</p>	<p>SA Team</p>



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Action Item 21	Invite Dr. Cue to next general Student Association meeting. Completed	
Action Item 22	Discussion around vacant SA Positions Ongoing	

Club Actions

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



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