



JCU Brisbane Student Association Minutes

Date: 17.05.2021

Time: 11.00am – 12.22pm

Minutes from Agenda

1. Attendees: Krishna, Quentin, Dorjee, Tarun, Atharv, Regi, Dhanush, Dr Ashley (Zoom), Nick (Zoom), Brett (Zoom), Anita (Zoom), Ginu (Zoom)
2. Apologies: Ajay, Natalie

Welcome from the Chair - Quentin welcomed all.

Acknowledging this will be the last meeting for a number of members; Krishna, Dorjee, Nihal, Tarun, Dev, Ginu, Damchoe and Fiona. I wish to thank you all for your wonderful contribution and the work undertaken to create; a solid operational platform, enhance relationship with the Academic team and student body and providing a very diverse suite of activities and events.

3. Safe Environment and Practices
 - Housekeeping – Toilets out of action in the building today, limited for the rest of the week
 - Waiting for complete Campus list from Kanika?
 - Crack in the mirror, left hand lift

4. Confirmation of minutes 21 April 2021

Minutes taken as read with no business arising.

Confirmed Tarun, seconded by Atharv



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Key Actions from previous minutes

In particular:

2020

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

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

Action 36 Operations Manual – Update from Krishna

2021

Action 4 Off Shore student support – Answer pending

Action Item 5b 2021 – Action ‘Caring for Children of students’ when budget is approved

Action Item 7 2021 – Feedback from existing Cricket Club Members, confirms that no enough interest to form a team and therefore, the Cricket team will go into hibernation

Action Item 8 2021 – Update on the Futsal Team – Uniforms received, team photo to be arranged and as well as a session with Quentin on the way forward

Action Item 9 2021 – Update on the Student Lounge - Final email with quotes with Kathleen and Kevin, pending approval

All Actions realized have been confirmed as completed:

2020

Action 31 Skills sets recognized in 2021 budgeted events

Action 33 Fast Track Support thank you videos included in SA Video

2021

Action 5a Legal Counsel has approved “Caring for Children of students’ proposal

Action 6 Meeting with property has occurred in relation to Student Lounge refurbishments – works to be approved

Action 8 Futsal team uniform and logo confirmed

Action 9 Student lounge Aircon and WiFi rectified

Action 11 Student Elections for SP22_2021 finalised



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All Actions carried over:

New Actions 13 -18 with outcomes pending

Club Actions

Refer to Action Table at the end of the Minutes

5. Correspondence In:

Nil

Correspondence Out:

Nil

6. Reports

Presidents Report

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

Krishna thanked all SA Members for their wonderful support during her tenure as President

No reply yet from Townsville regarding offshore students issues.

Advisors and Financial Report

Final meeting for the trimester and once again recognising the great work from all.

Could be interesting times due to the status of the border, however the Association will continue and I will continue to be your Advisor until further notice.

I am looking forward to welcoming in the new members.

No further update from Atharv for nominating and being selected to represent JCUB in the Student Advisory Forum.



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Election update

Two only nominations for President and one for Club Vice President.

Also one nomination for Vice President Entertainment Club

Voting has closed and all votes cast are being checked to ensure they were by enrolled students. Result released on 21 May via JCUB Inform.

Closing date mistake 14 May on graphics as opposed to 21 May as per the website election process. A conversation occurred with Krishna, Kanika and Atharv and the outcome was to leave it at the 14 May.

Other positions

Vice President

Secretary

Campus Officer

Equity and Diversity Officer

To be decided after results are known, will need to canvas interest.

President Business Club

President Games Club

President Motor Bike Club

President Creative Club

President Entertainment Club

Vice President Accounting Club

Consider a scaled back Team if nominations are not forthcoming



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	<p>Financial report</p> <p>Expenditure to date 30 April 2021 = \$49,285.91, we are on track</p> <p>Review Budget on Screen to identify where underspend is occurring.</p> <p>The 2021 budget and 2020 Expenditure has been submitted to Townsville and presently awaiting for feedback and then approval.</p> <p>Presently a conversation is occurring in relation to our Off Shore students and their continuation to paying SSAF. Should they not continue, then the operating allocation will be reduced.</p> <p>If they do 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"> • 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 	
<p>7. Upcoming events for planning</p>	<ul style="list-style-type: none"> • Eid al-Fitr 17 May • Retiring Members Event 25 May 	
<p>8. General Business</p>		<p>An SA Video has been produced and will feature where we can ie Website SA Page and on the Charging Stations.</p> <p>Start thinking about Graduation support, Graduation to be held Tuesday 27 July 2021 for up to 800 students??</p> <p>Trimester Wall Planner – proposed new design – MARCOM to present</p>



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		All Clubs and Executive Team to put into play their events as per the proposed budget for SP22_2021, with consideration that the student population will be lower.
9. New Business		
Around the room	Nick	Offshore students can contact for support and a new video confirming the available support has been released.
	Ajay	Invite Dr. Que to next general Student Association meeting.
Meeting Closed	12.22pm	
10. Next Meeting	Monday 14 June 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>Ritik to take this on board as it was agreed by all that one Newsletter per Trimester is possible. Contact has been received by some, and more needs to follow.</p> <p>Content to be managed and distributed via current platforms – website and social media</p> <p>Ongoing</p>	<p>Ritik Sharma</p> <p>Quentin</p>
Action Item 22:	<p>Peer review, 360 review, personal reflection, student survey</p> <p>Yes this be a part of the feedback loop at the end of each event as well as incorporated into the JCUB SA Join a Club application</p> <p>Carry over and for continued discussion with Executive members</p>	<p>Student Association</p> <p>Quentin</p>
Action Item 36:	<p>Operations Manual 'Starter Kit' for new and existing members being developed</p> <p>Ongoing</p>	<p>Krishna</p>



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Action Items as at 22.02.2021

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 consider promoting the ‘Caring for Children of Students’ initiative Ongoing	SA Members
Action Item 7	Status of the Cricket Team – No further interest from the 4 existing players therefore, now in hibernation Completed	Krishna and Atharv
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	Quentin



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	<p>Comprehensive report presented to JCUB Executive and approved</p> <p>Property to work with the Student Association on a roll out of the plan ie quotes</p> <p>Quotes have been forwarded to Kathleen and Kevin for approval</p> <p>Pending</p>	<p>Property</p> <p>SA Team</p>
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>Pending</p>	<p>SA Executive</p>
Action item 13	<p>Kanika to present a campus wide report, identifying maintenance required</p>	<p>Kanika</p> <p>Property</p>
Action Item 14	<p>Previous SA Minutes to be uploaded onto the SA Website Page</p>	<p>Quentin</p> <p>MARCOM</p>
Action Item 15	<p>SA Video to be uploaded onto the Student Association Website Page</p>	<p>Quentin</p> <p>MARCOM</p>
Action Item 16	<p>Multicultural Lunch video to be uploaded as a trailer for the next Multicultural lunch</p>	<p>Quentin</p> <p>MARCOM</p>
Action Item 17	<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>SA Team</p>



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Action Item 18	The executive team and Clubs to start populating the SA Monthly Calendar for their proposed events as per the Proposed Budget	SA Team
Action Item 19	Meeting with new President and Vice President regarding membership and to consider expanding or contracting	
Action Item 20	An SA Video has been produced and will feature where we can ie Website SA Page and on the Charging Stations.	
Action Item 21	Invite Dr. Cue to next general Student Association meeting.	

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