



JCU Brisbane Student Association Minutes

Date: 17.11.2021

Time: 11.00am – 12.15am

Minutes from Agenda

1. Attendees: In person (Atharv, Nick, Brett, Ajay, Alibek, Mary, Juliana, Quentin), By Teams (Ritik, Margaret)
2. Apologies: Kanika Puri, Randhir, Asmita

Welcome from the Chair - Quentin welcomed all.

Welcome Alibek as our new Secretary.

3. Safe Environment and Practices
 - No reported concerns

4. Confirmation of minutes 13.10.2021

Held over due to late distribution of Minutes. No business arising to date

Key Actions from previous minutes

In particular:

2021

Action 26 South American Bunch Series – 18.11.2021

Action 28 Recruitment for 2022

Action 29 Picnic with Pals – 20.11.2021



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Actions completed:

Action 28: Recruitment for Secretary position is completed.

All Actions carried over:

Refer to Action Table

Club Actions

Refer to Action Table at the end of the Minutes

5. Correspondence In:

- SSAF information pertaining to 2022
- SSAF Survey 2021

Correspondence Out:

- Nil

6. Reports

Presidents Report

Welcome to new members

Atharv gave a brief overview of upcoming events in planning:

- South American Brunch, November 18 (Juliana to assist with decorations).
- Picnic with Pals, November 20 (Kanika is an organizer).
- Van Gough Exhibition, November 20 (Margaret to order tickets prior to the event)

Provided an update on the Advisory Forum and that a report is due. Once again made comment that the SA focus was consistent with the current conversation within the Advisory Forum.

Acknowledgement made relating to potential workshops that JobLinx could conduct in 2022



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Advisors and Financial Report

- Student Association Membership – Status- Many vacancies will exist.
- Welcome to new Executive members – Alibek as Secretary.
- Mentors Presentation – Certificate and Gift Card (Amazon, due to offshore mentors).
- Exam week breakfast to be postponed due to the low number of onshore students.
- Offshore Student Support Merchandise pack up date:
 - Items have been made and are ready for distribution (\$2,171.00 or \$1,400 cheaper than the Australian option).
 - Postage to students is underway (\$916.00 for external to India, in country postage (India) invoice to follow approx. the same value. This will be approx. \$1,500 cheaper than the Australian option).

Focus for 2022

The Student Association is committed to ensuring our student cohort is supported in two fundamental ways. Through events and activities that provide tangible skills geared towards Employment and Careers and that funds are set aside to support students that may face challenges as a product of the COVID-19 pandemic. Consideration is also given to recreational events and activities promoting engagement, health and fitness and a sense of community.

- Establish an Action Plan.
- Need to ensure greater reach to our student cohort (Social Media?).
- Ensure events and activities are aligned to their interests and ability to access.
- Come up with a catchy 3-word phrase, much like the diary covers.
- Continue to support Employment and Career events and activities as to provide tangible hard and soft skills.
- Continue to have in place support contingencies for students.
- Other particular focus or initiative.



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	<p>Financial report</p> <ul style="list-style-type: none"> • Expenditure to date 31 October 2021 = \$125,732.00 including wages we are kind of on track. • Quentin has reconciled the last 10 months – Jan - October • Review Budget on Screen to identify where underspend is occurring. <p>2022 SSAF Budget update</p> <ul style="list-style-type: none"> • 1st Draft completed – Refer to Budget Workup document • Review Budget on screen for comment <p>Key Points:</p> <ul style="list-style-type: none"> • Confirm support for the Student Advocate \$44K – This was confirmed by those in attendance • Predicted underspend \$80K to \$100K • Expected top up \$100K • Mary canvassing details from the Executive Team and Clubs on ideas and expenditure <p><i>Refer to points in the recent SSAF Student Survey report</i></p> <p>SA Credits in place:</p> <ul style="list-style-type: none"> • Currumbin Sanctuary • Bus to Currumbin Sanctuary – Barnabus – reduced due to Van Gogh Event • Zip Line Credit – 4 vouchers • Credit for Le Bon Choix – 9 Chibatas
<p>7. Upcoming events for planning</p>	<ul style="list-style-type: none"> • Android Mondays • 18 November - South American Food Festival – 5 Booked • 20 November - Picnic with Pals – 4 Booked • 22 November – Van Gogh Alive – 10 Booked • 1 December Exam Pitstops and Mentors presentation



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		<ul style="list-style-type: none"> • Retiring Members Event • Christmas event TBC – present ideas <ul style="list-style-type: none"> ○ Customs House at \$58.00 pp ○ Hampers in room ○ Note Classes finish 10 December, some lecturers will be on A/L from that date. • Others events to be confirmed <ul style="list-style-type: none"> ○ Movie Nights and possible pre-purchase of tickets
8. General Business		
9. New Business	Quentin	<p>All groups to refresh their WhatsApp's group list as to remove students that have left/finished @ JCUB.</p> <p>Suggest that a Christmas event be held in house as this will be easier to involve JCUB staff</p>
Around the room	Alibek	<p>Consider having a launch party each new trimester 'Meet and Greet' This could work under the Brunch Series</p> <p>Stephan Dale has been contacted for Business Workshops in Sp21_2022</p>
	Kanika	<p>QR codes that link directly to our Facebook and Instagram pages. Whenever a student will come we can ask them to scan to get more information about events because I think most of them is not aware of our social media handles. We can stick those QR codes to the tables and even at classroom doors and in the lifts also so we can get more attention.</p>
	Mary	<p>Still in touch with few clubs' presidents in terms of ideas and suggestions for the next year budget.</p>
	Ajay	<p>President for the IT Club to be in place prior to the end of SP23_2021. Ajay to meet with Mary re ideas and budget estimates.</p>



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	Brett	To select Amazon as a platform for Mentors' Thank You Voucher @\$20.00, as it is accessible for offshore mentors. Brett is in charge of getting vouchers.
	Nick	From the next trimester JCUB will have a female placement student, with an international background, which is relevant for our students. Update about his service (will be available during break time).
Meeting Closed	12.10 pm	
10. Next Meeting	Wednesday 1 December 2021 @ 11.00am	

General Actions outstanding from 2020

<i>Item No</i>	<i>Action</i>	<i>Responsibility</i>
Action Item 36:	Operations Manual 'Starter Kit' for new and existing members being developed <ul style="list-style-type: none"> It has been agreed that over time we will migrate to the Teams platform. Ongoing	Team Quentin

Action Items as at 13.10.2021

Action Item 9	Student Lounge Refurbishment JCUB Inform to go out as to canvas creative student to decorate the space - Pending	Quentin SA Team
Action Item 10	Ritik to conduct a short focus group session as to walk through the event planning process ie MARCOM Graphic request and Google Forms etc.	Ritik



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	Pending	
Action Item 16	Multicultural Lunch video to be uploaded as a trailer for the next Multicultural lunch Ginu and Praveen to provide videos Ongoing	Quentin MARCOM
Action Item 18	The Executive Team and Clubs to start populating the SA Monthly Calendar for their proposed events as per the Proposed Budget: Leadership program as presented by Nick Executive team events Wellbeing Picnic IT Events Ongoing	SA Team
Action item 24	Trimester Wall Planners Recommend that production of a hard copy be hibernated due to low student numbers and that 50% are being thrown out. Suggested we turn our attention in enhancing the online version. In particular; Notifications, events, key dates. Quentin to arrange a meeting with MARCOM Pending	MARCOM Quentin MARCOM
Action item 26	Suggested hibernating our current Multicultural Lunch in favor of the 'International Café' type event. A working Party to consider the options; Weekly or monthly?? Completed	Atharv
Action Item 28	Call for nominations: Secretary, President Hospitality Club, President Accounting Club, President Games Club, President Creative Club, President Motor Bike Club, President Entertainment Club	Quentin



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	Positions filled: Secretary, President Accounting Club	
Action Item 29	Picnic event, plus other support in conjunction with the Wellbeing Team – Kanika to take the lead and discuss with Nick	Kanika
Action Item 31	2022 SSAF Budget draft – workshop required Date set 27 October 2021 @11.00am Completed	Quentin and SQ Executive team
Action Item 32	Three credits in place that need attention: Currumbin Sanctuary Bus to Currumbin Sanctuary – Barnabus Zip Line Credit – 4 vouchers Ongoing	SA Team
Action Item 33	Suggestion of JCUB Branded Face Masks for Merchandise packs or future Welcome Packs	MARCOM Quentin
Action Item 34	Mentors thank you event rethink and an alternative, for the presentation perhaps a voucher?? Brain storm session to occur to look at options for next year. Completed	Brett Quentin SA Team
Action Item 35	Send a pulse survey to see what is the best platform for notification of events	SA Team - Ajay
Action item 36	Consider expanding the sports teams by promoting teams that require only a few players ie: Rugby 7's, touch football, 3 player basketball, 6 player indoor cricket. See if staff are also interested. Completed as promotion has commenced	Atharv



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Action 37	<p>The SA Executive team to:</p> <ul style="list-style-type: none"> • Establish an Action Plan. • Need to ensure greater reach to our student cohort (Social Media?). • Ensure events and activities are aligned to their interests and ability to access. • Come up with a catchy 3-word phrase, much like the diary covers. • Continue to support Employment and Career events and activities as to provide tangible hard and soft skills. • Continue to have in place support contingencies for students. • Other particular focus or initiative. 	SA Team
Action 38	Execute an appropriate Christmas event in house inviting students and staff	SA Team
Action 39	Create a QR codes that link directly to our Facebook and Instagram pages. Students to scan to get more information about events. QR codes can go on tables and even at classroom doors and in the lifts also so we can get more attention.	

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



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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
<i>Action Item Creative Club</i>	<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
<i>Action Item Cricket Club</i>	<ul style="list-style-type: none"> Working on a range of activities for presentation in the budget format 	Club President
<i>Action Item Entertainment Club</i>	<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
<i>Action Item Health and Fitness</i>	<ul style="list-style-type: none"> Working on a range of activities for presentation in the budget format 	Club President
<i>Action Item Motor Bike</i>	<ul style="list-style-type: none"> Working on a range of activities for presentation in the budget format 	Club President