



JCU Brisbane Student Association Minutes

Date: 19.08.2021

Time: 11.00am – 12.45am

Minutes from Agenda

1. Attendees: In person (Atharv, Kanika, Dhanush, Anita, Pragati, Mary, Quentin), By Teams (Nick, Natali)
2. Apologies: Brett, Minura, Ashmita, Alibek, Jena, Charl Jacque

Welcome from the Chair - Quentin welcomed all.

Vote of thanks to the Student Association for supporting this week's events:

SPRINT CHALLENGE

Mentor thank you MT

PitStop Lunch

3. Safe Environment and Practices
 - No reported concerns

4. Confirmation of minutes 14 July 2021

Minutes taken as read with no business arising.

Confirmed Dhanush, seconded by Anita

Confirmation of minutes 5 August 2021 (Special Meeting)

Confirmed Atharv and seconded by Dhanush



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Key Actions from previous minutes

In particular:

2020

Action 22 Peer review,

- Ritik has created a Google Survey
- Quentin provided the questions with support from Eszter
- Quentin to share the survey with the Team
- Amend and then approve for distribution
- Consideration of other surveys ie JCU and Qualtrics.

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 – SSAF is still being paid by offshore students, so we need to support them any way we can – Refer to Sales team proposal – Advisor Report

Action 9 Student Lounge refurbishment – Painted and Deep cleaned, furniture removed.

- Quote from BFX Furniture has been approved and invoice is now in the system
- 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 – Pravin and Ginu

Action 18 Population of the SA Calendar required ASAP



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All Actions carried over:

Refer to Action Table

Club Actions

Refer to Action Table at the end of the Minutes

5. Correspondence In:

- Quote from BFX Furniture. The quote has been approved and is now in the Finance System pending payment
- Feedback regarding future 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
- Sales team offshore Proposal part 2 – See Advisors Report

Correspondence Out:

- Confirmation of 10 free participants to the ACS QLD State tech Summit 20 August 2021. Note this event has been postponed to March 2022 due to COVID-19. Quentin to send an email to all students.

6. Reports

Presidents Report

Two events to be organized post haste; Movie Night and a trip in the break weeks. A working party focusing on what the trip will look like.

Noting that the Currumbin Sanctuary tour is in credit: Venue and Bus

Notification from the Uni Games coordinator has confirmed that only a QLD competition will go ahead due to COVID-19, 27 to 29 September 2021. Atharv confirming eligibility for current team members.

Atharv provided a Student advisory Forum update. Learnjcu has a respect module that is not presently available for JCUB students. Atharv and Anita seeking clarification and to see if this can be included, due to the importance of what it stands for.

Due to the challenging times, some Campuses are conducting an 'International Café'. In short this is a monthly event focusing on a different culture/nationality each month as opposed a big event each trimester. This has been seen as a good engagement strategy.



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It was suggested that we could look at hibernating our current Multicultural Lunch in favor of this type of event.

A working Party to consider the options; Weekly or monthly??

Atharv reiterated that the Clubs and Executive team need to populate the Calendar with Events and Activities as per the approved budget. Focus on engagement (small attendees, but more often), online, employment targeted.

Advisors and Financial Report

\$6,000.00 was well received as a contribution towards food for the Graduation

A big thanks to the SA Volunteers on the day and a recognition event to be held after this meeting.

Thanks to all for attending the Special Meeting on the 5 August. In confirmation the outcomes of this meeting were:

- Hold on events and activities for the remainder of the Trimester (Face to Face period)
- Support the three (3) planned events
- Consideration to conducting events in the two (2) week break period, dependent on lockdown status
- Continue to focus on events and activities that are tangible and support student's soft and hard skills
- Provide some sort of recognition for participating ie participation certificate etc.
- Events to be tailored to small groups max. 25 and be adaptable to face to face, online as appropriate.
- Discuss with the wellbeing Team to deliver a relevant talk show. Managing study and health in lockdown??
- All members to work with their Clubs to populate the events Calendar for Trimester 3 as best as they can.
- Should the lockdown continue for a protracted period of time, the association agreed that in principle that the Fast track Student Support Fund could be reactivated and modified to suit the current situation? Should this occur, it is suggested that the Association meet with RHE Management as to ratify, given this may mean a budget recast.
- In the short term, should students present as 'in need' then upon evidence, a Woolworth voucher could be made available, noting these have been pre purchased. Quentin to send an email to key student contact areas ie Wellbeing



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Team, Learning Advisor, Enrolments, Joblinx etc to direct students that are impacted by mandatory quarantine to make contact.

Presently a conversation is occurring in relation to our Off Shore students and their continuation to paying SSAF. A proposal has come in from our South East Asia Compliance Team – Refer to updated email.

In short the proposal seeks the support of the Student Association to provide funding from SSAF to send a branded hoodie and cap to our enrolled Off Shore students as a way of strengthening the sense of community. Quotes for such is sitting around \$5,000.00 + postage for 120 students.

Noting that should these students have been on shore they would have received a welcome pack to a similar value, plus access to face to face events and activities. Presently \$5,900.00 has been set aside supporting Offshore student and students in crisis. To date only \$95.00 has been spent. Should the Association agree then this would need to go to the Provost Office for approval and it may be required to make a reallocation??

Quentin asked if this was something the Association would support. All present confirmed their support.

As the final amount wasn't 100% confirmed, Quentin to seek out postage costs through Australia Post and then put all details into a Flying Minute for the Executive Team consideration.

At the end of this Trimester we will see 4 members retiring. The date for the retiring member's event Thursday 2 September. Team to arrange gifts to the value of \$60.00.

Quentin to arrange with MARCOM a graphic seeking new members.



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	<p>Financial report</p> <p>Expenditure to date 31 July 2021 = \$83,071.83, we are kind of on track. I have reconciled the last 7 months – Jan - July Review Budget on Screen to identify where underspend is occurring. 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 <ul style="list-style-type: none"> ● The BFX Quote has been approved by Kathleen and the order is proceeding ○ Build events into the Monthly Calendar for SP23_2021 and onwards ○ Support for our Off Shore Students 	
7. Upcoming events for planning	<ul style="list-style-type: none"> ● Accounting Club Excel Tutorial – Dates revisited ● Exam week breakfast – From 23 – 27 August 	
8. General Business		
9. New Business		<p>Call for nominations: Secretary, Treasurer, President Hospitality Club, President Accounting Club, President Games Club</p> <p>Presentation to the Graduation volunteers by Kevin Anderson will follow this meeting.</p>



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Around the room	Kanika	Picnic event, plus other support in conjunction with the Wellbeing Team – Kanika to take the lead and discuss with Nick
	Pragati	Newsletter articles to be forwarded to Quentin for review
	Dhanush	Expressed his thanks to all as this would be his last official SA meeting.
	Nick	Provided a Wellbeing up date
	Regi	Coordination of events for more cohesive communication from MARCOM. Quentin to set up a meeting with Martin
Meeting Closed	12.45am	
10. Next Meeting	Monday 27 September 2021 @ 11.00am. This to be confirmed due to members at UniGames.	

General Actions outstanding from 2020

Item No	Action	Responsibility
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.</p> <p>Ritik has produced the survey and Quentin to share this with the Team for amendment and approvals.</p>	<p>Student Association</p> <p>Quentin</p> <p>Eszter</p>



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	Ongoing	
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>

Action Items as at 19.08.2021

Action Item 4	<p>Off Shore Student Support – Proposal from the Sales Team</p> <p>Merch pack to be provided – Hoodie and Cap</p> <p>Quentin to seek out postage costs through Australia Post</p> <p>All details to go into a Flying Minute for the Executive Teams consideration.</p> <p>Update Pending</p>	<p>Tom Collin</p> <p>Quentin</p>
Action Item 8	<p>Look at opportunities for the Futsal team:</p> <ul style="list-style-type: none"> 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 <p>Ongoing</p>	<p>Atharv</p>
Action Item 9	<p>Student Lounge Refurbishment</p> <p>Comprehensive report presented to JCUB Executive and approved - Completed</p> <p>Property to work with the Student Association on a roll out of the plan ie quotes - Completed</p>	<p>Quentin</p> <p>Property</p> <p>SA Team</p>



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	<p>Quotes have been forwarded to Kathleen and Kevin for approval - Completed</p> <p>Revised quote for furniture is required – Completed</p> <p>JCUB Inform to go out as to canvas creative student to decorate the space - Pending</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>	Ritik
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>	Quentin MARCOM
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>	SA Team
Action Item 22	<p>Discussion around vacant SA Positions</p> <p>Ongoing</p>	



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<p>Action item 24</p>	<p>Trimester Wall Planners</p> <p>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</p>	<p>MARCOM Quentin MARCOM</p>
<p>Action Item 25</p>	<p>Learnjcu has a respect module that is not presently available for JCUB students.</p> <p>Atharv and Anita seeking clarification and to see if this can be included, due to the importance of what it stands for.</p>	<p>Atharv Anita</p>
<p>Action item 26</p>	<p>Suggested hibernating our current Multicultural Lunch in favor of the 'International Café' type event.</p> <p>A working Party to consider the options; Weekly or monthly??</p>	<p>Atharv</p>
<p>Action Item 27</p>	<p>At the end of this Trimester we will see 4 members retiring. The date for the retiring member's event Thursday 2 September. Team to arrange gifts to the value of \$60.00. Koala and Chocolates already in house.</p>	<p>Exec Team</p>
<p>Action Item 28</p>	<p>Call for nominations: Secretary, Treasurer, Campus Officer, President Hospitality Club, President Accounting Club, President Games Club, President Creative Club, President Motor Bike Club, President Entertainment Club</p> <p>Quentin to arrange with MARCOM a graphic seeking new members.</p>	<p>Quentin</p>
<p>Action Item 29</p>	<p>Picnic event, plus other support in conjunction with the Wellbeing Team – Kanika to take the lead and discuss with Nick</p>	<p>Kanika</p>
<p>Action Item 30</p>	<p>Coordination of events for more cohesive communication from MARCOM.</p> <p>Quentin to set up a meeting with Martin</p>	<p>MARCOM Quentin</p>



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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
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



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