



## JCU Brisbane Student Association Minutes

Date: 21.04.2021

### Minutes from Agenda

1. Attendees: Quentin, Dr. Ashley(Zoom), Nick (Zoom), Krishna, Dorjee, Atharv, Anita, Alibek, Ginu (Zoom), Ajay (Zoom), Ritik (Zoom),

2. Apologies: Tarun, Brett, Dhanush, Kanika, Jena, Natalie

Welcome from the Chair

Quentin welcomed all

3. Safe Environment and Practices

- On the ground floor a crack in the mirror (top left corner just above the left lift's door).  
Kanika to submit a complete list of all the things that needs to be repaired/ renovated.

4. Confirmation of minutes 22 March 2021

Minutes taken as read with no business arising.

Confirmed Alibek, seconded by Atharv.



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Key Actions from previous minutes

In particular:

### 2020

Action 31 Skill sets to support job opportunities, underway in 2021 budget - **Completed**

Action 33 Student Videos to be taken from SA video – **Completed as now in SA Video**

Action 36 Operations Manual completed, and presented by Krishna – **Will continue to be updated**

### 2021

Action 4 Off Shore student support – To follow up with Dr. Ashley

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

Action Item 7 2021 – Feedback from existing Cricket Club Members? Atharv to send a Whatsapp message to get confirmations

Action Item 8 2021 – Update on the Futsal Team – team members have been finalized. Futsal kit order placed.

All Actions realized have been confirmed as completed:

Action 24 Distribution of minutes.

Action 5a Approved budget for caring for children of students.

Action 8 Student lounge refurbishment approved by JCUB executives.

Action 31 Joblinx skills set sent to all association clubs, completed.

Action 33 Student Videos, to be used from SA video.

Action 46 JCUB graduation event, completed.

Action 56 Pre purchase of movie tickets, completed.

All Actions carried over:

Action Item 9 – Newsletter – To be released, Quentin to speak with Ritik, gives his ideas on communicating upcoming events

Action Item 22 – Student Survey – To be carried over until the appointment of three new Executive members. This is built into an event feedback

Action Item 11- Student elections. Nomination open for positions, ongoing.

Refer to Action Table at the end of the Minutes for other Actions carried over



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### Club Actions

Refer to Action Table at the end of the Minutes

#### 5. Correspondence In:

Open call out for one student to join the Student Advisory Forum- Atharv Elected.

Changes in Student Wellbeing Team- New intern joining next month.

#### Correspondence Out:

Proposed 2021 Budget and 2020 Expenditure sent to all students via JCUB Inform to review. Now sitting on the SA Website Page

**Call out for nominations for SA open positions.**

6.

#### Presidents Report

SA video ready and out on Social Media pages.

SA manual uploaded on one drive for reference and updates.

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

#### Advisors and Financial Report

Congratulated Atharv on being nominated and elected for the Student advisory council.

SA Website Pages being updated, still work in progress. Quentin provided an overview on Screen

Lots of events have occurred since our last meeting and they have all run very smoothly. Interesting to note, challenging to get the numbers however attendance is very high which is good!

Star Casino Tour – 23 March

Stradbroke Island Sustainability tour – 25 March

Movie Night – 28 March



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MYOB Basic Tutorial 29 March to 30 April (5 Sessions)  
Accounting Lunch Series 7 April  
IT Lunch Series 8 April  
Games Club Sky Zone 9 April  
IT Cyber Security Seminar 12 April  
Accounting Lunch Series 14 April  
Entertainment Club Zip Line 18 April TBC  
Creative Club Karaoke Night 19 April

A Multicultural Lunch video was produced, and this will become a trailer for the next Lunch.

### ***Election update***

All is in place and nominations need to be received!  
Two only at present President and a Club vice President

### **Executive Positions closing 23 April**

President  
Vice President  
Secretary  
Equity and Diversity Officer

### **Others closing 21 May**

President Business Club  
President Games Club  
President Motor Bike Club  
President Creative Club



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President Entertainment Club  
Vice President Accounting Club  
Vice President Entertainment Club

### **Consider a scaled back Team if nominations are not forthcoming**

Futsal team update:

Uniform and Logos confirmed, order in place

Support for UNI Games participation and for pre UNI Games event participation

### **Financial report**

Expenditure to date 31 March 2021 = **\$38,214.73**, we are on track. Noting that not all April Events have been accounted for and we have done a lot in April!

Review Budget on Screen to identify where underspend is occurring.

The 2021 budget and 2020 Expenditure has been submitted to Townsville and presently awaiting for feedback and then approval.

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.

If they do continue then we need to action what ever support we can – We have a budget line for this!

Key areas of focus now are:

- Fill SA open positions.
- Initiate Supporting Children of Students
- Refurbishment of the Student Lounge.



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<p>7. Upcoming events for planning</p>	<p>Karaoke Night 22 April</p> <p>IT Day in the life of an Analyst Seminar 23 April, very concerned about numbers, 9 at present. Considering postponing unless we get 25 in room??</p> <p>JCUB Night or BBQ Night 26 April</p> <p><b><i>New Event dates</i></b></p> <p>Demi from the Wellbeing team last day 4 May – Presentation and Gift</p> <p>Exam Pit Stops 5 May</p> <p>Mentors Event 5 May</p> <p>Eid al-Fitr 7 May Note Fire evacuation occurring in the morning, Quentin out in the Afternoon</p> <p>Retiring Members Event 26 May</p> <p>Look at opportunities for the Futsal team:</p> <p>Support Uniform refer to quotes and samples</p> <p>Support for UNI Games participation and for pre UNI Games event participation</p>	
<p>8. General Business</p>		<ul style="list-style-type: none"> <li>• Invoice for Eid to be completed as soon as possible</li> </ul>
<p>9. New Business</p>	<p>Start thinking about Graduation support</p> <p>Trimester Wall Planner – proposed new design – MARCOM to present</p> <p>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.</p>	



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Around the room	Dr. Ashely	Waiting for a response from Townsville on Off shore student update.
	Nick	New intern for Student Wellbeing team joining next month.
Meeting Closed	12.10 PM	
10. Next Meeting	17 <sup>th</sup> May 2021	



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### General Actions outstanding from 2020

<i>Item No</i>	<i>Action</i>	<i>Responsibility</i>
<b>Action Item 9:</b>	<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><b>Ongoing</b></p>	<p>Ritik Sharma</p> <p>Quentin</p>
<b>Action Item 22:</b>	<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><b>Carry over and for continued discussion with Executive members</b></p>	<p>Student Association</p> <p>Quentin</p>
<b>Action Item 36:</b>	<p>Operations Manual 'Starter Kit' for new and existing members being developed</p> <p><b>Ongoing</b></p>	<p>Krishna</p>





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### Action Items as at 21.4 2021

<b>Action Item 4</b>	Off Shore Student Support – Conversation to occur with Dr Ashley re an update <b>Update Pending</b>	Dr Ashley
<b>Action Item 5b</b>	Need to consider promoting the ‘Caring for Children of Students initiative’ <b>Ongoing</b>	SA Members
<b>Action Item 7</b>	Status of the Cricket Team – Any interest from the 4 existing players to be confirmed <b>Update required</b>	Krishna and Atharv
<b>Action Item 8</b>	Look at opportunities for the Futsal team:  Support for UNI Games participation Support for pre UNI Games event participation <b>Ongoing</b>	Atharv
<b>Action Item 9</b>	<b>Student Lounge Refurbishment</b> Comprehensive report presented to JCUB Executive and approved Property to work with the Student Association on a roll out of the plan <b>Ongoing</b>	Quentin Property SA Team
<b>Action Item 10</b>	Ritik to conduct a short focus group session as to walk through the event planning process ie MARCOM Graphic request and Google Forms etc. <b>In SP22_2021</b>	Ritik



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<b>Action Item 11</b>	<p>Student Elections</p> <p>Returning Officer Quentin Underhill</p> <p>Refresh Election process for 2021 – Reflect positions and dates</p> <p>Set up promotion</p> <p><b>Completed</b></p>	Quentin
<b>Action Item 12</b>	<p>Seminar Dr Noel Kanagari</p> <p>Association Executive to consider a date and appropriateness</p> <p><b>Not proceeding with</b></p>	SA Executive
<b>Action item 13</b>	<p>Kanika to present a campus wide report, identifying maintenance required</p>	Kanika Property
<b>Action Item 14</b>	<p>Previous SA Minutes to be uploaded onto the SA Website Page</p>	Quentin MARCOM
<b>Action Item 15</b>	<p>SA Video to be uploaded onto the Student Association Website Page</p>	Quentin MARCOM
<b>Action Item 16</b>	<p>Multicultural Lunch video to be uploaded as a trailer for the next Multicultural lunch</p>	Quentin MARCOM
<b>Action Item 17</b>	<p>Start thinking about the type of Graduation support the SA Team wish to provide. Graduation date to be confirmed</p>	SA Team
<b>Action Item 18</b>	<p>The Executive team and Clubs to start populating the SA Monthly Calendar for their proposed events as per the Proposed Budget</p>	SA Team



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### Club Actions

<b>Action Item Accounting Club</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> </ul>	Club President
<b>Action Item Business Club</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> </ul>	Club President
<b>Action Item Creative Club</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> <li>Pre purchase of Movie tickets and vouchers for next year</li> </ul>	Club President
<b>Action Item Hospitality and Tourism Club</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> </ul>	Club President
<b>Action Item IT Club</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> </ul>	Club President
<b>Action Item Book Club</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> </ul>	Club President
<b>Action Item Creative Club</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> <li>Adobe licenses to be aligned to the Creative Club</li> </ul>	Club President
<b>Action Item Cricket Club</b>	Club on hold at present	
<b>Action Item Entertainment Club</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> </ul>	Club President
<b>Action Item Games Club</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> </ul>	Club President
<b>Action Item Health and Fitness</b>	<ul style="list-style-type: none"> <li>Working on a range of activities for presentation in the budget format</li> </ul>	Club President



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<b>Action Item Motor Bike</b>	<ul style="list-style-type: none"><li>Working on a range of activities for presentation in the budget format</li></ul>	Club President
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