



JCU Brisbane Student Association Minutes

Date: 22.03.2021

Minutes from Agenda

1. Attendees: Quentin, Ajay, Minura, Ginu, Dhanush, Krishna (Zoom), Dorjee (Zoom), Kanika (Zoom), Ritik (Zoom), Natalie (Zoom, Atharv, Reginaldo (MARCOM Zoom), Anita (zoom), Nihal (Zoom), Dev (Zoom).

2. Apologies: Tarun, Brett, Dr Ashley, Alibek

Welcome from the Chair

Quentin welcomed all, especially new team members.

3. Safe Environment and Practices

- On the ground floor a crack in the mirror (top left corner just above the left lift's door).

4. Confirmation of minutes 22 March 2021

Minutes taken as read with no business arising.

Confirmed Minura, seconded by Ginu



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Key Actions from previous minutes

In particular:

2020

Action 9 Student Association Newspaper – Yes or No

Action 22 360 peer review, student survey

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

Action 36 Operations Manual – Update from Krishna

2021

Action 4 Off Shore student support – Question to Dr Ashley

Action Item 5a 2021 – A motion to confirm support for the ‘Caring for Children of students’

Action Item 7 2021 – Feedback from existing Cricket Club Members? Atharv to send a WhatsApps as to get status

Action Item 8 2021 – Update on the Futsal Team

All Actions realized have been confirmed as completed:

Action 24 Distribution of minutes.

Action 45 Vacation letter, completed.

Action 46 JCUB graduation event, completed.

Action 48 Finalizing 2021 diary contents, completed.

Action 52 New name for Creative club, closed.

Action 53 Advertising for new laptops arrival, 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 31- Joblinx skill set to be sent to all clubs as to foster support.

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:

Resignation President Health and Fitness Club.

We wish him well in his future endeavours and thank him for his contribution to the SA Team.

Food donation Initiative from an Alumni student Aditya Tatya Saheb Kumbhar

Student Mrinalini has presented a potential motivational Guest Speaker suited to all students – See printout relating to Dr Noel Kanagaraj

Correspondence Out:

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

Thank you letters

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.

Advisors and Financial Report

Very proud of the success of the International Women's Day Event a credit to Damchoe for her insight and all those that participated in making it happen.

A thank you letter has gone to Reena Augustine

Thank you letters have gone to Student One and suppliers for Multicultural Lunch which once again was a huge success. A video was produced, and this will become a trailer for the next Lunch.

Successful Movie night



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	<p>We are also starting to see the gap closing on event attendance, post snorkeling</p> <p>Financial report</p> <p>Expenditure to date Feb 2021 = \$27,767.00, we are on track.</p> <p>As mentioned the 2021 budget and 2020 Expenditure have gone to the Student Cohort for feedback across a 2-week period. Final date being 19 March 2021.</p> <p>Feedback to be considered prior to going to Townsville for final approval</p> <p>Key areas of focus now are:</p> <ul style="list-style-type: none">▪ Have representation with CISA,▪ Initiate Supporting Children of Students▪ Refurbishment of the Student Lounge.
7. Upcoming events for planning	<p>Star Casino Tour – 23 March Stradbroke Island Sustainability tour – 25 March Movie Night – 28 March MYOB Basic Tutorial 29 March to 30 April (5 Sessions) IT Lunch Series 1 April Accounting Lunch Series 7 April IT Lunch Series 8 April Games Club Sky Zone 9 April Games Club Bubble Soccer 10 April IT Cyber Security Seminar 12 April Accounting Lunch Series 14 April JCUB Night or BBQ Night 14 April TBC</p>



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	<p>Entertainment Club Zip Line 18 April TBC Creative Club Karaoke Night 19 April Business Club Lunch Series 21 April IT Day in the life of an Analyst Seminar 23 April</p> <p>Look at opportunities for the Futsal team: Support Uniform refer to quotes and samples Uniform Logo – See drafts Support for UNI Games participation and for pre UNI Games event participation</p>	
8. General Business		<ul style="list-style-type: none"> • All Clubs and Executive team to put into play their events as per the proposed budget • Update on the SA Video – This is close to completion
9. New Business		<p>Given the resignation received from Health and Fitness Club President, we need to recruit a new president. We need to start thinking about new executive members for the SA for SP22_2021 as we have the following positions coming vacant:</p> <p style="padding-left: 40px;">President Vice President Secretary Equity and Diversity Officer</p> <p>Plus other positions coming vacant: President Business Club President Games Club President Motor Bike Club President Creative Club</p>



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		<p>President Entertainment Club Vice President Accounting Club Vice President Entertainment Club</p> <p>The returning Officer to be Quentin Underhill</p> <p>The Election Process to be refreshed in light of the positions and dates</p> <p>Food donation Initiative form an Alumni student Aditya Taty Saheb Kumbhar. This was discussed and deemed not practical at this stage given student numbers, storage and overall management.</p> <p>Student Mrinalini has presented a potential motivational Guest Speaker suited to all student refer to printout relating to Dr Noel Kanagaraj. The SA executive to consider a date.</p>
Around the room	Nick	Offshore students can contact the Wellbeing Team for support
	Ajay	Invite Dr. Cue to next general body meeting.
Meeting Closed	11.02am	
10. Next Meeting	21 st April 2021 @1100am – Amended from the 12 April	



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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 31:	<p>JobLinx skill sets to be sent to all Association Clubs as to foster support. Quentin to speak with all Clubs</p> <p>Completed</p>	<p>Quentin</p>
Action Item 33:	<p>Video montage to be created from students sending in a short video in thanks for their Fast Track Support</p> <p>Completed as these will feature in the SA Virtual tour video</p>	<p>All students</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 22.3 2021

Action Item 4	Off Shore Student Support – Conversation to occur with Dr Ashley re an update Update Pending	Dr Ashley
Action Item 5a	Legal Counsel has approved the proposed Caring for Children of Students A motion was put forward in the last meeting, however no names were reflected in the minutes. Therefore propose a motion as to support this initiative. Completed	SA Members
Action Item 5b	Need to consider promoting this initiative Ongoing	SA Members
Action Item 6	Meeting with Property to occur in relation to the refurbishment of the Student Lounge Completed – Works to commence TBC	Property Quentin
Action Item 7	Status of the Cricket Team – Any interest from the 4 existing players to be confirmed Update required	Krishna and Atharv
Action Item 8	Look at opportunities for the Futsal team: Support Uniform refer to quotes Confirm a suitable logo Completed Support for UNI Games participation Support for pre UNI Games event participation Ongoing	Atharv



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<p>Action Item 8</p>	<p>Student Lounge Refurbishment</p> <p>Comprehensive report presented to JCUB Executive and approved Property to work with the Student Association on a roll out of the plan</p> <p>Other WiFi and Aircon in The Student Lounge WiFi upgrade in building Completed</p> <p>Aircon adjustment to be requested for each event Completed</p>	<p>Quentin Property SA Team</p>
<p>Action Item 9</p>	<p>Quentin to provide Instagram password to Ritik Completed</p>	<p>Quentin</p>
<p>Action Item 10</p>	<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>Ritik</p>
<p>Action Item 11</p>	<p>Student Elections</p> <p>Returning Officer Quentin Underhill Refresh Election process for 2021 – Reflect positions and dates Set up promotion</p>	<p>Quentin</p>
<p>Action Item 12</p>	<p>Seminar Dr Noel Kanagari</p> <p>Association Executive to consider a date and appropriateness</p>	<p>SA Executive</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	Club on hold at present	
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



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<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