



JCU Brisbane Student Association Minutes

Date: 13.10.2021

Time: 11.00am – 12.45am

Minutes from Agenda

1. Attendees: In person (Atharv, Nick, Brett, Ajay, Alibek, Mary, Regi, Quentin), By Teams (Kanika, Randhir, Margaret)
2. Apologies: Ashmita

Welcome from the Chair - Quentin welcomed all.

Welcome Mary as our new Treasurer

Welcome Randhir as our new Campus Officer and Equity and Diversity Officer

Congratulations to the Futsal team for their participation at the recent UNI Games held on the Gold Coast in late September.

3. Safe Environment and Practices
 - No reported concerns

4. Confirmation of minutes 19 August 2021

Minutes taken as read with no business arising.

Confirmed Nick, seconded by Atharv



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Key Actions from previous minutes

In particular:

2020

Action 9 – Newsletter - **Suggesting this to be sidelined in light of so few students**

Action 22 Peer review – **Suggesting this to be sidelined in light of so few students**

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 - Update

- Merch pack approved by all parties
- Distribution challenges, different approach required
- Waiting on Sales Team to action

Action 9 Student Lounge refurbishment – Completed

- Quentin has promoted 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

Action 22 Key SA positions vacant. Closed and refer to Action 28



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Action 28 Key SA positions vacant. Look at those in positions stepping up to fill Secretary

Action 29 Picnic status?????

Actions completed:

Action 8 Opportunities for the Futsal team: Uniforms received, participated in the UNI Games

Action 23 Email sent to key student contact areas ie Wellbeing Team, Learning Advisor, Enrolments, Joblinx etc to direct students that are impacted by mandatory quarantine to make contact.

Action 25 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.

Action 27 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.

Action 30 Coordination of events for more cohesive communication from MARCOM. Quentin to set up a meeting with Martin

All Actions carried over:

Refer to Action Table

Club Actions

Refer to Action Table at the end of the Minutes

5. Correspondence In:

- Nil

Correspondence Out:

- Nil



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6. Reports

Presidents Report

Welcome to new members

Atharv gave a brief overview of upcoming events in planning:

- Halloween 28 October
- Brand series lunch in lieu of Multicultural Lunch – South American theme the 1st
- Diwali 4 November
- BBQ Night
- Picnic
- Hospitality Club Event
- IT Club Event

Gave a brief update on the Futsal team representation at the UNIGames. Played really well given the challenging draw, especially players in their 1st representative matches. Unfortunately a few injuries. MVP Award was presented to Arun Pandey

Next Advisory forum meeting is the 27 October 2021

Contact made to an Offshore student in relation to the SA

Advisors and Financial Report

Student Association membership – Status

Welcome to new Executive Members Mary and Randhir. Therefore, we have a quorum based on attendance at the meetings.

We still require a Secretary, can this be filled by a current members or do we have someone else in mind?

T-Shirt update, successful free vend almost out of stock

JCU SafeApps close to release offering support to students ie virtual escort

No excuse now in generating activities and events, need to see some real drive in this area as well as attendance at meetings



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Financial report

Expenditure to date 30 September 2021 = **\$98,422.32** we are kind of on track.

I have reconciled the last 9 months – Jan - September

Review Budget on Screen to identify where underspend is occurring.

2022 SSAF Budget draft – workshop required (week 6)

Reminder that we have three credits in place that need attention:

Currumbin Sanctuary

Bus to Currumbin Sanctuary – Barnabus

Zip Line Credit – 4 vouchers

Key areas of focus now are:

- Have representation with CISA, Ritik our current representative
- Build events into the Monthly Calendar for SP23_2021
- Support for our Off Shore Students
- Budget setting for 2022 to commence

7. Upcoming events for planning

22 October PowerPoint and 5 November Word tutorial

28 October Halloween

4 November Diwali

11 November Brand Series Lunch - South American Food Festival

Others to be confirmed



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8. General Business		
9. New Business		
Around the room	Alibek	Suggestion of JCUB Branded Face Masks for Merchandise packs or future Welcome Packs
	Nick	Provided an update on the Wellbeing Team in room visits, plus future visit just prior to the end of the Trimester. Beck's postponement of placement. External support can be offered for our female students, VOICE or through a clinic for which this would be at a cost. Can support in a survey round when appropriate using Qualtrics. Nick is available on campus Wednesdays and Fridays.
	Brett	Provided an update on the Mentoring Program, currently at 14 Mentors which on % of student terms is the highest ever. Unfortunately the Mentors thank you events are not well attended and need to think of an alternative, perhaps a voucher?? Brain storm session to occur to look at options for next year. Extended support for any proof reading of posters etc produced by the SA Team.
	Mary	Requested information as to start working on 2022 budget setting, Quentin to send.
	Ajay	Discussed ideas around better notification of events ie: WhatApps, promote on LinkedIn (discuss with Eszter), push alerts, interactive online calendar. Send a pulse survey to see what is the best platform for notification.
	Randhir	Happy to meet with Kanika in relation to Campus Officer role and further decoration of the Student Lounge.
	Atharv	Consider expanding the sports teams by promoting teams that require only a few players ie:



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		Rugby 7's, touch football, 3 player basketball, 6 player indoor cricket. See if staff are also interested.
	Regi	Coordination of events for more cohesive communication from MARCOM. Quentin to set up a meeting with Martin. Will provide templates that will assist the SA self production of posters and that can be uploaded to the digital screens.
Meeting Closed	12.45am	
10. Next Meeting	Monday 17 November 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. Pending	Ritik



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<p>Action Item 16</p>	<p>Multicultural Lunch video to be uploaded as a trailer for the next Multicultural lunch Ginu and Praveen to provide videos</p> <p>Ongoing</p>	<p>Quentin MARCOM</p>
<p>Action Item 18</p>	<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>	<p>SA Team</p>
<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.</p> <p>Quentin to arrange a meeting with MARCOM</p>	<p>MARCOM Quentin MARCOM</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 28</p>	<p>Call for nominations: Secretary, President Hospitality Club, President Accounting Club, President Games Club, President Creative Club, President Motor Bike Club, President Entertainment Club</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>



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Action Item 31	2022 SSAF Budget draft – workshop required Date set 27 October 2021 @11.00am	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	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.	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.	Atharv

Club Actions

Action Item Accounting Club	○ Working on a range of activities for presentation in the budget format	Club President
Action Item Business Club	● Working on a range of activities for presentation in the budget format	Club President
Action Item Creative Club	● 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