



## JCU Brisbane Student Association Minutes

Date: 23.03.2021

Time: 11.00am – 12.30am

### Minutes from Agenda

1. Attendees: In person (Alibek, Kunal, Manasvi, Tanvi, Sitora, Virginia, Tanaswi, Daksitha Juliana, Quentin), By Teams (Ritik)
2. Apologies: Randhir, Dr Ashley Orth, Reginaldo

Welcome from the Chair - Quentin welcomed all.

A big shout out to Alibek for his undertaking in talking with fellow students and drive interest in the Student Association. This brings us to a great representation of students to the table.

3. Safe Environment and Practices
  - No reported concerns

4. Confirmation of minutes 1.12.2021  
No business arising to date on either minutes

### Key Actions from previous minutes

#### 2020/2021

Refer the Action Table as 1.12.2021

#### Actions completed:

- |      |   |
|------|---|
| 2020 | Action 36: Operations Manual 'Starter Kit' transition into Teams  |
| 2021 | Action 10: Familiarisation session by Ritik – Organising an event |



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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:

Provost Office regarding SSAF update for 2022

Letter from Tom Collin – Introducing the Orientation Steering Committee

### Correspondence Out:

- Nil

### 6. Reports

#### Presidents Report

- Alibek gave a brief overview of the information in Teams and available support tools
- Provided an update about the Mindful Leadership Event to Moreton Island
- Connecting with the Brisbane Junior Chamber of Commerce, 3 membership and events
- Need to utilize the JCUBSA socials and activate polling on Instagram. A meeting to be arranged with MARCOM
- Need to connect with CISA
- Consider sponsoring a Gym Membership

#### Advisors and Financial Report

#### Familiarisation

Understanding of the Associations role

Create a sense of community and draw on the experiences of the wider group

Understanding of the SSAF categories and application of funds

Utilisation and further development of the available tools located in Teams



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### Focus for 2022

The Student Association is committed to ensuring our student cohort is supported in three 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
  - JCUBInform
  - Promote Events
  - Promote Socials
- 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
- Recruitment of additional members
  - Treasurer
  - President Accounting Club
  - President Games Club
  - President Motor Bike Club
  - Vice President IT Club
  - Vice President Accounting Club
  - Vice President Motor Bike Club



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### **Financial report**

Expenditure to date 31 December 2021 = **\$163,194.00 including wages**

Underspend in 2021 was \$71,961.00

Total balance of unspent SSAF funds as per TSRG Finance \$118,247.17

**2022 SSAF Budget update** – Refer to Budget Workup document

1st Draft completed and ready to be finalized by the Association, meeting to be set.

Present to the JCUB Leadership Team, meeting to be set

Present to the wider student cohort (2 weeks review)

Present to Townsville for final approval

### **Key Points:**

Confirmed support for draft budget

Expected top up \$100,000

Expected Total for 2022 = \$218,000

Draft budget has been sent to Townsville for review and feedback

Discussion around support for Graduation, this was a one off situation for 2021

### **Miscellaneous:**

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

- 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

Woolworth and BigW Gift Cards = \$3,600 + 850 = \$4,450



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7. Upcoming events for planning	<ul style="list-style-type: none"> <li>• Moreton Island Mindfulness Trip – 8.04.2022</li> <li>• Multicultural Lunch combined with PitStops – 4 May 2022, inclusive of a dance session and Art DYI</li> </ul>
8. General Business	<p>Acknowledge that we have supported one student that has been flood impacted: \$400 Woolworth/BigW voucher</p> <p>JCUB Support items and activities for students that have been disrupted due to the floods, ie Hoodie, Lone Pine Trip and Gala Lunch</p> <p>Other ideas could be:</p> <p>Multicultural Lunch on Campus with a speaker</p> <ul style="list-style-type: none"> <li>○ Perhaps someone from our Wellbeing Team</li> <li>○ Also need to talk about 'We miss you'</li> </ul> <p>Free fresh fruit, biscuits and KitKats in The Resource Centre</p> <p>Confirm we have free Coffee and Hot Chocolate in the Student Lounge</p>
9. New Business	<p>Letter from Tom Collin – Introducing the Orientation Steering Committee</p> <p>Budget planning for 2023 – Purchase new MacBooks and see if we can trade our dated MacBook Airs with Apple?</p>
Around the room	<p>Manasvi – Need to enhance the connection with Joblinx in relation to: available employment, skills workshops</p> <p>As President of the Creative Club, may be able to access discounts from the hotel I currently work for.</p> <p>Kunal – Thank you for the opportunity to undertake the role, Vice President.</p> <p>Need to increase number of interested students, create a curiosity, what in it for me?</p> <p>Happy to be on the Orientation Working Party</p> <p>CJ – Possible Health and Fitness Events; Kayaking, sporting events AFL and Roar. Can Instagram poll interest</p> <p>Ben - Thank you for the opportunity to undertake the role, Friend of the Association. Wish to work with the ideas to enhance the JCUB Community</p> <p>Virginia - Thank you for the opportunity to undertake the role, President of the Entertainment Club.</p> <p>Cassandra – Mentoring Program on hold for TR1. The future proposal is to have a smaller group of mentors across the disciplines and introduce a buddy mentor.</p>



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Meeting Closed	12.40 pm
10. Next Meeting	TBC April 2022

### General Actions outstanding from 2021, updated for 2022 as at 23.03.2022

<b>Action Item 9</b>	<p><b>Student Lounge Refurbishment</b></p> <p>JCUB Inform to go out as to canvas creative student to decorate the space. Will be addressed at the Multicultural Lunch 4 May 2022</p> <p><b>Pending</b></p>	<p>Quentin</p> <p>SA Team</p>
<b>Action Item 10</b>	<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><b>Completed</b></p>	<p>Ritik</p>
<b>Action Item 16</b>	<p>Multicultural Lunch video to be uploaded as a trailer for the next Multicultural lunch</p> <p><b>New video to be created a Multicultural Lunch 4 May 2022</b></p>	<p>Quentin</p> <p>MARCOM</p>
<b>Action item 24</b>	<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><b>Pending for 2022</b></p>	<p>MARCOM</p> <p>Quentin</p> <p>MARCOM</p>
<b>Action Item 28</b>	<p>Call for nominations: Treasurer, President Accounting Club, President Games Club, President Motor Bike Club</p>	<p>Quentin</p>



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	<p>Quentin to arrange with MARCOM a graphic seeking new members.</p> <p><b>Ongoing</b></p>	
<b>Action Item 32</b>	<p>Three credits in place that need attention:</p> <p>Currumbin Sanctuary</p> <p>Bus to Currumbin Sanctuary – Barnabus</p> <p>Zip Line Credit – 4 vouchers</p> <p><b>Ongoing</b></p>	SA Team
<b>Action Item 33</b>	<p>Suggestion of JCUB Branded Face Masks for Merchandise packs or future Welcome Packs</p> <p><b>Pending</b></p>	<p>MARCOM</p> <p>Quentin</p>
<b>Action Item 35</b>	<p>Send a pulse survey to see what is the best platform for notification of events</p> <p><b>Pending for 2022</b></p>	SA Team - Ajay
<b>Action 37</b>	<p>The SA Executive team to:</p> <ul style="list-style-type: none"> <li>• Establish an Action Plan</li> <li>• Need to ensure greater reach to our student cohort             <ul style="list-style-type: none"> <li>• JCUBInform</li> <li>• Promote Events</li> <li>• Promote Socials</li> </ul> </li> <li>• Ensure events and activities are aligned to their interests and ability to access</li> <li>• Come up with a catchy 3 word phrase, much like the diary covers</li> <li>• Continue to support Employment and Career events and activities as to provide tangible hard and soft skills</li> <li>• Continue to have in place support contingencies for students</li> </ul>	SA Team



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	<ul style="list-style-type: none"> <li>Other particular focus or initiative</li> </ul> <p><b>Pending for 2022</b></p>	
<b>Action 39</b>	<p>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.</p> <p><b>Pending for 2022</b></p>	

### New actions for 2022 as at 23.04.2022

<b>Action 1</b>	Need to utilize the JCUBSA socials and activate polling on Instagram. A meeting to be arranged with MARCOM	Quentin
<b>Action 2</b>	<p><b>SSAF 2022 Budget</b></p> <ul style="list-style-type: none"> <li>1st Draft completed and ready to be finalized by the Association, meeting to be set.</li> <li>Present to the JCUB Leadership Team, meeting to be set</li> <li>Present to the wider student cohort (2 weeks review)</li> <li>Present to Townsville for final approval</li> </ul>	