



JCU Brisbane Student Association Minutes

Date: 14.01.2021

Time: 11.00am – 12.14pm

Minutes from Agenda

1. Attendees: Quentin Underhill, Krishna Singh, Dhanush TeeYee, Varun Vyas (zoom), Ginu T George, Alibek, Dr Ashley Orth (zoom), Brett Vance (zoom), Anita Makaju (zoom), Minura

2. Apologies: Dorjee Om Dorji, Kanika Puri, Siddharth, Atharv, Tarun,

Welcome from the Chair

Quentin welcomed all, especially new team members.

3. Safe Environment and Practices

- Install sign boards for using sanitizer.

4. Confirmation of minutes 10 December 2020

Minutes taken as read.

Business arising from previous minutes:

Names of approvers and seconders required for respective motions:

- *Displaying of minutes on the website
- *Sending Cricket team to the UNI Games based on QLD Health advice of the day
- *Allowing Alumni students to participate up approval from all senior parties

Approved by Tarun Pavuluri and seconded by, Dev Maheendrakumar.



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Key Actions from previous minutes

In particular:

Action 9 Student Association Newspaper

Action 22 360 peer review, student survey

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

Action 44 Budget meeting to discuss 2020 outcomes. This to include 2021 thoughts and ideas from the SA Conference

Action 55 Instagram page

All Actions realized have been confirmed as completed:

Action 15

Action 24

Action 32

Action 38

Action 42

Action 45

10 Actions completed

Action 46

Action 48

Action 52

Action 56

All Actions carried over:

Action 10 Economist subscription

Action 36 Operations Manual

Action 57 Cricket Club representation at the Uni Games

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

Sponsorship for sprint program (proposed by Dr. Cue)

A proposal from the Academic Floor. Student Association to support/sponsor the SPRINT program, by way for lunch and a small gift for the winner of the challenge. A couple of questions required to be answered by Dr Cue. Once answered a flying minute will be sent to approve/not approve

Correspondence Out:

Thank you letter to Hilton hotel for giving the space to conduct festival of joy.

6. Reports

Presidents Report

- Festival of joy was a big success.
- Need to reduce no show of registered students for events.

Advisors and Financial Report

2020 reconciliation completed with an \$116,000.00 underspend. This is a direct reflection of the impact of COVID-19

Primary areas:

- Recreational Activities - Clubs
- Offshore student support
- Overall COVID Support
- Employment and Careers – Clubs
- Campus improvements

2021 Budget in a strong draft with feedback received from most Clubs.

Total available for 2021 is unknown at this point, a guess is around \$200,000.00 (including underspend).



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A formal budget meeting to occur with the Executive team re 2020 outcomes and 2021 planning from ideas born from the SA Conference.

Continue the focus around all events planned and budgeted for. Events recorded in annual google calendar. This to enable all parties to formally approve all that is planned. Noting that if there is an event that cannot be overlooked then we will discuss to so what may be possible. Also, please ensure all invoices are presented prior to the event occurring so approvals and payment can be undertaken.

Should we face the same COVID Challenges as 2020 then we can decide to recast the budget.

Advisors Report

Impressed with the rollout of so many events in late SP22 and now in SP23 pre-Christmas, with the Festival of Joy being the finale. Feedback from the floor?

Quentin's feedback:

Herald as a successful event for the Association

Impressed with the conduct of all in attendance, they all should be proud as I was.

However, still concerned at the level of understanding around RSVPing and being on time. This cause a level of embarrassment in my eyes with the Hilton, given at 6.30pm we had approx. 45 people in the set for 97. The balance arriving less 9 over the next hour.

We as a group need to continue to work on this re occurring challenge.

Overall for the year, I believe we rose to the challenges of COVID-19, supported our students and provided a broad range of events and activities aligned to Employment and Careers, Health and Fitness and Creativity. Strengthened our relationship with the Academic floor and a range of suppliers and providers, with many receiving thank you letters.



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<p>7. Upcoming events for planning</p>	<p>Budget setting for SP21_2020 Photography Competition SPRINT Challenge 28 January 2021 Mentors event 29 January 2021 PitStops 29 January 2021 Outgoing member's event date claimer 10.00am 11 February 2021 Snorkeling 23 February 2021</p> <p>Google Drive Calendars have been created and are accessible.</p>	
<p>8. General Business</p>		<p>No general business</p>
<p>9. New Business</p>		<p>New initiative being looked at for inclusion in the 2021 Budget. Focus on the SSAF category 'Caring for children of students'. Documents have been drafted ie Statement of Intent, Application Policy and Application form.</p> <p>Explained basic principles and then propose a motion as to ensure this initiative is endorsed.</p> <p>Futsal Team update. Team continued to play and they are heading to the semi finals.</p>
<p>Around the room</p>	<p>Ginu</p>	<p>Movie tickets can be given as gift.</p>
	<p>Brett</p>	<p>Last year 46 Mentors and 43 Mentees in SP23_2020. A presentation to occur 29 January 2021, footage to be taken for The Resource Centre Virtual tour.</p> <p>Thank you to all for supporting the English Support Group</p>



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	Varun	Retaining the SA position till upcoming UNI Games.
	Minura	Scheduling events by considering COVID regulations.
	Krishna	Requested for the list of venues that we have remaining credits.
Meeting Closed	12.14pm	
10. Next Meeting	24 th Feb 2021 @12.00pm	



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General Actions outstanding for 2020

<i>Item No</i>	<i>Action</i>	<i>Responsibility</i>
Action Item 9:	<p>Student Association Newspaper or magazine</p> <p>Jeswin taking the lead on this one. Confirmation one publication for SP22_2020.</p> <p>Content to be managed and distributed via current platforms – website and social media</p> <p>Immediate Action Required</p> <p>Link in with Action 42</p>	<p>Ritik Sharma</p> <p>Quentin</p>
Action Item 22:	<p>Peer review, 360 review, personal reflection, student survey</p> <p>Ideas to gather qualitative information to support handover and Goal setting for 2020</p> <p>Suggested that perhaps a \$50 gift voucher could be present to participants of the survey if this was open to the entire student cohort.</p> <p>Carry over and for discussion with new incoming 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>Carry over</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>Ongoing</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 Item 44:	<p>Special Budget meeting to discussed imminent underspend</p> <p>Continue to execute events as planned including support for Off Shore Students: Subscriptions, hampers etc</p> <p>To be arranged</p>	<p>SA Executive team Quentin</p>
Action Item 54:	<p>Installing printer funded by SA fund on level 1. Purchase of a printer for out of hours usage – consideration for a charge as to offset paper and toner cost.</p> <p>Underway</p>	<p>Quentin, SA</p>
Action Item 55:	<p>Creation of a JCUB SA Instagram page. Postings on the SA social can tag JCUB and this would allow them to repost?</p> <p>Underway</p>	<p>SA</p>

Action Items 14.1.2021

Action Item 1	<p>Sponsorship for sprint program (proposed by Dr. Cue), lunch and a small gift. A couple of questions required to be answered by Dr Cue. Once answered a flying minute will be sent to approve/not approve</p>	<p>Quentin SA Exec Team</p>
Action Item 2	<p>Contact UNI Games Co-ordinator as to confirm if Alumni students can attend UNI Games.</p>	<p>Quentin</p>
Action Item 3	<p>Requested for the list of venues that we have remaining credits</p>	<p>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