



JCU Brisbane Student Association Minutes

Date: 10.03.2023

Time: 10.00 – 11.45am

Minutes from Agenda

1. Attendees: In person:, Kunal, CJ, Tejaswi, Marcus, Sandeep, Lotus, Shubham Quentin, Cassandra

Apologies: Joey, Manasvi, Tanvi, Fruzsina, DK

A warm welcome to all, especially new appointees and new members

Joey – President IT Club

Sandeep Poudel – VP IT Club

Marcu Cheng – VP IT Club

Lotus – VP Business Club

Lavash – President Accounting Club

Amandeep Singh – VP Hospitality Club

Chandra Wati – Friend of the Association

Subham Dabh – Friend of the Association

Virginia – Now a Friend of the Association

RBS Representative - Pending

Ananda – Entertainment and Games Club – Application submitted

2. Safe Environment and Practices

- Nil

3. Confirmation of minutes 18.11.2022

Previous minutes taken as read. Confirmed by Tejeswi and Kunal

No business arising to date.



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Key Actions from previous minutes

2022

Refer the Action Table as 30.09.2022

In particular:

Need to remove completed actions

Item 44 – Pre purchase of online RSA courses (budget for 2023). This has been approved to proceed. Conditions; Purchase in tranches, check there is no expiry date, Joblinx to administer keeping Quentin up to date with take up. A final budgeted amount to be confirmed for 2023.

Item 50 – Theme for 2023 – Sustainability is to be the focus for 2023.

Items 52, 54 and 55 build into 2023 budget

Actions completed:

No further completed

All Actions carried over:

Refer to Action Table

4. Correspondence In:

In: Advocacy services – 21 hours per week, now approved via Flying Minute

Advocacy services to be increased by .75 hours to meet EBA – Given the number of members at the meeting today a Flying Minute will be sent as to seek approval

Provost Office re funding for 2023 @ \$300,000

Out: Expressions of interest for vacant SA positions

Expressions of interest for RBS Friend of the Association



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5. Reports

Presidents Report

The President was an apology, therefore the Vice President Kunal shared a few words. A big thank you to every one of their time and efforts supporting our new students.

Please bring items of interest/concerns to President/Vice President

A number of students from Kenya and Nigeria have spoken with Kanal, expressing their thanks to the Association and staff.

Advisor Report

- **General report**

Strong start to the year with the new intake exceeding 460, therefore around 850 enrolled students on Campus

Big interest from students wishing to join the Student Association, hence we need to look at the meeting format. Perhaps even draft up Terms of reference, more on this later.

These volumes not experienced since late 2018 and this means we need to be focused on the opportunities and challenges this presents

le Expectations around student support, offering under SSAF, wear and tear, resource drain etc more on this later

- **Financial report**

Spending to date \$17,516.00 (as at 28.02.2023, includes all wages to date)

Need to ASAP reconcile 2022 Budget v Expenditure

Need to ASAP finalise a solid draft for 2023

Miscellaneous:

- NON SSAF Debit Card = \$2,916.00
- Woolworth and BigW Gift Cards still available = \$3,600 + 500= \$4,100
- Charlies Fruit Credit = \$\$ Trying to confirm



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<p>6. Upcoming events for planning</p>	<p>BDO Vacation program information session - today IT Big Interview – 21 March Tourism Southbank tour – 24 March Business Big Interview – 30 March Dr Pat Goh – Lunch and Learn – TR 1 (TBC) JCU Brisbane hosted Hackathon – TR2 (TBC) Design a Tour Competition - TR2 (TBC) IT Coding Competition – TR1 (TBC) Business Case Competition – TR2(TBC) Consultations with specialist recruitment firms for select students graduating – Cassandra investigating</p>
<p>7. General Business</p>	<p>No general business</p>
<p>8. New Business</p>	<p><i>Coffee volume discussion</i></p> <ul style="list-style-type: none"> • Dispensing approx. 400 cups per day • Approx \$1,000.00 per week in product to service • People outside the building using the service <p>Student population not experienced since 2018 and free vend coffee hasn't experienced these volumes</p> <p>Therefore, need to look at this sensibility moving forward as the usage will increase next trimester</p> <p>Ideas:</p> <ul style="list-style-type: none"> • Reduce cup size • Work with supplier on cost of product • Work on the sustainability focus and remove all cups over time and issue keep cups • Reduce hours of access • Cease weekend access, as we cannot service it • Coffee to be consumed in the Lounge only as spilling are occurring in; lifts, stairwells and class rooms



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- Signs on the door, reduce external people
- Look at a particular focus during Earth Week 17 April
- Communications to students prior to implementation of ideas

It was raised that could the Student Lounge in general be open longer?? 8.00pm

Meeting attendance and format

22 registered members for the meeting Students and Staff, could increase upon all vacancies filled

Need to look at the format of meetings

Ideas:

- Develop a Terms of Reference
- By invitation for staff – both ways – Agenda to be modified to allow staff to present and then leave
- Executive and Club Presidents only attendance at meetings

Best timings for meetings

- Tuesday/Wednesday/Thursday
- 9.00am to 10.00am

Orientation for 2023

- Need to tweak the format
 - Merchandise items and dispensing on the day
- Trimester Planners
- Wider involvement by the Student Association

Accommodation

Accommodation is becoming a challenge for new and continuing students. As an Association and Campus what strategies could be employed to assist students?



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	To date a flyer has been developed and is available @ Student Services, The Resource Centre or from the Student Counsellor Manasvi, currently developing an App that may be helpful. Should we also consider something that sits on a social platform ie Instagram? More to come.
Around the room	Nil
Meeting Closed	11.45am
9. Next Meeting	TBC April 2023 + Budget Setting Meeting

General Actions outstanding from 2022

Action Item 9	Student Lounge Refurbishment Creative Canvas to be finalized – SA Logo and Framing - Pending	Quentin SA Team
Action Item 35	Send a pulse survey to see what is the best platform for notification of events Pending for 2022	SA Team
Action Item 37	The SA Executive team to: <ul style="list-style-type: none"> • Establish an Action Plan. Pending • Come up with a catchy 3-word phrase, much like the diary covers. Pending • Other particular focus or initiative. 	SA Team



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Action Item 44	<p>RSA online opportunities</p> <p>The purchase of an online course is being considered as these are cheaper and more flexible. No information can be found that suggests an online course is not accessible to International students. The key thing is that the provider has RTO and CRICOS status. Quentin to contact DHA to see if further information can be obtained.</p>	Quentin
Action Item 45	<p>Debating challenge presented by Cassandra</p>	Cassandra
Action Item 47	<p>2023 Student Association Budget setting</p>	Quentin Underhill SA Team
Action Item 50	<p>Action: Let's think of a theme for 2023, sustainability in a theme running through a number of our events.</p> <p>Budget setting for 2023 to commence shortly, therefore please start thinking of opportunities. Use the approved 2022 Budget as a guide. Ideally, a planning day to occur that can start to map out events and activities for the entire year. That way we are forward planning and not reactively managing.</p> <p>A formal conversation is occurring with the Senior Associate Dean in relation to Advocacy and Wellbeing Services for 2023. Level of service and estimate of costs. It was also requested for more Wellbeing Team presence, in particular events and activities.</p> <p>Action: Build events and activities in to the 2023 budget setting in consultation with the Wellbeing team.</p> <p>Action: Set a budget setting day either the 1 or 2nd December 2022</p>	
Action Item 52	<p>JCU Brisbane Football Tournament</p> <p>Quentin presented the following opportunity:</p> <p>Please refer to the document Rebecca Allman has put together regarding the JCU Brisbane football tournament.</p>	



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	<p>Next step would be to confirm funds available and “advertise” to students & partners so that they can register their teams.</p> <p>Of course welcome any input and suggestions.</p> <p>All agreed a great idea, however the timing not quite right for December. This could be look at for next year.</p> <p>Action: Build into our 2023 budget planning. Incorporate in conversations occurring with Sam Russell, Juliana Nevas Braga and Tom Collin</p>	
<p>Action Item 54</p>	<p><i>Student Safe and Self Defense Seminar</i></p> <p>Quentin presented the following opportunity:</p> <p>Jet LEE Grand Master 8th Dan Black Belt Korean Martial Arts Academy BodyGuard Licensed (Queensland Government)</p> <p>and learn how to control common</p> <ol style="list-style-type: none"> 1. Assault Situation Female (Release / Escape) 2. Aggressive Situation Male (Control / Suppress) <p>Time : 1hour or 2 hours also if I would like to separate class. Number : Min 10 ~ Max 30 per class Date and time : December ???</p> <p>All agreed a great idea, however the timing not quite right for December. This could be look at for next year.</p> <p>Action: Build into our 2023 budget planning. Ask Jet Lee for a formal proposal including a cost.</p>	
<p>Action Item 55</p>	<p><i>Presentation skills – To Industry standard – Email from Kunal</i></p> <p>Can we build something in our Business Club events for 2023 – Toast Masters or equivalent?</p> <p>Action: Build into our 2023 budget planning</p>	



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Action Item 56	<p>Kunal – Raised the matter of motivation and could a motivational speaker be bought in and students can attend sessions. Particular topics; confidence building, life and study skills. Noting that some lecturers do this well in class. Could this be incorporated into O’Week sessions?</p> <p style="background-color: yellow;">Action: consider for O’Week sessions, Dr O’Brien to discuss with the Academic Team</p>	
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General Actions outstanding as at 10.03.2023

Action Item 1	<p><i>Coffee consumption</i></p> <p>Need to look at Coffee consumption sensibility moving forward as the usage will increase next trimester</p> <p>Sustainability ideas:</p> <ul style="list-style-type: none"> • Reduce cup size • Work with supplier on cost of product • Work on the sustainability focus and remove all cups over time and issue keep cups • Reduce hours of access • Cease weekend access, as we cannot service it • Coffee to be consumed in the Lounge only as spilling are occurring in; lifts, stairwells and class rooms • Signs on the door, reduce external people • Look at a particular focus during Earth Week 17 April • Communications to students prior to implementation of ideas 	
Action Item 2	<p><i>Meeting attendance and format</i></p> <p>Need to look at the format of meetings</p> <p>Ideas:</p> <ul style="list-style-type: none"> • Develop a Terms of Reference • By invitation for staff – both ways – Agenda to be modified to allow staff to present and then leave • Executive and Club Presidents only attendance at meetings 	



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	<ul style="list-style-type: none"> • Best timings for meetings <ul style="list-style-type: none"> ○ Tuesday/Wednesday/Thursday ○ 9.00am to 10.00am 	
Action Item 3	<i>Orientation for 2023</i> <ul style="list-style-type: none"> • Need to tweak the format <ul style="list-style-type: none"> ○ Merchandise items and dispensing on the day • Trimester Planners, reduce purchase numbers • Wider involvement by the Student Association during O'Week 	
Action Item 4	<i>Accommodation</i> Accommodation is becoming a challenge for new and continuing students. As an Association and Campus what strategies could be employed to assist students? Development of an App or something that sits on a social platform Instagram?	