



JCUB Student Association – General Meeting Minutes

22 August 2023 – 12.30am

Location: Level 2 – The Resource Centre + Teams

AGENDA

1. ATTENDEES

Welcome to all, especially new members and attendees

Quentin

- Due to the number of student attendees (2), the minimum number for a quorum was not achieved.
- Quentin will simply provide a brief update in this meeting.

2. APOLOGIES

Francesca Delgado Proano, Tejeswi Kunder, Kunal Gurnani

3. SAFE ENVIRONMENT AND PRACTICES

Quentin and the Chair of the SRG WH&S Committee conducted a Site Risk assessment of The Campus on the 26 June 2023. No noticeable safety risks identified.

Noted.

4. CONFIRMATION OF PREVIOUS MINUTES:

Business arising from previous general meeting minutes – 23.06.2023

Taken as read

From the floor

Minutes from 19.04.2023 to be signed as these were missed at the last meeting 23.06.2023 and still have not yet been signed off. Therefore there will be 3 sets of meeting minutes to approve at the next meeting.

General Actions

- **Refer to Action Table from previous minutes**

Action 35 Student Survey completed and outcome report generated. Quentin to provide key points from the report. This is presently with the Operations/Leadership team for review before wider publishing.

Action 5 New look for the Student Association – Next steps – Refer to Advisor Report

Club Actions:

- **Refer to Action Table from previous minutes**

Table ongoing Action Items - Refer attached Action Table



5. CORRESPONDENCE IN/OUT:

In: Provost Office approval of the 2023 SSAF Budget_12.07.2023

Out: Finalised 2023 SSAF Budget for Provost Office approval_6.07.2023

6. REPORTS:

- **Vice President's Report**

NIL

- **Advisors' Report**

The Student Survey has now been finalised and an outcome report has been written. Thank you on behalf of JCUB to all students that participated. This is presently with the Operations/Leadership team for review before wider publishing.

Preparations underway for our next intake TR3_2023, which is expected to be 450+, this potentially means upwards of 1300 enrolled students on Campus. Thank you to those that have agreed to shifts (paid/volunteering) during this period.

Merchandise considered for the intake – See sample. Wall planner and pen will be handed out along with Student ID.

Student Association and Advisor to the Student Association focus into TR3_2023 needs to be:

1. Need to look at Membership in particular a President. Need to apply a formal approach to this ie call for nominations and a cast your vote opportunity.
If only one nomination comes in then that person would be elected without an election.
In connection with this need to look at all roles with the Executive Team, given a number of members are completing studies.
2. A new look for the Student Association. Create a Student Board as this is more reflective of what they represent. The key elements are:
 - A flatter structure that can still support – Employment, careers and recreational activities
 - Sub Committees that sit under the Executive team
 - Terms of Reference as opposed to a constitutionA formal presentation session to be conducted to JCU Brisbane key stakeholders

Why the change?

The challenges faced by the Student Association, they primarily include:

- Lack of engagement among the current Student Association Committees: Some committees consistently experience low attendance rates during meetings.
- The need for committees to actively participate in event planning and take on the role of organizers, involving coordination with various stakeholders. This will help strengthen their abilities.



- Ensuring the continuity of the Student Association by recruiting new committee members and avoiding any gaps.
- Determining the process for selecting the new Student Board Committee (Voting Members) through elections.

Documents for review and consideration

1. Terms of Reference
 2. Student Board Rebranding Slides
 3. Evidence of Table
 4. Nomination Form for Student Board Election
 5. Election Promotion Video Script
-
3. Expand membership to be more representative across our cohorts. Also, connect with external community groups – India associations/ African community groups as a means to better connect our students to support networks. This was feedback from Kathleen Newcombe and Dr Elizabeth O’Brien, during our budget setting process. Quentin will invite Bhutanese students X3 to be a part of SA to enhance cultural diversity.
 4. Increase the number of Student Association lead events and activities as to ensure we are maximising the SSAF Fees. This may be assisted through the introduction of an Events and Activities Co-Ordinator.
- **Financial report**
Spending to date approx. \$111,431.72 (as at 31.07.2023, includes all wages to date)
 - NON SSAF Debit Card balance = \$1,792.61 – Can be used for more hoodies.
 - Woolworth and BigW Gift Cards still available = \$3,200 + 500 = \$3,700
 - Big Michael’s Fruit paid \$5,000.00 in advance

7. UPCOMING EVENTS FOR PLANNING

Orientation – TR3

- Student Registration Assistance session - Volunteers are still needed to assist after the Academic Presentations on 8 September following the overwhelming number of students requiring registration support in the previous Orientation, causing issues with staffing and spaces. Lotus and Joey have agreed to be available.
- Students are not registering for Orientation sessions. This is problematic because they will potentially have no access to any systems. Additionally, new sessions may be required in Weeks 2 and 3 to cater for those who are not signing up in Weeks 0 and 1.

R U OK Day (Wednesday, 13 September) preparations, setups and Association Support

- See New Business



Noted: Most events are postponed due to a recurring pattern of lack of student participation and campus attendance, and /or requiring staff investment (time) for little return (limited to no student participation).

JCU Brisbane hosted Hackathon – TBC

Consultations with specialist recruitment firms for select students graduating

IT 'How to get a job' – Break week

Design a Tour Competition - TR2

- One student entered

IT Coding Competition – TR2

- This was closed. No Student participation or submissions.
- Students' lack of attendance, interest and skills affected the non participation.

Business Case Competition – TR2

- This has been postponed. It required a lot of commitment from staff with little return from students.

8. GENERAL BUSINESS

Nil

9. NEW BUSINESS

R U OK Day (Wednesday, 13 September) preparations and setups; Helpers needed from the Student Association to assist the student counsellor to run the event;

Possible locations (e.g. foyer, level 1, level 2) to hang the decorations include various areas, and the main floor will be used to host the event (Level 1).

Once the list of helpers has been confirmed, the student counsellor will coordinate with them for preparations and setups. Meetings will be required before the event.

Student Counsellor Lu is requesting for a NovoPsych program for use in her practice for the purpose of providing targeted support for each student. NovoPsych program is an assessment tool to measure a person's presenting issues at the time of consultation. The report generated at a student's completion of this assessment provides documented evidence to support their application for absence. The cost of \$290 has been approved in the budget.

Proposed new positions Welfare Officer and Events & Activities Coordinator Accountability Statements are submitted to Kevin for consideration.

Student Association Farewell & Thank-you Morning Tea is proposed to be held at the graduation ceremony between gown pick-up and the ceremony start. Morning tea will be catered for. Quentin aims to have everyone who were missed or left out previously to attend.



10. CLOSE

Meeting closed at 12.53pm.

Reopened at 12.56pm

- Quentin updated on Student Counsellor Lu and her request for NovoPsych (See New Business)

Closed at 1.02pm.

General Actions outstanding from 2022

Action Item 9	Student Lounge Refurbishment Creative Canvas to be finalized – SA Logo and Framing - Pending wait for renovations and incorporate	Quentin SA Team
Action Item 35	Send a pulse survey to see what is the best platform for notification of events Completed	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
Action Item 47	2023 Student Association Budget setting Presented to SA members Presented to JCU Brisbane Executive Team New 2023 format endorsed to proceed by Townsville Needs to go to the wider student cohort ASAP Completed	Quentin Underhill SA Team
Action Item 50	Action: Let's think of a theme for 2023, sustainability in a theme running through a number of our events. 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. 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. Action: Build events and activities in to the 2023 budget setting in consultation with the Wellbeing team. Action: Set a budget setting day either the 1 or 2nd December 2022	
Action Item 52	JCU Brisbane Football Tournament Quentin presented the following opportunity: Please refer to the document Rebecca Allman has put together regarding the JCU Brisbane football tournament.	



	<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. 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 Defence Seminar</i> Quentin presented the following opportunity: Jet LEE Grand Master 8th Dan Black Belt Korean Martial Arts Academy BodyGuard Licensed (Queensland Government) and learn how to control common 1. Assault Situation Female (Release / Escape) 2. Aggressive Situation Male (Control / Suppress) 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> 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>	
<p>Action Item 56</p>	<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>Action: consider for O’Week sessions, Dr O’Brien to discuss with the Academic Team</p>	



General Actions outstanding as at 19.04.2023

<p>Action Item 2</p>	<p><i>Meeting attendance and format</i> Need to look at the format of meetings 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 • Best timings for meetings <ul style="list-style-type: none"> ○ Tuesday/Wednesday/Thursday ○ 9.00am to 10.00am 	<p>Underway</p>
<p>Action Item 5</p>	<p>A new look for the Student Association. Create a Student Board as this is more reflective of what they represent. The key elements are: A flatter structure that can still support – Employment, careers and recreational activities Sub Committees that sit under the Executive team New look Student Services Amenities Fees budget that better represents the allowable categories and ne 2022 Guidelines Have a Terms of Reference for the Student Board as opposed to a constitution</p>	