



JCU Brisbane Student Association Minutes

Date: 23.06.2023

Time: 12.30 – 1.30pm

Minutes from Agenda

1. Attendees: Quentin, LU, Manasvi, Joey, Lotus, Andrew, Bhargavi, Sandeep, Cassandra, Fruzsina, Kunal

2. Apologies: Dr Elizabeth O'Brien, Tejaswi, Juliana, Tanvi, DK, Brett

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

Thank you to

- Manasvi, outgoing President
- Cassandra and Lotus for work around building the new look for the Student Board

3. Safe Environment and Practices

- NIL
- Noting that a full building walk through has just been conducted and rectification underway as appropriate. In addition Quentin will be conducting a Site Risk assessment of the Campus on the 26 June 2023.

4. Confirmation of minutes

Taken as read, however the signing is to be held over as this was missed in this meeting.

No business arising to date.

Key Actions from previous minutes

Business arising from previous general minutes - 19.04.2023

From the floor

General Actions

- Refer to Action Table from previous

Action 35 Campus wide survey to be sent (after census date) + Prize

Action 1 Coffee Consumption – Update of outcome

Before: Overall costs @approximately \$1000.00 per week, plus cups to landfill and capacity to service



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After: Over costs reduced to approx. \$600.00 per week. Seeing evidence of students bring own keep cups and water bottles. Need to keep on promoting BYO

Action 2 Meeting attendance and format

Action 5 A new look for the Student Association – Short presentation to follow

Club Actions:

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

Table ongoing Action Items - Refer attached Action Table

Actions completed:

All Actions carried over:

Refer to Action Table

5. Correspondence In:

In: Support for Draft 2023 SSAF budget

Out: Seeking feedback for SSAF 2022 Budget V Expenditure and 2023 Draft Budget

6. Reports

President's Report

No report tabled



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Advisor Report

- **General report**

An additional 400+ arrived for TR2_2023, which has provided a heightened dynamic with now 1000+ students on Campus. Potentially another 400 could arrive for TR3_2023.

Keen to canvas all the feedback from those that participated as to modify 'O' Week for next time.

Four areas needing to focus on is the:

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.
2. Finalisation of the 2023 SSAF budget, for which feedback is being sought.
Townsville is happy for us to proceed in the new budget format
Kathleen and Dr Elizabeth O'Brien are happy with the spend categories however have requested we expand is membership of community groups – India associations/ African community groups as a means to better connect our students to support networks.
Thank you to the members that responded
3. Increase the number of Student Association lead events and activities as to ensure we are maximising the SSAF Fees
4. 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



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Terms of Reference as opposed to a constitution

A formal introductory session to be conducted as more work to be done.

In terms of better managing Events and Activities on Campus Quentin has put a proposal to the JCUB executive team for which they have agreed in principle to proceed.

In short a formal team will look after events and activities which includes Orientation. They will have access to resources such as; rooms, vendors, external parties, promotional tools etc. The Student Board will liaise with this team as to activate your student event and activities initiatives.

We have on order 500 Generic Trimester Wall Planners.

- **Vice President's report**

- Fruitful – good amount of events
- Bonding of team
- Students are currently seeing new member opportunities within the Association???

Acknowledging changes and updates in the following areas:

- Student Advocates
- Student Welfare
- Student Support Services

- **Financial report**

Spending to date approx. \$75,000.00 (as at 31.05.2023, includes all wages to date)



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	<p>2022 Budget v Expenditure reconciled, presently on the website, with a JCUBinform out to all students inviting feedback.</p> <p style="text-align: center;">Actual spend \$89,923.86 against budget of \$123,290.00</p> <p>2023 draft budget is currently with the greater student cohort for feedback. This opportunity is open until 30 June 2023. Feedback is also being canvassed for the 2022 Budget V Expenditure.</p> <p>Miscellaneous:</p> <ul style="list-style-type: none"> • NON SSAF Debit Card = \$2,916.00 • Woolworth and BigW Gift Cards still available = \$3,200 + 500 = \$3,700 • Charlies Fruit Credit = \$500 to pay (delayed accounts update their end) • Big Michael's Fruit paid \$5,000.00 in advance
<p>7. Upcoming events for planning</p>	<p>Design Sprint Challenge 3 and 4 July Teachers Registration Event 4 July</p> <p>JCU Brisbane hosted Hackathon – TBC Design a Tour Competition - TR2 IT Coding Competition – TBC – New event to be formed Business Case Competition – TR2 Consultations with specialist recruitment firms for select students graduating IT 'How to get a job' – Break week Dream World / Movie World – This will come from the Academic Floor Death Star Canteen has opened an opportunity for an onsite session – “How a café works”</p>
<p>8. General Business</p>	<p>New look for The Student Association – Concept only – Short presentation Why the change? The challenges faced by the Student Association, they primarily include:</p>



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	<ol style="list-style-type: none"> 1. Lack of engagement among the current Student Association Committees: Some committees consistently experience low attendance rates during meetings. 2. 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. 3. Ensuring the continuity of the Student Association by recruiting new committee members and avoiding any gaps. 4. Determining the process for selecting the new Student Board Committee (Voting Members) through elections. <p>Documents for review and consideration</p> <ol style="list-style-type: none"> 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
<p>9. New Business</p>	<p>Support for the upcoming Design Sprint Challenge Food and Drink on Campus and prizes for the Winning team. Perhaps Student Essentials Pack? Or something else using NON SSAF funds. Support approved</p> <p>ChatGPT Subscription suggestion from Dr Cue @\$32 per month – is there value in this?? Held over</p> <p>28 June CPA membership opportunities, session to be conducted by CPA. An event promotion pending.</p> <p>SRI has capacity to deliver a coffee course</p>
<p>Around the room</p>	<p>Graduate progression – through Joblinx. Kunal</p> <p>Manasvi suggested Student Association members could visit RBS students in class from 10 July</p>



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	<p>Fruzsina – Liked the look of the new board set up and it made sense. Suggested that the new look could go into trial. ie A transition approach.</p> <p>Also an uplift to improve general communications around the Campus to improve student knowledge of what’s happening.</p>
Meeting Closed	2.00PM
10. Next Meeting	

General Actions outstanding from 2022

Action Item 9	<p>Student Lounge Refurbishment Creative Canvas to be finalized – SA Logo and Framing - Pending wait for renovations and incorporate Action to see if lounge can be extended New kettle</p>	Quentin SA Team
Action Item 35	<p>Send a pulse survey to see what is the best platform for notification of events Pending for 2023, close to being sent</p>	SA Team
Action Item 37	<p>The SA Executive team to:</p> <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	<p>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</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>	



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	<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. Action: Set a budget setting day either the 1 or 2nd December 2022</p>	
<p>Action Item 52</p>	<p><i>JCU Brisbane Football Tournament</i></p> <p>Quentin presented the following opportunity:</p> <p style="padding-left: 40px;">Please refer to the document Rebecca Allman has put together regarding the JCU Brisbane football tournament.</p> <p style="padding-left: 40px;">Next step would be to confirm funds available and “advertise” to students & partners so that they can register their teams.</p> <p style="padding-left: 40px;">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 Defence Seminar</i></p> <p>Quentin presented the following opportunity:</p> <p style="padding-left: 40px;">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>	



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	<p>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. Action: Build into our 2023 budget planning. Ask Jet Lee for a formal proposal including a cost.</p>	
Action Item 55	<p>Presentation skills – To Industry standard – Email from Kunal Can we build something in our Business Club events for 2023 – Toast Masters or equivalent? Action: Build into our 2023 budget planning</p>	
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? Action: consider for O’Week sessions, Dr O’Brien to discuss with the Academic Team</p>	

General Actions outstanding as at 19.04.2023

Action Item 2	<p>Meeting attendance and format 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 	Completed and ongoing
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Action Item 5	<p>A new look for the Student Association. Create a Student Board as this is more reflective of what they represent.</p> <p>The key elements are:</p> <ul style="list-style-type: none">A flatter structure that can still support – Employment, careers and recreational activitiesSub Committees that sit under the Executive teamNew look Student Services Amenities Fees budget that better represents the allowable categories and ne 2022 GuidelinesHave a Terms of Reference for the Student Board as opposed to a constitution	Ongoing