



# Meeting Minutes

**Committee:** All

**Location:** Level 2

**Date:** 14-Mar-25

**Time:** 1.00 to 2.00pm

## 1. Welcome

As warm welcome extended to all by Quentin.

Quentin confirmed that Tim Dale can make himself available should any clarification be required on his proposed events.

Expectation of the Board were provided:

- Attendance and participation
- That the Terms of Reference will be our guiding governance tool
- Chair and Secretarial duties, stating that secretarial duties would be rotated among the members to avoid burdening a single person

### Attendees:

**Present:** Elizabeth, Preya, Quentin, Jillian, Pallavi, Chirag

**Virtual attendees:** Aminat, Harsh

**Apologies:** Nil

## 2. Safe Environment Practices

Quentin Update from last meeting

- Level 4 Disabled Toilet door not working - Job order in place
- Level 5, AC too cold – concern raised by Preya – Job order in place
- Cleaning schedules for the building was discussed – Job order in place

Current schedule is cleaning is done overnight. Perhaps a review of cleaning could take place as to better match class schedules ie Proposed adjustment:

- Before lunch @ 12.00
- Before evening classes @ 4.00pm
- Considerations on the number of students, including Sarina Russo students

New items

Ladie toilets Level 5 – Seats not attached properly

## 3. Confirmation of Minutes

Minutes of the 14.02.2025 are taken as read.

Approval and signatures required

- Moved: Chair
- Seconded: Preya

Approval confirmed

Flying Minute 26.02.205 for the RSA Courses is noted



## 4. Key Actions from Previous Minutes

Refer to Action Table

### Action 10 External association connections

- Quentin emphasised connecting with external associations for events, activities and for support to our students.
  - Email sent to; Tom, Tim and Joblinxs

### Action 13 Promotion of Student Led Activities

- Board to finalise activities for 2025
  - Focus on event timing and length ie half day or small events often
- The Annual Event Calendar to be updated, inclusive of all Campus departments, ensuring no overlap
  - Jillian to send the members the Calendar of all departmental events
  - Talk to Timothy Dale re sporting events and opportunities around wellbeing and outreach programs
- Promotion via:
  - Trimester calendar 'What's On' to be front and centre
  - Website
  - Socials
- Feedback and review to occur, from organisers and attendees as to ensure event effectiveness and relevance – Suggest a QRCode to record feedback.
- Also review Events Tracker for a summary of each event.
- Feedback and the tracker summary can help decide if such event continues, or needs modifying.

### Action 15 Review of Election Format

- To be discussed and finalised by the members by the 21 March 2025.

### Action 16 Student Board Website page updating

- Updated based on available information
- A new photo shoot is required due to changes within the Committees and Friends of the Board. Members asked for this to be held over until new President, VP and Friends were finalised.
- A photo of Chirag needs to occur ASAP

### Action 18 Connect with the President of JCUSA

- This is outstanding and needs to occur.

### Action 20 Increase product range of vending products to support feminine hygiene

- Update from vendor, They can put items in the current vending machine if all are comfortable with this.
- Suggested that we contact our hygiene waste contractors for other options

## 5. Actions Completed

### Action 17 Approval of Schedule of meetings

- The Board discussed the meeting schedule, deciding on a flexible approach for committee meetings and a fixed schedule for general meetings. This action is completed

## 6. Actions Carried Over

Refer to Action Table

## 7. Correspondence

List of Go to Organisations from Joblinx

Culture Weave – Workshop opportunities

Email to all students seeking nominations for a Vice President and Friends of the Board

## 8. President's Report

A verbal report was presented. A thank you to the members supporting the events and activities for 2025. Keen to see the list finalised and then leads on the finalisation of a 1<sup>st</sup> budget draft.

## 9. Advisor's Report

- It was decided by the Board to recruit for a new VP for the Culture and Community Committee. This has been actioned via an email to all students.
- To be noted that upon more than one nomination an election needs to occur. Hence the review of the Election process also needs to occur.
- Suggest that a welcome event be held once a VP has been appointed and all Friends of the Board confirmed
- Need to discuss the approach for the Friends
- Goals for 2025
  - Ideally some clear goals need to be set, including an appropriate tagline
    - Connect with external organisations could be one
  - Theme for 2024 was 'Create, Disrupt, Inspire'
  - Jillian has sent to members tagline ideas
- Events and Activities for 2025 report from each of the Committees pending
  - A working party meeting did occur on the 28 February @1.00pm to discuss and plan
- Budget setting for 2025
  - Review detailed expenditure against budget
  - Consider a big spend item within the approved categories
    - Big screen TV in The Resource Centre to promote the Student Board
    - Upgrades of tech in level 1 Student Lounge
      - Set up for Movie nights (pull down screen and relocate projector)
      - Big screen TV and Play station with ability for students to play games also using their own devices
      - Refreshing the existing screens to enable on screen presentations
    - Other ideas
- Review of the election format as sent to members 15 January. To be discussed and finalised at the next meeting 21 March – Refer to information as sent.
- Review of the Terms of Reference
  - 12 months has expired and therefore a review is required

## 10. Financial Report

- Overview of legislation change
  - Budget setting for 2025 – Potentially a new format 60% Corporate led and 40% Student led

- Conversation still underway with the DVC on what constitutes the 60% in terms of allowable spend. Known are salaries for Advocacy and Counselling services, Orientation.
- To be noted that Student consultation and transparency is required, even against the Corporate budget @60%
- Department workshop re this matter 25 February was of no use
- 2024 Reconciliation update – Detailed level completed
  - Refer to handout as presented at meeting
- 2025 Budget setting
  - A draft budget split into the two key areas (Corporate and Student led)
  - Categories and descriptors have been reviewed
  - Detailed breakdown from 2024 can be used

#### ***Miscellaneous – Items in credit***

The items below are a stocktake of the balance of prepayments or supplier credit balances

- NON SSAF Debit Card balance = \$78.00
- Woolworth and BigW Gift Cards still available = \$3,000
- Big Michael's Fruit paid \$5,000.00 in advance May 2024, is now exhausted and working on a weekly invoice
- Death Star Canteen @ \$1,100
- Office Works Voucher @ \$100.00
- Weekday Café @ \$407.50
- Sea World gift card for approx. \$1000.00 (Valid for 3 years)
- 11 Lone Pine Vouchers
- 79 placements available under SIE Program
- So Juicy @ \$99.00 (postponed MYOB Certificate WorkShop)

#### ***Miscellaneous – Items available for use at events***

The items below have been purchased by the Student Board

- iPhone 14
- GoPro x 2 + Accessories
- Instax mini Cameras and film
- Nintendo Switch + Games
- Xbox + Games
- Canon digital camera
- Canon EOS SLR Camera
- Portable Speaker and Microphone

## **11. Upcoming Events**

- Persian cultural event 20 March
  - Send details of event to staff
- Pending ideas from:
  - Professional Careers Committee
  - Community and Culture Committee
- Revised events from the Student Counsellor:
  - 17 April – Multicultural Day
    - i. Quentin to contact Student One on venue hire

- ii. Individual cohorts to bring food and decorations
- iii. Tim Dale a point of contact
- iv. Sales team to become involved
- v. Indigenous weaving group to be contacted, by members
- 11 September – RUOK Day
- 10 October - World Mental Health Day
- 13 November – World Kindness Day

## 12. New Business

- Ordering of pull up banners promoting the Student Board – Refer to draft proofs
  - Need to include a new Tagline
  - Members are still working on the design
  - When design is complete send to The Centre as to make print ready.
- Discussion about Coffee Machine  
Current challenges are around blockages and high usage between 10.00 and 11.00am (SRI students)
  - Consideration of an additional machine on Level 7
  - Consideration for longer hours for machine on Level 1
    - A 1 month trial of extended hours started week 4 March
  - Advertising methods on instruction – email, put up on kitchen
  - Need to consider equity in the provision of the service
- Discussion about Fruit
  - Continue to provide?
  - Separate offering across Level 7 and 2?
  - Members to collect usage data as to determine if costing split is adequate
  - Working on a week by week order at present.
- Other Events and Activities
  - Exam treats to follow the same format each Trimester, in terms of treats
  - Fresher Lunches for new students, Chirag to take the lead on finding a venue and some base costings. This will be discussed at an Orientation debrief meeting, ie timing
  - Sonder to host a morning tea to introduce their support to students, to be discussed in the debrief meeting
  - Members to present a list of suggested merchandise for welcome packs and gifts to Quentin
    - Gifts for speakers to be standardised
  - Sporting Teams to be discussed with Tim ie: Volley Ball, Rugby, Fussball, Netball etc
  - Investigate field trips an approach from an equity perspective
  - Industry Experience program not to continue after 79 placements are used.
- Members discussed some feedback from students about no comfortable seating in the Student Lounge. The furniture now in the space was decided on upon students providing feedback saying they felt uncomfortable using the space as students were sleep on the couches and bean bags.
  - Discussed an option as to consider a spend item for the 2025 budget. Could comfortable furniture be purchased and put into the unused Nooks?
  - This falls under the categories of 'Providing libraries and reading room (other than those provided for academic purposes) for students
  - Members to present a business case in respect to this

# Action Items as at 14.03.2025

AI No	Action Item	Details	Status
2024.10	External association connections	Connect with external associations Create a list of organisations, using contact from Tom Collin, Timothy Dale, Joblinx and our student base	Outstanding Contacts coming in
2024.13	Promotion of student led events and activities	Liaise with Marcom as to create: <ul style="list-style-type: none"> <li>A 'What's On' type poster with a QRCode enabling a link to all upcoming events.</li> <li>Create a link to the Student Web pages from the JCU Brisbane Events page</li> <li>Marcom to refer to the Events Calendar and update the list of events on the Student Association Events page</li> <li>Work with Marcom as to differentiate between a student led event and a corporate event</li> </ul>	Student Board Page on JCUB Website in development  A Student Board Website in development
2024.14		Quentin to present these in the relevant meetings <ul style="list-style-type: none"> <li>Volume of emails coming to students from JobLinx, focusing on Hospitality - JobLinx</li> <li>Enhance learning opportunities within LinkedIn – Account MGR LinkedIn</li> </ul>	Trying to address email volume
2024.15	Review of Election Format	<ul style="list-style-type: none"> <li>Review of the election format – The current format to be sent to all members</li> </ul>	Outstanding, due 21 March
2024.16	Updating of the Student Board Page of the JCU Brisbane Website	<ul style="list-style-type: none"> <li>JCUBSB Website upgrade, need to do a new photo shoot. Arrange for the website to be updated</li> </ul>	Hold over until TR2_2025 Photo for Chirag ASAP
2024.18	Connect with JCU Student Association President	<ul style="list-style-type: none"> <li>Connect with Chey Hamilton – JCUA President Student Council. This to occur in early 2025</li> </ul>	Outstanding
2024.20	Vending solution – Feminine Hygiene Products	<ul style="list-style-type: none"> <li>Supporting provision of feminine hygiene products via a vending solution</li> <li>Current vendor contacted along with contractor that provides bathroom waste bins for pricing</li> <li>A decision on the best solution required</li> </ul>	Outstanding
2025.21	Various building matters: <ul style="list-style-type: none"> <li>Level 5 AirCon</li> <li>Cleaning schedules</li> </ul>	<ul style="list-style-type: none"> <li>Too cold</li> <li>Perhaps a review of cleaning could take place as to better match class schedules ie Proposed adjustment: <ul style="list-style-type: none"> <li>Before lunch @ 12.00</li> <li>Before evening classes @ 4.00pm</li> </ul> </li> </ul>	Outstanding

2025.22	Wellbeing and outreach program	Talk to Timothy Dale re sporting events and opportunities around wellbeing and outreach programs ie Volley Ball, Rugby, Fussball, Netball etc	Outstanding
2025.23	Vice President Recruitment	It was decided by the Board to recruit for a new VP for the Culture and Community Committee. This to be actioned via an email to all students.	Email sent to all students, close off 26 March
2025.24	Goals for 2025	Ideally some clear goals need to be set, including an appropriate tagline 1.Connect with external organisations could be one 2.New theme for 2025. 2024 was 'Create, Disrupt, Inspire'	Outstanding
2025.25	Review of the Terms of Reference	12 months has expired and therefore a review is required	Outstanding
2025.26	New Board Members	Suggest that a welcome event be held once a VP has been appointed and all Friends of the Board confirmed  Need to discuss the approach for the Friends of the Board	Outstanding
2025.27	Merchandise for Welcome Packs and Gifts	Members to present a list of suggested merchandise for welcome packs and gifts to Quentin  Gifts for speakers to be standardised	Outstanding
2025.28	2025 SSAF Budget	Discussed an option as to consider a spend item for the 2025 budget. Could comfortable furniture be purchased and put into the unused Nooks?  This falls under the categories of 'Providing libraries and reading room (other than those provided for academic purposes) for students  Members to present a business case in respect to this	Outstanding

Meeting closed: 3.15pm