

Meeting Minutes

Committee: All

Location: Level 2

Date: 14-Feb-25

Time: 1.00 to 2.00pm

1. Welcome

As warm welcome extended to all by Quentin.

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: Quentin, Chirag, Elizabeth, Preya, Pallavi, Guluaaz, Animat, Jillian

Virtual attendees: Harsh

**Apologies:**

 Brenda

1. Safe Environment Practices

Quentin Update from last meeting

* Level 4 Female Toilet hand dryer now working
* Level 4 Disabled Toilet door not working - Job order in place

New items

* Level 5, AC too cold – concern raised by Preya
* Cleaning schedules for the building was discussed. 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
1. Confirmation of Minutes

Minutes of the 29.11.2024 are taken as read.

Approval and signatures required - Actioned

* No concerns were raised
* Moved: Chair
* Seconded:

Approval confirmed

1. 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.
	+ Further Action, to create a list of organisations, using contact from Tom Collin, Timothy Dale, Joblinx and our student base
	+ Jillian sighted these as ‘go to’ organisations.
	+ **Potential Associations:** PNG Association, Indian cultural associations

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. The review can help decide if such event continues, needs modifying or eliminated

Action 15 Review of Election Format

* + To be discussed and finalised at the next meeting 14 March

Action 16 Student Board Website page updating

* + Delayed, Jillian asked for Quentin to send her the details
	+ A new photo shoot is required due to changes within the committees and Friends of the Board.

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.
	+ **Flexible Committee Meetings:** It was decided on a flexible approach for committee meetings to accommodate members' availability. Meetings to be held 2 weeks prior to the General meetings It was also decided that there was to be cross committee involvement to ensure diversity and comprehensive coverage. Next meeting 28 February @1.00pm
	+ **Fixed General Meetings:** It was confirmed that general meetings would have a fixed schedule, specifically on Fridays from 1:00 to 2:00 PM.
	+ **Accountability:** Quentin emphasized the importance of accountability and planning meetings at least two weeks in advance.

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

* Outstanding
1. Actions Completed

Action 14 All addressed at various meetings and the Professional Careers Committee

Action 19 Promoting the USI Process in Orientation

1. Actions Carried Over

 Refer to Action Table

1. Correspondence
	* A resignation has been received from the Vice President of the Culture and Community Committee
2. President’s Report

No written report was presented. Pallavi raised concerns on;

* + Events discussed in the last minutes were not decided on
	+ Board should try to connect
	+ Emails should be acknowledged
	+ Proceed with Action Plan from previous meeting
	+ An improvement required in the preparation board papers
1. Advisor’s Report
* Quentin advised Brenda’s resignation from the position of Vice President, Community and Culture
	+ Quentin believed no real need to appoint a new Vice President, however, need an additional person for the Community and Culture Committee
	+ 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.
	+ 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.
* 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 to send members tagline ideas
	+ All JCU Brisbane departments have set clear goals
* Events and Activities for 2025 report from each of the Committees pending
	+ It was decided that a working party meeting on the 28 February @1.00pm to discuss and plan
* Confirm the meeting schedule for 2025
	+ Refer to Action 17 above for outcome
* Review of the election format as sent to members 15 January. To be discussed and finalised at the next meeting 14 March
* Review of the Terms of Reference
	+ 12 months has expired and therefore a review is required
1. Financial Report
* Overview of legislation change
	+ Budget setting for 2025 – Potentially a new format 60% Corporate led and 40% Student led
	+ Conversation 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%
	+ Attending a department workshop re this matter 25 February
* 2024 Reconciliation update – High level
	+ Refer to handout as presented at meeting



* + In short:
		- Expenditure is under the set budget
		- Deeper reconciliation against budget layout to occur
* 2025 Budget setting
	+ A draft budget split into the two key areas (Corporate and Student led)
	+ Categories and descriptors need reviewing

***Miscellaneous***

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, with $948.00 available
* 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
1. Upcoming Events
	* No upcoming events highlighted at the moments
* Pending ideas from:
	+ Professional Careers Committee
	+ Community and Culture Committee
	+ Events from the Student Counsellor to be confirmed
	+ 21 March - Harmony Day
	+ 11 September – RUOK Day
	+ 10 October - World Mental Health Day
	+ 25 November – Eliminate violence against women day
1. New Business
* Ordering of pull up banners promoting the Student Board – See draft proofs
	+ Need to include a new Tagline
* 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
		- * The members asked for a 1 month trial of extended hours to start week 4 March
		- Testing a new machine on Level 1
		- 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 of costing split is adequate

Action Items as at 14.02.2025

|  |  |  |  |
| --- | --- | --- | --- |
| **AI No** | **Action Item** | **Details** | **Status** |
| 2024.10 | External association connections | Connect with external associationsCreate a list of organisations, using contact from Tom Collin, Timothy Dale, Joblinx and our student base | Outstanding |
| 2024.13 | Promotion of student led events and activities | Liaise with Marcom as to create:* A ‘What’s On’ type poster with a QRCode enabling a link to all upcoming events.
* Create a link to the Student Web pages from the JCU Brisbane Events page
* Marcom to refer to the Events Calendar and update the list of events on the Student Association Events page
* Work with Marcom as to differentiate between a student led event and a corporate event
 | Student Board Page on JCUB Website in developmentA Student Board Website in development |
| 2024.14 |  | Quentin to present these in the relevant meetings* Volume of emails coming to students from JobLinx, focusing on Hospitality - JobLinx
* Enhance learning opportunities within LinkedIn – Account MGR LinkedIn
* Conduct XERO, MYOB, Excel workshops
 | Trying to address email volumeNeed Student Boards support as to increase Professional Development events and activities |
| 2024.15 | Review of Election Format | * Review of the election format – The current format to be sent to all members
 | Outstanding, due 14 March |
| 2024.16 | Updating of the Student Board Page of the JCU Brisbane Website | * JCUBSB Website upgrade, need to do a new photo shoot. Arrange for the website to be updated
 | Outstanding |
| 2024.17 | Schedule of Meetings for 2025 | * Schedule of meetings for 2025. Quentin to set up a 2025 schedule of monthly meetings starting from February and a monthly meeting for the Committees.
 | Completed |
| 2024.18 | Connect with JCU Student Association President | * Connect with Chey Hamilton – JCUA President Student Council. This to occur in early 2025
 | Outstanding |
| 2024.20 | Vending solution – Feminine Hygiene Products | * Supporting provision of feminine hygiene products via a vending solution
 | Outstanding |
| 2025.21 | Various building matters:* Level 5 AirCon
* Cleaning schedules
 | * Too cold
* 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
 | Outstanding |
| 2025.22 | Wellbeing and outreach program | Talk to Timothy Dale re sporting events and opportunities around wellbeing and outreach programs | 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. | Outstanding |
| 2025.24 | Goals for 2025 | Ideally some clear goals need to be set, including an appropriate tagline1.Connect with external organisations could be one2.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 |

Meeting closed: 3.18pm