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**Student Representative Council Meeting #8 Agenda**

Friday, 16th of August 2019, 15:00 –17:00

Parramatta City: Level 8 Room 10 - Zoom: 733530292

1. Welcome, Introduction, and Apologies

2. Acknowledgement of traditional custodians of the land

3. Order of Business

Standing orders

4. Confirmation and acceptance of previous Meeting Minutes, and Member Reports

5. Follow up on previous meetings Action Items

6. Report from Student Representation & Participation

New business of the Council

7. Retrospective Expenses Claims - Bojanic, Matthew

8. Communications Strategy Actions - Bojanic, Matthew

9. Online Merch and Postage fees – Carr, Mandii, Seconded Cupitt, Sarah

10. Portfolio Initiative Pitches

11. Equity Collective officers’ procedures and honorariums – Feng, Allen

12. Formation of working party to review procedures – Bekker, Frederick W.

13. Funding allocation – Bekker, Frederick W.

14. SRC Code of Ethics and Vision Statement – Dunn, Kezia

14. Supporting the Destination Pagoda Campaign - Bojanic, Matthew

15. Proposal of future SRC meeting dates - Bekker, Frederick W.

16. General business

17. Next Meeting and Close

**1. Welcome, Introduction, and Apologies**

The Chair officially opens the meeting, acknowledging Country, and welcomed members and guests. The following members have provided their apologies for this meeting;

**2. Acknowledgement of traditional custodians of the land**

The cultural protocol of the acknowledgment of the traditional custodians of the land on which this meeting is held on.

**3. Order of Business**

Discussion whether a change to the order of business is required.

**4. Confirmation of Previous Meetings Minutes and member reports**

The minutes and member reports from SRC meetings #5, #6, and #7, as well as member reports for August are required to be confirmed as a true and accurate record.

**5. Follow up on previous meetings Action Items**

A follow up on the previous meetings action items is conducted to determine their progress to completion referring to Action Item sheet lest attached.

**6. Report from Student Representation & Participation**

The Student Representation & Participation provides their report and allows for queries

**NEW BUSINESS OF THE COUNCIL**

**7. Retrospective Expenses Claims - Bojanic, Matthew**

Due to a combination of an accumulation of unconfirmed minutes, and issues surrounding budget submissions of Orgsync, a number of portfolio related budgets that were approved by Western SRC at previous meetings are yet to be in operation. This has left some members without means of reimbursement for events they have held through the second quarter of 2019, as purchases were made on the presumption that there was an operative budget.

To ensure that these members are not left out of pocket, I feel it important to provide an avenue for them to claim their expenses retrospectively.

**Motion**

*Western SRC will enable members to claim expenses relating to events held, or initiatives run, in the second quarter of 2019 retrospectively, upon the formal establishment of their portfolio-related budgets on Orgsync.*

**8. Communications Strategy Actions - Bojanic, Matthew**

The Communications Strategy Working Group, consisting of Matthew Bojanic, Frederick W. Bekker, Daniel Bonatti, Mandii Carr, Vageesh Jha, Hollie Hammond, Kiara Osborne, Vicky-Rae Renier-Clark and Allan Feng, met for 1.5 hours last Wednesday to discuss the first steps in developing a new communications strategy.

This meeting covered numerous important topics (please refer to the minutes once they are released) with the most important ones to this meeting being:

1. Expanding our use of social media by streamlining it through use of a social media management platform such as Hootsuite
2. The importance of targeting students with a combination of meaningful content, as well as the occasional light-hearted post
3. Avoiding saturating our followers with too many posts
4. Ensuring we have a diverse range of posts, including videos, that are targeted to our students
5. Increased overall SRC member visibility through use of posters, communication boards and social media, with a focus on introducing our members to the university community.
6. Coordination of the development and dissemination of this collateral by a dedicated Communications team.

Whilst a number of aspects of the strategy still require planning, such as the adoption of a social media management platform, a number of steps can already be taken by the council to improve our engagement with students.

**Motions**

As such, the following motions are proposed:

1. *Western SRC supports the expansion of its online presence to cover Twitter, YouTube, LinkedIn, Snapchat, Instagram and any other social media platform determined to be in the interests of the organisation.*
2. *Western SRC approves the commissioning of a survey to review student preferences regarding social media content, means of engagement and SRC priorities, with the sum of $50 to be made available for a prize to encourage participation.*
3. *Western SRC gives approval for the Communications Strategy Working Group to develop job descriptions for ‘Director of Communications’ and ‘Public Relations Officer’ roles, and subsequently open Expressions of Interest to the student community for one (1) director position, and two (2) officer positions.*
4. *Western SRC commits to the updating and ongoing maintenance of its website, as well as exploring additional applications for the platform*

**9. Online Merch and Postage fees – Carr, Mandii, Seconded Cupitt, Sarah**

Sarah and I have created an initiative to create some activation with the online cohort. We are seeking $2000 to pay for SRC branded items including: karma cups, lanyards and postage fees to send these out to the online students.

Students have already been sourced and item quotes have been requested as well as Mandii reaching out to Auspost to arrange the best way to bulk ship items.

SR&P have already performed Calista checks to verify the students who are eligible.

We intend to also send: letters from the SRC, tote bags, WSUP and the post its that we ordered before Naomi’s departure.

The following motions are proposed:

*I, Mandii move the motion to allocate Sarah $2000 for the initiative of online student care packages. This is would include SRC branded items and pay for postage.*

**10. Portfolio Initiative Pitches**

All members are to present 3 ideas that they have been working on to the rest of the SRC as has been detailed within previous emails. This is to be a quick presentations of activities they are currently working on.

**11. Nirmiba Campus representative, EOI selection**

To selection of a Nirimba campus representative via vote is to take place following the return of the EOI’s.

**11. Equity Collective officers’ procedures and honorariums – Feng, Allen**

After a follow up conversation with grant regarding the procedural changes relating to the position descriptions and reasoning as to why honorariums were removed, the ball falls in the SRC’s court on how to move forward. The previous concerns raised as per last month’s agenda are as follows:

“Prior to the SRC restructuring, equity collective officers received an honorarium for their work. As of now, they no longer receive an honorarium and are expected to operate in a voluntary capacity. As I understand, we are in the process of integrating them into the SRC structure. Similar to the current SRC members, this involves formulating a position description which iterates their responsibilities but I argue that this needs to extend to provide them with an honrarium as well. The main reasons for this are below:

- If the officers are expected to operate from a voluntary capacity, then there is no incentive to hold them accountable to their role.

- As far as I understand, the amount and nature of the officer's work has not changed, which makes it difficult to justify why the honorarium was removed.

- Removing the honorarium removes a significant incentive for students to apply to become equity officers. In all our collective's current position of lacking officers, we need as much incentive as we can to recruit more.

Firstly, I would like to highlight that Grant and Richard sent out a proposed update to the Schedule 1 – Student Representation Positions and Schedule 2 – Student Representative Bodies earlier this year (May/June). This was in partly in response to the issue of student rep members being unable to hold more than 1 position. The changes were not followed up and actioned upon and are:

*Role of the Equity Collective Conveners – Campus Based*

*1. The Equity Collective Convener’s are responsible for calling meetings, representing, promoting and organising based on the interests of student members involved in their relevant campus based Student Collective;*

*a. as outlined in Schedule 2 – Campus Student Representative Bodies.*

*2. Equity Collective Convener’s are also responsible for:*

*a. Attending relevant equity community network sessions held by the relevant Equity Representative;*

*b. Liaising with relevant internal and external student and staff partners as needed;*

I would like to propose a motion to accept these amendments into the Student Representative Procedures.

Secondly, in relation to the logistics of SSAF allocated to honorariums as per Grant’s email.

At this point in time we perceive it would be difficult to do either of the following:

- Move honorariums around (decrease current reps payments), or

- Ask for more money from the university with little evidence that it is “worth” the investment (as we have not collected sufficient nor substantial evidence that there are multiple collective officers, ranks full, doing all of these amazing things).

I think it is important for the SRC and especially the equity representative to have a discussion of which path to take as I am aware that several collective officers have raised the issue of compensation/remuneration. If an honorarium fails then I would suggest exploring other options to compensate the Equity officers for their time as they will be officially consolidated into the SRC/SR&P body (depending on the previous motion).

**12. Formation of working party regarding the review of the SRC procedures – Bekker, Frederick W.**

Following numerous discussions with many SRC members, there have been a number of key issues that have been raised within the procedures that need addition/amendment, including grammatical errors, wording, and procedural updates in line with the goals and needs of the SRC.

A working party shall be formulated in order to have in-depth discussion and analysis of the procedures, and to create an updated Procedural document to be proposed and put to a democratic vote at the next SRC meeting.

**13. Funding allocation – Bekker, Frederick W.**

In line with what campus representatives have been allocated, I wish for 2,000$ to be allocated to my portfolio in order to run social events on campus and increase student engagement.

As such the following motion is proposed:

*$2000 is to be allocated to the General Secretary’s portfolio.*

**14. SRC Code of Ethics and Vision Statement – Dunn, Kezia**

Background: As the Wom\*n’s Representative, WoCo receives a lot of requests for help and support from various charities, organisations, student groups and private businesses. We send students to conferences, and we organise events for the student body. WoCo also needs to ensure that our spaces are open and inclusive, which led to our recent update to our language (Replacing Women with Wom\*n). The current campus Wom\*n’s reps and I have decided it would be advantageous to have a collective vision statement and a code of ethics in order to guide us and help us priorities our activities. It would also be very helpful when processing requests for support as we will be able to check these against our vision and ethics, and provide clear and concise responses as to why we are or are not directing support, finances or action towards any proposition brought to the SRC. After this discussion, I thought it would be ideal if the SRC as a whole had a vision statement and a code of ethics to help guide our activities and how we support the student body, and that this could then inform the more specific guidelines for the collectives.

I would like to propose the formation of a working group of interested SRC members to create these documents to be tabled to the SRC for approval. I would like to ensure that these documents are created to help serve as a guide but be flexible and open to change. Ideally, it would be excellent if all SRC members would be able to submit their thoughts and considerations towards this document, although for practicalities sake a small core group that is able to meet semi-regularly would be ideal. I anticipate this to be a big job and perhaps we can aim for a draft to be ready by October.

**15. Supporting the Destination Pagoda Campaign - Bojanic, Matthew**

The Greater Blue Mountains Wilderness is the backyard of the Western Sydney Region, and it’s something that should be truly valued. Whilst most of the wilderness is protected, the area to the north of Lithgow, known as the Gardens of Stone, is still unprotected. This area is both geologically and historically significant and is home to a number of threatened species. It also has the potential to become a significant tourist attraction, which would do much to support Lithgow’s economy.



Previous proposals for the conservation of this area, in line with Myles Dumphy’s 1932 plan for a Greater Blue Mountains National Park, have faltered as they have failed to pragmatically and realistically address community concerns. These concerns revolve around the preservation of local jobs associated with underground mining, which is the major employer in the region. The Destination Pagoda proposal put forward by the Colong Foundation for Wilderness, and other partners, aims to create a state conservation area that protects the wilderness without sacrificing local jobs in the process – a truly balanced approach.

I am hoping to lead an expedition out to this area alongside other interested SRC members, and W’SUP, to help promote this initiative amongst our students. It would be awesome however, if the SRC would be happy to endorse these activities, so that the resultant collateral can be posted to our social media channels.

**Motion**

*Western SRC will support the publication of collateral, produced during the Destination Pagoda student expedition, through its social media channels, to promote the proposal to the student community.*

**16. Proposal of future Meeting dates – Bekker, Frederick W.**

The following future dates are proposed for future SRC meetings, following scheduling requests from multiple SRC members.

**17. ANZSSA Conference, discussion, participation and expressions of interest – Bekker, Frederick W. & Bojanic, Matthew**

A discussion is to be held around the upcoming ANZSSA conference and whether this is something the SRC should endorse. An initial expression of interest shall be held for SRC attendees to this conference.

Motion: *The Western SRC supports the sending of three (3) delegates, Bekker, Frederick W. , Cuppit Sarah, to the ‘Ka karangaranga i te pari, ka eke ki te taumata: Amplifying narratives for student success.’ 2019 ANZSSA Conference in Dunedin on 8th-11th of December, in order to enhance the organisations ability to amplify students needs and represent the student body to its maximum efficancy. With monies, up to the sum of $2000, to be provided from the already approved Conference Budget ($15,000) for the purchase of tickets, accommodation and airfares.*

**18. General business**

Any General Business of the Council is to be discussed here

**19. Next Meeting and Close**

The date and time of the next meeting of the student Representative Council is to be discussed

***Close of proceedings***

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| **Student Representative Council Action Sheet** |
| **Action** | **Responsibility** | **Completion** |
| **Future events to be sent to VP (Activities) for calendar co-ordination**  | **SRC** | **Ongoing** |
| **Action item: Bojanic, Matthew to plan future meeting regarding Social media strategy** | **Bojanic, Matthew** | **Completed** |