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**Student Representative Council Meeting #8 Unconfirmed Minutes**

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

Parramatta City: Level 8 Room 10 - Zoom: 733530292

**Members Present:**

* Bojanic, Matthew - Vice President Education (Undergraduate) – Interim President
* Bonatti, Daniel - Vice president education (Postgraduate)
* Carr, Mandii – Vice President Activities
* Bekker, Frederick W. – General Secretary
* Hammond, Hollie - Penrith Representative
* Sengupta, Aditi - Campbelltown Campus Representative
* DaSilva, Clare - Parramatta Campus Representative
* Kathik, Anirudh - Parramatta City Campus Representative
* Osborne, Kiara-Lee - Bankstown Representative
* Chheda, Rohan - International Student Representative
* Yigiter, Erdem - Queer Representative
* Feng, Allan - Ethno-Cultural Representative
* Miller, Shayne – First Nation Representative
* Dunn, Kezia - Women’s Representative
* Cupitt, Sarah - Online Students Representative

**Observers/Additional:**

* Murray, Grant - Student Voice Officer
* Korkmaz, Charbel – Civic Engagement Officer
* Beky, Courtney – Parramatta South First Nations collective officer

**Apologies:**

* Renier-Clark, Vicky-Rae - Disabilities Rep
* Jha, Vageesh - Residential Students Representative

**Absent:**

* Espinas, Jonathan “JC” – Hawksbury Campus Representative
* Wolf, Danielle - Environment Representative
* Nikibin, Amir - Small & regional Campuses

**1. Welcome, introduction, and Apologies**

The Chair officially opened the meeting at 15:13, welcoming and introducing participants of the meeting. The Chair extends his warmest welcome to the SRC’s newest members, Shayne Miller, who will be serving as the First Nations Representative. Apologies have been noted from;

* Renier-Clark, Vicky-Rae - Disabilities Rep
* Jha, Vageesh - Residential Students Representative

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

Acknowledgment of the traditional custodians of the land is conducted, with the emphasis on the Western Sydney region on which the university currently resides being the traditional land of First Nation Australians.

**3. Order of Business**

Agenda Item 6 and Item 10, are to be discussed at the end of the meeting to allow for better meeting flow and provide necessary time to address the new business of the Council.

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

The minutes and member reports from SRC meetings #5, #6, and #7, are to be distributed ASAP to be approved via Flying minute in order to be confirmed as a true and accurate record. Bekker, Frederick W. thanks feedback received, and work Hammond, Hollie has put into going through the documents.

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

Events co-ordination has been pinned and shall remain standing

The communication meeting strategy has been convened and a result of which has a number of proposals which shall be discussed in the relevant agenda item.

**NEW BUISNESS OF THE COUNCIL**

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

A need to rectify the issue of members out of pocket expenses due to miscommunication, as some members have spent money on unallocated funding, and that members should be responsibility reimbursed, in such regards.

Bekker, Frederick W. asks which funding has been spent. Bojanic, Matthew responds that roughly $70 to Matthew, and $50 to Daniel, is required to be reimbursed and is inherently minor in nature,

Murray, Grant, questions necessity of the motion, and perhaps an issue of yet to be approved budgets.

*Bojanic, Matthew moves motion, Bekker, Frederick W. seconds.*

*Motion carried unanimously.*

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

The Communications Strategy convened for 1.5 hours with eight members in attendance, and cantered around overarching ideas in order to streamline the SRC’s communication strategy, targeting students, ensuring there is not a saturation of content, the diverse range of posts and mediums available, and increasing SRC visibility with photographs, to increase student awareness.

*Expanding our use of social media by streamlining it through use of a social media management platform such as Hootsuite*

**Actions:** Find the best social media management strategy, find costs, and find an overall update by the next SRC meeting within Vageesh, Jha,

Bojanic, Matthew is to distribute further information in this regard.

Da Silva, Clare asks on pricing. Bojanic, Matthew responds that it is an issue that shall be thoroughly looked into.

A variety of social media is to be utilised by the SRC that is within the interests of the Council.

Da Silva, Clare inquires on who shall have access to managing these, and Bojanic, Matthew responds that is shall be a responsibility of the communications team, in addition to the executive, and any interested SRC members.

Dunn, Kezia stresses flexibility, and anecdotally raises issues with YouTube being problematic. Bojanic, Matthew responds that whilst these channels will be set up there is no confirmation of utilisation.

Carr, Mandii enquires to ensure that social media platforms are not hijacked by rouge members, with Bojanic, Matthew responding that permissions will be governed carefully, and that once the management shall be covered by the communications team.

Whoever controls Hootsuite shall control the range of social medias to be used

*The importance of targeting students with a combination of meaningful content, as well as the occasional light-hearted post*

The importance of incentivising as raised by Hollie, in ensuring student engagement. Cupiit, Sarah and Carr, Mandii support idea for engagement the student community. Nature of random allocation enquired by Miller, Shayne.

*Avoiding saturating our followers with too many posts*

Jobs are to be open to current members of the SRC as well as the wider student community, Allen Feng, asks whether they shall be oversight by the SRC. Bojanic, Matthew responds that there shall be prolific oversight, which will counter the issues that Carr, Mandii raised concerning the fear of any members going rouge.

*Ensuring we have a diverse range of posts, including videos, that are targeted to our students*

*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.*

*Coordination of the development and dissemination of this collateral by a dedicated Communications team.*

Bonatti, Daniel, whether this is a concrete plan for the communications Strategy team, Bojanic, Matthew iterates the important to set up a framework as a first step, and then to advertise accordingly.

Dunn, Kezia, proposed the renaming of positions to ‘Communications directors’, and 2 ‘Communications Assistants’, to be selected within relevant fields, to which Bojanic, Matthew agrees to.

Amendment, communication assistant to specify who shall be able to fulfil the role.

Bonatti, Daniel proposes alternative wherein communications strategy is led by the Online student representative

Bojanic, Matthew, argues that the SRC portfolio is a busy one, and will raise a conflict of interest, as well as providing an opportunity for of wider student engagement within his proposed model.

W’SUP to be impartial as possible, Dunn, Kezia expresses her initial interest in the role based within her educational background. Engage as many students as possible.

Feng, Allen asks whether there shall be an allocated honorarium, Bojanic, Matthew iterates that there is no allocated honorarium, but raises alternative avenues of reimbursement of time, e.g. internship hours.

Proposed positions are to be promoted as widely as process, emphasis on voluntary position.

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 ‘Communications Director’ and ‘Communications Assistants’’ 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*

Bojanic, Matthew moves motion, Bekker, Frederick W. seconds,

Unanimously in favour.

**Action:** Vageesh, Jha to take two (2) weeks to provide a report regarding Hootsuite and alternative avenues of social media coordination, and to including pricing

**Action:** SR&P to provide access to the website for updating

**Action:** Cupitt, Sarah and Dunn, Kezia to co-ordinate website

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

The proposal shall assist with traditionally isolated online students, and increase student participation encouraging students to get more involved within the university.

Bekker, Frederick W. asks what is being planned on being sent out, Cupitt, Sarah, and Carr, Mandii respond saying; lanyards, letters, cups, any leftover merchandise, pens from the Bankstown SCC, tote bags, and copies of W’SUP shall be sent out.

Feng, Allen raises idea that if the sending out was to wait, then the packages could include SRC branded Sticky notes which are arriving shortly.

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.*

Cupitt, Sarah moves motion, seconded by Carr, Mandii,

Unanimously in favour

Holli raises importance that Clare has to leave early, and moving on to item 11 and coming back to Item 10 later due to time required to cover.

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

Due to Flying minute motion lapsing, a selection of a Nirimba campus representative via vote is to take place following the return of the EOI’s.

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| *Baker, Leahanne* | *Mani, Jessica* | *Hazelton, Elyse* | *Abstain* |
| Bojanic, Matthew |  |  | Daniel Bonatti |
| Bonatti, Daniel |  |  |  |
| Carr, Mandii |  |  |  |
| Bekker, Frederick W. |  |  |  |
| Hammond, Hollie |  |  |  |
| Sengupta, Aditi |  |  |  |
| DaSilva, Clare |  |  |  |
| Kathik, Anirudh |  |  |  |
| Osbourne, Kiara-Lee |  |  |  |
| Chheda, Rohan |  |  |  |
| Yigiter, Erdem |  |  |  |
| Feng, Allan |  |  |  |
| Miller, Shayne |  |  |  |
| Dunn, Kezia |  |  |  |
| Cupitt, Sarah |  |  |  |

Baker, Leahanne Elected as incoming Nirimba Representative.

**Action:** Grant, Murray to reach out to and welcome her to the team.

Yigiter, Erdem has to leave the meeting

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

In conversation with fellow collective officers, as well as SR&P, and have had a conversation earlier in the year regarding conversations which had slipped through the cracks regarding the position descriptions

Motion is as follows;

Move that that the updated procedures be accepted, as included within the Agenda item. Role of ‘Equity collective convenors, to be changed to the term of ‘collective officers’, which are current synonymous terms.

Moved by Allen Fang the updated amended procedures

Hollie Abstains due to not being within the SRC at the time

Motion passed in favour

**Action item:** Updated procedures will be given to Richard for his approval.

Following discussion with several student and members within the WSLA, Feng Allen raises that the Honorarium payments are not a legal and taxable definition, and that this is something that has to be rectified if the SRC is to continue.

Feng, Allen further does not find justification in the removal of Collective Officers honorariums, and in Fengs, Allen’s opinion to maintain honorarium to keep members accountable within their position as they used be, proposing the allocation of the previous $1,000 amount per semester.

Dunn, Kezia raises importance that a third party may look into the legality of honorarium payments.

Murray, Grants understanding is that the honorarium is a non-taxable gift, because it is not a set amount, and is rather dependant on the performance dependent on his judgement of Richard, Martino.

Feng, Allen, confirms that the amount received is UP TO the set amount, and that if an SRC members is not performing his role will receive a reduced amount. Asks that an honorarium is provided to collective officer, either through honorariums or via the budget, and whether shall be kept in line with KPI’s

Dunn, Kezia raises the importance of recognition for the officers, and to increase the incentive for engaging with that role. Because there is in effect no handover from the prior structure, and that a number of handover documents shall be created in order to aid transition between administrations. And overarching ‘bible’ or document with information, and states that within her role she has felt that she will be primarily focused on setting up an inter-administrational handover document to ensure the longevity of the organisation. Dunn, Kezia further asks that whether the discussion regarding the honorarium regarding the lack of direction is something to talk afterwards, and possible incentive systems may include placement hours, reference letters, or other alternative methods.

Bonatti, Daniel, asks how much money this shall cost, which is calculated to amount to $84,000 per year. A worthy investigation with the support of SR&P regarding how much money can be allocated is deemed necessary in light of this.

*Motion: The Western SRC commits in principle in principle the supply of honorarium and will further investigate options surrounding this matter and Feng, Allen to establish working group.*

Unanimously in favour

Motion Passed

**Action:** Feng, Allen to establish working group regarding Equity Collective officers’ procedures and honorariums

**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.

Following Murrays, Grant inquiry, this is to be in support and conjunction with the Procedural review in September, and is only proposed to allow more time for members to thoroughly analyse the document.

Carr, Mandii urges not to have too many standing committees with too many responsibilities taken on.

Motion is as follows: A working group co-chaired by the General Secretary and the President, shall be organised in order to facilitate the review of procedures and provide a proposal for amendments

Bekker, Frederick W. moves, Bojanic, Matthew seconds,

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| *For* | *Abstentions* | *Against* |
| Da Silva, Clare | Carr, Mandii |  |
| Bekker, Frederick W. | Osbourne, Kiara  |  |
| Miller, Shayne | Hammond, Hollie  |  |
| Sengupta, Aditi | Dunn, Kezia |  |
| Karthik, Anirudh |  |  |
| Chheda, Anirudh |  |  |
| Cupitt, Sarah |  |  |
| Nikibin, Amir |  |  |
| Feng, Allan |  |  |
| Bojanic, Matthew |  |  |
| Bonatti, Daniel |  |  |

*Motion passed*

**Action:** A working group co-chaired by the General Secretary and the President, shall be organised in order to facilitate the review of procedures and provide a proposal for amendments

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

Bekker, Frederick W. is to collaborate with various campus/collective representatives and to attend multiple campuses in order to develop events on campuses and increase student engagement.

Bekker, Frederick W. touches base on budget meeting that happened recently, and the over allocation of SRC funds. Hammond, Hollie, raises backlog of work to be completed and if this is a responsibility of the VPA, who has $15,000 out of $45,000 used so far. Mandii, raises example of movies, and difficulty of organization in particular aspects including room booking.

In lights to numerous campus representative’s commitment to working collaboratively for future event ideas, Bekker, Frederick W. retracts his motion for funding allocation to his portfolio.

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

Dunn, Kezia, emphasises the importance on the formation of a working group in order to have an in depth discussion surrounding a general code of ethics and vision statement for the SRC, to be drafted around October.

Feng, Allen asks whether this shall be applicable for Collective Representatives. Kezia, Dunn, responds that it shall be a general code of ethics for the wider SRC to be left broad but vague, to allow for interpretation by respective collective reps.

Feng, Allen raises idea to perhaps merge the working groups do to overlapping objectives. Dunn, Kezia responds that they shall be sure to collaborate between them as well as with the wider SRC and is to be finalised by October. Google Docs is proposed but rejected out of fear of lack of engagement. A Special meeting shall be convened to discuss the intricacies of the document creation.

**Action:** Propose for the General Secretary to organise special meeting in order for the creation of a SRC Code of Ethics and Vision Statement, taking into account member availability and with consultation with Kezia, Dunn.

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

Disucussion regarding the Destination Pagoda Campaign, and its importance in ensuring a balanced the requirement for a balanced approach both protecting the wilderness without sacrificing local industry. A hiking expedition is to be planned to be in October, and further discussion is to be had in this regard.

No motion proposed at this stage, but closer to the date shall be moved upon.

Kingswood campus has a very activist background, and might be worthy taking them on board for collaboration.

**Action:** Bojanic, Matthew to coordinate efforts with Dunn, Kezia, and Miller, Shayne for organizing the Gardens of Stone trip in October.

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

Following discussion regarding member’s availability and preference to future meeting planning, the motion proposed is as follows;

*Scheduled SRC Monthly Meetings to be convened on the first Friday of every month at 3pm*

Moved Bekker, Frederick W., Seconded by Bojanic, Matthew

Unanimously in favour

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

The issue is amended to raise awareness for the ANZSSA conference, and that there is to be an Open EOI for the attendance of this conference.

Bekker, Frederick W. raises point that this might be an alternative union for affiliation, following the motion reached at the previous Special meeting, and raises that NUS delegates will not be able to attend the ANZSAA conference without foregoing their duties as NUS delegates to attend the NUS conference as they run concurrently.

**Action item:** Bojanic, Matthew to circulate email to inform members, in order to elect delegates for ANZSSA

Bojanic, Matthew moves to extend meeting by 30 minutes, Seconded by Bekker, Frederick W.

All in favour

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

Murray, Grant informs the SRC that the EOI for the president has been ongoing, and that it is proposed that a selection Panel is formed in order to interview a shortlisted number of nominees.

Google analytics is being utilised in order to track Student engagement with online resources.

Discusses student retreat, and thanks the 6 members people for registering. Retreat is aimed for voting members of SRC and W’SUP editors, and if there are spare spaces members from the student body may nominate to attend.

Iterates that as money gets folded back into the university at the end of the financial year, it is his opinion that there is no point of being conservative with spending. Iterates that only 17% of funding has been SPENT so far.

Urges all members to engage with the VUWS programs regarding the usage of offices and to be used equitably, and fairly.

**Action item:** Bekker to distribute amended minutes to be distributed.

Clare, DaSilva and Hammond, Holli have to leave meeting

**10. Portfolio Initiative Pitches**

Miller, Shayne

1. Increase number of student engagement to the Badanami Centre for Indigenous Education
2. Communicate with groups to ensure people are engaging
3. Providing an incentive for student to known the elected members

Allan Feng,

1. Students VISA assist,
2. Working with chaplaincy regarding forum
3. End of year celebration event

Anirudh, Chheda

1. Organising and working on an inter-university event
2. Is working with the Western Wednesdays working group
3. WACCAM

Bonatti, Daniel

1. Is engaging with Student clubs
2. Helping run CAPS society alongside Bekker, Frederick W.
3. Has been engaged with Engineers without borders

Bojanic, Matthew

1. Working on Designing the integrity portal
2. Working on Student misconduct policy
3. Student RTO
4. Student employment portal
5. International MH and WB
6. Vocation training subsidy program
7. Helped found the Computing student association WASM
8. Engineering association (School based association)
9. Academic integrity with ambassador program
10. Western unlimited
11. Campbelltown sports facility, reached out with sports teams, in light of the Campbelltown sports facility undertaking a complete renovation/refurbishment
12. Been engaged within his regional campus

Bekker, Frederick W.

1. Working Group for budget
2. Working Group for procedures
3. Has been in Attendance at WSISA with Vageesh, Jha
4. NUS, negotiations have gone successfully and have fought for three motion with confirmed passing at the conference
5. Has been at Western Fair distributing Tote Bags

Dunn, Kezia

1. Representation, partnership with ‘Respect and equality in Universities’
2. Training for collective officers
3. Working on the Hand over documents for incoming representatives

Cupitt, Sarah

1. Collaborate with Carr, Mandii regarding online care packages
2. Make PDF version of W’SUP onto the website to be accessible online, and additionally update online site
3. Collaborate with Renier-Clark, Vicky-Rae, to found and organize Western Sydney online student’s association (WSOSA)

Carr, Mandii

1. Collaborating for online merchandise
2. Organizing Movie screenings
3. Organizing Healthy relationships forum
4. Working on Awards night
5. Upskilling the SRC
6. SRC town hall

Osbourne, Kiara

1. ‘Good times in the garden’ event
2. ‘Clean your campus for ice-cream’ event
3. Bankstown Facebook page has been set up
4. Student voice box to increase student engagement
5. Perhaps planning on running a silly sock event in September

Sengupta, Aditi

1. Meeting with Faruqi, Tooba, organizing climate strike in September
2. Was in attendance of Western Fair
3. Assisting with the Education action group and climate strike

Close of meeting 5:29pm

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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** |
| **Find the best social media management strategy, find costs, and find an overall update by the next SRC meeting within Vageesh, Jha,** | **Vageesh, Jha,** | **Pending** |
| **SR&P to provide access to the website for updating** | **SR&P** | **Pending** |
| **Cupitt, Sarah and Dunn, Kezia to co-ordinate website** | **Cupitt, Sarah and Dunn, Kezia** | **Pending** |
| **Grant, Murray to reach out to and welcome Baker, Leahanne Elected as incoming Nirimba Representative to the team.** | **SR&P** | **Pending** |
| **Updated procedures will be given to Richard for his approval.** | **Feng, Allen** | **Pending** |
| **Feng, Allen to establish working group regarding Equity Collective officers’ procedures and honorariums** | **Feng, Allen** | **Pending** |
| **A working group co-chaired by the General Secretary and the President, shall be organised in order to facilitate the review of procedures and provide a proposal for amendments**  | **Bekker, Frederick W.** | **Pending** |
| **Propose for the General Secretary to organise special meeting in order for the creation of a SRC Code of Ethics and Vision Statement, taking into account member availability and with consultation with Kezia, Dunn.** | **Bekker, Frederick W.** | **Pending** |
| **Bojanic, Matthew to circulate email to inform members, in order to elect delegates for ANZSSA** | **Bojanic, Matthew** | **Pending** |