**EXECUTIVE MEETING MINUTES**

**Date: 18/11/20**

**Start time: 5:19pm**

**Attendees: Jin, Madhu, Sophie, Maddie, Christian, Meg**

**Minutes taker: Meghan**

**Apologies: None**

**Finish time: 6:15pm**

AGENDA

1. Acknowledgement of Country
2. Apologies and administration
   1. Confirming last week’s minutes
3. Portfolio updates
4. Office Protocols
5. Discussion: Week 1 (December 1 - 4)
6. BrandCrush
7. Merchandise 2021

MINUTES

**Agenda Item 3: Portfolio Updates**

**Madhu:**

* SSAF finalisation - Ian has indicated that the basic SSAF amount we’d be getting is $1.767 million
  + We would also have our rollover form this year, pending approval.
  + Which would give us $2 million for next year (a higher budget than what we ran on this year)
  + Final confirmation of final numbers by COB 24th Nov
  + Final budget will be due to the ANU soon as well
* Representative meetings/consultations
  + Chatting with Department Officers and hoping to organise a Department/Exec meeting
* Executive retreat
  + May have to reschedule to the 18th-20th Dec
* Handover: Academic Board, Campus Planning Committee, Council work etc.
* Student Partnership Agreement
  + Renewed and released every year
  + Agreement between the student associations and the university
  + A rough draft has already gone to the university today from Lachy
  + The final version will be put forward in Jan/Feb so this will come back to us to discuss
  + Usually concerns education, advocacy and welfare priorities (eg: course reps, safety on campus etc)
* NUS - the same weekend as Exec retreat was planned

**Christian:**

* SRC Retreat is looking to be in one of the breaks next year because earlier times will be too challenging
* Currently looking into the Student Partnership Agreement
* Nearly finished up with handover
* Working on compiling a list of training contacts. Will then put out a list of training sessions that are available to the SRC.
  + Exec will get some priority about what training sessions they think are important
  + Mainly things like First Aid, Mental Health First Aid etc. People will get the training that they need to do their roles successfully

**Jin:**

* Met with LifeBlood to discuss 2021 Sponsorships
* Met with Brandcrush to discussion sponsorship services they can provide
* Evaluated 2020 spending and summarised rollover money to provide to Ian
* Will meet with Sophie soon to chat sponsorships and O-Week plans hehe

**Sophie:**

* I have done nothing over the last two weeks because have been on leave
* But this week:
  + Met with Billy from Warm Water regarding next years music and possible collaboration
  + Reached out to O-Week coordinators (they have been selected also)
* Meeting with some other members of the SRC to get a sense of what they might like to do in O-Week
* O-Week meetings will be starting in December

**Maddie:**

* I have done nothing much over the past 2 weeks as Skanda and I have both been in exams
* I am currently waiting for my written handover document from Skanda, but we will also be having a meeting soon to talk again
* I also will need to work remotely during December and January because I don’t have accommodation

**Meg:**

* I have met with Michael to discuss the interpretation writing process
* I chaired another SRC and CRC
* Have now completed my handover with Taylor which is excellent yay
* Am currently organising to meet with the new Clubs Council Chair and Sec so that we can coordinate our relationship for 2021
* I am also locking in a meeting with Disputes

**Agenda Item 4: General Updates from Madhu**

* Still waiting on an interpretation from Taylor about the Gen Rep casual vacancy
  + This will carry into Meg’s term
  + Michael and Taylor will be able to provide advice/ information/ drafts
* Induction for Exec on Dec 1
* AICD Training will be scheduled soon

**Agenda Item 5: Office Protocols/ Plans for Week 1**

* Work Days - usually business hours, will not include lunch, you can break up hours how you choose
* Logging hours - Madhu has made a draft spreadsheet for next year to be used for logging hours
  + If there are public holidays or other holidays, you will only need to work the requisite hours for the number of working days in that week
  + For the first few weeks, we will try Clockify and the spreadsheet system
  + Madhu will check the timesheet every 2 weeks
* Leave - 20 days of annual leave
  + You can request leave by emailing Madhu - less of an approval process but more to make sure that everyone knows what is going on
  + The Pres will email the VP for approval to take leave - this is just to make sure that the Pres leaving won’t create problems
* Office Roster - preference is for 7 hours in person and 7 hours at home.
  + There is some flexibility about this
  + If you say that you are going to be in the Office, please give advance notice if you are unable to make it
  + Would be good for people to have regular working days
* Week 1 - everyone to start thinking about what their plans are for the first week

**Agenda Item 6: BrandCrush**

* Service for student associations to advertise that they are seeking sponsorships so that businesses can identify associations that might be suitable for their purposes
  + Cuts out a lot of the awkward conversations with businesses
  + Service seems like it will be particularly good for O-Week
* Requires a subscription fee - $400/month.
  + Trial period of $99/month
  + If you get a free account, you won’t be promoted or get as much interaction and the service will take a percentage
  + We can cancel after a few months if it isn’t successful
* Maddie and Meg noted that the $400 seems to be a lot but it might be worth exploring with the trial period
  + Christian agreed with this. Also added that if in the future the Treasurer is busy doing more important things, this service could make finding sponsorships a lot easier.
  + Jin said that it could be good to see how much we make off using it and whether this offsets the more expensive cost
* Sophie noted that we would still need to comply with the Ethical Sponsorship policy
  + Jin said that we can put conditions of engaging with us in our advertisement so companies are aware of our values/ our Ethical Sponsorships policy
  + We could also then filter out companies that we didn’t agree with ethically
* Madhu wanted to know when the purchase would be made.
  + Jin said that we could probably purchase it for Dec and Jan for the 2 month trial period so that we can set up sponsorships for O-Week

**Agenda Item 7: Merchandise**

* Jin and Sophie have been working on a competition for designing the general merch
  + O-Week bucket hats, generalised shirts, Bush Week beanies
  + The competition will have financial rewards
  + Can produce prettier merch and bring hype to the merch selling process
* No official timeline yet but a design will be needed roughly by the first week of Jan so that there is time to order it all
* Suggestion is to allow people to vote for designs but it would not be the determinative factor
  + Sophie and Jin would still make the final call about the design
* Finance Regs make it okay for us to give them money for the design

**Agenda Item 8: Exec Retreat**

* Confirmed for the 18th-20th
* Will probably be somewhere in NSW
* Jin looking at booking a place for retreat. Trustee approval needed

**Agenda Item 9: Secret Santa**

* There was beef over who is organising it hehe

Action Items: Meg to sort it out