

## **EXECUTIVE MEETING**

**Date: 6.7.22**

**Time Opened: 5.00**

**Attending: Christian, Chido, Jaya, Ben, Bea (after 6), Phi**

**Apologies: Grace**

**Minutes: Ben**

**Time Closed: 6:30**

### **AGENDA ITEMS**

1. Acknowledgement of country
2. Administration
  - a. Accepting the previous meeting's minutes
  - b. Declaration of conflicts of interest
  - c. Executive decisions since the last executive meeting
  - d. Declaration of confidential agenda items
3. Portfolio reports
4. ANU Committees
5. WHS/EAP reminder
6. Matters for discussion
  - a. Student life grants
  - b. ANUSA's Balance Sheet
  - c. PARSA
7. Matters for decision
  - a. Clubs Council Executive Stipends

### **MINUTES**

#### **Acknowledgement of country**

#### **Administration**

#### **Accepting the previous meeting's minutes**

Moved Ben

Seconded Christian

#### **Declaration of conflicts of interest**

#### **Executive decisions since the last executive meeting**

Notebooks procurement approved by email 5/7/22.  
Bush Week procurement approved by email 5/7/22.

### **Declaration of confidential agenda items**

#### **Portfolio reports**

##### **Christian**

- Admin interviews
  - New staff member hired!
- Still behind on my inbox so let me know if I'm missing stuff
- Working with Grace on letter
- Election forms!

##### **Chido**

- Away on leave last week so doing a lot of catching up!
- Interviews for BKSS scheduled for next week!
- Balcony clean up has to be postponed due to kambri construction, so still behind schedule.
- Bites still running well over break!
- First Aid training next week
- Doing some prep for bkss reopening and bushweek stuff here and there.

##### **Jaya**

- Business plan almost done!
  - Meeting with suppliers tomorrow – Lavazza and Vittoria, still waiting on others
  - Once all quotes are collected can estimate cost of items for plan
  - Business logo + branding, anyone interested in meeting with
- Vending machines - Meeting with iVend tomorrow and with Sylvia from Commercial Services next week – ideally would've met with Sylvia earlier, but she's been sick
  - If Commercial Services are interested plan can move forward, if not will need to abandon it
- Ethical Sponsorships on tomorrow
- Ethical finances policy rewrite – Had to go on backburner, should be able to finish next week if things aren't too hectic
- Wage theft survey – Haven't been able to work on this this week

##### **Ben**

Meeting calendar draft is complete!! Will be going out to the SRC shortly.

Meeting room booked.

AQAC was a bit challenging.

Meeting with CASS leadership soon.

Working on drafts for reforms

Will be holding a governance working group meeting probably on 18<sup>th</sup> July to continue the discussion about meetings.

Assisting ISD with committee member vacancies

## Bea

- been planning bush week events,
  - o making graphics for the events and along with Hebe getting together the activist film night for bush week
  - o chatted w/ Phi regarding bush week plans

## Coming up:

- Ed com next week Mon-Wed, heading to Sydney tomorrow so won't be in the office but am still working

## Grace

## Phi

- Was sick last week so a bit behind but catching up 😊
- Away from Friday this week until wednesday next week but still contactable via slack just slow cuz i will b having fun and living my life
- Bush Week
  - o We should be moving onto quotes and approvals stage very soon so if everyone could keep an eye on their inboxes and reply to those ASAP that would be amazing
  - o Did some procurement for Market Day venue and equipment hire. A vast majority of Bush Week purchases (if not all) are going to be <\$2000, so most will be going to trustees for quick approval. Budget is in the 2022 BW folder that I shared with exec and being updated by coordinators as we go and I'm also happy to discuss budget/spending with anyone
  - o Arts coordinator – may need some help
  - o Timetable and exec availability during BW
- QPay
  - o Finally finished forms. Have been having some discussions w Admin and Kate comms because there's one or two frustrating features that we'd like to fix but QPay seems to not be able to. Once I'm done with this I believe the rest of the Qpay modules can be made
- Clubs Training
  - o Wattle course & quizzes. In my downtime (not much atm) I've been making a Wattle page for training for clubs because a lot of people asked for some kind of online module alternative. The current plan is to have little lecture-style recordings for each subject, a quiz for people to complete ( w unlimited tries and time – just to have an interactive element & evidence of completion), and to later have an event where we go through modules together for clubs who would find that more engaging.
- Clubs
  - o As usual meetings w clubs. Some decisions i have to make that I'd appreciate exec support on are in discussion items below
- FNP

## ANU Committees

- Chirstian mentioned Library Advisory Committee

- Phi and Jaya mentioned Kambri Reference Group

**WHS/EAP reminder**

CFMEU

**Matters for discussion**

**Student Life discretionary grant**

**PARSA**

**Matters for decision**

**CCE Stipends**

- Phi is proposing we grant \$5000 this semester and discuss the rest next semester.