

EXECUTIVE MEETING MINUTES

Date: 12/02/21

Time Opened: 4:08pm

Attendees: Madhu, Christian, Jin, Sophie, Meg, Maddie (late)

Apologies:

Minutes taker: Meghan

Time Closed:

AGENDA

1. Acknowledgement of country
2. Declaration of confidential agenda items
3. Apologies and administration
 - a. Confirming last week's minutes
 - a. Executive and staff leave
4. Portfolio Reports
5. University Committees
6. O-Week Exec Work Allocation (Sophie)
7. Consultation plan re Finance Regs amendments (Meg)
8. WHS & EAP Reminder
9. Other Business
10. Close of Meeting

MINUTES

Agenda Item 3: Apologies and administration

Motion: To confirm last week's minutes.

Mover: Meg

Seconder: Christian

All in favour.

Agenda Item 4: Portfolio Reports

Madhu:

- Academic Board Working Group concerning freedom of speech
 - Christian likely to sit on the Working Group
 - Wants to bring ANU's policies in line with government policies
- ANUSA Calendar – will be sent out to Departments and CCE so they can put their events on
- University Council Meeting & Planning Days

- Clubs' matters
- Student Partnership Agreement
- Law course incident concerning racism
- Libraries Day
- O Week Misc
- SSAF Agreement
- NUS Education Officer Catch up
 - Maddie will be linked up with the NUS office bearer as well
- Interim Disabilities Officer Catch up
- JCOS Representative Interviews (first 2)
 - Next few interviews will be at the start of next week
- Student Assistance Cases

Christian:

- AQAC
- Bunnings and Spotlight with Sophie
- ULH
- Volunteer coordinators
 - Briefing went really well
 - Bag packing went really well also with over 2000 bags being packed on Friday. BKSS staff will be finishing it up on Monday.
- BKSS
 - Induction
 - Training Monday-Friday as a group
 - Rostered on for bag packing
 - Looks like a really great team yay
- JCOS
- Freedom of Speech Working Group
 - Working on a submission about their TORs
- Course Rep Induction
 - Will find a time over the weekend to schedule that in for quite soon after O-Week
- Available to do O-Week shopping

Jin:

- **O-Week**
 - Invoices
 - Stall holder agreements for Market Day
 - Market Day stall finalisations and invoicing, as well as sending out COVID-19 stallholder agreements
 - Art stuff – have sought approval and will be doing majority of art things this Sunday with Sophie
 - Helped with volunteer briefing

- Negotiating with sponsors in preparation for next week to make sure everything is settled
- **Bus**
 - Currently on hold b/c O-Week but aiming to get done after O-Week

Sophie:

- O-Week is happening
- Coordinators have done the majority of their hours with about 46 hours left (35 for O-Week and some handover weeks)
- Budget is looking good -
 - Market Day quote might actually reduce a little bit before Wednesday
 - A couple of equipment things have come from outside the O-Week line item
 - Shouldn't be too many emergency procurements
- Exec has been helping out:
 - Christian – volunteer coordinating and ULH
 - Meg – rosters and allocations
 - Maddie – Art
 - Jin – Market Day
 - Madhu – fighting big battles hehe
- Market Day stalls are mostly locked in – waiting on some last stallholders
 - Stallholders have been sent agreements to sign
- Still chasing volunteers so please get your pals to help out
- O-Week Coordinators currently working on a document which sets out all of the people rostered onto each event and shared amongst the whole team
- Departments appear to be on top of everything and on board with Department Fetes and Market Day
 - Highlighting posts have been planned for during O-Week
- We have a Facebook Frame for O-Week so it would be good if all of the SRC could change their profile pictures
- Rest of the O-Week things will be covered in the later agenda item

Maddie:

- Met up with Canberra Times to do an interview about the ACT Budget
- Did an interview with ABC Radio about Brian Schmidt's University Address
- Senate submission on the Omnibus Bill was accepted and is up on the website
 - Should hear back about the outcome of this within the week
- Working on art things for O-Week with Jin and Sophie

Meg:

- Have sent off documentation to Megan Easton from CGRC to be circulated among the DVCs prior to the Council Meeting

- Confirmed that the meeting at which our constitutional changes will be considered is on July 30.
- We have until April 15 to get all documentation in
- Working with Michael on the remaining constitutional changes to occur at OGM 1
 - We have until Feb 24 only to give notice of those changes
- Met with CCE to work on the governance training being delivered to Clubs
 - Will be delivering this training twice in 2 hour session in Week 3
- Have nearly finished the first draft of the governance training booklets for most of the Departments
 - Managed to get in touch with most of the Department Secretaries who have already been elected about the training booklets
 - Aim is to deliver Wks 1 –3
- Have begun drafting motions for the Governance Committee/Working Group and Election Regs Working Groups to be moved at SRC 1
 - Focus of the Governance Committee will be on regs changes
 - I'd like the Election Regs Working Group to examine changing the way that Department Officers are elected given the strong preference for electing internally
- Finalising the plan/set up for SRC 0
- Notices for SRC 1 and CRC 1 have gone out
- Planning consultation for regs changes
 - Have made contact with CCE about this
 - Need to organise consultation with the SRC
- Helped Sophie with preparing the roster for the Market Day stall

Agenda Item 5: University Committees

- Maddie: planning with Grady for Joint TLDC
- Christian: ACQAC

Agenda Item 6: O-Week

- Look at the Volunteers Duties document to see what you are required to do at each of your events
- Monday -
 - Yoga and Welcome Breakfast
 - Department Fete
 - DIY Facemasks
 - Feast of Strangers
 - Movie (Meg) - start time is 6pm, movie will be played at 7pm
 - Waiting on fencing
 - Will just be managing the space and making sure people are sitting socially distanced
 - Bit of a tester in terms of when it gets dark
 - Fencing will stay up but the screen will just need to be deflated each night

- Moose (Maddie, Christian and Sophie) - briefing at the BKSS before going out
 - Volunteers will be upstairs and downstairs
 - Exec to try and support the volunteers
 - Redfrogs will also be there
- Tuesday -
 - Yoga
 - Scav Hunt (Maddie)
 - Ben to give Maddie a separate briefing
 - Will be online
 - Puppy playdate
 - Bake off
 - Ice skating
 - Bubble tea
 - Trivia (Jin and Meg)
 - Count people in and out and bring merch
 - Jin to bring her card to pay for food at Hellenic
 - Monitoring safety
 - Movies (Christian)
 - Will be adjusted based on how things ran on Monday
 - Tuesday ULH is mandatory for the Exec
- Wednesday -
 - RPM
 - Potplants
 - Clubs Night (Madhu)
 - Stage to organise
 - Lots of volunteers on site and the coordinators
 - Movie (Jin)
 - Market Day
 - Roles will be changed based on the time of day
 - During the cleaning session, responsible for manning the volunteer gate near the back ANU Sport exit door
 - Exec needs to make sure that only volunteers are moving through there and that they are coming in and out at the right time
 - Will require checking student IDs because we are only letting students man the stalls unless there are exceptional circumstances
 - Each Exec member should only cover max. 2 cleaning breaks
 - Madhu and Christian are earlier so they will hopefully establish a system that they can pass down to those working the later sessions
- Thursday -
 - HIIT
 - Stand up paddle boarding
 - Lake walk
 - Karaoke Off campus mixer (Sophie and Meg)
 - Should be paid via invoice
- Friday -

- Coffee tour – vouchers and scooter safety demo
- Giant games on Chifley Meadows
- Friday Night Festival (Christian and Jin)
 - Lot of running things to time
 - Making sure that we don't go over time
 - Avan will also be running a safe space vibe even though it is a dry event
- Epic Games Night (Madhu and Maddie)
 - Pack down will be important – clubs will have a handle on it but could be quite late some might require some rotation between all of us
- If you can't make an event, you should let the team know early
 - Would be better for the Exec member to find a switch themselves and then let Sophie know but keep Sophie in the loop the whole time
 - Could go through the Exec Slack
- Try and be in the office 15 minutes before the bump in start time
 - Except Market Day – meet at Willows/ANU Sport
- Slack, Facebook or Number contact should be good
 - Facebook message or call for really urgent matters

Action Items: Sophie catch ups – 10am-10:30am (Monday); 8-8:30am (Tuesday); 5pm-5:30pm (Tuesday); 8am-8:30am (Thursday); 9am-9:30am (Friday)

Agenda Item 7: OGM regs changes consultation

- Welfare Officer – preferred 14 hours and an increase the pool or reduce everyone's hours
- First consultation – what should our hours be with the introduction of the Welfare Officer?
 - Should be an option for the Exec to illustrate what they actually do and for people to ask questions
- Video message/graphic about why this issue is important/what the problems may be
- Individual follow up consultations

Action Items: Meg to flag with people that this is something which is coming up; highlighting the benefits of the Welfare Officer and how it could support everything