



MACQUARIE UNIVERSITY STUDENT ADVISORY BOARD

Minutes of a meeting of the Student Advisory Board held at 6.00pm on the 5 August 2014 in the Council Room, E11A, Macquarie University.

PRESENT:	Ms Fiona Reed (Chair) Ms Nicola Amys Mr Zain Ansari Mr Bel Bailey-Melouney Ms Sophie Cracknell Mr Kristofer Gilmour Ms Kathryn Glover Ms Kristina Hewetson Mr Harrison Howard Mr Nathaniel Hunt Mr Lloyd Jones	Mr Bradley Lewer Mr Janson Lim Ms Avia Madar Ms Paris Manson Mr Nasib Mukhtarov Mrs Gemma Quinn Mr Alexander Read Ms Eleanor Sanderson Mr David Wilson Ms Yi Wong
APOLOGIES:	Mr Seung Hoon Ha Mr Ben Vassallo	Mr Vikas Veerareddy
ABSENT:	Mr Ned Barsi Ms Karee Chan Mr Nathan Falzon Mr Jason-Dean Kanowitz Mr James Le Faucheur	Ms Lauren Miller Ms Arpita Ray Mr Jacob Rock Mr Mohammed Sulemana Mr Lachlan Woods
IN ATTENDANCE:	Mr Craig Oliver, Director of Campus Life Ms Angela Voerman, Manager Student Engagement	
SECRETARIAT:	Ms Beth Heiniger, Executive Assistant to the Director of Campus Life Ms Amanda Phelps, University Committee Secretary	

1 MEETING OPENING

1.1 WELCOME, QUORUM AND APOLOGIES

Ms Reed welcomed the Board to their first meeting and noted apologies were received and accepted for Mr Seung Hoon Ha, Mr Vassallo and Mr Veerareddy.

Ms Reed spoke to the Board congratulating members on their appointments and noting the excellent opportunity they have to achieve beneficial outcomes for the student population and the University and advised the success of the Board will depend on the engagement and contribution of all members.

3.1 INTRODUCTION OF CHAIR AND MEMBERS

Ms Reed introduced herself to the Board and detailed that she considers her role of independent Chair is to act as a facilitator to assist the Board with Board discussions and formulating proposals and recommendations to present to the University.



Each Board Member took the opportunity to introduce themselves and their role on the Board.

1.2 DECLARATIONS OF INTEREST

There were no declarations of interest.

1.3 CONFIRMATION OF MINUTES

Minutes of the 5 May 2014 Board meeting were accepted as read.

1.3.1 BUSINESS ARISING FROM THE MINUTES

All action items from the May meeting closed.

2 MATTERS FOR APPROVAL

2.1 REMOVAL OF MINIMUM EFTPOS CHARGES

Mr Gilmour spoke to his paper recommending the Board review the removal of minimum eftpos charges across business outlets on campus.

The Board resolved that no SAF funding should be used towards subsidising businesses should they identify a loss as a result of removing their eftpos charges. Mr Lower indicated that if businesses are unable to remove the charges businesses may instead charge a small 20c/50c fee on a purchase under \$10.

Ms Sanderson suggested the Board also consider encouraging any outlets that currently do not have eftpos facilities available to have them installed.

The Board resolved that further investigation be undertaken, including engagement and consultation with stakeholders, including business outlets to reach a feasible solution.

ACTION: Mr Gilmour (and interested Board members) to work with Campus Life to conduct further investigation into the removal of minimum eftpos charges on campus and put forward a proposal to the next meeting.

Ms Madar left the meeting at 6.33pm.

2.2 OCTOBER SAB MEETING DATE

Ms Reed spoke to the recommendation proposing the next Board meeting be held in October, after the Board planning day in September. The Board discussed the need to hold a meeting in September, voicing their concern that October was too large of a gap between meetings.

The Board resolved to schedule a Board meeting in September.

ACTION: Board Secretary to schedule a meeting in September, potentially the same day as the SAB Planning Day.



3 MATTERS FOR DISCUSSION

3.2 MEETING PROCEDURES

Ms Reed outlined the goal to hold efficient and effective meetings, indicating that members should aim to be in attendance at all meetings. Ms Reed specified that all Board members are obliged to consult and engage with the student body and encouraged members to use the meetings as a forum to bring forward any issues and information gathered from the student body.

Ms Reed confirmed the University was committed to working with the Student Advisory Board to make it the peak student consultative body on campus. Ms Reed requested that all members act honestly and in the best interests of the University and its students.

Ms Reed referred Board members to their induction pack for an overview of the aims of the SAB Charter.

Ms Glover left the meeting at 6.43pm.

3.3 OVERVIEW OF CHARTER REVIEW

Mr Oliver presented the Charter Review recommendations to the Board, providing an overview on each item. Mr Oliver suggested the best way to start progressing on actioning the recommendations of the review was to create a Charter Review Committee, who could work with the General Counsel of the University and Campus Life to implement the proposed changes.

3.4 SAB OPERATING BUDGET

Mr Oliver provided the Board with an overview on the Student Advisory Board Operating Budget. Mr Oliver confirmed the Board has \$70k remaining in their budget for 2014, noting that these funds could be spent on marketing and communications, resources, catering for meetings or similar to assist the Board in their role.

Mr Oliver advised the Board would need to start thinking about their requirements for 2015 as a budget will need to be developed and submitted to the University for approval in October.

Mr Wilson requested Mr Oliver circulate a copy of the current budget to the Board so they can identify what areas the Board allocated money for in 2014 to gain knowledge of what items should be included in the 2015 budget.

The Board resolved to create a budget committee to develop the 2015 Budget to present to the Board at the September SAB meeting.

ACTION: Mr Oliver to circulate a copy of the 2014 Operating Budget to the Board.

4 MATTERS FOR NOTING

4.1 COMMITTEE MEETINGS

4.1.1 NOMINATIONS FOR COMMITTEES

Mr Gilmour spoke to the Board, detailing the different types of Committees the Board had in place during their first year in operation.

The Board resolved to create the following Committees:

Budget Committee: To develop the 2015 Student Advisory Board Operating Budget.

Members: Mr Lewer
Mrs Quinn
Ms Sanderson
Mr Wilson

Marketing and Communications Committee: To develop proposals and recommendations to the SAB and the University relating to, marketing and communications strategies to students and the University for the SAB, including website, student and staff communications and marketing.

Members: Mr Gilmour
Ms Hewetson
Mr Howard
Mr Jones
Mr Lim
Ms Manson
Mr Mukhtarov
Ms Sanderson
Ms Wong

Charter Review Committee: To work with the University to implement the recommendations from the Charter Review, including working with the University legal department to amend the Charter.

Members: Ms Amys
Mr Gilmour
Ms Hewetson
Mr Howard
Mr Lewer
Mrs Quinn
Mr Read

Disability Committee: To discuss and investigate opportunities for improvements for students with a disability or minority student groups and develop proposals and recommendations relating to such to the SAB.

Members: Ms Cracknell
Mr Gilmour
Mr Lewer
Ms Wong



Clubs and Societies Funding Committee: To review funding applications for clubs and societies.

Members: Ms Amys
Ms Cracknell
Mr Howard
Mr Hunt
Mr Lim

It was noted at that any members who wish to join these Committee's may do so at any time by contacting the Chair of that Committee.

Committees

Ms Reed advised that the role of each Committee was to work through specific items relating to their Committee and develop any proposals or recommendations to be submitted to the Board. It was noted that each Committee should elect a member to take on the role of organiser/chair as these Committee meetings are not managed by the Student Advisory Board Secretary. The organiser/Chair is responsible for coordinating Committee meetings and engagement to ensure outcomes and meeting of relevant Board deadlines.

Student Experience Committee

The Board discussed the opportunity for two (2) Board members to sit on the Student Experience Committee of Council to represent the Student Advisory Board. The Board resolved to develop and circulate a process for nomination and voting for these two (2) positions so any interested members can nominate and voting can be held at the September meeting by secret ballot and first past the post.

ACTION: Ms Voerman and Ms Reed to develop guidelines for nomination and voting for the two (2) Student Experience Committee positions, including an overview of the Student Experience Committee, framework for nominations, role of the position, procedure for voting and timeline for the process.

Mr Wilson left the room at 7.44pm.

5 MEETING FINALISATION

Mr Wilson re-entered the room at 7.46pm.

5.1 OTHER BUSINESS

Ms Sanderson promoted a survey that Macquarie University Sport was running, to gauge ideas and feedback of potential women's only fitness classes. Ms Sanderson advised that Sport had recently received a grant to develop a women's only exercise program. Ms Sanderson requested support from the Board members to consult with and engage a broader student population.

The Board discussed the best way to communicate with each other. Ms Sanderson advised a private Student Advisory Facebook group has been created and that any members interested in joining this group should contact her to facilitate access.

Mr Gilmour advised there is also an iLearn Forum set up for the Student Advisory Board, which members can find Board resources such as the Charter.

ACTION: Ms Voerman to circulate the Student Advisory Board contact list to Board members.

Mr Oliver advised University Marketing would like to present to the Student Advisory Board on the brand and logo change to the University. Mr Oliver advised he would circulate information on this presentation to the Board.

ACTION: Mr Oliver to circulate brand presentation information to the Board.

5.1.1 SAB PROFESSIONAL DEVELOPMENT

Ms Voerman presented to the Board on the professional development program that is currently being developed for them. Ms Voerman advised each Board member would soon be contacted by a member of the University Human Resources team to discuss their individual requirements and preferences so a tailored program could be developed.

Ms Voerman noted the development program may include training such as influencing, handling difficult conversations, business writing, email etiquette and mental illness training. Ms Voerman confirmed that training was not compulsory for all members to attend and encouraged the Board to provide her with any feedback and ideas they may have for additional training.

Mr Gilmour requested Ms Voerman circulate a list of possible training to the Board so they can review and have an idea of what can be asked for when contacted by University Human Resources.

ACTION: Ms Voerman to circulate a list of potential training to the Board.

There being no further business the meeting closed at 8.06pm.

5.2 ACTIONS TO BE TAKEN

ACTION REQUIRED	RESPONSIBLE	DUE
Mr Gilmour (and interested Board members) to work with Campus Life to conduct further investigation into the removal of minimum eftpos charges on campus and put forward a proposal to the next meeting.	Mr Gilmour	September Meeting
Board Secretary to schedule a meeting in September, potentially the same day as the SAB Planning Day.	Ms Phelps	By Fri 15 th August
Mr Oliver to circulate a copy of the 2014 Operating Budget to the Board.	Mr Oliver	By Fri 15 th August
Ms Voerman and Ms Reed to develop guidelines for nomination and voting for the two (2) Student Experience Committee positions, including an overview of the Student Experience Committee, framework for nominations, role of the position, procedure for voting and timeline for the process.	Ms Voerman/Ms Reed	By Fri 15 th August

Mr Oliver to circulate brand presentation information to the Board.	Mr Oliver	By Fri 15 th August
Ms Voerman to circulate the Student Advisory Board contact list.	Ms Voerman	By Fri 15 th August
Ms Voerman to circulate a list of potential training to the Board.	Ms Voerman	By Fri 15 th August

NEXT MEETING

TBC

CONFIRMED as a true record

**MS FIONA REED
CHAIR**