



MACQUARIE UNIVERSITY STUDENT REPRESENTATIVE COMMITTEE

Minutes of a meeting of the Student Representative Committee (SRC) held at 5.30 pm on 28 July 2016 in the Council Room, E11A.

PRESENT:

Fiona Reed (Chair)	Sita Khiani	Sinead Simpkins
Shantell Bailey	Janson Lim	Ryan Thalari
Alistair Booth	Budhaditya Majumdar	Freya Wadlow
Elizabeth Carter	Lachlan McGrath	Yi Wong
Lachlan Greenberg	Jacqueline Olling	Timothy Zhang

APOLOGIES: Andrew Brennan Sherry Shi

IN ATTENDANCE: Kim Guerin, Campus Life Director
Natalie Dainer, Campus Engagement Manager
Angela Heathcote, Grapeshot Editor in Chief
Cassie Puah, President of Locavores
Megan Kemmis, University Committee Secretary and Manager of Secretariat Services
Chui-Ann Lee, Major Student Organisations member
Ruby Li, Major Student Organisations member
David Yao, Major Student Organisations member

ABSENT: Stefanie Costi

SECRETARIAT: Air Sinthawalai, Governance Officer

1. WELCOME AND APOLOGIES

The Chair welcomed members and noted that apologies had been received from Andrew Brennan and Sherry Shi.

The Chair noted that in addition to the members, the following were in attendance:

- Kim Guerin – Campus Life Director
- Natalie Dainer – Campus Engagement Manager
- Angela Heathcote - Grapeshot Editor in Chief
- Cassie Puah - President of Locavores
- Megan Kemmis - University Committee Secretary and Manager of Secretariat Services
- Chui-Ann Lee - Major Student Organisations (MSO) member
- Ruby Li - Major Student Organisations (MSO) member
- David Yao - Major Student Organisations (MSO) member

The Chair confirmed that a quorum was achieved.

2. DISCLOSURE OF CONFLICTS OF INTEREST

There were no declarations of interest.

3. ARRANGEMENT OF AGENDA

3.1 Adoption of unstarred items

RESOLVED:

The Committee resolved that the items not starred for discussion (Items 5.1, 5.2, 7, 8, 10.1, 10.2, 11.1, 11.2 and 11.4) are noted and, where appropriate, adopted as recommended.

4. PRESENTATIONS BY INVITED GUESTS

4.1 Grapeshot and Student Representative Committee relationship

Presented by Angela Heathcote, the Editor in Chief of Grapeshot.

Ms Heathcote provided an overview of Grapeshot's editorial process and shared its point of view of Grapeshot's presence at each Student Representative Committee (SRC) meeting in order to gain information on meeting discussions in a shorter timeframe.

Ms Heathcote advised that all Grapeshot reporters and staff conduct themselves under journalistic ethical standards and for the benefit of students. Currently Grapeshot must rely on the SRC meeting minutes for information, and these are only available publicly after ratification at the following SRC meeting. This practice does not allow Grapeshot to deliver the information to students in a timely manner.

Should Grapeshot members be unable to attend SRC meetings, they agreed to work with SRC to initiate an alternative solution such as a brief overview of what was discussed shortly after each SRC meeting provided by a representative assigned by the Committee.

Angela Heathcote departed the meeting at 5.58pm

4.2 Future of the Breakfast Bar

Presented by Cassie Puah, President of Locavores

The Committee acknowledged the successful SRC Breakfast Bar initiative but noted that not every member can participate in the event due to other commitments. In order to maintain this initiative long term, it was suggested that SRC collaborate with Locavores.

Ms Puah advised that Locavores is flexible with how engaged SRC would like to be with its Breakfast Bar and how SRC would promote its reputation through this event. SRC can fund and fully operate the Breakfast Bar or allow Locavores to operate the event. All food will be prepared in the Chef's kitchen by Locavores staff (or SRC members). Any profit will be put back into this initiative which includes the equipment purchase and staff payment.

The SRC supports the initiative. However, as this proposal is in the draft stage, the estimated funding amount for this initiative has yet to be determined.

Mr Lachlan Greenberg arrived and joined the meeting at 6.34pm.

Cassie Puah departed the meeting at 6.40pm.

5. MINUTES OF THE PREVIOUS MEETING

5.1 The Minutes of the previous meeting held 26 May 2016 approved by flying minute

RESOLVED:

The Committee noted the minutes of the meeting held 26 May 2016 which have been approved by flying minute.

5.2 The Minutes of the previous meeting held 27 June 2016 are provided.

RESOLVED:

The Committee resolved to approve the minutes of the meeting held 27 June 2016 as a true and accurate record.

6. BUSINESS ARISING FROM THE MINUTES

6.1 Summary of actions from the Student Representative Committee Meeting on 27 June 2016

Update on the action items from the meeting of 27 October 2015:

- Item 3.8 Fridges for student groups – Fridges have been delivered however guidelines for equipment use and maintenance must be created and implemented.

ACTION:

MSO members to liaise with Student HQ to create guidelines for equipment use and maintenance.

Update on the action items from the meeting of 30 November 2015:

- Item 3.5 Legal Service Centre at Macquarie University – progressing.

Update on the action items from the meeting of 4 April 2016:

- Item 3.1 SRC Consent to become SRC/MSO member form – SRC Secretariat is following up on members who have yet to submit the consent form.

Update on the action items from the meeting of 27 June 2016:

- Item 4.3 Compulsory basic administrative training session for all SRC members – ongoing.
- Item 4.5 ‘Co-creation’ and the SRC Model – written proposal to be submitted to the Committee.
- Item 4.7 Meeting invitation for FAME/ Conception Day/ MQ Event 2016 discussion – completed. The meeting invitation was circulated to all members.
- Item 6 Presentations by invited guests at SRC meeting – presentations by invited guests are limited to two per meeting and to a maximum of 10 minutes each. However, in the circumstance of a meeting where no papers or agenda items are raised prior to the meeting, more presentations will be considered as appropriate.
Item 6 Updates from the University Council – completed. This item has been added onto the SRC agenda as a standing item.

6.2 Approved proposal for funding of student group technological needs

The initial proposal submitted in 2014 was presented to the current SRC members to reconsider. Members questioned whether SRC should still contribute \$8,000 from the 2016 budget towards this project. The Committee also acknowledged that training for equipment maintenance and monitoring is necessary.

Kim Guerin arrived and joined the meeting at 6.24pm. Janson Lim arrive and joined the meeting at 6.29pm.

The motion of \$8,000 SRC funding to the student group technological needs was put to the vote. Moved by Alistair Booth and seconded by Freya Wadlow. Eight objections and five abstentions.

RESOLVED:

The Committee resolved not to support the contribution of \$8,000 from SRC 2016 budget toward student group audio technology systems.

7. REPORT FROM UNIVERSITY COUNCIL

The University Council has not met since the previous SRC meeting and therefore there is no report.

8. REPORT FROM STUDENT EXPERIENCE COMMITTEE

The Student Experience Committee has not met since the previous SRC meeting and therefore there is no report.

9. AGENDA ITEMS FOR DISCUSSION

9.1 Grapeshot and Student Representative Committee relationship

RESOLVED:

The Committee resolved to discuss the ongoing relationship between the SRC and Grapeshot at this meeting and noted that any proposed solutions must be submitted to the Committee in writing for proper consideration.

Kieren Ash arrived and joined the meeting at 6.40pm.

9.2 Future of the Breakfast Bar

The paper submitted by Alistair Booth, Undergraduate Student Representative, was noted.

Members suggested that SRC should contribute to a fixed cost equipment purchase rather than an ongoing contribution to consumable items.

RESOLVED:

The Committee discussed the future of the SRC Breakfast Bar and resolved to support the proposed initiative, subject to further written information on the financial and management perspectives to be provided at the next SRC meeting. Moved by Alistair Both and seconded by Freya Wadlow. All in favour.

ACTION:

Student Services and Amenities fee (SSAF), SRC 2016 Budget and Finance and Marketing and Communication sub-committees to provide further written information on the financial and management perspectives at the next SRC meeting.

9.3 Student Representative Committee Retreat

The paper submitted by Alistair Booth, Undergraduate Student Representative, was noted.

The Committee noted that Josh Stinton, the facilitator who ran the sessions last year, is not available until late September therefore Mr Booth will meet with a new facilitator to consider an alternative solution.

It was recommended that a one-day off-site retreat with team building activity at night be held and that the remaining budget be used for another one-day retreat with either facilitator.

RESOLVED:

The Committee discussed the option of an SRC retreat and resolved to assign Alistair Booth to coordinate and manage the retreat program.

9.4 Election of MSO Representatives to the SRC

The Committee noted that the discussion regarding the outcome of this election was made at the previous SRC meeting. However, as the meeting was not quorate, the discussion was adjourned.

Yi Wong arrived and joined the meeting at 6.57pm.

RESOLVED:

The Committee resolved to declare the MSO election to the SRC which concluded on 26 June 2016 as null and void. Moved by Alistair Booth and seconded by Kieren Ash. Eleven votes in favour with four abstentions.

Members noted the paper submitted by Campus Engagement and Governance Services and acknowledged that the proposed MSO election process is consistent with the election process for SRC members. Members noted one typographical error and agreed that the voting period will be between 10 – 14 August 2016.

RESOLVED:

The Committee resolved to endorse the proposed MSO election to the SRC process to be managed by Governance Services. In the event that Governance Services cannot conduct this election, Campus Engagement will conduct the election under the same process. Moved by Ryan Thalari and seconded by Sinead Simpkins. Eight votes in favour with seven abstentions.

10. UPDATE FROM SRC TREASURER

The Chair recommended the approved budget be provided to the Committee.

10.1 SRC 2016 Re-forecasted Budget Report and Student Group Grant Funding Guidelines

RESOLVED:

The Committee noted the 2016 re-forecasted budget report and the student group grant funding guidelines provided.

10.2 Fairy Lights Expenditure

The paper submitted by Alistair Booth, Undergraduate Student Representative, was noted.

The Committee noted that \$20,000 of SRC budget has been allocated to the fairy lights project early this year, prior to the confirmation from Property that the total cost will be \$100,000. The motion was put forward to the Committee to determine whether SRC would like to maintain its contribution to this project.

RESOLVED:

The Committee resolved to approve to spend up to \$20,000 as SRC contribution to the Wally's Walk fairy lights project. Twelve votes in favour, one against and two abstentions.

10.3 Macquarie Festival Expenditure

The paper submitted by Alistair Booth, Undergraduate Student Representative, was noted.

The Committee noted that the event is planned over two days to mitigate student security concerns.

RESOLVED:

The Committee resolved to approve the expenditure of \$50,000 of SRC funds for the upcoming 'Macquarie Festival'. Moved by Alistair Booth and seconded by Ryan Thalari. All in favour.

Freya Wadlow departed the meeting at 7.30pm.

11. UPDATE FROM SUB-COMMITTEE

11.1 Major Student Organisation (MSO) Sub-Committee

As a fresh election of MSO representatives to the SRC will be held in August, updates from MSO Sub-committee will be provided at the next meeting.

11.2 Student Services and Amenities fee (SSAF), SRC Budget and Finance Sub-Committee

Ms Kim Guerin provided an overview of the SSAF funds and the allocation of budget. Members are invited to provide recommendations of how the SSAF should be budgeted.

ACTION:

SRC members to arrange a meeting with Campus Life to determine the proposal prior to the SRC meeting on 22 August 2016. SRC members are encouraged to contact Natalie Dainer for discussion.

11.3 Marketing and Communication Sub-Committee

The Committee noted that Chui-Ann Lee stepped down from the Chair of Marketing and Communication Sub-Committee position and that Alistair Booth has taken up the role.

11.4 Property Sub-Committee

Members were advised that an issue with access to MUSE baseline after 5.00pm has been raised. Students must use their student cards to access and leave the area after 5.00pm which causes security concerns.

ACTION:

Campus Life to engage with Property to identify what input they require from the SRC.

12. QUESTION TIME

The discussion has been postponed to the next meeting.

13. OTHER BUSINESS

13.1 Casual Vacancy in an Appointed E and D position

Members noted that the current SRC Constitution does not specify the rules to fill a casual vacancy in an appointed E and D position. As such, the proposed rules from Governance Services was presented for consideration to be implemented immediately and included into the SRC Constitution.

Members noted the current casual vacancies on the SRC as a result of members graduating from Macquarie University and agreed that, under this circumstance, a fresh call for nominations should be made.

RESOLVED:

The Committee resolved to approve and implement the proposed rules for filling a casual vacancy in an appointed E and D position immediately. Moved by Elizabeth Carter and seconded by Shantell Bailey. Eleven votes in favour with three abstentions.

Elizabeth Carter and Kieren Ash departed the meeting at 7.40pm.

14. MEETING CLOSE

There being no further business the meeting closed at 7.51 pm.

15. NEXT MEETING

Members are reminded that agenda items for the meeting of 22 August 2016 are due by Monday 8 August, 5.00pm.

CONFIRMED as a true record.

**MS FIONA REED
CHAIR**