

MACQUARIE UNIVERSITY STUDENT REPRESENTATIVE COMMITTEE

Minutes of a meeting of the Student Representative Committee (SRC) held at 5.30 pm on Thursday 27 September 2018 in the Meeting Room 4, Level 4, MUSE Building, 18 Wally's Walk.

PRESENT:

Fiona Reed (Chair)	Alexander Hablutzel	Mahyar Pourzand
Alex Cullen	Sam Hurrell	Caitlin Rhodes
James Cummins	Kimberly La	Paul Russell
Leanne Freame	Heather Lockwood	Anthony Ryan
Aidan Galea	Tamara Paulin	Cissy Shen

APOLOGIES:

Sarah McCabe	Maddison O'Gradey-Lee
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ABSENT:

Timothy Mathew	Samuel Palmer	Aditya Srivastava
Suren Missaghi	Zwe Paing Sett	

IN ATTENDANCE: Nicole Saunders, Manager, Campus Engagement
Megan Kemmis, Manager, Secretariat
Gail White, Executive Director, Student Engagement and Registrar

SECRETARIAT: Air Sinthawalai

1. ACKNOWLEDGEMENT OF COUNTRY

Ms Tamara Paulin provided an Acknowledgement of Country on behalf of the SRC.

ACTION:

Mr James Cummins will provide the Acknowledgement of Country at the next SRC meeting, 6 December 2018.

2. WELCOME AND APOLOGIES

The Chair welcomed all members and noted the apologies outlined above.

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

- Ms Nicole Saunders – Manager, Campus Engagement
- Ms Megan Kemmis – Manager, Secretariat
- Ms Gail White - Executive Director, Student Engagement and Registrar

and that the meeting was quorate.

The Committee noted the resignation of Mr Elliott Zhu, the Postgraduate Student Representative.

3. ARRANGEMENT OF AGENDA

3.1 Disclosure of conflicts of interest

Ms Leanne Freame, Mr Paul Russell and Mr Sam Hurrell declared possible conflict of interest in relation to funding applications (item 10.6, 10.7 and 10.8).

3.2 Adoption of unstarred items

The items not starred for discussion were noted, and where appropriate, adopted as recommended.

4. MINUTES OF THE PREVIOUS MEETING

4.1 The Minutes of the previous meeting held 27 September 2018 are provided

RESOLUTION:

The SRC approved the minutes of the meeting held 27 September 2018 as a true and accurate record with minor amendment.

- 4.2 Matters considered by circular resolution
- Approval of the New SRC Treasurer

RESOLUTION:

The SRC ratified the endorsement of Mr Aidan Galea as the new SRC Treasurer to hold office for the unexpired balance of the term of the Treasurer he replaced, being 13 May 2019.

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

5.1 Summary of Outstanding Action Items

The Committee noted updates on the following items:

- Student Elections Subcommittee membership: membership is confirmed at this meeting:

Cissy Shen (Chair)	James Cummins	Paul Russell
Aidan Galea (Co-chair)	Alexander Hablutzel	
Alex Cullen	Mahyar Pourzand	

- Livestreaming of SRC Meetings: this discussion is withdrawn;
- Invitation for Grapeshot to attend SRC meetings: ongoing, Mr Hurrell will meet with Grapeshot to discuss the MoU;
- Process of declaring position vacant; ongoing, the matter is deferred to the next meeting;
- Question to Campus Engagement regarding trainings: completed, communication goes out to student groups every fortnight including training sessions; and
- #2 Respectful Relationship Course: ongoing, Campus Engagement to provide the course date.

6. UPDATE FROM SRC TREASURER

6.1 September 2018 Expenditure Report

Members noted the September 2018 Expenditure Report produced by Campus Engagement. SRC has spent \$111,000 throughout the year and still have approximately \$65,000 to spend until the end of 2018. Student Groups can apply for a reasonable amount of money if proper applications are submitted by this year.

6.2 SRC Budget and Program of Work for 2019

The Committee noted that the initial program of work for 2019 has been approved at its August meeting, subject to an inclusion of SRC training budget.

RESOLUTION:

The SRC unanimously approved the amended 2019 SRC Budget Overview for distribution to the Student Experience Committee (SEC). Proposed by Mr Hurrell and seconded by Mr Hablutzel.

Ms Heather Lockwood and Mr Alex Cullen joined the meeting at 5:45 pm.

7. UPDATE FROM SRC SPOKESPERSON

The committee noted the spokesperson has been contacted for an interview with FBE radio regarding the train station closure.

8. REPORT FROM UNIVERSITY COUNCIL

University Council has not met therefore there is no update for this meeting.

9. REPORT FROM STUDENT EXPERIENCE COMMITTEE (SEC)

The SEC has not met therefore there is no update for this meeting.

10. AGENDA ITEMS FOR DISCUSSION

10.1 SRC 2019 Meeting Schedule

Submitted by Governance Services.

Members were asked to consider the frequency of 2019 meetings while keeping in mind the deadline for agenda submission and quorum.

Members determined that the first meeting in 2019 will be held on Monday 4 February 2019 and the frequency of 2019 meetings will be reviewed on this date.

Cissy Shen joined the meeting at 6:02 pm.

10.2 Free Breakfast Bar Trial

Paper submitted by Mr Galea, Major Student Organisations Representative, and, Mr Hurrell, Medicine and Health Sciences Undergraduate Representative.

Members acknowledged that although this was a successful initiative, it was unable to operate long-term due to the time commitment required by SRC volunteers. As such, it is proposed that this ongoing initiative be operated by student groups with a support from SRC. The money will be transferred to student groups/clubs that agree to run the Breakfast Bar events.

The Committee is in support of this student initiative however would like to affirm its neutral political status.

RESOLUTION:

The SRC unanimously resolved to allocate \$1,200 for three trials of student group operated breakfast bars. Proposed by Mr Hurrell and seconded by Mr Mahyar Pourzand.

ACTION:

The Marketing subcommittee to determine how SRC should promote itself during these events.

10.3 SRC Room Use Guidelines

Paper submitted by Mr Anthony Ryan, Student Representative for Students with a Disability and Chair of Infrastructure Sub-Committee.

The room use guidelines aim to assist room users of how to utilize the SRC office in an appropriate manner.

RESOLUTION:

The SRC unanimously approved the room use guidelines which is effective immediately, from 22 October 2018. Proposed by Mr Ryan and seconded by Mr Puusard.

ACTION:

1. The approved SRC Room Use Guidelines be circulated to SRC Members;
2. A copy of the approved SRC Room Use Guidelines be posted at the SRC office;
3. Campus Engagement to investigate and update the swipe card access of former SRC members; and
4. New SRC members to review the Spokesperson guidelines, Room Use guidelines and MoU with Grapshot in 2019.

Mr Gelea joined the meeting at 6:20 pm.

10.4 Student Group Awards Night Prizes

Paper submitted by Mr Hurrell.

The Committee noted an amended amount of contribution due to a reduced number of small awards.

RESOLUTION:

The SRC resolved to contribute \$7,500 to prizes for Student Groups who win awards at the Student Group Awards Night 2018 after-party event; three major awards and nine small awards. Proposed by Mr Hurrell and seconded by Mr Cullen. Ten (10) votes in favour and three (3) abstentions.

10.5 Updated SSAF, SRC Budget and Finance Subcommittee Grant Application Form

Paper submitted by Mr Hurrell.

The new form will be more user friendly and accessible to student groups for transparency.

RESOLUTION:

The SRC unanimously resolved to:

1. endorse the SSAF, SRC Budget and Finance subcommittee's new 'Student and Societies Grant Application Form';

2. endorse the advertisement, subject to Marketing subcommittee's approval, for student group funding be placed in the next student group newsletter (with the permission of campus engagement) and on the SRC Facebook page;
3. make the new grant application form available on the SRC website; and
4. ask Campus Engagement to put the SRC grant application for on MacSync so that student groups are aware when applying for funding that the SRC may also be reached as a source of funding.

Proposed by Mr Hurrell and seconded by Mr Cummins.

10.6 2019 Women's Australasian Debating Championships
Paper submitted by Mr Hurrell.

The Committee noted that Macquarie University Debating Society (MUDS) has received two SRC funding in the past twelve months but also noted that this event creates significant networking opportunities to female students and the last one hosted at Macquarie University was in 2008.

RESOLUTION:

The SRC resolved to contribute \$10,000 towards the MUDS hosting the 2019 Women's Australasian Debating Championships. Proposed by Mr Hurrell and seconded by Mr Anthony Ryan. Twelve (12) votes in favor and one (1) abstention.

10.7 Purchase Equipment for Student Groups
Paper submitted by Mr Hurrell.

This initiative has been consulted with student groups and Campus Engagement and the proposed funding could be 20% less expensive. A sign-in system will be implemented and monitored by Campus Engagement.

RESOLUTION:

The SRC unanimously resolved to allocate up to \$7,460 to Campus Engagement in order to purchase new equipment for general student group usage. Proposed by Mr Hurrell and seconded by Mr Cummins.

10.8 Society Grants October 2018
Paper submitted by Mr Hurrell.

Given that the SRC still have a large amount of 2018 fund available which cannot be carried over to the following year, members may consider increasing the Australian Chess Open grant.

RESOLUTION:

The SRC resolved to approve a funding amount of \$1,600 for the Clinical Science Society's inaugural ball and \$2,500 for the Chess League to subsidise players to compete in the Australian Chess Open. Proposed by Mr Hurrell and seconded by Mr Pourzand. Ten (10) votes in favor and three (3) abstentions.

11. UPDATE FROM SUBCOMMITTEES

The Committee noted Mr Ryan's resignation from the Infrastructure, Student Elections and Student Services and Amenities Fee (SSAF), SRC Budget and Finance Subcommittees.

11.1 Equity and Diversity Subcommittee

There was no report provided at this meeting.

11.2 Infrastructure Subcommittee

The Committee noted that the Diversity Team has taken over the gender neutral bathroom project.

ACTION: Due to Mr Ryan's resignation, the Infrastructure Subcommittee's members are to elect a new chairperson and provide an update at the next SRC meeting.

11.3 Marketing and Communication Subcommittee

Members noted the following updates:

- Pens and phone pockets for 2019 O-week expense has been approved whereby half of the phone pocket expense is covered by the Security. A written proposal for SRC calendar will be submitted to the next SRC meeting;
- an update on the reusable cups for Ubar;
- Invitation to attend the O-Week Steering Committee meeting on 16 October 2018; and
- Invitation to attend the next Marketing and Communication Subcommittee meeting at 10:30 am on 1 November 2018. O-week planning and appointment of the new subcommittee's chairperson will be discussed at this meeting.

ACTION:

Due to Mr Pourzand's expected graduation, the Marketing and Communication Subcommittee's members are to elect a new chairperson and provide an update at the next SRC meeting.

11.4 Student Elections Subcommittee.

Members discussed an election process for 2021, subject to the constitutional changes, and questioned if the current student systems can create electoral rolls for some of the E&D positions.

11.5 Student Services and Amenities Fee (SSAF), SRC Budget and Finance Subcommittee

Members discussed matters related to the approval process and potential cap on grant applications from student groups.

12. QUESTION TIME

12.1 The appointment process to fill SRC casual vacancies was raised.

ACTION:

Governance Services to seek advice on the process and provide update at the next meeting.

12.2 Update on Bank cards for student groups was noted.

12.3 Mr Cullen met with the Transport NSW and discussed the eligibility criteria for students with external units on the transport concession policy. The proposal is under review for a possible policy change. The concession policy for overseas students remains unchanged at this stage.

The Committee congratulated Mr Cullen on this great achievement.

12.4 Members expressed difficulty in trying to engage with Property for any student driven initiatives. The Chair suggested any SRC initiatives be formally approved at this forum and Campus Engagement will subsequently pass them on to Property on the SRC's behalf.

12.5 Members questioned whether it would be appropriate to spend SRC budget on hiring professional marketers or social media students to raise SRC profile and was advised that it would be appropriate to delegate the Marketing and Communication Subcommittee to research and make a recommendation to the SRC.

ACTION:

The Marketing Subcommittee to research and submit a written proposal for discussion at the next SRC meeting.

12.6 Members were reminded to submit any student groups' applications for approval to the SSAF, SRC Budget and Finance Subcommittee by the next two weeks.

12.7 The agenda items submission due date for December meeting is extended until 5:00 pm Wednesday 28 November 2018 due to the examination period.

13. MEETING CLOSE

There being no further business the meeting closed at 7:10 pm.

14. NEXT MEETING

The next meeting of the Student Representative Committee will be held on Thursday 6 December 2018.

CONFIRMED as a true record.

MS FIONA REED
CHAIR