

University of Melbourne Student Union
Meeting of the Clubs & Societies Committee



CONFIRMED Minutes

10 am, Tuesday July 7, 2020

Meeting 12/20

Location: Zoom

Meeting opened at 10:08 am by Jordan Di Natale

1. Procedural Matters

1.1. Election of Chair

Motion 1: To elect Jordan Di Natale as chair.

Mover: Jordan Di Natale

Seconded: Chris Melenhorst

CWD

1.2. Acknowledgement of Indigenous Owners

So Acknowledged

1.3. Attendance

Committee: Beatrice Valencia, Ezra Bangun, Olivia White, Chris Melenhorst

Officer: Jordan Di Natale

Staff: Fiona Sanders

Club representative: Zhirou Ou (Chinese Food Hunter Club)

Absent: Niamh Hollick, Justin Riazaty, Ezekiel McPherson (late)

1.4. Grant speaking rights to Coordinator (Standing Order 21.2)

Motion 2: To grant speaking rights to Fiona Sanders for this meeting.

Mover: Chair

CWD

1.5. Apologies

Niamh Hollick, Justin Riazaty

1.6. Proxies

Justin Riazaty to Ezekiel McPherson

1.7. Membership

Unchanged as of last meeting

1.8. Adoption of Agenda

There was the addition of two items: 9.3 Physiotherapy Students' Society (PSS) Camp and moving the Clubs Alive survey from 9.1.3 to 9.2

Motion 3: To adopt the agenda with the previously stated additions.

Mover: Chair

CWD

2. Confirmation of previous minutes

2.1. June 9, 2020

Motion 4: To accept the previous minutes as a true and accurate record.

Mover: Chair

CWD

2.2. Decisions made under Standing Order 7.5

Motion 5: To ratify the decisions made after the quorum was lost in the previous C&S meeting.

Mover: Chair

CWD

3. Conflict of interests

Name	Conflicts of Interest declared
Chris Melenhorst	Transit Riders Alliance for Melbourne Students
Justin Riazaty	Russian Society
Ezekiel McPherson	ASEAN Students of Melbourne University
Ezra Bangun	nil
Beatrice Valencia	planetUni
Niamh Hollick	Science Students Society
Olivia White	Friends Of Unnatural Llamas
Jordan Di Natale	nil

No changes to declared conflicts

4. Matters Arising from the Minutes

4.1. Deferred matters

4.1.1. Directed General Meetings

4.1.2. Asset Checking

4.1.3. Electoral Guidance Resource

4.1.4. Regulation review

There have been no changes to any of 4.1, all was deferred.

4.2. Petitions to Discipline

4.2.1. Chocolate Lovers' Society

The club cancelled their meeting due to COVID-19. Unfortunately, they did not advise us at the time.

The petition lapsed as having no grounds.

4.2.2. Chinese History and Garment Society

The petition was: To place the Chinese History and Garment Society on probation for 12 months due to the failure to report the SGM by the deadline set by the C&S Committee (Regulation 6.1.h.)

The club has not reported the SGM, or responded in any way to our enquiries.

Motion 6: To uphold Petition 2, to place Chinese History and Garment Society on probation for 12 months due to the failure to report the SGM by the deadline set by the C&S Committee (Regulation 6.1.h.).

Mover: Chris Melenhorst Seconded: Olivia White

For: 3 1 abstention

Carried

4.2.3. Habitat for Humanity

The clubs has submitted the required documents to C&S late. The reason for this was that someone in the club executive was experiencing difficult personal circumstances.

Petition 3: To place the Habitat for Humanity on probation for 12 months due to the failure to report the SGM by the deadline set by the C&S Committee (Regulation 6.1.h.)

Motion 7: To uphold petition 3, to place the Habitat for Humanity on probation for 12 months due to the failure to report the SGM by the deadline set by the C&S Committee (Regulation 6.1.h.)

Mover: Chair

Against: 4

LOST

4.2.4. Chinese Food Hunters Club

Petition 4: To suspend grants for 6 months for the Chinese Food Hunters Club due to the failure to pay the invoice for the 2019 lock (Regulation 6.1.m)

The invoice has been paid.

Motion 8: To uphold the petition Chinese Food Hunter Club, to suspend grants for 6 months for the Chinese Food Hunters Club due to the failure to pay the invoice for the 2019 lock (Regulation 6.1.m)

Mover: Chair

Against: 4

LOST

4.3. Unpaid Invoice: Liberal Club (March 15, 2019)

The invoice has been paid. No further action.

4.4. Wellbeing Training

Patrick Tidmarsh is currently working on three projects, and has some leave at the end of the week. Jordan will update the committee via email if there is a substantial change. Patrick says by end of week he should have something concrete for C&S.

4.5. New Clubs progress

The new clubs have been invited to MYO. They have also been advertising via Gunter's Facebook. Jordan will also advertise the new clubs on Instagram too.

Chinese Food Hunter Club representative, Zhirou Ou arrived at 10:22 am

Zhirou was updated on the decision as discussed at Agenda Item (no discipline) and had no further questions or discussion to add.

Zhirou Ou left at 10:23 am

During the discussion with Zhirou, Jordan checked his emails and saw that Patrick Tidmarsh had emailed during the meeting at 10:12am. Jordan advised the meeting that there will be a Zoom meeting with Patrick, Jordan and Fiona sometime next week.

4.6. Online AGMs

4.6.1. Commerce Students Society process (FYI)

This was well administered by an attentive club. They thoroughly checked for the integrity of the election. However, this is not good for all clubs as some clubs will not be as observant and careful with the creating a reliable election in the same format that Commerce Students Society performed.

4.6.2. Election Buddy

4.6.3. OpaVote (review website <https://www.opavote.com/pricing/> <https://blog.opavote.com/2017/08/implementing-waterfall-elections-with.html>)

Jordan re-contacted Big Pulse, Election Buddy, OpaVote, Election Runner

Election Runner provided no timely response

Big Pulse were extremely expensive. It would have cost between \$35,000 - \$45,000

Election Buddy: Most comprehensive response. Jordan and Fiona had a Zoom meeting with Cara who works for Election Buddy. She provided us with valuable information that addressed our thoughts on the integrity of clear, unbiased elections.

OpaVote: They are very DIY. Clubs will have to do everything themselves. Their website is supportive, and general assistance is available.

Ezekiel McPherson arrived at 10:31 am

There was then a discussion on registering members for voting.

Procedural 1: To go to 6.2 Thai Student Association (AGM quorum question)

Mover: Chair

CWD

6.2. Thai Student Association (AGM quorum question)

There was discussion on what a reasonable quorum that is representative of the membership base, as well how a small quorum will impact a full committee election. How will the elected Executive conduct the club? Will they be supported by volunteer assistance if there is no General Committee?

Questions around Big Exec clubs and which positions are necessary. Committee decided that President, Treasurer, Secretary (and for faculty clubs the Education Officer too), must be elected, consistent with the minimum provisions set out in the C&S Regulations. Clubs must advise C&S and the Members which roles must be elected when they give Notice.

Also discussion around the minimum requirement regarding quorum. Committee decided on a feasible number.

Motion 9: That the quorum for General Meetings be reduced to 15 student members for Semester 2 2020 AGMs.

Mover: Chair

CWD

Motion 10: That the executive roles as set out in Regulation 5.1.1.i &k (President, Secretary, Treasurer and Education Officer) must be filled first at the Semester 2, 2020, AGM, and that clubs must confirm equivalent roles with C&S prior to notice. Other Executive and General Committee roles may be left vacant if there are no candidates.

Mover: Chris Melenhorst Seconded: Ezekiel McPherson

CWD

Procedural Motion 2: To return back to 4.6.2 & 4.6.3

Mover: Chair

CWD

Discussion regarding the Returning Officer role concerning ballots, unique votes and administration of nominations.

What access do Election Administrators have? Transfer administration? These questions to be researched and asked of Election Buddy.

Motion 11: To authorise up to \$6000 AUD to Election Buddy from Special Projects for election services for Sem 2,2020.

Chair

CWD

ACTION: Fiona to email Cara

4.7. COVID Safe Event Plan

Committee are happy with the quality of the plan. Discussion regarding the Checklist: is it intended to indicate that all items are required? Which is recommended / which is mandatory?

Action: Jordan to edit and circulate

Motion 12: To adopt the Covid Safety plan with the amendment.

Mover: Chris Melenhorst Seconded: Olivia White

CWD

5. Officers Report

The Committee were happy with the quality of the OB report. No discussion.

Motion 13: To accept the Office Bearers report

Mover: Chris Melenhorst Seconded: Beatrice Valencia

CWD

6. Correspondence

6.1. Production Society (Aim amendment)

Brief discussion. The committee was happy with the changes and had no concern on them.

Motion 14: To approve the proposed aim changes for the Production Society.

Mover: Chair

CWD

7. Grants

7.1. Standard

Motion 15: To approve all standard grants en bloc

Mover: Chair

CWD

7.2. Grants For Discussion

Discussion of CSF13578, purchase of online games. It was noted that the club should purchase them using the club email account to ensure availability to future committees.

Motion 16: To approve CSF13578 as Purchases (other) conditional on using club email address account for the purchase.

Mover: Chair

CWD

CSF13576 online event and Uber Eats voucher. Officer recommends approval as a Purchases & Hiring events grant.

CSF13570 was previously deferred and there has been no response provided by the club. Officer recommends rejection.

Motion 17: To accept the OB recommendations for CSF13576 & CSF13570.

Mover: Chair

CWD

8. General Meetings

8.1. Commerce Students Society (online election Publications Manager)

Motion 18: To accept Commerce Students' Society's general meeting.

Mover: Chair

CWD

8.2. Chocolate Lovers Society SGM 20/3 (not held)

Already done.

8.3. Chinese History and Garment Society SGM 11/3

No action, disciplined.

8.4. Habitat for Humanity SGM 13/3 (submitted)

Discuss next meeting after papers are reviewed.

8.5. Postgraduate Environment Network (online election)

Club held online elections at the end of May and have not provided any papers to C&S.

Petition 1: To place the Postgraduate Environment Network on probation for 12 months due to the failure to provide documents pertaining to the online election as requested by C&S Coordinator (Regulation 6.1.h.)

Petitioners: Chris Melenhorst, Beatrice Valencia

9. Other Business

9.1. C&S Promo Winter 2020

9.1.1. Mid-Year Orientation

9.1.1.1. Promotion obligations

9.1.1.2. Expo details

9.1.2. Welcome Back

9.1.2.1. Dates

9.1.2.2. Promotion obligations

The committee was advised of the progress of 9.1. It will run on Hopin. As it is the exam period and there are several steps to take before signing up, so far we have only 20 clubs registered. We expect this to go up on the deadline. Jordan will send out an email for a final call straight after this meeting.

In addition, the committee agreed that promo period will be between Monday July 27 to Sunday 16 August. All events must be on online calendar to qualify for funding.

Motion 19: To designate the promo period open from Monday July 27 2020 to Sunday 16 August 2020 and for clubs to qualify for funding they must list events on the online calendar.

Mover: Chris Melenhorst

Seconded: Ezekiel McPherson

CWD

Action: Jordan to send WB collateral to committee

9.2. All-Clubs Survey (<https://forms.gle/2voQ487ni27Qk6hK9>)

Fiona and Jordan have created this survey (Name still in the works) to see if clubs are still active and engaging with members. Committee recommend to change the description at start of Event Descriptions to clarify to fill or skip as many or few as the club needs.

Motion 20: To mandate the completion of the COVID-19 survey before July 26.

Mover: Chris Melenhorst

Seconded: Ezekiel McPherson

CWD

9.3 PSS Camp

96% of club forms did not have the Medicare/health insurance number completed.

Motion 21: To approve PSS camp funding at 50% for incomplete Participant Information Forms.

Mover: Chris Melenhorst

Seconded: Ezra Bangun

CWD

10. Next Meeting (TBA)

A 'when-is-good' will be sent out to committee for our next meeting. It will be sometime around Thursday 23rd July 2020. TBC

11. Close

Close at 11:59 am by Jordan Di Natale