Minutes of Clubs and Societies Committee Committee meeting held 29/1/2014

University of Melbourne Student Union
Minutes of the 2014 Clubs & Societies Committee
Meeting 1/2014
CONFIRMED
2 PM, 29/01/14
Location: C&S Office, Level 1 Union House, University of Melbourne

Agenda

1. Procedural Matters
   1.1. Election of Chair
   1.2. Acknowledgement of Indigenous Owners
   1.3. Attendance
   1.4. Apologies (Dorothy Teng, Alice Fergusson)
   1.5. Proxies
   1.6. Membership
   1.7. Adoption of Agenda

2. Confirmation of Previous Minutes (20/12/2013)

3. Matters Arising from the Minutes
   3.1. Professional Badges
   3.2. Clubs Online

4. Reports
   4.1. Officers
   4.2. Committee
   4.3. SAG
   4.4. Policy & Regulation Working Group

5. Correspondence

6. Budget
   6.1. BBQ Subsidies
   6.2. New Club Start-ups
   6.3. Inter-club events

7. Payment Authorisations
   7.1. Card Printer Software
   7.2. Clubs Guide
   7.3. BBQ Pack replenishment
   7.4. Locks

8. Policy & Regulation
   8.1. Locker Policy
   8.2. New Clubs Regulation Amendments
8.3. Affiliation of Extant Clubs
8.4. Alcohol guidelines
8.5. Camp guidelines
8.6. Privacy Protocol
8.7. Logo Use Guide


9.1. Grants
   9.1.1. Opening
   9.1.2. Caps
   9.1.3. Welcome Back

9.2. Asset Checking

9.3. Compulsory Training

9.4. Membership List Content

9.5. Storage Area

10. Orientation Update

11. Other Business

12. Next Meeting (time, date)

13. Close
Minutes of Clubs and Societies Committee Committee meeting held 29/1/2014

Meeting Opened at 2:15 pm by Tom Walker

Agenda Item 1: Procedural Matters

1.1. Election of Chair

Motion 1: That Tom Walker be elected chair.
Moved: Stephen Smith  Seconded: Melinda Keys
CWD

1.2. Acknowledgement of Indigenous Owners
So acknowledged

1.3. Attendance
2014 Committee: Tom Hayes, Melinda Keys, Jim Smith, Stephen Smith
Office Bearers: Tom Walker, Rachel Withers
C&S Staff: Fiona Sanders
Other: Dan Hanna, Kevin Lim

Absent: Jade Eckhaus, Alice Ferguson, Dorothy Teng

1.4. Apologies
Alice Ferguson, Dorothy Teng

1.5. Proxies
Alice Ferguson to Melinda Keys

1.6. Membership
No change

1.7. Adoption of Agenda

Motion 2: That the agenda be adopted.
Moved: Chair
CWD

Agenda Item 2: Confirmation of Previous Minutes (20/12/2013)

Motion 3: That the Minutes from 20/12/2013 are confirmed as a true and accurate record.
Moved: Chair
CWD

Agenda Item 3: Matters Arising from the Minutes

3.1 Professional Badges
   Rachel investigating costs of professional badges.

3.2 Clubs Online
   Tom talked to Trike Aps – not able to do our project.
   Jim received the transition memorandum.

Agenda Item 4: Reports

4.1 Office Bearer
   Showed T-Shirts, Budget set by Students’ Council
   Rachel: Clubs Guide – put it in the front page of Farrago, reprinting is easy, can attach things to Lotus Notes
   emails, organized for monthly clubs page in Farrago.
   Tom: Locker Policy, Camps and Regulations, Training, Asset Stickers

4.2 Committee
   None

4.3 SAG
   Appointment to SAG – next committee meeting.
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Office Bearers to find out what is happening with SAGs this year.

4.4 Policy and Regulation Working Group
Office Bearers will convene it soon.

Agenda Item 5: Correspondence

Email from UMSU General Secretary about Socialist Alternative using UMSU logo on Marxism Posters.

Agenda Item 6: Budget

The Officers presented the proposed budget:

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Council Allocation</td>
<td>$265,000.00</td>
</tr>
<tr>
<td>Other Income</td>
<td>$6,500.00</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>$271,500.00</strong></td>
</tr>
<tr>
<td>Grants</td>
<td>$213,000.00</td>
</tr>
<tr>
<td>Orientation Costs</td>
<td>$26,000.00</td>
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<tr>
<td>Photocopying</td>
<td>$750.00</td>
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<tr>
<td>Postage</td>
<td>$50.00</td>
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<tr>
<td>Special Projects</td>
<td>$21,500.00</td>
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<tr>
<td>Stationery</td>
<td>$1,000.00</td>
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<tr>
<td>Telephone Costs</td>
<td>$200.00</td>
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<tr>
<td>Advertising</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Training</td>
<td>$4,000.00</td>
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<tr>
<td><strong>Total Expenditure</strong></td>
<td><strong>$271,500.00</strong></td>
</tr>
</tbody>
</table>

6.1 BBQ Subsidies

**Motion 4:** That the BBQ Subsidy is set at $50 per BBQ hire to be paid from the Special Projects line.
Moved: Chair
CWD

6.2 New Clubs Start-ups
Defer

6.3 Inter-club events
Defer

**Motion 5:** That the Budget be adopted as presented.
Moved: Chair
CWD

Agenda Item 7: Payment Authorisations

7.1 Card Printer Software

**Motion 6:** To approve $467.50 from Special Projects budget line for card printer software if required.
Moved: Melinda Keys  Seconded: Stephen Smith
CWD

7.2 Clubs Guide
10,000 in total

**Motion 7:** To approve up to $5000 from Advertising budget line to pay for the Club's Guide.
Moved: Melinda Keys  Seconded: Tom Hayes
7.3 BBQ Pack replenishment

**Motion 8**: To approve $500 for BBQ Pack replacement goods from Special Projects budget line.
Moved: Melinda Keys  Seconded: Stephen Smith

7.4 Locks

Needed for our new lockers

**Motion 9**: To approve up to $600 for new combinations locks from the Special Projects budget line.
Moved: Melinda Keys  Seconded: Tom Walker

### Agenda Item 8: Policy and Regulation

#### 8.1 Locker Policy

Tom discussed the proposed amendments:
- Merit introduced for all lockers
- Orientation lockers were not used
- Holiday care is a nightmare

Change the proposed details of use to ‘25 words or less’

**Motion 10**: To approve the amendments to the locker and storage area policy
Moved: Melinda Keys  Seconded: Stephen Smith

#### 8.2 New Club Regulations Amendments

Presented and discussed

Tom Hayes left at 3:07pm
Meeting continues under Standing Order 7.5

Long discussion of expressions of interest and membership.
Decided more thought needed to be put into (i) – linking membership to expressions of interest.
Following this with Non-Parkville clubs remove the second part of (i) as it is no longer required.

**Motion 11**: To recommend to Students’ Council the changes to the C&S Regulations: changing the deadlines in 4. Affiliation, increasing the number of expressions of interest in 4.1.3, Reasons to Reject Affiliation and the creation of 4.5 Non-Parkville Clubs.
Moved: Chair

**Procedural Motion**: To go to 9.1 Grants
Moved: Chair

### Agenda Item 9: Grants

#### 9.1 Grants

9.1.1 Opening

**Motion 11**: To open grants on Monday February 3 2014.
Moved: Chair

9.1.2 Caps
### Motion 12
To increase the funding received for the functions grant to $5/student attendee and increase the C&S Promo grant cap to $250 and the total C&S Promo cap to $800.
Moved: Chair
CWD

9.1.3 Welcome Back

<table>
<thead>
<tr>
<th>Motion 13</th>
<th>Welcome Back Grants are due on Friday 21 February and clubs must list events on the website with complete details.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moved:</td>
<td>Chair</td>
</tr>
<tr>
<td>CWD</td>
<td></td>
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</tbody>
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Standing Order 7.5 30 minutes expired

Meeting closed at 3:37 pm