Meeting petitioned by Fraser, Alston, and Jess

Meeting opened at 2:31pm

1. Procedural Matters
   1. Election of Chair
      Motion 1: That Susannah Gordon be elected Chair
      Mover: Sasha  Seconder: Alston
      CARRIED/NOT  CARRIED/CARRIED WITHOUT DISSENT

2. Acknowledgement of Indigenous Owners
   So acknowledged

3. Attendance
   Jess Kapuscinski-Evans, Christian Tsoutsouvas (observer), Alston Chu, Fraser Jones, Susannah Gordon, Sasha Chong, and Adriana Mells (called in)

4. Apologies
   Adam Papley
   Ezgi Bridger

5. Proxies

6. Membership

7. Adoption of Agenda
   Motion 2: That the Agenda as presented be adopted
   Mover: Chair
   CARRIED/NOT  CARRIED/CARRIED WITHOUT DISSENT

2. Confirmation of Previous Minutes
   Motion 3: to confirm the previous minutes of (24/09/2015) as a true and accurate record.
   Mover: Jess  Seconder: Sasha
   CARRIED/NOT  CARRIED/CARRIED WITHOUT DISSENT
   Fraser abstains as he was not present for last meeting

3. Matters Arising from the Minutes

4. Correspondence

Raspal from ARCVic regarding Anxiety Support Group training has confirmed that the training we have booked will be on the 23rd and 24th March
5. **Office Bearers’ Reports**

- It’s the end of the year! End of our term! We’re wrapping up departmental stuff, making sure next year’s OBs get a comprehensive handover, cleaning, archiving, and all that fun stuff.

- Our final event (with I Can’s Penny Robinson) was our most successful event of the year – well attended, fun, and Penny was a fantastic speaker

- We still have money left on our budget (financial report isn’t up to date, so we cannot say how much) so we’ve been able to buy a lot more equipment at the end of the year.

**Motion 4**: To approve and accept the Office Bearers Reports (and recommendations)

Mover: Sasha  
Seconder: Alston  
CARRIED/NOT CARRIED/CARRIED WITHOUT DISSENT

6. **Other Reports**

7. **Motions without notice**

**Motion 5**: To pass up to $800 for a department projector, from budget line special projects and events.

Mover: Fraser  
Seconder: Jess  
CARRIED/NOT CARRIED/CARRIED WITHOUT DISSENT

We needed one every week for Auslan classes and had a lot of difficulty acquiring one.

**Motion 6**: To pass up to $300 to expand the department’s library and media collection from budget line special projects and events

Mover: Alston  
Seconder: Fraser  
CARRIED/NOT CARRIED/CARRIED WITHOUT DISSENT

We would like to establish a small library in our office.

" Jess suggests the Helen Keller biography

**Motion 7**: To pass up to $800 to buy a portable ramp for the department from budget line special projects and events

Mover: Chair  
CARRIED/NOT CARRIED/CARRIED WITHOUT DISSENT

To use in case a venue is inaccessible.

" Fraser states that it would be good for people to know that we have a ramp, and know they can come to us

" Sasha suggests we can keep the ramp at info desk

" Jess talked about how she was involved in access stuff for Mudfest, and how they hired a ramp that wasn’t good and that caused issues
Motion 8: To pass up to $100 to buy a portable whiteboard for the department from budget line special projects and events
Mover: Jess  Seconder: Alston
CARRIED/NOT  CARRIED/CARRIED WITHOUT DISSENT

Also for Auslan classes
- Sasha and Susannah talked about the difficulties of having to borrow whiteboards for Auslan

Motion 9: To pass up to $75 for stationery costs from budget line stationery.
Mover: Fraser  Seconder: Adriana
CARRIED/NOT  CARRIED/CARRIED WITHOUT DISSENT

- Susannah states how last year’s OBs did the same for us

Motion 10: To pass up to $50 to buy extension cords for events from budget line special projects and events
Mover: Chair
CARRIED/NOT  CARRIED/CARRIED WITHOUT DISSENT

Often needed one for events and had difficulty finding them

Motion 11: To pass up to $100 to buy speakers for the department from budget line special projects and events
Mover: Jess  Seconder: Alston
CARRIED/NOT  CARRIED/CARRIED WITHOUT DISSENT

Our current speakers are not great quality, and we often play music at our events.

Motion 12: To pass up to $500 to pay for Anxiety Support Group facilitators for next year from budget line special projects and events
Mover: Sasha  Seconder: Fraser
CARRIED/NOT  CARRIED/CARRIED WITHOUT DISSENT

Motion 13: To pass up to $100 for art supplies for our noticeboard for department events from budget line special projects and events
Mover: Chair
CARRIED/NOT  CARRIED/CARRIED WITHOUT DISSENT

8. Other Business
- Christian suggests “Front of the Class” as a good movie for the library, as well as “The Bell and the Butterfly”
- Jess is doing her honours thesis on “The Untouchables” and suggests this movie even though it isn’t the best representation

9. Next Meeting
TBC

10. Close
Meeting closed at: 2:51 PM

Certified by Chair: Susannah Gordon

Signed: Sasha Chong Dated: 16/11/2015