

University of Melbourne Student Union

Meeting of the Clubs & Societies Committee

***CONFIRMED* Minutes**

5 pm, Friday January 30th 2014

Meeting 1/15

Location: C&S Office, 1st floor Union House

Meeting opened at 5:02pm by Stephen Smith.

1. Procedural Matters

1.1. Election of Chair

Motion 1: That Stephen Smith be elected Chair.

Mover: Stephen Smith

Seconder: Lauren Taylor

CARRIED WITHOUT DISSENT

1.2. Acknowledgement of Indigenous Owners

So acknowledged.

1.3. Attendance

OBs: Claire Pollock (Clubs & Societies), Stephen Smith (Clubs & Societies)

Committee: Eilish Hunt, Yasmine Luu, Philip Mallis, Ryan Davey, Lauren Taylor, Steven Connolly

Staff: Fiona Sanders (Clubs & Societies Coordinator)

1.4. Apologies

Nil

1.5. Proxies

Nil

1.6. Membership

No changes to membership.

1.7. Adoption of Agenda

Motion 2: To adopt the Agenda as presented.

Mover: Chair

CARRIED WITHOUT DISSENT

2. Reports

2.1. Officers

Report tabled.

A draft of the 2015 Clubs Guide was presented to Committee by Claire. Discussion around the new Safety in Clubs Working Group, Small Campuses Groups, Camp Welfare Training, O-Week and Volunteers, the Clubs Collective, and the Clubs Carnival.

Motion 3: To accept the Office Bearer's report.

Mover: Chair

CARRIED WITHOUT DISSENT

3. Correspondence

3.1. Club Issues

3.1.1. Teach the Teacher

3.1.2. VCA Play Club

3.1.3. MAGE

Correspondence listed in 3.1.1, 3.1.2, and 3.1.3 was noted. Lauren was going to approach the Juggling Club to suggest they look at MAGE as a potential merger.

3.2. Actuarial Students Society (camera)

Discussion regarding retrospective grants.

Committee had a series of questions they wanted to ask Actuarial Students Society prior to making a decision:

- Did the committee approve this expenditure and can this be evidenced with minutes?
- Had the committee attended Grants Training prior to this purchase?
- Why did the Society require such an expensive camera?

Fiona checked on the database that the committee was newly elected and had not completed Grants Training.

The Chair moved that the other questions be put to the Society and that the matter be deferred until the next meeting.

3.3. Affiliated Clubs Logo

Discussion around the affiliated clubs logo and the ongoing discussion between the Communications and Marketing Division and the 2014 Clubs & Societies Committee.

The Chair moved that the matter be deferred to a later meeting.

3.4. Student Wine Society (name change)

Motion 4: To approve the Student Wine Society's name change to Wine Society.

Mover: Steven Connolly

Seconded: Lauren Taylor

CARRIED WITHOUT DISSENT

4. Matters carried forward:

4.1. GM Papers:

4.1.1. Wu Cultural Society

No further action.

4.1.2. Liberal Club

Discussion regarding 2014 C&S Committee's decision (Meeting 23/14, Motion 59) to allow the Liberal Club to hold an SGM by the end of week 2 accept reports and ratify constitution.

The Chair asked when their AGM was due to be held; Fiona said it was usually held by Week 4.

Motion 5: To allow the Liberal Club to ratify the relevant paperwork at their AGM, provided that they held prior to the last day of March.

Mover: Claire Pollock Secunder: Chair

CARRIED WITHOUT DISSENT

4.1.3. Music Students Society

No further action.

4.1.4. AIESEC

No executive contact details have been provided to C&S.

Motion 6: That the AIESEC Committee appointments be rejected, and that Club holds an SGM prior to the end of March to elect new Committee members.

Mover: Philip Mallis Secunder: Claire Pollock

CARRIED WITHOUT DISSENT

4.2. App for Payment issues

4.2.1. Chess Club

4.2.2. Japanese Club

4.2.3. Chinese Students and Scholars Association

Fiona outlined the issues for the Chess Club, Japanese Club, and the Chinese Students and Scholars Association.

Discussion amongst Committee regarding discipline procedure and appropriate disciplinary actions for breaches to the Regulations.

Petition: To suspend the Japanese Club's grants for 6 months under Regulation 6.1c.

Petitioners: Lauren Taylor, Philip Mallis

Petition: To place Chess Club and Chinese Students and Scholars Association on probation for 6 months under Regulation 6.1c.

Petitioners: Ryan Davey, Steven Connolly, Lauren Taylor, Yasmine Luu, Eilish Hunt

5. Regulation & Policy Provisions

5.1. Grants

5.1.1. Opening

Discussion around grants process and stipulations within the Regulations.

Motion 7: To open Grant Applications on Monday 16th February, and allow retrospective grants to clubs who have had events prior to this date.

Mover: Chair

CARRIED WITHOUT DISSENT

Chair moved procedural to move to item 7.1.

7.1 Budget

Chair presented budget to Committee and discussed proposed allocation from Students' Council. The Students' Council has had four inquorate meetings so a budget has not been approved, but the proposed allocation to the C&S Committee is \$275,000. This is a \$10,000 increased from 2014 to meet the cost of having more affiliated Clubs and Societies.

Motion 8: That the C&S Committee approve the department budget as presented, conditional upon receiving allocation from Students' Council, to be revised if the allocation is altered.

Mover: Stephen Smith

Secunder: Claire Pollock

CARRIED WITHOUT DISSENT

7.1.1 BBQ Subsidy

Motion 9: That the C&S Committee provide a subsidy of \$55 per hire from Monday 2nd February, and that any hire prior to the UMSU budget being passed will receive subsidy to be reimbursed to AV@Melbourne.

Mover: Chair

CARRIED WITHOUT DISSENT

7.1.2 Clubs Guide

The Guide was being designed by Communications and Marketing and not through the Media Department, as it was in 2014. In 2014, there was an initial print run of 10,000 with an extra 3,000 printed for Semester 2 – only a box left over.

We had been quoted under \$6,000 for a print run of 12,000 which the Committee felt was adequate.

Motion 10: To approve up to \$6,000 from budget line Advertising for printing the 2015 Clubs Guide, conditional upon the UMSU budget being adopted.

Mover: Chair

CARRIED WITHOUT DISSENT

Chair moved procedure to return to item 5.1.2.

5.1.2. Caps

The grants cap was \$2,200 in 2014, but due to the increase in the number of affiliated clubs and societies this would be reduced to \$2,100, even with the \$10,000 increase from Students' Council.

Discussion around C&S Promotional Grant level, and Function level. Consensus to maintain 2014 level for Functions funding. C&S Promo caps are per the Regulations.

Motion 11: To set the Grants cap at \$2,100, the C&S Promotional Grants cap at \$200, and the Function grant at \$5 per person, conditional upon the UMSU budget being adopted.

Mover: Chair

CARRIED WITHOUT DISSENT

5.1.3. Orientation

Fiona discussed the issue with the C&S Committee not meeting until so late, that the department had to move ahead with implementing a promotions/publication deadline for Orientation, which was set in consultation with the Communications

department to coincide with the new-student peak usage around Academic Advice Day. This deadline was 22 January for WordPress events, and the Grants deadline was set for February 9.

Motion 12: To retrospectively approve the O-Week grant (February 9) and website advertising (January 22) deadlines.

Mover: Chair

CARRIED WITHOUT DISSENT

5.1.4. Welcome Back

Motion 13: To set the Welcome Back grant deadline and advertising deadline for 4:30pm on Wednesday 18 February.

Mover: Chair

CARRIED WITHOUT DISSENT

5.2. Asset Checking

Discussion around holding asset checking prior to O-Week, created extra work during busy O-Week period, plus is difficult for students who are not on campus prior to O-Week.

Decision to defer this until during Semester 1.

5.3. Compulsory Training

Discussion around the different types of training and who should undertake it. Should try to remain consistent so not to confuse clubs.

- AGM training: any executive member
- Treasurer's training: Treasurer
- Income Tax training: Treasurer (non-exempt clubs)
- Grants training: any executive member

Yasmine and Ryan discussed the benefits of Camp Welfare Training, and whether this should be compulsory.

Claire and Stephen agreed but said that training needed to be reviewed and that the department was not in a position to offer compulsory Camp Welfare Training yet. This could be reviewed as part of the Safety in Clubs Working Group.

Motion 14: To endorse compulsory training per discussion.

Mover: Chair

CARRIED WITHOUT DISSENT

5.4. Membership List Content

Discussion surrounding content on membership lists. Regulations require Name, Student Number, and Course.

UMSU General Manager request that we collect Local/International and Undergraduate/Graduate information to monitor international and graduate participation in UMSU.

Discussed whether it was worth including financial reconciliation line. There as a guide for clubs, but they should be able to maintain records without this.

Motion 15: That Membership List Content includes Name, Student Number, Course, Local/International status, and Undergraduate/Graduate status.

Mover: Chair

CARRIED WITHOUT DISSENT

6. Orientation

6.1. Arrangements

Fiona discussed the plans that have been put in place. Clubs Expo will be on South Lawn on the Thursday and Friday of O-Week.

Stephen discussed the need for volunteers for these days, and asked that people spare some time with set up, table allocations, and pack down. A roster would be distributed.

There will be performances by Clubs on these days, Claire will be organising and stage managing.

Motion 16: That up to \$500 be approved from budget line Orientation for incidental costs.

Mover: Chair

CARRIED WITHOUT DISSENT

6.2. Advertising Deadline

6.2.1. Late Room Bookings

Philip asked about whether he should abstain as his club is on this list.

Chair outlined that Committee members would, from time-to-time, need to abstain where a decision is made concerning their club/s.

Motion 17: To grant exemption to the clubs who applied for rooms prior to the end of 2014.

Mover: Chair

FOR: 4 ABSTENTIONS: 2 (Philip Mallis, Lauren Taylor)

CARRIED

Discussion around events being published late on WordPress.

Motion 18: That events have to be published on WordPress prior to grant submission.

Mover: Chair

FOR: 4 ABSTENTIONS: 2 (Philip Mallis, Lauren Taylor)

CARRIED

6.2.2. Other venue fails

Clubs who failed to put in a room booking prior to the end of 2014 and have not managed to get a room/publish event on WordPress would not receive a grant.

6.2.3. Jewish Students Society

Issue outlined by Chair. Philip has checked Facebook, and their event is publically advertised.

Chair mentioned that if we did not provide an exemption and there was an incident that it would reflect badly on Committee.

Motion 19: To grant the Jewish Students Society an exemption from publishing their event on WordPress.

Mover: Lauren Taylor

Secunder: Yasmine Luu

FOR: 5 ABSTENTION: 1

CARRIED

8. Other Business

8.1. Nominations for Student Advisory Group (SAG)

Chair discussed the Advisory Groups Policy and outlined that the C&S Committee needed to elect a delegate to the Communications & Marketing Advisory Group.

The C&S Officers are also members of the Communications & Marketing Advisory Group, but it is open to all students to attend.

Motion 20: That nominations for the Communications & Marketing Advisory Group are opened at 6:22pm to close at 4:30pm on the day before our next meeting.

Mover: Chair

CARRIED WITHOUT DISSENT

8.2. C&S Collective

The C&S Collective is going to run throughout 2015 as an informal group to discuss issues in clubs, and share policy ideas with clubs for discussion.

The first Collective is organised for 10am on Tuesday 17 March in Joe Napolitano A, Level 2, Union House and all Committee members are encouraged to attend.

8.3. Clubs Carnival

The Clubs Carnival was started in 2014 as a way to promote clubs and encourage people who might have missed out on joining clubs in O-Week to get involved.

This will be held from 11am to 2pm on Wednesday 25 March.

8.4. Club Proliferation & Mergers

Office Bearers currently reviewing overlap between similar clubs, and will report to Committee prior to Semester 1.

8.5. Small Campus Student Groups

Looking at reviewing affiliation process for groups on small campuses, discussed how infeasible it was for requiring 50 students to express interest in a club, especially at Burnley where there is only 200 students.

Stephen met with the President of the Burnley Postgraduate Group to discuss what this might look like, and is hoping to meet with the VCA Campus Co-ordinator and representatives from clubs at Burnley and Southbank.

8.6. First Aid Kits / EpiPens

Chair discussed that we provided First Aid Kits and EpiPens to clubs, and that we needed money to replenish them. Our current EpiPens expire in May, so we will need to replace them. They are \$99 each at Chemist Warehouse. We are asking Students' Council to purchase two, as they are sometimes used by non-clubs groups, such as VCESS and Destination Melbourne, and would like the Committee to purchase two.

Motion 21: That up to \$400 from budget line Special Project be approved to purchase two EpiPens and replenish other stock as needed in the First Aid Kits.

Mover: Chair

CARRIED WITHOUT DISSENT

8.7. Camp and Welfare Training

We will be meeting with Sally Coates on Monday for the Safety in Clubs Working Group, so will discuss with her dates for Camp Welfare Training.

Chair moved procedural to defer 8.8 until end of Other Business.

8.9. National Union of Students (NUS)

The NUS is running a campaign against fee deregulation, and C&S has been asked to get clubs to display campaign material at their stalls in O-Week.

Chair dismissed this as being inappropriate for Clubs Expo, but said that we should be engaging with the campaign.

Discussion around appropriate involvement, decision to email all clubs with specific details for National Day of Action on 25 March.

8.10. Constitutions 2014

Deadline for providing Constitutions from 2014 is 4:30pm on Wednesday 18 February.

8.11. Lockers

Greater demand for larger lockers than we have available. Lockers allocated based on merit.

8.12. Clubs Online

Claire and Stephen on Clubs Online Working Group, established revised timeline. Brief sent out to potential developers. Ready for testing in second half of Semester 1, Clubs Online to go live for Semester 2.

8.8. Activity Reporting (Semester 2, 2014)

48 clubs have failed to provide sufficient reporting. Fiona has written to clubs asking them to provide evidence of events by 12pm on Friday 13 February.

Motion 22: That the submissions by UNIT and Uni Student Fleet be accepted.

Mover: Chair

CARRIED WITHOUT DISSENT

Chair moved that further discussion and any disciplinary actions surrounding other clubs be deferred to next meeting.

9. Next Meeting

Next meetings to be held at 3pm on Monday 16th February and 10am on Monday 23rd February.

Meeting closed at 6:45pm.