

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. Regulation & Policy Provisions

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

Meeting Opened at 2:15pm 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.

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:

	Budget Item	2014
	Students Council Allocation	\$265,000.00
1901	Other Income	\$6,500.00
	Total Income	\$271,500.00
3531	Grants	\$213,000.00
3163	Orientation Costs	\$26,000.00
3712	Photocopying	\$750.00
3741	Postage	\$50.00
3839	Special Projects	\$21,500.00
3356	Stationery	\$1,000.00
3743	Telephone Costs	\$200.00
3231	Advertising	\$5,000.00
3161	Training	\$4,000.00
	Total Expenditure	\$271,500.00

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

CWD

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

CWD

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

CWD

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

CWD

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 (o) – linking membership to expressions of interest.

Following this with Non-Parkville clubs remove the second part of (a) 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.j Reasons to Reject Affiliation and the creation of 4.5 Non-Parkville Clubs.

Moved: Chair

CWD

Procedural Motion: To go to 9.1 Grants

Moved: Chair

CWD

Agenda Item 9: Grants

9.1 Grants

9.1.1 Opening

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

Moved: Chair

CWD

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

Motion 13: Welcome Back Grants are due on Friday 21 February and clubs must list events on the website with complete details.

Moved: Chair

CWD

Standing Order 7.5 30 minutes expired

Meeting closed at 3:37pm