


<p>University of Melbourne Student Union</p> <p>Minutes of the Clubs & Societies Committee</p> <p>Special Meeting 1/2014</p> <p><i>CONFIRMED</i></p> <p>10:00 AM, 14/02/2014</p> <p>Location: C&S Office, 1st floor, Union House</p>	
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Petition for a special meeting to consider the business on the agenda for meeting 2/14 to be held at 10 am on February 14 2014.

Petitioners: Tom Hayes, Stephen Smith, Melinda Keys, Jim Smith

Agenda

1. Procedural Matters

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

2. Confirmation of Previous Minutes (29/01/2014)

3. Matters Arising from the Minutes

- 3.1. Professional Badges
- 3.2. Clubs Online

4. Reports

- 4.1. Officers
- 4.2. Committee

5. Appointment of Committee member to Communications SAG

6. Correspondence

- 6.1. T-Shirt Printer
- 6.2. BBQ Hire Prices

7. Policy & Regulation Working Group

- 7.1. Affiliation of Extant Clubs
- 7.2. Alcohol guidelines
- 7.3. Camp guidelines
- 7.4. Privacy Protocol
- 7.5. Logo Use Guide

8. Regulation & Policy Provisions

- 8.1. Asset Checking

- 8.2. Compulsory Training
- 8.3. Membership List Content

9. Camp First Aid Kits

10. Grants

- 10.1. Orientation
- 10.2. Other
- 10.3. For Discussion

11. Orientation Update

- 11.1. Payment (\$16,093.90)
- 11.2. Incidental Purchases

12. Other Business

13. Next Meeting (time, date)

14. Close

Meeting opened at: 10:10 AM, by Rachel Withers

Agenda Item 1; Procedural Matters

1.1 Election of Chair

<p>Motion 1: That Rachel Withers be elected chair Moved: Tom Walker Seconded: Stephen Smith CWD</p>
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1.2 Acknowledgement of Indigenous Owners
So acknowledged

1.3 Attendance
Committee: Melinda Keys, Stephen Smith, Jade Eckhaus, Tom Hayes, Jim Smith
Officer Bearers: Rachel Withers, Tom Walker
C&S Staff: Fiona Sanders

Absent: Dorothy Teng, Alice Ferguson

1.4 Apologies
Dorothy Teng, Alice Ferguson

1.5 Proxies
None

1.6 Membership
No change

1.7 Adoption of Agenda

<p>Motion 2: That the agenda be adopted. Moved: Chair CWD</p>

Agenda Item 2: Confirmation of Previous Minutes (29/01/14)

Motion 3: That the Minutes from Meeting 1 (29/01/14) are confirmed as a true and accurate record.

Moved: Chair
CWD

Motion 4: That the decisions made under Standing Order 7.5 in Meeting 1 (29/01/14) are ratified.

Moved: Tom Hayes Seconded: Stephen Smith
CWD

Agenda Item 3: Matters Arising from the Minutes

3.1 Professional Badges

Rachel looked into it; says they are really expensive
Discussion followed: Jade has contacts.

Motion 5: To approve up to \$200 for C&S badges from Special Projects (03 60 605 3839).

Moved: Melinda Keys Seconded: Tom Walker
Carried, 1 abstention

3.2 Clubs Online

No progress

Agenda Item 4: Reports

4.1 Office Bearer

Clubs guide complete, first Welfare training on Monday
Students Council approved 1 epipen from whole of union and 1 from C&S committee budget

Motion 6: To accept the Office Bearer's Report.

Mover: Melinda Keys Seconded: Tom Hayes
CWD

5.2 Committee Reports

Tom Hayes and Jim Smith attended Policy Working Group. Words were spoken.

Agenda Item 5: Appointment of Committee member to Communications SAG

Melinda nominated Tom Hayes. Tom Hayes accepted

Motion 7: That Tom Hayes be appointed to the Communications SAG.

Mover: Melinda Keys Seconded: Jade Eckhaus
Carried

Agenda Item 6: Correspondence

6.1 T-Shirt Printer

Idea of putting in the Rowden White Library/Arts Lab/Info Centre floated.
To be worked out after Orientation

6.2 BBQ Hire Prices

Discussed increasing BBQ subsidy

Motion 8: That the BBQ subsidy be increased to \$55 per hire.

Mover: Chair
Carried

Remind clubs about fixed BBQs

Agenda Item 7: Policy & Regulation Working Group

The committee was advised of the discussions held in the Working Group from 13/02/2014.

- More discussion was held around increasing required expressions of interest to 50. The Working Group recommends that we maintain the increase to 50 Expression of Interest. Continue to leave out the rule regarding a percentage of expresses becoming members
- Hold two new club meetings in Week 5
 1. Approve or defer only (Monday)
 2. Invite Clubs
 - o More scheduling in meeting
 - o New clubs form- “Any Expression of Interest can be contacted to verify interest”

7.1 Affiliation of Extant Clubs

They could hold an Extradordinary General Meeting

- o we can develop an amended document pack
- o Change name of form from “How to Start a Club to “How to *Affiliate* a Club” (possible regs amendment)
- o Encourage extant clubs to invite C&S to any GMs/elections in the lead up to affiliating.

Regulation amendments from last meeting have not been circulated to Students Council by the Secretary.

Procedural: That committee moves to item 12.1 (Asset Stickers)

Mover: Tom Hayes

CWD

Agenda item 12. Others Business

12.1 Asset Stickers

Motion 9: To approve up to \$500 from Special Projects (03 60 605 3839) for Asset Stickers.

Mover: Melinda Keys Seconded: Stephen Smith

CWD

Procedural: That committee moves to item 10.1

Mover: Melinda Keys

CWD

Agenda item 10: Grants

10.1 Orientation

Motion 10: To approve all Standard Grants en bloc.

Mover: Melinda Keys Seconded: Tom Walker

CWD

10.2 Other

Nil

10.3 For Discussion

Motion 11: To approve Food Interest Group (28/02) grant application with off campus exemption.

Mover: Chair

CWD

Motion 12: To reject Students Arise- Learning To Serve (28/02) due to no submission of an off campus exemption.

Mover: Chair

CWD

Motion 13: To approve the joint event of 1701 Star Trek Club and FOUL as one grant only.
Mover: Chair
CWD

Motion 14: To approve all outstanding grants for discussion conditional on submission of paperwork, clarifications, details and printing copy by 4:30pm on Wednesday the 19th of February 2014.
Mover: Tom Walker Seconded: Chair
CWD

Continue with Agenda Item 7

7.2 Alcohol guidelines
No progress

7.3 Camp guidelines

It is strongly suggested to clubs that they abide by the guidelines.

Early in semester after the camps we will look at creating formal policy/regulation

Motion 15: That the C&S Committee endorses the Camp Guidelines.
Mover: Tom Walker Seconded: Stephen Smith
CWD

7.4 Privacy Protocol
Haven't done it

7.5 Logo Use Guide
Communications (Fiona Sanders to arrange)

Agenda Item 8: Regulation & Policy Provisions

8.1 Asset Checking

Motion 16: To set Asset Checking deadline as the 11th of April 2014
Mover: Chair
CWD

8.2 Compulsory Training

Motion 17: To make training compulsory for the following committee members:
-AGM: any executive member before the AGM
-Income Tax: the treasurer of any non-exempt club
-Treasurer: new treasurers
-Grants: any executive member
Mover: Tom Hayes Seconded: Stephen Smith
CWD

8.3 Membership List Content

**Motion 18: To require clubs to submit membership lists containing the following:
International/Local, Graduate/Undergraduate, membership cost and total membership revenue
in addition to the Regulation requirements.**
Mover: Chair
Carried, 3 for, 2 against

Agenda Item 9: Camp First Aid Kits

2 kits needed
Epipens separate to this

Motion 19: To approve \$300 from Special Projects (03 60 605 3839) for first aid kits and direct Tom make the magic happen (put together kits).

Mover: Melinda Keys Seconded: Jim Smith
CWD

Agenda Item 11: Orientation Update

11.1 Payment

Motion 20: To approve \$16,093.90 from Orientation budget line (03 60 605 3163).

Mover: Chair
CWD

11.2 Incidental Purchases

Motion 21: To approve up to \$300 from Orientation budget line (03 60 605 3163) for incidental purchases including stationary, pizza, lima coola, fruit cup, ice, Velcro and whatever else we need.

Mover: Melinda Keys Seconded: Chair
CWD

11.3 Orientation availability

Google doc will be sent around- please respond

12.2 Meeting schedule

Please Send in timetables

Discussion returned to 3.1 Badges.

Motion 22: To approve up to \$250 on badges, on the condition that badges are cheaper than 50c per badge.

Mover: Tom Walker Seconded: Jade Eckhaus
CWD

Agenda Item 13: Next Meeting

12pm on Thursday 27th of February at the C&S Expo.

Meeting closed at: 11:37 AM