

University of Melbourne Student Union

Meeting of the Clubs & Societies Council

***CONFIRMED* Minutes**

**12:00 pm, Wednesday May 20th 2015
Meeting 1/15**

**Location:
Baldwin Spencer Lecture Theatre, Baldwin Spencer Building**

Meeting opened at 12:05pm by Claire Pollock

1. Procedural Matters

1.1. Election of Chair

Motion 1: That Claire Pollock be elected Chair.

Mover: Claire Pollock

Seconder: James Baker

CARRIED

1.2. Acknowledgement of Indigenous Owners

So acknowledged.

1.3. Attendance

Committee: Phillip Mallis, Eilish Hunt, Steven Connolly, Lauren Taylor

Officers: Claire Pollock & Stephen Smith (Clubs & Societies), James Baker (Activities)

Staff: Fiona Sanders (C&S Coordinator)

Observers: Tom Crowley (Labor Club), Maddie Downes (Arts Students Society), Marlo Zambelli (Arts Students Society).

Club Representatives:

1701 Star Trek Club: Jacinta Miles

Actuarial Students Society: Vishwamithra Shashishekar

Adventist Students on Campus: Esther Odora Akullo Koli

Anime and Manga Club: Genevieve Lim

Arts Students Society: Nick Hynes

Astronomical Society: Alice Clark

Biomedical Engineering Society: Imogen Milne

Biomedicine Student Society: Sachin Phakey

Card Crew: Hai Wei Teo

Catholics of One Spirit Down Under (COSDU): Christine Tee

Chess Club: Daniel Seoung

Chinese Debating Group: Xuan Zhu

Chinese Philosophy in Business: Wei Kang

Classics and Archaeology Society: Eli Farrow

Coffee Appreciation For Enthusiasts: Andrew Killey

Consistently Amazing Kitchen Endeavours: Amber Tay

Cosmic Hitchhikers Appreciation Society: Matt Shackleton

Ecuador Vive: Hector Apolo

Environmental Engineers Society: Drushti Chandarana
 Film Society: Xavier Ekkel
 Food Interest Group: Steven Greenan
 Friends of Unnatural Llamas (F.O.U.L.): Lauren Arancini
 Infinite Images Gaming Club: Paul Carr
 International Relations Society: Sarah Xia
 Labor Club: Stephen Mitas
 Linguists Interpreting Nuanced Garbling (L.I.N.G.): Christian Tsoutsouvas
 Mathematics & Statistics Society: Tien Huynh
 Mechanical Engineering Student Society: Phillip Hall
 Mechatronics Society (MechX): Matt De Bono
 Melbourne Microfinance Initiative: Bradley Tjandera
 Mobile Apps Playing and Programming Society: Grayson Huynh
 Music Interest Club: Yufei Teng
 New Zealand Students Society: Chris Yang
 Physics Students Society: Angela Keyte
 Physiotherapy Students' Society: Tau Adin
 PIRATES: Steven Connolly
 Planning Students Society: Maren Keller
 Potter Heads: Kayley Cuzzubbo
 Reformed Evangelical Fellowship: Timothy Mintargo
 Ring of Choir: Dennis Wang
 Senior Chemistry Initiative: Maja Dunstan
 Society for Electronic Entertainment: Jackson Drew
 Students Assoc. of Management and Marketing: RyanFong
 Students For Christ: Yiyao He
 Thai Student Association: Wittawin Kraiathianpaisal
 T-Society: Johanna Laghigna
 Veterinary Students Society of Victoria (Parkville): Victoria Brown
 Wildlife Conservation Society: Teresa Hu
 Women in ICT: Nikki Vinayan
 Women in Science and Engineering (W.I.S.E.): Wakiuru Wohoro

Absent Committee: Ryan Davey, Yasmine Luu, Gulsara Kaplun

Absent Clubs:

Accounting Students Association	Bollywood Liaisons
Activist Support and Information Network	Book Club
AISEEC	Brazilian Students Association
ALP Club	Breakdance Club
Amnesty International	Buddhist Studies Society
Animal Protection Society (UMAPS)	Burnley Bees
Apollo Health Music Society	CAINZ
Australasian Association	Campus Refugee Rights Club
Australia-China Youth Association	Canadian Club
Australian Red Cross Club	Cantonese Students Association
Australian Youth Climate Coalition	CastOn Charity Group
Bangladeshi Students Association	Celtic Club
Banking on Women	Chemical Engineering Students Society
Bhakti Yoga Club	China Rural Education Initiative
Bioinformatics Graduate Student Association	Chinese Culture Society
Birdwatching Society	Chinese Music Group
	Chinese Students and Scholars Association

Chocolate Lovers Society
 Christian Union
 Cider Appreciation Society
 CIS Postgraduate Group
 Civil and Structural Society
 Commerce Students Society
 Community Development Club
 Computing and Information Systems Students Association
 Construction Students Association
 Croquet Club
 Debating Society
 Dhoom Medical Charity
 Disney Appreciation Society
 Earth Sciences Postgraduate Group
 Earth Sciences Students Society
 Economics Student Society of Australia
 Electrical Engineering Club
 Emergency Services Club
 Engineering Music Society
 Engineering Students' Club
 Engineers Without Borders
 Environments Students Society (Envi.)
 Exploring Cultures Through Food
 FAS2 Fantasy & Science Fiction Appreciation Society
 Fashion and Beauty Appreciation Society
 Filipino Students Association
 Filmmakers Collaborative
 Finance Student Association
 Fotoholics – Photography Club
 French Club
 Geographical Society
 Geomatics Society
 German Club
 Global Citizen Society
 Greek Association (MUNGA)
 Greens On Campus
 Habitat for Humanity
 Heavy Metal Club
 Hong Kong Students Association
 Indian Club
 Indonesian Campus Ministries
 Indonesian Students Association
 Indonesian Studies and Language Association
 International Commerce Students Society
 International Vietnamese Students at the University of Melbourne
 Interprofessional Education and Practice Health Students Association
 Islamic Society
 Japanese Club
 Jewish Students Society
 Juggling Club
 Korean Christian Group (G4R)
 Korean Students Society
 Language Exchange Club
 Latin America 1
 Lawn Bowls
 Let's Talk Conversation Group
 Liberal Club
 Mahjong Club
 Malaysians of Melbourne University
 Marketing Intelligence
 Master of Energy Systems Association
 MBS Sports Club
 MD Queer
 Media and Communications Student Society
 Melbourne School of Land and Environment Student Association
 More Beer!
 MUR Motorsports
 Music Students Society
 National Youth Science Forum Alumni Society
 Oaktree Club (Melbourne University)
 Optometry Students Society
 Overseas Christian Fellowship (O.C.F)
 Oxfam Group
 Pakistani Society
 Philosophy Community
 Political Interest Society
 Pool Club
 Postgraduate Environment Network
 Postgraduate Physics Students' Society
 Psychology Association
 Public Interest Law Network
 Publishing Students Society
 Queers in Engineering, Science and Technology
 Republic Club
 Riddles and Enigmas
 Russian Society
 Scandinavian Club
 Science Students Society
 Scouting@UniMelb
 Secular Society
 Singapore Students Society
 Socialist Alternative
 Solidarity Student Club
 Sri Lankan Students Association
 Student Exchange Society
 Student Life (Disciplinmakers)
 Student Wine Society
 Students Arise – Learning To Serve

Students For Palestine
Students of Royal Melbourne
Taiwanese Students Association
TEDxUniMelb
Tzu Chi Collegiate Association
Uni Student Fleet

University Network for Investing and
Trading (UNIT)
Vietnamese Students Association
World Vision VGEN
Wu Cultural Society
Youth Charity Society

1.1. Apologies

African Club
Cantonese Christian Fellowship
Choral Society
Ellevate

Italian Social Club
Nursing Students' Society
PlanetUni
Population Health Student's Association

2. Confirmation of Previous Minutes

2.1. 13/10/2014

Motion 2: To confirm the minutes from 13 October 2014 as a true and accurate record of the meeting.

Mover: Chair

CARRIED WITHOUT DISSENT

3. Matters Arising from the Minutes

3.1. Club Proliferation

Claire spoke to this. It is a recurring discussion that we have at C&S Council. The C&S Committee has made available a fund for clubs who merge.

3.2. Union House Relocation

Stephen gave an outline on the Union House Relocation situation. GSA and UMSU are discussing this with the University. University has flagged 757 Swanston Street and that quarter of campus. We will continue to fight for equal or better spaces for clubs in the new Student Precinct – and we have made a submission outlining our demands.

4. Reports

4.1. Officers

The Office Bearers discussed each item on their report. See other business.

Motion 3: To accept the Office Bearers' report.

Mover: James Baker

Seconder: Eilish Hunt

CARRIED WITHOUT DISSENT

4.2. Committee

No questions for the Committee. C&S Council thanks the Committee with a round of applause.

5. Other Business

5.1. Clubs Guide

Completely redesigned in 2015, with all but six clubs having a description in it. There was a print run of 12,000, no redesign or reprint for Semester 2.

5.2. Clubs Online

We have commissioned Hidden Spark to build Clubs Online. This will launch during Semester 2 with a staggered transition for clubs. It will be used to process AGMs, grants, membership lists, new executive information, and training.

5.3. Social Media

We have taken a new approach to social media in 2015 with the Facebook refocused on promoting clubs and club events. We are running the "Club of the Week" promotion on Facebook and Instagram. To replace the communication via Facebook with executives, we have created a profile for "Gunter" where updates are made.

5.4. Executive Handbook

Over the mid-year break we will be creating the Executive Handbook. This is an electronic publication which details all of the information that executive members need to successfully run their club.

5.5. Clubs Collective

The Clubs Collective ran in Weeks 3, 6, and 9 and proved successful. For those who were unable to attend, they can stay up-to-date via our Office Bearer reports in Farrago or in Students' Council.

5.6. Safety in Clubs

Continuing on from Camp Welfare initiated in 2014, the Safety in Clubs Working Group was established to discuss improving safety, referrals, and reporting for incidents in clubs. The Working Group has so far written a grievance procedure for our regulations.

5.7. Non-Parkville Clubs

We are looking at funding models for a tiered clubs system for Southbank and Burnley, and an isolated grants system for other micro-campus.

5.8. Joint Events

We have made and approved a new coversheet for joint events. Further, following a change to the C&S Regulations joint events no longer count towards activity reporting.

5.9. Clubs Carnival

Stephen and Claire thanked everyone who participated in Week 4 – we will run this event again in Semester 2 as part of Dis-Orientation Week. Please keep an eye out for emails about this.

5.10. New Clubs

We had 25 applications from groups to affiliate – we accepted 12 and 11 have progressed to Inaugural General Meetings. We will have around 210 clubs going into Semester 2. Further changes to the C&S Regulations means that new clubs cannot exceed 40 per cent membership overlap.

5.11. UMSU Budget

The C&S Department's budget has increased to \$265,000. With Clubs Expo costs now in the Communications and Marketing Budget, this has resulted in an overall increase of \$40,000. This will be spent on running two Clubs Carnivals, maintaining the grants level, and improving the Clubs Guide.

5.12. Non-Compliance

40 per cent of clubs' membership lists were non-compliant. This is not acceptable – Committee took a tough stance. We have developed a membership list template for clubs to use in future.

Questions were asked about likelihood of increasing the Grants Cap – we would revise towards the end of the year – it is too soon to say. Currently on par with 2014.

6. Next Meeting (Late Semester 2)

Meeting closed at 12.31pm

University of Melbourne Student Union

Report of

**Claire Pollock & Stephen Smith
Clubs & Societies Officers**

**To the Clubs & Societies Council
20/05/15**

Clubs Guide

Our first major project for 2015 was the Clubs Guide. This was an arduous task that involved collecting and collating descriptions and logos for the then 208 affiliated clubs and societies. We endeavoured to include a description for each club – given there were a lot of blank spaces in the 2014 guide – and all but six had descriptions. We overhauled the previous guide and designed it from scratch with the UMSU Communications and Marketing Division – we did a print run of 12,000. This proved highly popular in O-Week. To decrease the associated costs, we will not be amending the Clubs Guide for Semester 2 to reflect any affiliations and disaffiliations.

Clubs Online

We are pleased to announce that Clubs Online has been approved and is currently being constructed by our developer, Hidden Spark. This will see the majority of our executive functions moved online – including grants applications and applications for payment, membership lists, Annual General Meeting/Special General Meeting paperwork, and training. We will transition to Clubs Online over Semester 2 with some clubs transitioned during our testing phase, and all clubs by the end of the year. We will develop training for Club Executives for how to use Clubs Online which you will be required to attend.

Social Media

We have changed the direction of our social media accounts over the year. At the start of this year, the UMSU Clubs & Societies Facebook page had just under 4000 likes. The majority of the materials posted to the page were reminders directed at club executives, resulting in the spamming of all the other people who subscribed to the page. The Department has redirected the purpose of the Facebook page to club promotion with the introduction of the #cluboftheweek initiative. As a result of the redirection a Facebook profile for Gunter, the Departmental mascot was created to enable communications on Facebook between the Department and club executives. The purpose of Gunter's profile is to post reminders on deadlines and other helpful information related to running a club. If you're not already friends with him, his profile is www.facebook.com/gunter1234 – but remember to send him a message telling him which club you're from.

Executive Handbook

Over the mid-year break, we will be developing an Executive Handbook. This will be the go-to guide for all club executives detailing how to apply for grants, how to run events, how to manage your club, how to recruit, and even how to use a gas-bottle. We feel that this resource is required to help fill an information void that can be caused when an incoming committee are not given adequate handover from the previous committee. This resource will be invaluable in providing executives with the information that they need to ensure that their clubs can be the best they can be. If you have any requests for information that should be included, or want to contribute to the handbook, please email us at clubs@union.unimelb.edu.au. The Executive Handbook will be available as an online resource – so it will be provided at no cost to the department and easy to edit for when things change (as they so often do)!

Clubs Collective

We launched the Clubs Collective this semester which has proved successful thus far. It was run in Weeks 3, 6, and 9. This has been an opportunity for club executives and interested students to meet with us to discuss all things clubs. We will continue to run Collective in Semester 2 and encourage interested people to attend. If you are unable to attend a Collective and want to hear what we are doing – check our Farrago reports or shoot us an email.

Safety in Clubs

The major project that we have been focused on for 2015 is Safety in Clubs. This is an expansion of Camp Welfare project initiated by the 2014 C&S Officers, Rachel Withers and Tom Walker. This started with the establishment of the Safety in Clubs Working Group in collaboration with the Wom*n's Department, Queer Department, Indigenous Department, Welfare Department, Disabilities Department, and the Student Union Advocacy Service. We have met with Sally Coates from Campus Communities and Craig Bird from University Chancellery. We have drafted a grievance procedure for the C&S Regulations and will continue to develop policy, protocols, and information for clubs and individuals in how to respond to and deal with incidents that occur in clubs and on campus.

Non-Parkville Clubs

It has been a focus of the Department to reframe how we interact with students at non-Parkville campuses. Stephen met with the President of the Burnley Postgraduate Association to discuss how they would like to see clubs function at their campus. This resulted in us brainstorming an upfront grants system for clubs, as well as looking at a tiered clubs systems whereby smaller campuses could register groups in a lesser category than clubs and societies. We took this to Collective and they asked that we look at introducing both models – small clubs registration for VCA and Burnley, and grants model for Dookie, Creswick, Werribee and Shepparton.

Joint Events

Following a discussion with the C&S Committee and the C&S Collective we decided to review how the Department dealt with grants for joint events. We have created a new special cover sheet for joint events which requires all clubs participating to sign a cover sheet agreeing to participate, and specifying how funding will be split between clubs. This will provide consistency and ensure that we did not overfund events.

Clubs Carnival

We ran the Clubs Carnival in Week 4 which was a great success. We had over 40 clubs participate and saw hundreds of students in attendance. There was a diverse range of activities for students to participate in as well as plenty of food and drink options for students to try. Thank-you to all of the clubs that participated and help make it a great success. As part of Dis-Orientation Week being organised by UMSU Activities and UMSU Clubs & Societies in Week 4 (Semester 2) we will be running Clubs Carnival. We will be in touch with you over the mid-year break to organise your participation – start thinking about what you want to do!

New Clubs

We've had 25 applications to affiliate from new clubs in Semester 1. The C&S Committee took a tough stance and scrutinised these applications against existing clubs and departments within UMSU. We granted initial approval to 12 of the 25 applicants, with 11 of those making it through the constitutional drafting stage. We are in the process of facilitating Inaugural General Meetings (IGMs) for these groups – and we have finalised affiliation for one new club thus far. Given that the C&S Committee had disaffiliated 9 clubs, we currently have 200 affiliated clubs and societies – but anticipate that this will number will be closer to 210 for Semester 2.

We have also made amendments to the C&S Regulations to tighten up the affiliation process. This included reducing the acceptable overlap for new clubs in membership from 66% to 40% and not allowing club affiliations of a new club when their interests are already served by Clubs & Societies or Student Union.

Budget

Under the leadership of UMSU President Rachel Withers, the Students' Council significantly increased the budget allocation to the Clubs & Societies Department for 2015. In 2014 this allocation was \$265,000 – this was increased to \$275,000 for 2015. Further, the costs associated with Clubs Expo for O-Week were removed from our budget and put into the UMSU Communications & Marketing budget, meaning that the Department had an overall increase of \$40,000. We have put this money into improving the Clubs Guide, running two Clubs Carnivals, and maintaining the Grants Cap to cover more affiliated clubs and societies.
