

**University of Melbourne Student Union**

**Minutes of the Education Committee**

**Meeting 2/08**

***CONFIRMED***

**1.00pm Monday 18<sup>th</sup> of February 2008**

**Location: Office Bearers Space, Union House**

**Agenda**

**1. Procedural Matters**

- 1.1 Election of Chair
- 1.2 Acknowledgement of Indigenous Owners
- 1.3 Attendance
- 1.4 Apologies
- 1.5 Proxies
- 1.6 Membership
- 1.7 Adoption of Agenda

**2. Confirmation of Previous Minutes**

**3. Matters Arising from the Minutes**

- 3.1 Palm Sunday Printing

**4. Correspondence**

**5. Office Bearers' Reports**

- 5.1 Education (Academic Affairs)
- 5.2 Education (Public Affairs)

**6. Other Reports**

**7. O-Week**

**8. National Day of Action**

**9. Letter-writing campaign**

**10. Motions on Notice**

- 10.1 Budget
- 10.2 Financial motions

**11. Other Business**

- 11.1 Melbourne Model Forum
- 11.2 Peer Support Program
- 11.3 Meetings

**12. Next Meeting**

**13. Close**

**Meeting declared open by Iain Finlayson at 2.10 pm**

**Agenda Item 1; Procedural Matters**

## 1.1 Election of Chair

**Motion 1:** That Iain Finlayson be elected as chair for the meeting.  
Moved: Rob Anderson-Hunt                      Seconded: Onagh Bishop  
**CARRIED**

## 1.2 Acknowledgement of Indigenous Owners

### 1.3 Attendance

Office Bearers: Iain Finlayson, Onagh Bishop, Rob Anderson-Hunt

Voting Members: Hannah Hayman, Nicole Lynch, Rebecca Barrigos, Lucy Maxwell.

### Absent

Lawrence Frawley, Joel Silver, Scarlet Love

### 1.4 Apologies

Joel Silver & Scarlet Love.

### 1.5 Proxies

None.

### 1.6 Membership

### 1.7 Adoption of Agenda

**Motion 2:** That the Agenda be adopted as tabled.  
Moved: Iain Finlayson                      Seconded: Hannah Hayman  
**CARRIED**

### Agenda Item 2: Confirmation of Previous Minutes

Onagh apologised for the lack of minutes from the previous meeting.

**Motion 3:** That confirmation of previous minutes be deferred until the next meeting.  
Moved: Onagh Bishop                      Seconded: Hannah Hayman  
**CARRIED**

### Agenda Item 3: Matters Arising from the Minutes

- Onagh informed the Committee that printing for the Palm Sunday Rally, as actioned at the previous meeting, had been completed.
- Rob informed the committee that matters had arisen from the previously passed budget and that it would have to be re-examined at the meeting.

### Agenda Item 4: Correspondence

None.

### Agenda Item 5: Office Bearers' Reports

#### Agenda Item 5.1: Education Academic Officer's Report

Onagh spoke to her report and noted that the SRN luncheon would cost \$200, rather than the amount invoiced & previously forwarded to Students' Council in papers.

**Motion 4:** That the Education Committee approve \$200 from the Student Representatives Network line to cover costs incurred for the SRN Luncheon on Friday 22/2.

Moved: Onagh Bishop                      Seconded: Nicole Lynch  
**CARRIED**

Onagh spoke about O-Week and the Education Department's commitment to introduce new students to the SRN.  
Onagh also spoke about a possible survey of Student Union members and the D'Agostino report into the Faculty of Arts.

**Motion 5:** That the Education Academic Affairs Officer's report be accepted by the Committee.  
Moved from the chair.  
**CARRIED**

#### **Agenda Item 5.2 Education Public Officers' Report**

In addition to the tabled report, Iain Finlayson tabled a motion regarding Union badges for O-week.

Rob spoke regarding the Report and noted that plans for O-Week and the National Day of Action would be discussed in agenda items 7 & 8.

**Motion 6:** That the Committee now move to agenda item 10.1, and then return to agenda item 5.2.  
Moved from the chair  
**CARRIED**

#### **Agenda Item 10: Motions on Notice**

##### **10.1 Budget**

Rob spoke about the budget, noting that the previous budget was not in line with regulations regarding capital expenditure. Rob outlined the changes from the budget previously considered by the committee and explained that the budget lines could be re-allocated by the Committee at a future meeting. Errors in the budget's calculation were amended by Rob.

**Motion 7:** That the Education Committee accept the tabled budget as amended to correct errors.  
Moved from the chair  
**CARRIED**

Discussion then returned to the Ed (Public) OB Report.

#### **Education Public Officers' Report**

Iain spoke to the matter of the O-Week Members' Party.

**Motion 8:** That income from the O-Week Members' Party be split between the Education Department and Students' Council according to the percentage of funding provided by each.  
Moved: Nicole Lynch                      Seconded: Hannah Hayman  
**CARRIED**

Iain spoke to the tabled motion regarding badges and took questions regarding the badges' design and purpose.

The motion was amended to include that funding for the badges should come from the Internal Campaigns line.

**Motion 9:** That Education Committee approve the expenditure of \$390 plus any GST incurred to cover the production of Union Badges for O-Week.  
Moved: Iain Finlayson                      Seconded: Rob Anderson-Hunt  
**CARRIED**

**Motion 10:** That Education Committee approve a contribution of \$1000 towards the National Day of Action Festival, with \$750 coming from the NDA line and \$250 coming from the External Campaigns line.

Moved: Rob Anderson-Hunt      Seconded: Iain Finlayson

**CARRIED**

**Motion 11:** That Education Committee approve up to \$500 expenditure from the Special Projects/Events line to cover up-front costs relating to the O-Week Members' Party.

Moved: Iain Finlayson      Seconded: Rob Anderson-Hunt

**CARRIED**

**Motion 12:** That the Education (Public) Office Bearers' Report be accepted.

Moved from the chair

**CARRIED**

### **Agenda Item 6: Other Reports**

None.

### **Agenda Item 7: O-Week**

Onagh outlined the Education Department's preparations for O-Week. The Office Bearers encouraged members of the Committee to poster and leaflet during the week.

### **Agenda Item 8: National Day of Action**

Rob outlined the Department's plans for the National Day of Action & festival. There was discussion about promotional material and activities, as well as the "side events" to happen around the festival.

### **Agenda Item 9: Letter-Writing Campaign**

Rob spoke to the plans for the campaign.

### **Agenda Item 10: Motions on Notice**

The Committee noted that the substance of agenda item 10 had already been covered fully.

### **Agenda Item 11: Other Business**

- 11.1 Onagh spoke regarding the Melbourne Model Forum planned for 11/3, in conjunction with the Welfare Dept.
- 11.2 Onagh noted that the allotment to the Peer Support Program line of the Education Dept Budget had been noted by Howard Wilson from SUAS and that he had suggested the Ed Dept funding a thank you lunch for 2007's Peer Support volunteers.

**Motion 13:** That the Education Committee consider any written proposal for a Peer Support "thank you" lunch for 2007's volunteers.

Moved: Onagh Bishop      Seconded: Rob Anderson-Hunt

**CARRIED**

- 11.3 Onagh highlighted concerns previously expressed by members of Socialist Alternative that the time of the Education Collective clashed with that of Socialist Alternative's weekly meetings. Rebecca Barrigos explained that the Socialist Alternative weekly meeting time had been changed to compensate.

### **Agenda Item 12: Next Meeting**

Next meeting on Thursday 6 March at 10am

**Agenda Item 13: Close**

**Meeting closed at 6.35pm**

**Tabled Items attached:**

**Education Public Affairs Office Bearers Report #1**

Hi all,

Things have been go-go-go in the Ed Public Office!

1. The first National Day of Action (NDA) for the year is coming up swiftly- the date is set for Wednesday 19<sup>th</sup> of March. There will be a rally at State Library 2pm followed by an awesome festival at 3.30pm hosted by UMSU at North Court. Planning is coming along swiftly and we invite all OBs to come along and have some sort of presence.

As discussed at the first planning session, it is estimated that the cost of the festival will come to around \$4500. It is expected that other campuses, including Monash Clayton, RMIT, Swinburne and LaTrobe, will be able to contribute approximately \$2000. Students' Council has approved a contribution of up to \$1500 for the Festival.

2. We've been organising a party for O-week to promote membership and highlight the fun side of the Student Union. The party will be in the Members' Lounge on Ground Floor, Union House on the Friday evening of O-Week. We will be giving free entry to members and priced tickets to non-members. Booked acts include Billy Whims, Hannah and the Public Display of Rhythm and Hey Pilot!

We hope that all OBs will come along and help out on the night. We hope that this event will be a smashing success in atmosphere and in promoting the Student Union. As a whole-of-union event, we are making a recommendation that Students' Council make a contribution to cover some of the costs. We expect to make back some of the money advanced on the event, but all costs need to be covered upfront. Gross total cost should be somewhere between \$680 and \$1280 after income from tickets and drinks sales is taken into consideration but we need \$1980 upfront. We have attached a breakdown of estimated costs. Students' Council has approved a contribution of up to \$1500 for the party.

3. Everybody's getting excited about possible changes to VSU legislation, and we're no exception. We'll be rolling out a letter-writing campaign during O-week and encouraging students to write in to Kay Ellis & Julia Gillard outlining their opposition to VSU. Also, NUS' petitions have arrived and we'll be taking signatures from now on.
4. *Melbourne Model: The Board Game* is ready for play-testing. See Rob and organise a game!

**Recommendation 1:**

That Education Committee approve a contribution of \$1000 towards the National Day of Action Festival, with \$750 coming from the NDA line and \$250 coming from the External Campaigns line.

Moved: Rob Anderson-Hunt

Seconded: Iain Finlayson

**Recommendation 2:**

That Education Committee approve up to \$500 expenditure from the Special Projects/Events line to cover up-front costs relating to the O-Week Members' Party.

Moved: Iain Finlayson

Seconded: Rob Anderson-Hunt

### Budget for Members' O-Week Party

	Expense	Income
Equipment & Staff Stage & Sound Equipment: 300 Sound Curtains: 400 Lighting: 200 Staff: 600	(1500)	
Food	(300)	
Beverage		400-800
Security	(180)	
Ticket Sales		300-500
<b>Total</b>	<b>(1980)</b>	<b>700-1300</b>

### Summary:

Final gross cost should be somewhere between \$680 & \$1280 but we need \$1980 upfront.

Proposal is that \$1500 come from Student Council, \$480 from Education Committee

### Recommendation 3:

That Education Committee approve up to \$390 plus any GST incurred, from the Internal Campaigns line to cover the costs of Union Badges for O-Week.

Moved: Iain Finlayson

Seconded: Rob Anderson-Hunt

Minutes of Education Committee meeting held 18<sup>th</sup> February 2008

ACCOUNT No.	Ed Department Budget	FY Budget 2008	EdAc 2008	EdPub 2008
	<b>INCOME</b>			
1001	A&S FEE			
1101	SALES			
1570	GRANT - STUDENT COUNCIL	16,396	8198	8198
		-		
	<b>TOTAL INCOME</b>	<b>16,396</b>	8198	8198
	<b>LESS COST OF GOODS SOLD</b>			
		-		
		-		
	<b>GROSS MARGIN</b>	<b>16,396</b>	<b>8,198</b>	8198
		=		
	<b>EXPENDITURE</b>			
		-		
3161	TRAINING & DEVELOPMENT	500	500	0
	STUDENT REPRESENTATIVES NETWORK	500	500	0
3238	NATIONAL CAMPAIGNS	3500	1,150	2,350
3239	INTERNAL CAMPAIGNS	3050	1,150	1,900
3241	NATIONAL DAYS OF ACTION	1500	0	1,500
3240	PEER SUPPORT PROGRAMME	1800	1,800	0
	FIRST YEAR ENHANCEMENT PROGRAM	800	800	0
	EXAM SUPPORT STALL	600	600	0
	CAPITAL EXPENDITURE	170	0	170
3356	STATIONERY	750	400	350
3712	PHOTOCOPYING / PAPER COSTS	800	400	400
3713	PRINTING	1000	400	600
3741	POSTAGE	126	98	28
3743	TELEPHONE	800	400	400
3839	SPECIAL PROJECTS / EVENTS	500	0	500
3850	SPECIAL PROJECTS WEEKS	0	0	0
3899	SUNDRY EXPENSES	0	0	0
		-		
	<b>TOTAL EXPENDITURE</b>	<b>16,396</b>	<b>8,198</b>	<b>8,198</b>
		-		
		=		
	<b>TOTAL SURPLUS / DEFICIT</b>	<b>0</b>	<b>0</b>	<b>0</b>
		=		