

University of Melbourne Student Union
Minutes of the Clubs & Societies Committee

Meeting 20/12

UNCONFIRMED

1 PM, 01/11/2013

C&S Office, 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 (23/10/2013)

3. Matters Arising from the Minutes

- 3.1. Income Tax
- 3.2. Resources
 - 3.2.1. Basement
- 3.3. Policy Amendment
 - 3.3.1. Locker Allocation
- 3.4. Grants Online/New Website
- 3.5. New Department Logo/Co-Branding
- 3.6. Banner Repairs**
- 3.7. Regulation amendment**
 - 3.7.1. Alcohol
 - 3.7.2. New Clubs
 - 3.7.3. Activity/Aims Reporting
- 3.8. Volunteer T-Shirts

4. Reports

- 4.1. Officers
- 4.2. Committee

5. Grants

- 5.1. Standard
- 5.2. Grants For Discussion

6. New Clubs

6.1. Affiliations

7. AGM Problems

7.1. Apollo Health Music Society

7.2. Next Entrepreneurs

7.3. Filipino Students Association

8. Payments

8.1. RSA (SW Training Services) \$320 03 60 605 3161

8.2. Stationery (F Sanders) \$240 03 60 605 3356

8.3. Shelf Pegs (T Walker) \$35 03 60 605 3839

9. UMSU Policies

9.1. Privacy

9.2. Communications

9.3. Staff Conduct

10. Other Business

11. Next Meeting (Wednesday November 27, 3.30 pm)

12. Close

Meeting opened at: 1:06 PM, by Stephen Smith

Agenda Item 1; Procedural Matters

1.1 Election of Chair

<p>Motion 1: That Tom Walker be elected chair Moved: Stephen Smith Seconded: Yitong Wang CWD</p>

1.2 Acknowledgement of Indigenous Owners

Acknowledged

1.3 Attendance

Committee: Patrick Clearwater, Sophie Sheahan, Vicky Tang, Rachel Withers, Yitong Wang

Officers: Melinda Keys, Tom Walker

Staff: Fiona Sanders

2014 Committee: Stephen Smith (UMSU Secretary), Dan Hanna (UMSU Activities Officer),
Monisha Paromita (Next Entrepreneurs)

Absent

Committee: Chris Heath, Tom Hayes

1.4 Apologies

None

1.5 Proxies

None

1.6 Membership

No change

1.7 Adoption of Agenda

Motion 2: That the agenda be adopted with Next Entrepreneurs moved to 2A and UMSU Policies moved to 4A

Moved: Chair

CWD

Agenda Item 2: Confirmation of Previous Minutes

Motion 3: To confirm the minutes of Meeting 23/11/13 with correcting spelling of Dan Hanna at 1.5 and Fiona at 4.1.

Moved: Chair

CWD

Agenda Item 2A: AGM Problems – Next Entrepreneurs

Did not achieve quorum at AMG or elect a president. Monisha is willing to step in as President and outlined examples of events that they have held which have been well attended.

Tom Hayes arrived at 1:15pm

Procedural Motion: To move the meeting in camera with Fiona

Moved: Chair

CWD

Discussion, the C&S Committee did ask them to hold the meeting later.

Motion 4: That the Next Entrepreneurs must hold an AGM within the first 3 weeks of the start of semester 1, 2014. The C&S Committee will appoint a Returning Officer. They only have one chance to get quorum.

Moved: Chair

CWD

Monisha and Stephen return, motion outlined.

Monisha left at 1:20pm

Action: Send Monisha AGM Documents

Procedural Motion: Move to 4A: UMSU Policies

Moved: Chair

CWD

Agenda Item 4A: UMSU Policy

1. Privacy

Published proposal is for departments, we should not let this apply to Clubs:

Ignore, Patrick's solution with regulation changes or another method.

Wait till clubs council for discussion?

Common sense rules:

Don't share details with third parties, be extra alert around orientation especially with companies wanting to get clubs member's info.

Action: Sample of clubs to consider policy

2. Communications and Marketing

Unclear/contradictory, clubs have to run everything past communications?

Motion 6: That the C&S Committee recommends that Students Council reject the policies in their current form.

Moved: Chair
CWD

Action: Working group will advise Stephen

C&S Committee representative – Patrick Clearwater, Office Bearers – current and elect, C&S Coordinator.

3. Staff Conduct
Unclear application

Agenda Item 3: Matters Arising from the Minutes

3.1 Income Tax

Nope

3.2 Resources

Nil

3.3 Policy Amendments

No

3.4 Grants online/New website, and;

3.5 New Department Logo/Co-Branding

Meetings continue to be delayed/cancelled, no meeting thus far.

Tom tabled draft letter to communications asking for updates on the Online Grants Project and the Affiliated to UMSU logo. Possibly invite Dee to the next committee meeting.

Action: Follow-up asset stickers next week

Motion 7: To direct the Office Bearers to send letter to Dee as Manager of Communications and copy to Justin (UMSU General Manager) and Kara (UMSU President)

Moved: Rachel Withers Seconded: Tom Hayes

CWD

3.6 Banner Repairs

Have not heard back, Fiona to follow-up on.

3.7 Regulation Amendments

3.7.1 Alcohol

No action

3.7.2 New Clubs

No action

3.7.3 Activity/Aims Reporting

Photo, application for payment, event attendance list

Patrick Clearwater left 2:07pm

University of Melbourne students.

Discussion around the minimum number of students at the event, 10 was settled on.

Motion 8: To recommend the regulation changes to Students Council

Moved: Chair

Carried, 1 abstention

Action: Create reporting process

Agenda Item 4: Reports

4.1 Office Bearer

Moved office and set up new systems. Tom sent Stephen the last lots of confirmed minutes. Working to get Communications doing some things for us.

Motion 9: To accept the Office Bearer's report

Moved: Sophie Sheahan Seconded: Yitong Wang
CWD

Also please be aware that people need to do work in the office, it's not just a party.

4.2 Committee Reports

Rachel helped move tables. Patrick has been doing work on policies.

Agenda Item 5: Grants

5.1 Standard & Semesterly Grants

Motion 10a: To approve all Standard and Semester grants applications en bloc

Mover: Chair

CWD

5.2 Grants for Discussion

Motion 10b: To conditionally approve grants 26, 27 (for Oxfam Group, Oxfam Group), contingent on: providing a copy of the Grounds Booking Confirmation to the C&S Office prior to the event.

Mover: Chair

CWD

Motion 10c: To conditionally approve grant 28 (for Potter Heads), contingent on: providing the C&S Office with evidence of compliance with the Safe Food Handling rules (particularly, submission of Safe Food Handling forms) prior to the event; providing a copy of the Grounds Booking Confirmation to the C&S Office prior to the event.

Mover: Chair

CWD

Motion 10d: To conditionally approve grants 1, 3, 4, 8, 9, 11, 15, 17, 18, 23, 25, 29, 30, 32 (for Chemical Engineering Students Society, Engineering Students Club, Engineering Students Club, Australasian Association, Australasian Association, Chess Club, Heavy Metal Club, Heavy Metal Club, Heavy Metal Club, Let's Talk Conversation Club, Oaktree Club, Potter Heads, Potter Heads, Weekly Watchers of Wonderful Anime), contingent on: (for the printing component of the grant) providing the C&S Office an accurate copy of the printing design which is compliant with the Regulations, prior to printing.

Mover: Chair

Carried – 1 Abstention

Motion 10e: To conditionally approve grant 14 (for Heavy Metal Club), contingent on: providing the C&S Office with evidence of compliance with the Responsible Service of Alcohol rules (particularly, submission of Responsible Service of Alcohol forms and scans) prior to the event; providing a copy of the Grounds Booking Confirmation to the C&S Office prior to the event.

Mover: Chair

CWD

Motion 10f: To conditionally approve grant 5 (for Geomatics Society), contingent on: providing the C&S Office with evidence of compliance with the Safe Food Handling rules (particularly, evidence of Safe Food Handling certification) prior to the event; providing a copy of the Grounds Booking Confirmation to the C&S Office prior to the event.

Mover: Chair

CWD

Motion 11: To approve Engineering Students Club "Christmas Party" and Brazilian Students Association (22/11) grant application conditional on receiving a grounds booking confirmation,

complying with RSA and SHF requirements and providing outstanding event details before the event.

Moved: Chair

CWD

Motion 12: To approve Friends of Unnatural Llamas (11/11) grant application conditional on providing a grounds booking and meeting SFH requirements before event.

Moved: Chair

CWD

Motion 13: To approve Juggling Club (13/12-15/12) grant application conditional on camp forms before event.

Moved: Chair

CWD

Motion 14: To approve Master of Energy Systems Association (21/11) grant application with an off campus exemption.

Moved: Chair

CWD

Motion 15: To approve Planning Students Society (16/11) grant application with an off campus exemption conditional on providing a Certificate of Currency by Application for Payment and that they only charge \$20 for University of Melbourne Students.

Moved: Chair

CWD

Motion 16: To reject Chocolate Lovers Society (20/11) grant application.

Moved: Chair

CWD

Melinda Keys departs, 2:30pm

Motion 17: To approve Heavy Metal Club (8/11) grant application with an off campus exemption.

Moved: Chair

CWD

Motion 18: To approve International Vietnamese Students (20/11) grant application with an off campus exemption conditional on providing a SFH plan before the event

Moved: Chair

CWD

Motion 19: To approve Juggling Club (7/12) grant application with an off campus exemption conditional on receiving a Certificate of Currency by the Application for Payment.

Moved: Chair

CWD

Motion 20: To approve Korean Christian Club (21/11) grant application with an off campus exemption conditional on receiving a Certificate of Currency by the Application for Payment.

Moved: Chair

CWD

Motion 21: To approve Liberal Club (15/11) grant application with an off campus exemption conditional on receiving a Certificate of Currency by the Application for Payment.

Moved: Chair

CWD

Motion 22: To approve Language Exchange (25/10) grant application conditional on affiliation.

Moved: Chair

CWD

Motion 23: To approve Running Man (Candy cane) grant application with off campus exemption.

Moved: Chair

CWD

Agenda Item 7: AGM Problems

7.1 Apollo Health Music Society

Non exec committee positions unfilled. Not fussed by.

7.3 Filipino Students Association

Lost attendance list, will do Statutory Declarations.

Agenda Item 6: New Clubs

Problems with Enactus, defer to next meeting.

Motion 24: To affiliate the Vietnamese Student Association.

Moved: Chair

CWD

Motion 25: To affiliate the Beauty and Cosmetics Club.

Moved: Tom Hayes

Seconded: Sophie Sheahan

CWD

Motion 26: To affiliate the Cider Appreciation Society.

Moved: Sophie Sheahan

Seconded: Tom Hayes

CWD

Motion 27: To affiliate Ecuador Vive.

Moved: Stephen Smith

Seconded: Rachel Withers

CWD

Motion 28: To affiliate the Indonesian Studies and Language Association.

Moved: Chair

CWD

Motion 29: To affiliate the McKillop Society.

Moved: Chair

CWD

Motion 30: To affiliate the Public Interest Law Network.

Moved: Chair

CWD

Motion 31: To affiliate Txu Chi Collegiate Association Melbourne

Moved: Tom Hayes

Seconded: Stephen Smith

CWD

Commerce clubs with un-compliant membership lists.

Action: ensure 2014 compliance

Motion 32: To accept the membership lists as given from commerce clubs.

Moved: Sophie Sheahan CWD	Seconded: Rachel Withers
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Motion 33: To affiliate the Student Association of Management and Marketing. Moved: Yitong Wang CWD	Seconded: Stephen Smith
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Motion 34: To affiliate the Accounting Students Association. Moved: Yitong Wang CWD	Seconded: Stephen Smith
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Motion 35: To affiliate the Economics Students Society of Australia. Moved: Yitong Wang CWD	Seconded: Chair
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Problems with Melbourne Microfinance Initiative, defer till next meeting.

Agenda Item 8: Payments

- 9.1 RSA (SW Training Services)**
\$320
- 9.2 Stationary (Fiona Sanders)**
\$240
- 9.3 Shelf Pegs (Tom Walker)**
\$35

Motion 36: To approve these payments en block Moved: Chair CWD
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Agenda Item 10: Other Business

- 10.1 Faculty Clubs**
Declan and Adam's idea to get faculty clubs more involved in the union.
Need a more specific proposal; some larger club committee members didn't really think that it would be required.
- 10.2 Membership**
Fiona, Ben and Kara had a discussion about VSU and UMSU membership.

Agenda Item 11: Next Meeting
Can't do planned time on Wed 27

Vicky Tang departs, 3pm

Friday 22 November 2013 1pm Clubs Office

Agenda Item 12: Close

Meeting closed at: 3:03 PM