

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



Agenda

11am, Monday January 6, 2020

Meeting 02/20

Location:  
C&S Office, Ground floor Union House

Meeting opened by Jordan Di Natale at 11:00am

1. Procedural Matters

1.1. Election of Chair

**Motion 1: To elect Jordan Di Natale as chair**

Mover: Jordan Di Natale

Seconded: Ciara Griffiths

Carried without decent (CWD)

**Motion 2: To suspend standing orders to remove affirmative action requirements on chair for this meeting.**

Mover: Jordan Di Natale (chair)

CWD

**Motion 3: To suspend standing orders to permit Fiona Sanders to speak in the Clubs and Societies meeting today**

Mover: Chair

CWD

1.2. Acknowledgement of Indigenous Owners

So acknowledged

1.3. Attendance

Committee: Chris Melenhorst, Justin Riazaty, Ciara Griffiths, Olivia White, Niamh Hollick and Ezekiel McPherson

Office Bearers: Jordan Di Natale (C&S) and Jack Buksh (General Secretary)

Staff: Fiona Sanders

Other:

Member representative from Pirates: Ruby Field

Member representative from Finance Students Society (FSA): Patrick Manev

Member representative from Lebanese Society: Jana Chalhoub

#### 1.4. Apologies

Apologies have been received by Beatrice Valencia

#### 1.5. Proxies

None

#### 1.6. Membership

No changes to membership have been declared

#### 1.7. Adoption of Agenda

**Motion 4: Add correspondence from the Activities Department regarding Twilight Festival at 6.1 and adopt the amended agenda**

Mover: Chair

CWD

### 2. Confirmation of previous minutes

2.1. December 18, 2019

Amend page 5 that Chris Melenhorst left at 11:11am and came back again.

**Motion 5: To accept the previous minutes from last committee meeting with the proposed amendments.**

Mover: Chair

CWD

### 3. Conflict of interests

<b>Name</b>	<b>Conflicts of Interest declared</b>
Chris Melenhorst	Transit Riders Alliance for Melbourne Students
Justin Riazaty	Russian Society
Ezekiel McPherson	ASEAN Students of Melbourne University
Ciara Griffiths	Fantasy and Science Fiction Appreciation Society
Beatrice Valencia	planetUni
Niamh Hollick	Science Students Society
Olivia White	Friends Of Unnatural Llamas
Jordan Di Natale	

**Justin Riazaty entered the meeting at 11:07am**

#### 4. Matters Arising from the Minutes

##### 4.1. Petitions to Discipline

**Procedural Motion 1: To move to 4.1.8, Pirates.**

Mover: Chair

CWD

##### 4.1.8 Pirates

The Pirates Club did not realise that they had to submit attendance list for Pirates Ball. They say it was evident that they did have more than 10 members at each of their events this year.

Motion 6: Chris Melenhorst directed the club to provide a Statutory Declaration from regarding the number of people present at the ball by the end of week 3

Mover: Chris Melenhorst

Seconded: Ciara Griffiths

CWD

Petitions 10 and 11 from the agenda were not voted on. They were lapsed till next committee meeting.

**Ruby Field left the meeting at 11:16am**

**Procedural Motion 2: To move to 4.1.2, Finance Students Society**

Mover: Chair

CWD

##### 4.1.2 Finance Students Society (FSA)

Activity reporting for events were held during SWOT VAC. Club was advised at the meeting that the academic semester is between weeks 1-12 of the teaching period, and not in SWOT VAC. In addition, the purpose of the club was also discussed. The club was asked what they would do next semester to avoid this issue happening again. The representative (Patrick Manev) responded by saying that the club will ensure that they do their events earlier on during the academic semester to ensure that they have fulfilled the requirements regarding activity reporting.

**Motion 7: To uphold petition 2 from the agenda to put FSA on probation**

Mover: Chris Melenhorst

Seconded: Ciara Griffiths

For: 0      Against: 6

**Motion Lost**

**Patrick Manev left the meeting at 11:25am**

#### **4.1.3. Lebanese Students Society**

The Lebanese Students Society discussed to the committee that they have done events during the semester and that their SWOT VAC study and dinner event was initially thought to be in the academic period. The club did make a poll that their members did fill out advocating the preferred time to be during SWOT VAC. It was also noted that the club has made several mistakes regarding activity reporting in the past 4 semesters.

**Motion 8: To uphold petition 3 of the agenda to suspend grants until the end of semester 1 2020 for not providing members events in semester 2, 2019.**

Mover: Chris Melenhorst

Seconded: Ciara Griffiths

For: 0      Against: 6

**Motion Lost**

**Jana Chalhoub left the meeting at 11:33am**

**Procedural Motion 3: To move to 4.1.1, Chinese Culture Society**

Mover: Chris Melenhorst

CWD

#### **4.1.1. Chinese Culture Society**

**Motion 9: To uphold petition 1 of the agenda to put Chinese Culture Society on probation for 12 months for failing to comply with C&S request for documents (Regulations 6.1.h.)**

Mover: Chris Melenhorst

Seconded: Ciara Griffiths

For: 0      Against: 6

**Motion Lost**

#### **4.1.4. Interfaith Exchange**

**Motion 10: To uphold petition 4 of the agenda to put Interfaith Exchange on probation for not providing compliant activity reporting (R6.1.a(5.4)).**

Mover: Chair

For: 0     Against: 6

**Motion Lost**

**Motion 11: To uphold petition 5 of the agenda to disaffiliate Interfaith Exchange for not providing compliant activity reporting (R6.1.a(5.4)).**

Mover: Chair

For: 0     Against: 6

**Motion Lost**

**Chris Melenhorst left the meeting at 11:39am and returned to the meeting at 11:42am**

**Jack Buksh left the meeting at 11:43am**

#### **4.1.5. MUR Motorsports**

MUR motorsports emailed the C&S email on the morning of the committee meeting. They replied to the petition email highlighting that they did events, but only in SEMESTER 1 of 2019, yet the activity reporting and petition indicated events for SEMESTER 2 of 2019.

**Motion 12: To uphold petition 6 of the agenda to disaffiliate MUR Motorsports for not providing compliant activity reporting (R6.1.a(5.4)).**

Mover: Chris Melenhorst                      Seconded: Ciara Griffiths

For: 4     Against: 0     Abstentions: 2

**Motion Carried**

**Petition 7 lapses.**

#### **4.1.6. Dutch Club**

**Motion 13: To uphold petition 8 of the agenda to place Dutch Club on probation for 6 months for not providing compliant activity reporting (R6.1.a(5.4))**

Mover: Chris Melenhorst                      Seconded: Chair

For: 6

**CWD**

#### 4.1.7. Football Appreciation Club

**Motion 14: To uphold petition 9 of the agenda to disaffiliate Football Appreciation Club for not providing compliant activity reporting (R6.1.a(5.4)).**

Mover: Ciara Griffiths      Seconded: Chair

For: 4      Against: 0      Abstentions: 2

**Motion Carried**

#### 4.1.9 Youtube Appreciation Society

**Motion 15: To uphold petition 12 of the agenda to disaffiliate Youtube Appreciation Society for not providing compliant activity reporting (R6.1.a(5.4)).**

Mover: Chair

For: 6

**Motion CWD**

#### 4.1.10 Composers Collective

**Motion 16: To uphold petition 13 of the agenda to disaffiliate Football Appreciation Club for not providing compliant activity reporting (R6.1.a(5.4)).**

Mover: Chair

For: 4      Against: 0      Abstentions: 2

**Motion Carried**

#### 4.1.11 Mexican Club

**Motion 17: To uphold petition 14 of the agenda to disaffiliate Mexican Club for not providing compliant activity reporting (R6.1.a(5.4)).**

Mover: Chair

For: 4      Against: 0      Abstentions: 2

**Motion Carried**

## **4.2. SummerFest**

### **4.2.1. Changes to Week 0 General Interest**

After the meeting the department had on the 18<sup>th</sup> of December with COMMS, a lot of key changes were highlighted that surprised the department. Some of the key changes included

- A maximum capacity of 1000 people are to be allowed into the underground carpark at one time
- The timing allocation has also changed from 10am-4pm to 11am-3pm.
- OH&S issues were also discussed

The committee discussed these issues. They also discussed the topic of event casuals and arrows on the ground in the carpark to aid upcoming first year students on navigation through the carpark/SummerFest event.

### **4.2.2. REB arrangements**

After the meeting the department had on the 18<sup>th</sup> of December with COMMS, the department discovered that we have the opportunity to run fairy floss machines. The club's committee did not want run the fairy floss machines provided due to us being forced to provide someone to mandate the machines throughout the whole week.

The C&S department have also asked for staffing numbers and what/who needs to be of assistance during this event.

### **4.2.3. Changes to Welcome Back Events in Week 1**

After the meeting the department had on the 18<sup>th</sup> of December with COMMS, the department discovered yet again a few changes that impacted our event planning. These included

- The unavailability for this event to be run in week 1 due to improper coordination by COMMS even though they were notified by the department on the 8<sup>th</sup> of November 2019. They recommended week 4.
- The locations the department was given were Union Hall for 5 days during week 4. Each day will have 30-40 clubs set up in the Union Hall.

The locations of Union hall was discussed with the committee and it was noted that students would not want to come to uni every day and come back to an expo that is only showing a few clubs. It was also highlighted that COMMS needed to 'double down' on advertisement.

The committee agreed on the following needed to be done

- Clubs that attend the REB commencement ceremonies should get priority to space that is available on the Tuesday of week 1 on South Lawn
- That clubs should be reminded and emphasised to run 'welcome back events' to ensure that they get proper sign ups of members to ensure every student has an opportunity to this.
- Clubs that have indicated previously to be at the "week 1 expo" to be notified of this issue and asked again to see if it is okay to move them to week 0

### **4.2.4. Identifying People in Charge/Contact Person at Stalls**

Due to the crowd restrictions in the car park, each club is only allowed to have a maximum of 2 people at their stall assisting sign ups/membership.

To identify the people involved at the stall, clubs and event staff will be given LANYARDS. These will be different depending on club and staff.

These lanyards will also need to be returned to the department in order to receive payment back for the stall.

**Motion 18: To approve up to \$1000 for lanyard costs for orientation for the use for clubs and staff.**

Mover: Chris Melenhorst

Seconded: Chair

For: 4     Against: 0     Abstentions: 2

**Motion Carried**

Membership was also discussed during this period in regards to the requirements of the information needed. The committee came to a decision that the following information was crucial for the department to maintain

- Name (first and last)
- Course of study
- Student number
- If over the age of 18?
- If they are an international student or not?
- If they are an undergraduate or graduate student?

It was recommended that the clubs collect email addresses.

Submission of the information is required by CSV upload to clubs online.

**Motion 19: To keep membership recording and reporting in the department the same as 2019**

Mover: Chair

For: 6

**CWD**

### **4.3. Compulsory Training**

The committee discussed that for

- AGM Training – 2 executive members MUST attend. This year, the department will be very strict in regards to this.
- Grants Training – 2 executive are recommended to attend. AT least 1 must!
- Treasurer Training – The treasurer MUST attend.
- Governance Training – 2 executive members are recommended to attend, but this training does not need to be repeated.

**Motion 20: To keep compulsory training requirements the same as 2019**

Mover: Chair

For: 6

**CWD**

It was noted that camp welfare/generalised will be discussed at the next committee meeting. Before then, Ben Bay, DR. Patrick Tidmarsh, Fiona Sanders and Jordan Di Natale will have a meeting to discuss a few things. Fiona will organise this meeting.



## 5. Officers Report

Office Bearer's report was discussed. The main information that was essential in the report was that the Student Advisory Group in Stop 1 is proceeding well. Orientation and SummerFest was also discussed too. OB also highlighted that if the committee wants something to be done or feels something can be done to contact the OB anytime! 😊

### **Motion 21: To accept the OB's report as presented.**

Mover: Chris Melenhorst

Seconded: Justin Riazaty

For: 6

**CWD**

## 6. Correspondence

### 6.1. Activities Department and the Twilight Event

On Friday the 20<sup>th</sup> of December at 10:55pm, the department was contacted by the Activities department regarding the ideas of their Twilight Event that would replace the sleepover event that has been put in a negative spotlight in the past years due to its reputation as being dangerous. They highlighted that they wanted assistance from clubs in regards to

- Food trucks and food supply by food orientated clubs and cultural clubs
- Performances from clubs interested
- Games from gaming clubs interested
- Sending out emails to these clubs highlighting this event

The Activities department also highlighted that they are willing to draft an email (with the C&S OB) regarding this information. The club's committee advised the department to have a meeting with the Activities department concerning this event.

The department and committee agreed that there were a few concerns and event logistics that are problematic.

- Timing: The Activities department said this event will be on Wednesday the 4<sup>th</sup> of March 2020, from 3-11pm. This is problematic in terms of students getting home as public transport is not accessible during this time. The committee and department decided that by having the event on the Friday night public transport would more accessible. This will be brought up in the future meeting with Activities.
- Clubs and sign-ups: The issue is that we have to highly emphasise that clubs cannot expect to make sign ups during this event as it will be very very very stressful during this time due to the number of people.
- Past Experiences: In the past the C&S department has worked with Activities. The C&S department has assisted with 'sleepover' and found that they were doing most of the work. The department has noted that Activities do not pull their weight in events like this and give a lot of unnecessary workload to the C&S department that should be taken care of by Activities. In the face of this, the committee has recommended to the department to happily assist in the event and discuss things with Activities. However, they strongly encourage the OB to not do the majority of workload and that if presented, to pull out completely of the event.

**Motion 22: To suspend Standing Orders 7.8 to continue meeting until finish**

Mover: Chris Melenhorst

Seconded: Ciara Griffiths

For: 6

**CWD**

**7. Other Business**

**7.1. Regulation Review**

Advised the current state of Regulations and read/look over the new constitution. The regulations will be discussed further in the next committee meeting.

**7.2. Regulations to amendments in regards to the signatures for App. It was also highlighted that new-proposed Regulations to be sent to the committee for discussion and any alterations needed to be discussed so that this can be brought forward to students' council. App development is near completion too.**

**7.3. Ciara had a discussion with Stephen Luntz (Deputy Returning Officer) regarding a returning officer (RO) proposal. This would be a 'SLUNTZ' resource according to Fiona hahaha! It was highlighted that this would include RO training, and that it may involve the department being able to choose the RO for IGM/SGM/AGM if the committee or department cannot attend. It was also mentioned by Ciara that payment to RO's can be given too. Fiona mentioned that this is a HR problem. The RO training was given thought and will be discussed later on, payment however will NOT be given to anyone whatsoever.**

**8. Next Meeting (3)**

Superstar Jordan Di Natale will do a when is good to confirm availability of department and committee in late January/ early Feb

Jordan Di Natale also highlighted to the committee to get onto mytimetable ASAP as it is a very "interesting" way to create a time table.

**9. Close**

**Meeting was closed at 1:17pm**