

MONSU CAULFIELD INC
STUDENT COUNCIL EXECUTIVE 2021
MEETING SCE 21.13

Held on 14th of September at 9:00am
Zoom Meeting

Agenda

PREAMBLE

Meeting Opens: 9:03am

MONSU Caulfield acknowledges and pays respect to Elders past, present and emerging of the Boon Wurrung and Wurundjeri peoples of the Kulin nation, the traditional owners of the land on which MONSU Caulfield operates.

Present:	Anna Purtill, Georgia Bradica, Wenhan Jia, Maxi Hunt
Apologies:	
Absent:	
Others:	

BUSINESS ARISING

Item	Description	
1	Minutes of Previous Meeting	
	Motion SCE21.13-1	
	MONSU Student Council Executive accepts the minutes of SCE21.12 as a true and accurate record of proceedings.	
	Moved: Georgia	Seconded: Wenhan For: All Against: Carried: Unanimously

GENERAL BUSINESS

Item	Description		
2	Student representative's Honorariums		
	Preamble:	Honorariums to be released, subject to rep reports being completed	
	Motion SCE 21.13-		
	The MONSU Student Council Executive moves to release honorariums for the past fortnight.		
	Moved:	Seconded:	For: Against: Carried:

Discussion:

Anna spoke on that. Most of the reports are quite light, and clearly they do not meet the 12 hours requirements each week. Whether or not this fortnight's honorariums should be released will depend on the discussion that happened in student council.

Action Items:

To be discussed on student council

Maxi Joined at 9:06am

CONFIDENTIAL BUSINESS

OTHER BUSINESS

1. Welfare update

-Mental health first aid training (going pretty well)

-SR&S department is currently organising an online pantry to support students. Includes:

Give out \$50 and \$100 Coles vouchers to students who stand out in the Instagram contest.

PAPERS PROVIDED FOR INFORMATION

1. Unconfirmed Minutes of SCE 21.12
2. Rep reports

DATE OF THE NEXT EXECUTIVE MEETING: 5th October 9:00 am
MEETING CLOSURES: 9:18am

MONSU CAULFIELD INC
STUDENT COUNCIL EXECUTIVE 2021
MEETING SCE 21.12

Held on 31st of August at 9:00am
Zoom Meeting

Agenda

PREAMBLE

Meeting Opens: 9:08am

MONSU Caulfield acknowledges and pays respect to Elders past, present and emerging of the Boon Wurrung and Wurundjeri peoples of the Kulin nation, the traditional owners of the land on which MONSU Caulfield operates.

Present:	Anna Purtill, Georgia Bradica, Wenhan Jia, Maxi Hunt
Apologies:	
Absent:	Riley Fenn
Others:	Lynette Nye

BUSINESS ARISING

Item	Description		
1	Minutes of Previous Meeting		
	Motion SCE21.12-1		
	MONSU Student Council Executive accepts the minutes of SCE21.11 as a true and accurate record of proceedings.		
	Moved: Georgia Bradica	Seconded: Wenhan Jia	For: All Against: Carried: Unanimously

GENERAL BUSINESS

Item	Description	
2	Student representative's Honorariums	
	Preamble:	Honorariums to be released, subject to rep reports being completed
	Motion SCE 21.12-2	
	The MONSU Student Council Executive moves to release honorariums for the past fortnight.	
	Moved: Wenhan Jia	Seconded: Georgia Bradica For: All Against: Carried: Unanimously

Discussion:

Candice and Riley have both resigned, as addressed later in the meeting.

Action Items:

Anna will follow up with Amie and Fintan on the review documentation on Shanghai event

Item	Description	
3	Education Officer Resignation	
	Preamble:	Riley Fenn, Education Officer, has formally resigned.
	Motion SCE 21.12-3	
	MONSU Student Council Executive accepts the resignation of Riley Fenn.	
	Moved: Maxi Hunt	Seconded: Wenhan Jia For: All Against: Carried: Unanimously

Discussion:

Action Items:

This is to be discussed at Student Council pursuant to C37.8.

Maxi Hunt joined the meeting at 9:22 am

Item	Description		
4	Clubs Officer Resignation		
	Preamble:	Jingyu Chen, Clubs Officer, has formally resigned.	
	Motion SCE 21.12-4		
	MONSU Student Council Executive accepts the resignation of Jingyu Chen.		
	Moved: Maxi Hunt	Seconded: Georgia Bradica	For: All Against: Carried: Unanimously

Discussion:

Action Items:

This is to be discussed at Student Council pursuant to C37.8.

Item	Description		
5	Profit & Loss Summary		
	Preamble:	Lyn spoke on that	
	Motion SCE 21.12-5		
	MONSU Student Council Executive notes the Profit and Loss statement.		
	Moved: Maxi Hunt	Seconded: Wenhan jia	For: All Against: Carried: Unanimously

Discussion:

Lyn spoke to this. Lockdown has had a significant impact on MONSU's finances. We have lost a lot of income due to the Workshop only being open for Click and Collects however there is a website being developed so students are able to go to the Workshop directly.

Action Items:

CONFIDENTIAL BUSINESS

OTHER BUSINESS

Item	Description		
6	MONSU & MBUS collaboration Event		
	Preamble:	The event was successfully held in Shanghai, China on August 20 and received very positive feedback.	
	Motion SCE 21.12-		
	Moved:	Seconded:	For: Against: Carried:

Discussion:

Julia gives a brief summary on that: 14 students attend (6.67% drop rate)

Monash business school really happy with the result and looking forward to collaborating with us on further events

Looking into organise a bigger event after the exam in China

Action Items:

PAPERS PROVIDED FOR INFORMATION

1. Unconfirmed Minutes of SCE21.11
2. Rep reports
3. P&L Summary

DATE OF THE NEXT EXECUTIVE MEETING: Tuesday 14th September 9:00am

MEETING CLOSES: 9:35am

MONSU CAULFIELD INC
STUDENT COUNCIL EXECUTIVE 2021
MEETING SCE 21.11

Held on 16th of August at 4:00pm
Zoom Meeting

Agenda

PREAMBLE

Meeting Opens:

MONSU Caulfield acknowledges and pays respect to Elders past, present and emerging of the Boon Wurrung and Wurundjeri peoples of the Kulin nation, the traditional owners of the land on which MONSU Caulfield operates.

Present:	Anna Purtill, Wenhan Jia, Georgia Bradica, Maxi Hunt
Apologies:	
Absent:	Riley Fenn
Others:	Lyn Nye

BUSINESS ARISING

Item	Description		
1	Minutes of Previous Meeting		
	Motion SCE21.11-1		
	MONSU Student Council Executive accepts the minutes of SCE21.10 as a true and accurate record of proceedings.		
	Moved: Georgia Bradica	Seconded: Maxi Hunt	For: All Against: Carried: Unanimously

GENERAL BUSINESS

Item	Description	
2	Student representative's Honorariums	
	Preamble:	Honorariums to be released, subject to rep reports being completed
	Motion SCE 21.11-2	
	The MONSU Student Council Executive moves to release honorariums for the past fortnight.	
Moved: Maxi Hunt	Seconded: Georgia Bradica	For: All Against: Carried: Unanimously

Discussion:

Julia spoke on that. Maxi Hunt's report is late because she is recovering from her vaccination; however she communicated this. Candice and Slyvia did not hand in their reports on time.

Action Items:

Julia will follow up on the reasons for Slyvia's late submission of the report

CONFIDENTIAL BUSINESS

OTHER BUSINESS

Care Packages

Lyn spoke on that: The lockdown care package will be sent to staff members and deducted from the general manager's budget. The reason is that some of them are facing difficulties at the moment.

Furthermore, Lyn is asking whether those care packages should be sent to student representatives as well. Conversation ends without a final decision and will be reviewed later.

PAPERS PROVIDED FOR INFORMATION

1. Unconfirmed Minutes of SCE21.10
2. Rep reports

DATE OF THE NEXT EXECUTIVE MEETING: 31st August 9:00am
MEETING CLOSES: 4:27pm

26th August 2021

Dear Vice President,

Please accept this letter as my formal resignation as 2021 Clubs Officer for MONSU Caulfield to become effective as of 26/08/2021.

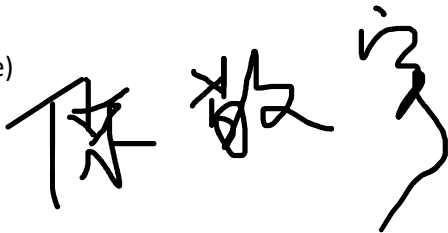
I want to say thank you for giving me this opportunity and thank you for helping me during this time. The support and concern shown by you and the rest of the team has been deeply appreciated.

My decision is final. I wish all the best for you.

Sincerely,

(Signature)

Name

Handwritten signature in Chinese characters: 陳敬宇 (Chen Jingyu)

25th August, 2021

Dear Vice President,

I, Riley Fenn, wish to resign from the position of 2021 Education Officer at MONSU Caulfield. In line with the constitution, this document signifies my formal resignation.

Riley Fenn

A handwritten signature in black ink, appearing to read 'Riley Fenn', written in a cursive style.

Profit & Loss Statement

July 2021

ABN: 42 911 556 610

Income		
Vend Discounts (Taxable)		-\$7.63
MONCA -Income		
Bank Interest	\$16.50	
Income - Sponsorship	\$772.73	
Total MONCA -Income		\$789.23
Service Desk Income		
Photocopying & Printing	\$501.06	
Vinyl Printing	\$990.83	
Binding	\$4.09	
Paper	\$81.03	
Total Service Desk Income		\$1,577.01
Total Income		\$2,358.61
Total Cost Of Sales		\$0.00
Gross Profit		\$2,358.61
Expenses		
Salaries & Oncosts		
Honorariums	\$12,878.40	
Salaries - Permanent Staff	\$53,626.00	
Salaries - Casual Staff	\$2,609.50	
Superannuation	\$6,185.93	
Total Salaries & Oncosts		\$75,299.83
Plant & Equipment		
Hire Equipment	\$807.17	
IT Operating Expenses	\$1,644.85	
Replacement & Additions	\$1,220.37	
Total Plant & Equipment		\$3,672.39
Operating Expenses		
Merchant Fees	\$126.91	
Total Operating Expenses		\$126.91
Administration		
Bank Charges	\$38.88	
Catering Expenses	-\$87.27	
Total Administration		-\$48.39
Marketing		
Advertising & Promotion	\$111.42	
Branding	\$1,032.87	
Sponsorship	-\$272.72	
Publications	\$7,659.95	
Merchandise	\$284.13	
Uniforms/Garments	\$128.79	
Total Marketing		\$8,944.44
Consultants		
Accounting/Bookkeeping	\$3,844.18	
Office		
Telephone, Fax & Internet	\$40.99	
Total Office		\$40.99
Service Desk expenses		
Photocopy Rental	\$1,218.76	

This report includes Year-End Adjustments.

Profit & Loss Statement

July 2021

ABN: 42 911 556 610

Photocopying / Printing	\$292.39	
Vinyl Printer	\$1,362.67	
Total Service Desk expenses		\$2,873.82
Total Expenses		\$94,754.17
Operating Profit		-\$92,395.56
Total Other Income		\$0.00
Total Other Expenses		\$0.00
Net Profit/(Loss)		-\$92,395.56

This report includes Year-End Adjustments.

MONSU Caulfield Student Representative Report 2021

Name: Alyssa Wheaton	Portfolio: Queer
Date: 15/08/2021	Week: August (16/08/2021-29/08/2021)

Projects

What projects did you contribute to? On Basecamp and otherwise.

Queer Week - S2 2021

External Items

Emails Received/Action items	Outcome
N/A	N/A

Meetings and Functions Attended:

Notes for Council:

Diverse Genders, Sexes and Sexualities Advisory Group Meeting 3 (19/08/2021)

Internal Items**Student Engagement**

Key Activities: (What have you done to engage with students?)

As there have been no physical events I have been monitoring the private queer group.

Student Advocacy

Key Activities: (What have you done to support students?)

Attended meetings to advocate for queer students.

Meetings and Functions Attended:	Notes for Council:
SGM (20/08/2021)	
SC21.8 (23/08/2021)	
Queer Week Contingency Meeting (24/08/2021)	With Harvey, Fintan and Amie

Action Items**Action Items for upcoming weeks:**

1. Grow the private Queer Facebook Group as well as attendance of Queer events.
2. Organise report for D&I committee.
3. Find panelists for Queer Week.

Previous Actions Items Status:

1. Ongoing.
2. Finalise events for Queer Week

Goals
Goal for previous fortnight: <u>Organise online alternatives for Queer Week (and Queer Beers/Morning Tea) if needed.</u>
How did you try and achieve this? <ol style="list-style-type: none">1. Looked into alternative ways to hold our events2. Started organising trivia questions for an online trivia event
Goal for next fortnight: <u>Finalise details for Queer Trivia.</u>
How can I try and achieve this? <ol style="list-style-type: none">1. Write up questions.2. Choose an online platform to conduct the trivia over.
How can I assist MONSU to improve?
By learning from and listening to students.

MONSU Caulfield Student Representative Report 2021

Name: Anna	Portfolio: President
Date: August 29	Week: Week 5

Projects
Completed
Lunafest Shanghai LARP Event
Ongoing
Student privacy concerns with assessment platforms O Fest MONSU Review MONSU Annual Election
Upcoming
APC Hearings to come in Week 6 Campus Tour: CFO and Senior Vice President

External Items	
Meetings and Functions Attended:	Notes for Council:
Education Committee	
Caulfield Catch Up with Professor Copolov	
Meeting with Vicki Ashton	Vicki and I spoke about MONSU's Election model and the need to have the 2021 Election online.
Building Accessibility Meeting	I met with a MONSU Crew member and a student regarding accessibility to/in many Caulfield buildings.
MONSU Review Meeting	MONSU has hired a Consultant to perform an overview of the organisation.
ASN / SFR Check In	The MSO Presidents again met with Kris Ryan, Sharon pickering and Rob Brooks to discuss the SFR provision's removal from the ASN.
Special General Meeting	People of Colour Officer established!
Academic Integrity Network Meeting	This was my first time attending an Academic Integrity Network Meeting in which students, staff and student

	representatives from MSOs discuss academic integrity, academic misconduct, support for students and so on. I found the meeting to be incredibly productive and was very excited to see the conversations highlighting the importance of student voice/input. At this meeting, we split into groups and discussed possible projects and the desired outcome. I worked with two staff and Marni, MSA President, in the student support group.
Lunafest Check In	Lunafest has been cancelled.
MSOs x Academic Board Student Reps	Discussion of the ASN's SFR provision.
Meeting with student concerned about MONSU's lack of environmentalism	This was an incredibly productive conversation. It was great to hear a student's perspective on MONSU's environmental work. Specifically, this student was unaware of much of MONSU's work with the Green Initiative and, in addition, asked that we do more by way of advocacy in this area. I plan to speak with Council about this and pass on the meeting notes to the GM and the next President for their consideration.

Internal Items
Student Engagement & Advocacy
Key Activities:
<p><u>Building Accessibility Meeting</u> I met with a student who is a friend of MONSU Crew member, Hilary, to discuss accessibility of and within Caulfield buildings. Importantly, we discussed not only the physical accessibility of these buildings and rooms such as heavy doors and a lack of elevators, we also chatted about what accessibility looks like for neuro-diverse individuals or students with sensory issues and so on. I will bring this matter to Council for consideration as I believe there are some steps to take in ensuring there are no barriers (physical or otherwise) to student learning and socialising.</p> <p><u>Establishment of POC Officer</u> Following MONSU's Special General Meeting, MONSU established a People of Colour Officer. This is an exciting step towards diverse and inclusive representation. Almost 100% of those present at the SGM voted for this change. I am excited to say the establishment of this role will be realised as soon as September 23rd when polling for the 2021 MONSU Election closes and the first ever MONSU POC Officer is elected. For students of colour, this representation is a right, not a privilege. I'm so excited to see this department grow over the next year.</p> <p><u>APC Hearings</u></p>

The Academic Progress Committee is a group who attend hearings for students who are underperforming academically. The Monash Student Unions fought hard to have a student member present at each of these hearings so there was a student voice involved in discussions and decision-making. This week the hearings began with MONSU's first student member attending. While details of hearings are entirely confidential, we can say with certainty that MONSU's inclusion by way of a student member sitting on the Committee is integral to ensuring the student subject to the hearing is truly represented. Our student members have all undergone internal MONSU training and Monash APC training to guarantee competency and confidence in any and all discussions and we are grateful to again have the opportunity to tangibly support students.

Meetings and Functions Attended:	Notes for Council:
Crisis Management Team Meeting (weekly)	Updates as sent via email.
MONSU Student Council Executive	N/A
GM x President Catch Up	Lyn and I spoke about the Student Lounge, the SGM, PnL and an overview of MONSU in the coming months.
Call with Amie	Amie and I discussed an opportunity for the Reps to be involved with "musical festival" planning with the University.
Women's Department Zine Pitch	A Women's Crew member has pitched the idea of a magazine to MONSU. Updates to come hopefully!
Academic Progress Committee Catch Up	I caught up with the student members for APC Hearings. Hearings began in Week 5 so we were chatting about the process at hearings and what we need to do to prepare.
SC21.8	N/A

Action Items
Action Items for upcoming fortnight:
Fill out Vice Chancellor Teaching Awards rating sheet.
Previous Actions Items status:
<i>Complete R&DVSA training; Intro to Vicarious Trauma and Responding with Compassion</i> This is completed

Goals		
	Previous fortnight	Upcoming fortnight
Goal	Proofread new edition of Esperanto.	Make tangible progress towards an outcome of the SFR provision of the ASN.
How did/can you try to achieve this?	I read this edition last week and am super excited for students to see it!	Figure out process/procedure for progression.

How can I assist MONSU to improve?

Stay on top of balancing Uni and MONSU projects.

MONSU Caulfield Student Representative Report 2021

Name: Hannah Cohen	Portfolio: Women's
Date: 28/8/21	Week: 5

Projects
Completed
Rescheduling of Women's Wellness Week Rescheduling of Women in Leadership Panel
Ongoing
Instagram initiatives <ul style="list-style-type: none"> - Divine discussions (editing and assigning) - Notes to self - Brain dump - MADA collaboration (new) - Campaigns for events - Media and book club (working title) Libra period positivity project
Upcoming
Semester events <ul style="list-style-type: none"> - Women in leadership week (week 8) - Womens Wellness Week (week 11) - International day of the girl

External Items	
Meetings and Functions Attended:	Notes for Council:
Women's wellness week contingency meeting with Amie and Fintan	Now moved to week 11
Rescheduled all events for Women's wellness week	Contacted all talent

Got approval to host Women in Leadership panel as a part of Diversity and Inclusion week	Moved to Tuesday 14 th of September
Pitched MONSU Women's Zine to staff with committee members	Ming, Nicole, Anna, Sohani, Steph and myself present
Met with Brooke Lewis, founder of SISU society	Dksucssed collaboration between SISU society and MONSU Women's to shed light on sexual assault survivors' experience
Zine meeting to flesh out concepts and get ready for pitches	

Internal Items	
Student Engagement & Advocacy	
Key Activities:	
Creation of a MONSU Women's Zine with open contributions for all Caulfield women	
Advocating for the establishment of a POC officer for better representation on council	
Meetings and Functions Attended:	Notes for Council:
MONSU SGM	Established POC officer!
SC21.8	

Action Items	
Action Items for upcoming fortnight:	
Start marketing Women in Leadership Panel Again Get pitch form out for the new Zine	
Previous Actions Items status:	
Contact and confirm all activities for Women's Wellness Week Depending on lockdown, plan a contingency for the week	

Goals		
	Previous fortnight	Upcoming fortnight
Goal	Meet with staff to discuss and create a solid timeline for zine - get an update on women's lounge	Finalise plans with SISU society Deliver engaging online content while in lockdown
How did/can you try to achieve this?	1. check availability of staff for a meeting 2. check-in with Lyn about Building and Property's update	1. meet again with Brooke 2. Schedule more regular instagram meetings

How can I assist MONSU to improve?

Better communication with staff.

MONSU Caulfield Student Representative Report 2021

Name: ziyi luo (icho)	Portfolio: activities
Date: 29/8/2021	Week:5

Projects	
Completed	
Move o fest to week 7	
Ongoing	
MWM (every Wednesday)	
Upcoming	
Thinking more activities (maybe more online events cause of lock down) to attract students	

External Items	
Meetings and Functions Attended:	Notes for Council:
Orientation and transition workshop follow up with Students	
Accredited mental health first aid training (in mandarin)	

Internal Items
Student Engagement & Advocacy
Key Activities: MWM every Wednesday

Meetings and Functions Attended:	Notes for Council:
SPECIAL GENERAL MEETING	
MCDT/MONSU Charity Clothes Drive Meeting	
SC21.8	

Action Items
Action Items for upcoming fortnight:
Prepare for MWM and OFEST
Previous Actions Items status:
Engage with crew and students online

Goals		
	Previous fortnight	Upcoming fortnight
Goal	MWM	Try my best to participate
How did/can you try to achieve this?	All done	Contact students online

How can I assist MONSU to improve?
 Contact students online, try to think some online activities which can replace the original offline social, prepare for o fest.

MONSU Caulfield Student Representative Report 2021

Name: Georgia Bradica	Portfolio: Welfare
Date: 29/08/2021	Week: 4 and 5

Projects
Completed
Suzhou event
Ongoing
Breakfast Club online
Upcoming
R U OK? Day

External Items	
Meetings and Functions Attended:	Notes for Council:

Internal Items
Student Engagement & Advocacy
Key Activities:
Orientation and transition workshop follow up with Students: meeting with Kris Ryan and stakeholders
APC Catch Up: meetings started last week, I will be attending a few hearings this week. Looking forward to advocating for the students.

Meetings and Functions Attended:	Notes for Council:
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MCDT/MONSU Charity Clothes Drive Meeting	Charity has been selected, discussed logistics
Move to ONLINE ToT, MWM, BC	Meeting with student engagement, Nicole and Ming to discuss Uber Eats competition in place of these events
MONSU executive meeting	
Special General Meeting	People of Colour Officer established! Truly an achievement by this years' council.
Student Council 21.8	

Action Items
Action Items for upcoming fortnight:
Brainstorming ideas for R U OK? On the assumption that it will be held online.
Previous Actions Items status:

Goals		
	Previous fortnight	Upcoming fortnight
Goal	Push myself further to recruit more crew and build rapport	Coming up with more welfare related initiatives that would be effective online
How did/can you try to achieve this?	Organising meetings with crew and chatting with them afterwards	

How can I assist MONSU to improve?

MONSU Caulfield Student Representative Report 2021

Name: Wenhan Jia	Portfolio: Vice President
Date:	Week:

Projects
Completed
MONSU/MBUS Shanghai Event
Ongoing
O-week party vendor
Upcoming
MCDT MONSU Charity Drive

External Items	
Meetings and Functions Attended:	Notes for Council:
Venue contact (Shanghai event)	
Contact vendor for O-week	As the o-week is pushing back again, I contacted vendor to update

Internal Items
Student Engagement & Advocacy
Key Activities:
Engage more students to join the event
Catch up with students online to make them feel inclusive
Organise possible events in overseas for those students who stuck

Meetings and Functions Attended:	Notes for Council:
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SC Executive	
Catch up with David Corpolov	
Special General Meeting 2022 SSAF Shanghai event review SC21.8	

Action Items	
Action Items for upcoming fortnight:	
MCDT MONSU charity drive	
Previous Actions Items status: Done	
Done	

Goals		
	Previous fortnight	Upcoming fortnight
Goal	Chat with reps and students on any difficulties they faced	Be agile in the covid-situation. And be ready with the future event
How did/can you try to achieve this?	Organise online social events with students, helping them out from the pandemic, making friends	-stay on track and make contact with students

How can I assist MONSU to improve?

MONSU Caulfield Student Representative Report 2021

Name: Harvey Gibbs	Portfolio: Queer
Date: 29/08/21	Week: 5

Projects
Completed
-
Ongoing
Transgender name change form and protocol at Monash Queer Week: specifically altering it to an online context.
Upcoming

External Items	
Meetings and Functions Attended:	Notes for Council:
Diverse Genders, Sexes, and Sexualities Advisory Group	Spoke about moving forward with our projects in an online capacity.
SGM	
SC21.8	
Queer Week Contingency Meeting	Spoke with Fintan and Amie regarding moving Queer week and its activities online.

Internal Items

Student Engagement & Advocacy
Key Activities:
Planning Queer Week in an online capacity – a Trivia night and Zoom Industry Panel

Meetings and Functions Attended:	Notes for Council:
-	

Action Items	
Action Items for upcoming fortnight:	
Cement the panelists for the zoom Industry Night	
Organise and promote the Trivia Night for Week 7.	
Previous Actions Items status:	
Previous action items are still ongoing.	

Goals		
	Previous fortnight	Upcoming fortnight
Goal	Queer Week in an online capacity.	Cement the panelists for an online Industry Night and organize the trivia.
How did/can you try to achieve this?	Put a contingency plan together with the assistance of Amie and Fintan	Talk to the panelists and write the trivia.

How can I assist MONSU to improve?

MONSU Caulfield Student Representative Report 2021

Name: Maxi Hunt	Portfolio: Activities
Date: 29/08/21	Week: Week (end of) five

Projects
Completed
Monash/Suzhou collab event Tracks on Tuesday organization Rescheduling of o-week Permanent postponement of Lunafest
Ongoing
Reorganization of start of semester Online Track on Tuesday comms Online delivery of MWM
Upcoming
Semester 2 events contingency planning MWM online delivery continuing

External Items	
Meetings and Functions Attended:	Notes for Council:
Green Team Communications	Regarding Sustainability Survey Providing feedback

Internal Items

Student Engagement & Advocacy
Key Activities:
Keeping students in touch with uni activities in an online format
Preparing for APCs

Meetings and Functions Attended:	Notes for Council:
Monash/Suzhou collab event	Final preparations
Green Team meeting	Organizing rep challenge
Student Council	Passing election regulations

Action Items
Action Items for upcoming fortnight:
Contingency planning for activities Completing APCs
Previous Actions Items status: Rescheduling activities for after we get out of lockdown MWM in online format

Goals		
	Previous fortnight	Upcoming fortnight
Goal	Making contingency plans for all upcoming events and re-organizing what can be at the moment	Keeping up engagement online for initiatives
How did/can you try to achieve this?	Stayed in contact with student engagement, stayed up to date with basecamp projects,	Dissemination of online MWM for vouchers and Tracks on Tuesday playlist promotion

	reupdated calendar	
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How can I assist MONSU to improve?

MONSU Caulfield Student Representative Report 2021

Name: Yingying Zhang	Portfolio: Marketing Officer
Date: 08/2021	Week: 5

Projects	
Completed	
Ongoing	
Upcoming	

External Items	
Meetings and Functions Attended:	Notes for Council:

Internal Items	
Student Engagement & Advocacy	
Key Activities:	
Attend Monsu's meetings	

Meetings and Functions Attended:	Notes for Council:
SC 21.8	Voted for the items.

Action Items
Action Items for upcoming fortnight:
Coordinate the work in the Monsu, attend meetings, participate in discussions and contribute ideas.
Previous Actions Items status:
The Shanghai events is held and completed successfully.

Goals		
	Previous fortnight	Upcoming fortnight
Goal	Actively participates and contributes to meetings	Coordinate daily work in the Monsu
How did/can you try to achieve this?	Listen and think thoughtfully, worked with the team.	Help out if needed.

How can I assist MONSU to improve?

Better communication and keep up with the updates.

MONSU Caulfield Student Representative Report 2021

Name: Wen Xue	Portfolio: OSS
Date: 29/Aug	Week: 5

Projects
Completed
MONSU/MBus Shanghai Social Event
Ongoing
Upcoming
International Student Engagement Chinese Student Outreach MONSU/MBUS Shanghai Social Event 2 ROUND

External Items	
Meetings and Functions Attended:	Notes for Council:
circulate the research participant recruiting message	The study of “How International Students Navigate Academic Writing Expectations in Host Institutions”. --brainstorming ideas collection --message spread
MIL reference group meeting	
ESSA Careers Night event	Ideas exchange—See what international students can do.

Internal Items
Student Engagement & Advocacy

Key Activities:
Ideas for Vice-Chancellors Student President's Advisory Forum (VCSPAF)
Help students with career related enquires

Meetings and Functions Attended:	Notes for Council:
SC21.8	

Action Items	
Action Items for upcoming fortnight:	
Continue exploring resource for international students	
Previous Actions Items status:	
Completed	

Goals		
	Previous fortnight	Upcoming fortnight
Goal	Collaborate with club officers to discuss possibilities of multicultural online event.	Collaborate with International Student Engagement to explore possibilities and hold event for MBUS*MONSU Social Event 2 ROUND at the end of the year. If possible.
How did/can you try to achieve this?	There is no possibility due to varies reasons	Regularly meet and continue having connection with international students.

How can I assist MONSU to improve?
 Keep being active! Engage crew members more. Be more engaging online

MONSU Caulfield Student Representative Report 2021

Name: Wenhan Jia	Portfolio: Vice President
Date: 12/92021	Week:7

Projects	
Completed	
MONSU/MBUS Shanghai Social Event	
Ongoing	
MONSU/MBUS Shanghai Event Payment issues and gifts	
Upcoming	
2022 Orientation/events MONSU/MCDT postponed charities drive	

External Items	
Meetings and Functions Attended:	Notes for Council:

Internal Items
Student Engagement & Advocacy
Key Activities: Taking minutes and set up agenda to make sure all the things we discussed in the meeting is available to students
Looking forward to getting more sponsorships in to provide discount to students
MONSU/MBUS payment tracking
Talk to students and reflect their ideas into the council

Meetings and Functions Attended:	Notes for Council:
On a phone call with amie on the Shanghai's payment	Due to some reasons, the payment has not been hit venue's bank account, in that case Nora can't get her deposit back yet. Besides that, we don't know how much the venue will paid back to us, in that case, e-voucher hasn't been set up and give to students
SC Executive	

Action Items
Action Items for upcoming fortnight:

Talk to students and gain feedback from them on what kind of activities they want to see during lock down
Getting more activities and bigger orientation week next year

Previous Actions Items status:

All done

Goals		
	Previous fortnight	Upcoming fortnight
Goal	Done	Organize more event
How did/can you try to achieve this?	All done	Talk to students and catch-up with reps in different portfolio

How can I assist MONSU to improve?

MONSU Caulfield Student Representative Report 2021

Name: Hannah Cohen	Portfolio: Women's
Date: September 12th	Week: 7

Projects
Completed
Organised script and run sheet for Women in Leadership Launched The Female Gazette Second 'She Said, She Read' session
Ongoing
Instagram initiatives <ul style="list-style-type: none"> - Divine discussions (editing and assigning) - Notes to self - Brain dump - MADA collaboration (new) - Campaigns for events - Media and book club (working title) Libra period positivity project
Upcoming
Semester events <ul style="list-style-type: none"> - Women in leadership week (week 8) - Womens Wellness Week (week 11) - International day of the girl - Publication of the Female Gazette

External Items	
Meetings and Functions Attended:	Notes for Council:
MSA Women in Leadership with Alisha	Supporting Women's MSO events
Met with Zine Team to flesh out roles and set timeline of production	Created a design team, editors team and sent out the pitch form via MONSU comms

Booked Rahel Davies for Women in Leadership panel	Host of the Bitter Sweet Podcast
Emailed panelists to update them with details of the evening for WIL	Sent them disucssion point questions
Check ins daily with Instagram team to ensure posts are organised for @monsu.womens	Divine discussions, Women in Leadership Comms, Zine Launch
Liased with Ming to arrange a webinar link for WIL with E-solutions	Link to be approved by Monday
Edited all Divine Discussions posts	@monsu.womens
Followed up with Brooke Lewis from SISU Society	Chasing up her Divine Discussions
MGA R U OK Day afternoon tea	Discussed Mental Health and Wellbeing with MSO's
Contacted Dimple from The Art of Living to ensure she is available for Week 11	Women's Wellness Week likely to be held online
Attended Women's Department She Said She Read book club and organised the link for the session	
Met with committee member Liat to brainstorm questions for WIL and organise and develop run sheet	

Internal Items	
Student Engagement & Advocacy	
Key Activities:	
Upcoming Women in Leadership Event to empower and inspire students with representation of women in leadership	
Launched 'The Female Gazette' a Zine by MONSU Women's where Monash Caulfield Women can contribute and express themselves	
Meetings and Functions Attended:	Notes for Council:

NA	
NA	

Action Items
<p>Action Items for upcoming fortnight:</p> <p>Reschedule all talent bookings for an online Women's Wellness Week Ensure Women of Colour Divine Discussions is posted for Women's Wellness Week</p>
<p>Previous Actions Items status:</p> <p>Contact and confirm all activities for Women's Wellness Week Depending on lockdown, plan a contingency for the week</p>

Goals		
	Previous fortnight	Upcoming fortnight
Goal	Finalise plans with SISU society Deliver engaging online content while in lockdown	Focus energy on producing the Zine according to timeline's deadlines
How did/can you try to achieve this?	1. meet again with Brooke 2. Schedule more regular instagram meetings	1. promote pitch form 2. regular meetings with editorial and design team

How can I assist MONSU to improve?

Online engagement during lockdown.

MONSU Caulfield Student Representative Report 2021

Name: Harvey Gibbs	Portfolio: Queer
Date: 15/09/21	Week: 7

Projects	
Completed	
-	
Ongoing	
Transgender name change form and protocol at Monash Queer Week: Altering it to an online context.	
Upcoming	

External Items	
Meetings and Functions Attended:	Notes for Council:
Call with Amie re. Trivia Night	Moving the date to coincide with the Movie Night

Internal Items	
Student Engagement & Advocacy	
Key Activities:	
Planning Queer Week in an online capacity – a Trivia night and Zoom Industry Panel.	
Organising the Panel speakers – Jacob, Sally, and Nat.	

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Meetings and Functions Attended:	Notes for Council:
-	

Action Items
Action Items for upcoming fortnight:
Host the Industry Panel and the Trivia Night
Promote both the Panel and Trivia.
Previous Actions Items status:
Previous action items are still ongoing.

Goals		
	Previous fortnight	Upcoming fortnight
Goal	Queer Week in an online capacity.	Host the Queer Week events
How did/can you try to achieve this?	Cement the panelists and Organise the trivia questions.	Final prep for the events.

How can I assist MONSU to improve?

MONSU Caulfield Student Representative Report 2021

Name: ziyi luo (icho)	Portfolio: activities
Date: 29/8/2021	Week:7

Projects	
Completed	
MONSU/MBus Suzhou Social Event	
Ongoing	
MWM (every Wednesday)	
Upcoming	
Thinking about what should we do for stress less week (online)	

External Items	
Meetings and Functions Attended:	Notes for Council:
Accredited mental health first aid training (in mandarin)	

Internal Items
Student Engagement & Advocacy
Key Activities: MWM every Wednesday
MONSU/MBus Suzhou Social Event
Stress less week
Trivia Night

Meetings and Functions Attended:	Notes for Council:

Action Items
Action Items for upcoming fortnight:
Prepare for online events
Previous Actions Items status:

All done

Goals		
	Previous fortnight	Upcoming fortnight
Goal	MWM	Contribute for online event
How did/can you try to achieve this?	All done	Contact students online and shar information about our evetns

How can I assist MONSU to improve?

Contact students online, try to think some online activities which can replace the original offline social, share our information for more Chinese students and let them join online

MONSU Caulfield Student Representative Report 2021

Name: Maxi Hunt	Portfolio: Activities
Date: 12/09/21	Week: Week seven

Projects
Completed
Monash/Suzhou collab event Permanent postponement of Lunafest Cancelling of o-fest
Ongoing
Online delivery of MWM Re-organization of clubs carnival in online format Discussions about stress less week Logistics of diversity and inclusion week online
Upcoming
Stress-Less Week Queer online events (trivia) Clubs carnival online

External Items	
Meetings and Functions Attended:	Notes for Council:
Meeting with Dana from Monash Sport	Discussing how we can get MONSU and members more engaged in spots on campus and using facilities

Internal Items

Student Engagement & Advocacy
Key Activities:
Keeping students in touch with uni activities in an online format
Reaching students through social pages

Meetings and Functions Attended:	Notes for Council:
Student Council Exec	Passing honorariums, budget talk
Student Council	General business

Action Items
Action Items for upcoming fortnight:
Organizing of stress-less week in an online format Establishing giveaways for stress less week
Previous Actions Items status: Completed APC sessions Contingency planning for activities is ongoing

Goals		
	Previous fortnight	Upcoming fortnight
Goal	Keeping up engagement online for initiatives	Organizing the delivery of stress less week online
How did/can you try to achieve this?	Dissemination of online MWM for vouchers and Tracks on Tuesday playlist promotion	Attending meetings with team, brainstorming prize ideas, deciding on what can be delivered online

How can I assist MONSU to improve?

MONSU Caulfield Student Representative Report 2021

Name: Alyssa Wheaton	Portfolio: Queer
Date: 12/09/2021	Week: September 1 (30/08/2021-12/09/2021)

Projects

What projects did you contribute to? On Basecamp and otherwise.

Queer Week - S2 2021

External Items

Emails Received/Action items	Outcome
N/A	N/A

Meetings and Functions Attended:	Notes for Council:

Internal Items**Student Engagement**

Key Activities: (What have you done to engage with students?)

As there have been no physical events I have been monitoring the private queer group. I posted a resource on how to change your pronouns on zoom

Student Advocacy

Key Activities: (What have you done to support students?)

Monitored communication channels to learn of any issues within the queer community. I also undertook the Queer 101 training early in the month, to better educate myself on queer terminology.

Meetings and Functions Attended:**Notes for Council:**

N/A

Action Items**Action Items for upcoming weeks:**

1. Grow the private Queer Facebook Group as well as attendance of Queer events.
2. Complete questions for trivia night.

Previous Actions Items Status:

1. Ongoing.

Goals

Goal for previous fortnight: Finalise details for Queer Trivia.

How did you try and achieve this?

1. Drafted some questions.
2. Choose an online platform to conduct the trivia over.

Goal for next fortnight: Focus on growing the queer Facebook group.

How can I try and achieve this?

1. Invite new members
2. Share the link in MQD.

How can I assist MONSU to improve?

By learning from and listening to students.

MONSU Caulfield Student Representative Report 2021

Name: Anna	Portfolio: President
Date: September 12	Week: Week 7

Projects
Completed
O Fest (cancelled on campus) APC Hearings ASN Full Extension Campaign
Ongoing
Student privacy concerns with assessment platforms MONSU Review MONSU Women's Lounge
Upcoming
Campus Tour: CFO and Senior Vice President Stress Less Week

External Items	
Meetings and Functions Attended:	Notes for Council:
Assessment and Examination Sub-Committee	
Student Safety Forum Meeting 1	This was a great introduction to the Student Safety Forums which will play an important role in opening up the discussion of all students' safety and welfare.
Student Experience Committee Meeting 03	The MSOs shared their respective projects and plans for the rest of the semester although there was a collective sadness given everyone's understanding that we likely won't make it back on campus this semester.
Vice-Chancellor's Teaching Awards - Panel Meeting (Citations and Innovation)	I sat on this panel as a student representative and was able to share my insight and provide feedback on the applications from a student's perspective.
Student Reps x NTEU Discussion	The MSO Presidents and student representatives of the Academic Board met with the NTEU representatives who sit on Academic Board to discuss the proposed reinstatement of the SFR provision of the Academic Safety net.

MGA RUOK Afternoon Tea	MGA President, Caitlyn Neale, invited MONSU student representatives to come together for RUOK Day. This was a great opportunity to shed light on mental health concerns and to check in with one another.
The Campus Bookstore Board Meeting (monthly)	

Internal Items
Student Engagement & Advocacy
Key Activities:
<p><u>Academic Safety Net Campaign</u> Alongside the MSO Presidents and the Academic Board student representatives, MONSU has been running a campaign to lobby for the reinstatement of the Satisfied Faculty Requirement (SFR) provision of the Academic Safety Net. The want and very real need to have this element of the compassionate grading policy reintroduced was felt across the campuses and the world. The global issues facing our students are still impacting study and mental health. As such, we worked together to contact all Academic Board members and tell them what students are telling us; that they still need SFR. We are excited to say that the Board listened and SFR will return for Semester 2 and associated teaching periods.</p> <p><u>General Engagement</u> The past month has been a struggle with the new lockdown. Finding motivation is incredibly difficult however I know that for students, the lack of social life and engagement is taking its toll. I have been trying to maintain strong club engagement through meetings and discussions with Executives about plans and ideas for the remainder of Semester 2 and the coming year. As I come to the end of my tenure, I will be passing on this valuable information to the next team. Additionally, I have been working to engage with students on online platforms such as Facebook to ensure they have awareness of MONSU and the services we provide.</p>

Meetings and Functions Attended:	Notes for Council:
Crisis Management Team Meeting (weekly)	Updates as sent via email.
MONSU Student Council Executive	N/A
President x GM Catch Up	
Meeting with Amie and James Yardis	Discussions of how to support our international student cohort, and how to further bridge the gap in student experience for those offshore.

Action Items
Action Items for upcoming fortnight: Circulate Shanghai event report
Send this to relevant stakeholders upon its completion.
Previous Actions Items status:
<i>Fill out Vice Chancellor Teaching Awards rating sheet.</i> This is completed and the panel met to discuss.

Goals		
	Previous fortnight	Upcoming fortnight
Goal	Make tangible progress towards an outcome of the SFR provision of the ASN.	Meet with the new President!
How did/can you try to achieve this?	I read this edition last week and am super excited for students to see it!	Organise a catch up following the election.

How can I assist MONSU to improve?

Improve communication with reps to ensure all changes and updates to semester plans are known.