

MONSU CAULFIELD INC
STUDENT COUNCIL 2020
MEETING SC 20.2

Held on 30th September 2020 at 5:00pm
Zoom Meeting

Agenda

1. PREAMBLE

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: Daniel Stonehouse, Caitlyn Dunne, Malachi Van Souphan, Ebony Hartridge-Linton, Sophie Dai, Ramona Li, Jasper Wells, Daoyuan Zhang (left 5:11pm), Annika Han

Apologies: Kyle Howden (proxy Daniel Stonehouse)

Absent: Mami Xu, Jack Guo

Others: Lyn Nye

2. MINUTES OF THE PREVIOUS MEETING

2.1 Minutes of the Previous Meeting

Motion SC20.2-1

MONSU SC Moves to pass the last Student Council meeting minutes SC20.1

MOVED: Daniel Stonehouse

SECONDED: Jasper Wells

CARRIED

2.2 Minutes of the Previous Meeting

Motion SC20.2-2

MONSU SC Moves to pass the last Student Council Executive meeting minutes SCE20.15 and SCE 20.16

MOVED: Caitlyn Dunne

SECONDED: Ebony Hartridge-Linton

CARRIED

3. BUSINESS ARISING

4. GENERAL BUSINESS

4.1 Honorariums and Rep Reports

Caitlyn updated Council regarding the conditions under which the Executive has been receiving honorarium and submitting rep reports.

Given the budget cuts faced by MONSU due to the reduction in SSAF and the pandemics impact upon our core business, alterations to Honorariums were necessary.

This entailed a reduction of $\frac{1}{3}$ maximum Honorarium possible to be received by the President throughout the year, and a $\frac{1}{4}$ maximum Honorarium reduction elsewhere.

Members of the Executive would receive a baseline honorarium of 3 hours per week for responding to emails and Basecamp projects, as well as attending meetings. Further hours to be reimbursed could be requested by detailing the activities engaged with on behalf of MONSU, up to the maximum outlined for each position.

The implementation of this has been quite successful, in that it reflects an honest, transparent, and accountable Student Union.

It is hoped that this process is carried forward into years to come.

The members of the reconvened council that would receive an honorarium are: Ramona (Marketing Officer), Malachi (Queer Officer), Annika (Activities Officer)

Lyn Nye spoke to the honorarium budget.

Approximately 15,000 is left in the honorarium budget for 2020, which would include the Summer Executive, which totals 10 weeks.

By staying to the current method of payment, there will be enough budget to cover the summer executive as well as the current council throughout the rest of the year.

Having the maximum honorarium being received by Officer Bearers normally entitled to 12 Hours continually receiving 8 Hours may not be sustainable.

A baseline of 3 Hours is okay.

It is important to consider Honorariums as an honesty system. It's important to remember that we need honorariums to encourage and recognise students that are committing to MONSU on a large scale.

Lyn commended Jasper as exemplary, for not taking honorarium mostly despite putting in work on a consistent basis.

It is important to also recognise that staff have been on reduced hours, and our income is down 90%. Regardless, to prepare for next year staff hours will need to be increased again.

As such, would not suggest that the maximum honorarium to be received for representatives that would normally receive 12 hours to be 8 hours, but rather 6 hours.

Daniel commented that he would like to adapt the Rep Report system further for the returning council, as well as develop further for adoption for future years. It was also noted that in line with other changes, so too would the maximum available for all representatives for consistency.

Ebony commented that she felt as though she had worked flat out for the first week, and in the current environment thought it would be difficult for comparable office bearers responsibilities or herself to exceed 6 hours.

Sophie commented that she would be happy to follow suite

Jasper commented that he would also be happy with this given the current status of Activities.

Lyn suggested that if there is further honorarium that council members feel entitled to, to put in a request to the council so that it may be discussed. This is to ensure flexibility and recognition of work performed.

Motion SC 20.2-3

MONSU SC Moves to pass these conditions of maximum and minimum honorarium on the condition that Rep Reports are provided

President - Min 3, Max 15

Vice President - Min 3, Max 12

Activities, Welfare, Education, Marketing - min 3, max 6

Queer - Min 3, Max 4

MOVED: Malachi Van Souphan SECONDED: Ebony Hartridge-Linton
CARRIED UNANIMOUSLY

4.2 Workshop Website

Motion SC 20.2-4

MONSU SC agrees to accept Daniel Ngo's quote of \$15,400 to custom build the new website for the Workshop.

MOVED: Ebony Hartridge-Linton SECONDED: Daniel Stonehouse
CARRIED UNANIMOUSLY

Ebony asked as to what budget this was being drawn from

Caitlyn responded that it is an above the line figure

Lyn noted that this is from MONSU's source of income that is separate from SSAF

Caitlyn noted that the Workshop provides significant revenue for MONSU, which in turn allows us to better service students.

By investing in a website, the Workshop will be opening up opportunities for MONSU Caulfield to provide better and more services, by increasing the engagement with the business.

Malachi asked if this number included marketing

Lyn responded that would be from the 2021 budget.

4.3 Clubs Advisory Forum 2021 Clubs Guide

Motion SC 20.2-5

MONSU SC moves to accept the Clubs Advisory Forum 2021 Clubs Guide

MOVED: Daniel Stonehouse SECONDED: Ebony Hartridge-Linton
CARRIED UNANIMOUSLY

Caitlyn updated the Council regarding the Clubs Advisory Forum. It has been her vision following consultation with club leaders to empower students with direct representation and the facilitation of an active relationship with clubs by the establishment of the clubs advisory forum. This brings clubs presidents, clubs coordinator, monsu President, and Clubs officer, to discuss matters

MONSU has informed clubs regarding changes to process, grants, spaces for collaboration

Clubs can put items on agenda for concerns and policies or space for collaboration

Want to enact new changes from 2020 to 2021 to enact feedback and changes in structure as well as giving a statement of dates and number of meetings to ensure notice and organisation to maximise attendance.

This guide is written in mind of helping clubs understand their role, what they can bring to it, and how best to engage with MONSU. A period for feedback on this document was provided to clubs.

Lyn noted MONSU Executive also allocated 70k to clubs which is large for MONSU to do but vital to assist clubs in relaunching in 2021.

4.4 Responding to Disclosures of Sexual Assault module feedback

Caitlyn recounted that she presented this module to the executive previously, who decided it should be extended to council. One of the recommendations in the change the course report, was for student leaders to undertake specialised module training. Caitlyn proposed that she would like to make the recommendation for next year council to complete the module. In this, would be essential to pass on feedback to ensure it can be optimised for student representatives

Sophie commented that she thought it was helpful in providing detailed information with data in a factual manner to build base knowledge and establishment of familiarity

Daniel commented that they thought it was important as well, and provided a detail review of specific sections and their efficacy.

Jasper echoed the sentiment of its importance

Ebony commented that it was essential that the recommendation be made, as suitable awareness and training is vital for Monash Student Leaders to effectively support their peers, especially with the number of major events ran.

Malachi echoed the importance of this.

Motion SC 20.2-6

MONSU SC moves to make the recommendation that the 2021 MONSU Council undertake the Responding to Disclosures of Sexual Assault Module, whilst also undertaking MONSU specific training regarding procedures

**MOVED: Ebony Hartridge-Linton
CARRIED UNANIMOUSLY**

SECONDED: Caitlyn Dunne

4.5 Concerns regarding Proposed University Changes

Caitlyn updated Council regarding recent actions undertaken by MONSU around the Monash Change Proposals.

Daniel, Ebony, and Caitlyn, reached out to NTEU to express support and solidarity with their campaigns. We recognised their expertise, and the shared space in which students and staff interact. In particular identified was issue of being targeted via a non-consultative process forcing a restructure, compressing student admin, and disestablishing CTP

Caitlyn spoke to the support extended to the Save our CTP Campaign. We have been impressed with the students who have been driving this campaign. We recognised the intense emotion and community within the space. Caitlyn explained in highschool she recognised that performance is a community, and was evident the level to which that was at play in CTP. From this Caitlyn reached out to campaign organiser Tara Reede to see how MONSU could act in solidarity. It was established that the biggest issue was getting response from the university. We recognised that Caulfield students have cross campus students who may do as electives also. From this, we wrote an email to VC and Dean of Arts. MONSU will be putting up further communication on facebook regarding how to support the CTP campaign. MONSU did not want to detract from the Save the CTP campaign but rather amplify student voices.

Daniel spoke to the support extended with the NTEU and in relation to cuts in student administration. Ben Eltham and Adam Fernandes of the NTEU were contacted upon the release of the change proposal, highlighting our concerns following an initial review by Daniel and Ebony. From this, the opportunity was extended to participate in the joint submission by the NTEU in response to these proposals. MONSU Caulfield highlighted the gutting of specialised support to students that would normally be provided by faculty, and presented concern towards the over centralisation of Monash Connect. In particular, we

were conscious of the lack of expertise, the potential of exacerbated wait times for stressed students, and the severe reduction in FTE designated to support students.

Underlying this concern, is the consultative process. Through this, we noted that we were not a party consulted with and as such have not been afforded the opportunity by the University to ensure that students are considered in the wake of University changes. MONSU Caulfield, as such, made the recommendation that the University consults with Student Unions in the face of such administrative change proposals to ensure students are considered and have a voice in these matters.

5. CONFIDENTIAL BUSINESS

6. OTHER BUSINESS

6.1 Strategy Planning

Caitlyn spoke to this. COVID forced review. Leadership + Caitlyn did strategy Planning to nail down future plan of MONSU. Caitlyn presented the items from these meetings thus far, and has requested feedback and questions to represent in strategy planning as president.

Dan: Short term goal - be leading voice in student advocacy and in forums within scope of Monash

7. PAPERS PROVIDED FOR INFORMATION

7.1 Minutes of the previous meetings SC20.1

7.2 Minutes of the previous meeting SCE20.16

7.3 2021 Clubs Guide

8. DATE OF NEXT MEETING

Next meeting to be held: 2nd November 2020

Meeting closes at: 6:35PM

MONSU Caulfield – Clubs Advisory Forum 2021 Guide

Background

MONSU Caulfield recognises that Clubs and Societies play a pivotal role in students making connections and having a great student experience. MONSU has been working towards better support and assistance for our clubs, to allow them to be successful at what they do. This work has become more critical due to the impact of COVID-19 on Monash, MONSU Caulfield, MONSU Clubs and Societies and the students of Monash Caulfield campus

With the cancellation of 2020 Semester 1 Orientation and the remainder of the year gone online, MONSU Caulfield has recognised the negative impact this has had financially for Clubs, but also the level of engagement they have with their members.

The 2020 MONSU Student Executive has proposed that the Club's Advisory Forum be created to provide better support for MONSU Caulfield Clubs and Societies during this difficult time, but also continue to strengthen the club's program that MONSU Caulfield provides going forward beyond COVID-19.

Purpose

The purpose of the Club's Advisory Forum is to provide better representation and support for MONSU Clubs and Societies. MONSU Caulfield believes that Clubs and Societies are a pillar of the student experience, and are committed to continually growing this aspect of the student experience.

Role

The role of the Club's Advisory Forum is to provide opportunities for Clubs and Societies to develop as a club and have greater reach with Monash students. MONSU Caulfield wants to use this forum to collaborate with the clubs, to provide opportunities to meet the needs of their operations and respective members, as well as ensure their concerns are heard.

Operations

Meetings

The Clubs Advisory Forum will meet 4 times a year. The Secretary will provide notice of all meeting dates for the year within the Reaffiliation Form. The MONSU Caulfield Clubs Coordinator will be invited to all meetings and assist in actioning items. Observers such as presenters, MONSU representatives or other club executives may attend with permission from the Secretary.

Working Groups

Working groups may be established from members of the Clubs Advisory Forum to work on projects or proposals for the forum or MONSU Caulfield. These working groups will have a responsibility to report back to the Clubs Advisory Forum.

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Role outside the Meetings

Club Presidents or delegated committee members have a responsibility to inform their club committee on the discussions or updates provided by MONSU Caulfield in the meetings. Members may also be asked to comment on discussion papers, suggestions and/or issues which may be circulated electronically between meetings.

Membership

1. MONSU Caulfield President – Chair
2. MONSU Caulfield Clubs Officer – Secretary
3. Presidents of all MONSU Caulfield's affiliated Clubs
 - List of all affiliated Clubs and Society will be provided at every meeting, with their respective President

If the President of a Club cannot attend, they may invite a member of their executive committee to attend on their behalf. This also applies to the MONSU Caulfield President or Club's Officer.

Roles of Particular Members

MONSU Caulfield President - is a student representative elected to the MONSU Caulfield Student Council. The role of the MONSU Caulfield President is to be the spokesperson for MONSU Caulfield, to ensure representation for all Monash Caulfield students and MONSU Caulfield to the university and is ensuring that MONSU Caulfield Inc meets all of its obligations, (legal, regulatory and compliance requirements) across the organisation.

MONSU Caulfield Clubs Officer - is the student representative elected to the MONSU Caulfield Student Council, whose primary role is to represent the clubs of the Caulfield Campus.

MONSU Caulfield Club's Coordinator- is a MONSU staff member whose job is to provide training to clubs and assistance with finance, compliance and regulatory requirements. Also is there to provide advice and support to club executives.

Your Role

As a club representative on the Clubs Advisory Forum, you play an important role in several ways:

- **Representation** - You are the ears and voice of your club committee, members and fellow students. You are providing an important link between students, clubs, MONSU Caulfield and the University.
- **Consultation** - The Clubs Advisory Forum will allow you to provide important feedback and information – highlighting club executive concerns to MONSU representatives. The Clubs Advisory Forum will also allow you to provide constructive feedback on such issues and programs that MONSU Caulfield is running for Clubs and Societies, but also for the broader student body.
- **Opportunity** - MONSU Caulfield wants to know your ideas on how we can enhance the student experience through our clubs and societies. Your role is to present ideas

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to MONSU and your fellow club representatives, and to overall assist in enhancing the Monash Caulfield student experience.

Key Tasks

- **Be Proactive** - Make time to talk to students in your club committee, your members and collect their feedback.
- **Communicate** - Keep in touch with MONSU's Clubs Officer and Club's Coordinator, and MONSU Representatives. Let them know about the positive aspects of MONSU's Clubs program as well as any concerns;
- **Listen** - Be available to listen and, where appropriate, raise important issues at the next Clubs Advisory Forum meeting;
- **Prepare yourself** - Present yourself well. Come with a positive attitude to seek solutions. When you speak, speak clearly and don't rush. Ask questions and give feedback.
- **Engage** - All members are provided with a summary of the points discussed at the meeting and any outstanding issues are addressed in the Business Arising. Discuss the outcomes with other students and give the Clubs Advisory Forum some feedback.

Reporting

How to Approach the Clubs Advisory Forum

Prior to a Clubs Advisory Forum meeting, you will receive an agenda. It is important to read through the agenda before each meeting, as well as add items to the agenda when the Secretary calls for agenda items prior to the meeting.

Clubs Advisory Forum agenda includes:

1. *Preamble:* Welcome and Acknowledgment of Country is provided by the Chair. All present members are introduced, as well as any apologies or delegated representatives are noted.
2. *Business Arising:* A short overview of issues to follow up which were raised at the last meeting.
3. *General Business – MONSU Caulfield:* The Chair will bring up issues brought to the Clubs Advisory Forum by the MONSU Council or Executive.
4. *General Business – MONSU Clubs:* The Chair will ask for any issues that Club Presidents would like to raise. This is your opportunity to give a brief outline of your topic of concern, you will then be given the chance to explain this in detail under section 5 of the agenda. Any points you raise should focus on your club, club operations and/or student concerns as a whole.
5. *Other Business* - Any business that needs to be addressed that was not provided prior to the meeting or placed on the agenda.
6. *Attachments:* Any documents or attachments specific to agenda items
7. *Date of Next Meeting:* Date of the next meeting

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What items could I add to the agenda?

Clubs representatives are encouraged to add items to the agenda for the Clubs Advisory Forum. Items that may be presented by club representatives include:

- Concerns or feedback from their respective club
- Presentation on recent events/initiatives
- Ideas for events, collaborations or initiatives to improve the student experience
- Suggestions to improve MONSU Club Program

Do I need to prepare materials?

Whilst significant preparation of materials is not necessary, the Forum is an important opportunity for you to reflect on your experiences as a club and raise ideas or comments with the MONSU President, Clubs Officer and Clubs Coordinator. Your observations of University life, club operations or interactions with other students will help to inform your comments. There may also be attachments circulated with the meeting agenda for your information and your feedback. So make the most of the opportunity and come prepared to be involved.

Does it matter if I cannot attend all the meetings?

MONSU Caulfield recognises that Club Presidents have many obligations beyond their role. We do ask that Club Presidents put in their best effort to attend all Clubs Advisory Forum meetings, however, what it comes down to is representation. MONSU Caulfield wants to make sure that all clubs and societies are represented at the Clubs Advisory Forum, therefore MONSU asks that if the Club President cannot attend, another member of the club executive attends instead.

MONSU Caulfield also asks that all Clubs and Societies try their best to not run events or initiatives at the same time, we understand that this can be difficult but this is why MONSU will provide notice of all meetings within the Reaffiliation Form.

Please notify the Secretary (Clubs Officer) if another executive member is attending on your behalf or if no one from the club can attend the meeting. Minutes from the meeting will be sent out afterwards to make information available.

If you cannot attend a Forum, but you have comments on agenda items which you would like put forward/discussed, these can be sent to the Secretary (Clubs Officer), clubs@monsu.org.

During the meeting – some tips to remember:

- Respect the views of other members and value their input.
- Don't be afraid to speak up, even if it is for clarification. People will listen and discuss your points and provide you with invaluable information.
- A club representatives perspective may be considerably different from the view of MONSU representatives. This is why the Clubs Advisory Forum values your perspective.
- Listen and learn about the discussion and decision-making process. You make the greatest impact by speaking well on your selected issue. After the meeting If you can,

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stay back for a debrief; talk to other clubs representatives and MONSU representatives. This is a great opportunity to get to know and speak directly to your fellow Presidents and club representatives – make connections and increase your networks, make appointments and seek clarification, and... enjoy yourself.

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