

MONSU CAULFIELD INC
STUDENT COUNCIL EXECUTIVE 2020
MEETING SCE 20.11

Held on 30th July 2020 at 12:00pm
Zoom Meeting

MINUTES

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: Caitlyn Dunne, Sophie Dai, Daniel Stonehouse

Apologies: Jasper Wells (proxy Daniel Stonehouse), Yika Hao

Absent:

Others: Joseph Teoh, Aidan Sexton, Lyn Nye

2. MINUTES OF THE PREVIOUS MEETING

2.1 Minutes of the Previous Meeting

Motion SCE 20.11-2

MONSU SCE 20 moves to pass the minutes SCE 20.10

MOVED: Caitlyn Dunne

SECONDED: Daniel Stonehouse

CARRIED

Attached in this Email

3. BUSINESS ARISING

4. GENERAL BUSINESS

4.1 Club Presentation - UNIT

Motion SCE 20.11-1

MONSU SCE 20 moves to accept the club application for UNIT

MOVED: Daniel Stonehouse

SECONDED: Caitlyn Dunne

CARRIED

4.2 Strategy Planning Update

Caitlyn discussed the ongoing Strategy Planning sessions with Gary Ryan which were commented on as having been productive in informing the vision of MONSU. Will be consulting following the next Executive meeting.

Caitlyn stressed the need for input and engagement to maximise the best result for students as a result of MONSU undertaking this exercise.

4.3 Financials Update

Lyn Nye spoke to this.

4.4 Orientation Update

The Executive were updated regarding the success of the first week of orientation activities, where in Daniel Stonehouse and Caitlyn Dunne conducted virtual tours and attended a variety of welcoming events.

Next week it was noted that Executive members will be needed to assist with the Clubs Discord throughout the week.

4.5 Financial Support for Clubs

Motion SCE 20.11-3

MONSU SCE20 Moves to agree in principal to allocate \$70,000 for financial assistance for Clubs.

MOVED: Daniel Stonehouse SECONDED: Caitlyn Dunne

CARRIED

4.6 Unit Guide Changes

Caitlyn to clarify with Yika regarding if this information had been passed through to MSO's previously, as well as reach out to Academic Board Reps Chloe Polgaze and James Desmond.

Daniel discussed the issues surrounding this matter in a lack of communication, consistency, and accessibility of information.

Caitlyn to action reach out via Social Media for student voices, and to raise concerns at Student Experience Meeting.

4.7 Honorariums

MOTION SCE 20.11-4

MONSU SCE moves to pay the following Honorariums:

Sophie Dai: 3 Hours Per week

Yika Hao: 3 Hours Per Week

Daniel Stonehouse: 6 Hours Per Week

Caitlyn Dunne: 10 Hours Per Week

**MOVED: Daniel Stonehouse SECONDED: Caitlyn Dunne
CARRIED**

- 5. CONFIDENTIAL BUSINESS**
- 6. OTHER BUSINESS**

7. PAPERS PROVIDED FOR INFORMATION

- 7.1 SCE 20.10 Minutes**
- 7.2 Rep Reports**
- 7.3 'UNIT' Club Application**
- 7.4 P&L**
- 7.5 Club Financial Report**

8. DATE OF NEXT MEETING:

Meeting Closes: 1:15

Job Profit & Loss Statement

1/01/2020 To 28/07/2020

ABN: 42 911 556 610

Account Name	Selected Period	Year To Date
Income		
Income - Advertising	\$1,288.63	\$1,288.63
Income - Hire Charges	\$102.27	\$102.27
Income - Sponsorship	\$7,500.00	\$7,500.00
Income - Grants General	\$7,000.00	\$7,000.00
Photocopying & Printing	\$16,208.94	\$16,208.94
Binding	\$51.83	\$51.83
Other Service desk income	\$114.27	\$114.27
Till Variances	\$0.06	\$0.06
Paper	\$107.18	\$107.18
Total Income	\$32,373.18	\$32,373.18
Expense		
C Membership/Subscription Fees	\$48.36	\$48.36
Honorariums	\$17,477.74	\$17,477.74
Salaries - Permanent staff	\$267,174.40	\$267,174.40
Salaries - Casual Staff	\$18,357.91	\$18,357.91
Superannuation	\$27,336.37	\$27,336.37
Staff Amenities	\$62.68	\$62.68
Training & Development	\$30,079.35	\$30,079.35
Venue Hire	-\$5,066.86	-\$5,066.86
Hire Equipment	\$18.00	\$18.00
IT operating expenses	\$6,629.21	\$6,629.21
Replacement & Additions	\$1,070.73	\$1,070.73
Maintainance	\$1,460.82	\$1,460.82
Clubs Grants Given	\$1,351.80	\$1,351.80
CAV - Incorporation Fee	\$236.80	\$236.80
Emergency relief	\$2,727.27	\$2,727.27
Vehicle Hire	\$61.61	\$61.61
Merchant Fees	\$958.48	\$958.48
Audit Fees	\$11,715.20	\$11,715.20
Bank Charges	\$74.85	\$74.85
Catering Expenses	-\$3,626.20	-\$3,626.20
Insurance	\$2,818.71	\$2,818.71
Advertising & Promotion	\$824.66	\$824.66
Branding	\$2,427.00	\$2,427.00
Merchandise	\$2,531.57	\$2,531.57
Uniforms/Garments	\$239.68	\$239.68
Legal Fees	\$7,450.00	\$7,450.00
Accounting/Bookkeeping	\$6,188.18	\$6,188.18
Parking	\$1,696.38	\$1,696.38
Postage	\$25.09	\$25.09
Stationery/Office Supplies	\$86.44	\$86.44
Telephone, Fax & Internet	\$209.52	\$209.52
Photocopy Rental	\$8,531.32	\$8,531.32
Photocopying / Printing	\$10,345.98	\$10,345.98
Binding	\$67.95	\$67.95
Meter Readings	-\$381.57	-\$381.57
Total Expense	\$421,209.43	\$421,209.43

This report includes Year-End Adjustments.

Job Profit & Loss Statement

1/01/2020 To 28/07/2020

ABN: 42 911 556 610

Account Name	Selected Period	Year To Date
Other Income		
JobKeeper Subsidy	\$108,000.00	\$108,000.00
Total Other Income	\$108,000.00	\$108,000.00
Net Profit/(Loss)	-\$280,836.25	-\$280,836.25

This report includes Year-End Adjustments.

MONSU Caulfield Student Representative Report

Name- Caitlyn Dunne	Date: 29 /07/2020
Portfolio- President	Honorarium Requested: 10 p/w

Basecamp
What projects/teams did you contribute to?
<ul style="list-style-type: none"> - Census Week Sem 2 - MONSU Socials + Marketing Project - Safe n Sexy Week - Creatives x Exec - Orientation Sem 2

External Emails
Emails Received/Action items
<ul style="list-style-type: none"> - Complaint from Student: Student concerned about Monash not renewing Adobe Creative Suite license. They have renewed with discount rate of \$22 a semester for all Monash Students. Student is happy with the result, Fine Arts faculty will support students if they cannot afford fee and they have been informed about our Pantry program. - Funding Agreement Discussions – for 2021-23 starting soon - Live Music MLive: Meet with CEME to discuss a collaborative event to use funds from Tracks on Tuesdays paid artist with MLive, CEME and MSA. - MGA: All of their new committee has been elected, their website will be updated with new reps shortly

Student Engagement
Key Activities: (What have you done to engage with students?)
<ul style="list-style-type: none"> • MONSU Socials • Virtual Campus Tours • Monash Business School Presentation – Meet MONSU Caulfield • Emotion Journey Workshop Welcome

Student Advocacy
Key Activities: (What have you done to support students?)
<ul style="list-style-type: none"> • Adobe Creative Cloud

Meetings and Functions Attended:	Notes for Council:
Live Music MLive	Notes above ^^

Diversity & Inclusion Meeting	Decided on drawing event
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Timesheet

Day/Date	Times (W1)	Activities (W1)	Day/Date	Times (W2)	Activities (W2)
Mon 27/07	3 hours across day	<ul style="list-style-type: none"> - Writing Clubs Advisory Forum TOR - Emails/Admin - MONSU Socials Planning 	Mon 20/07	12.30-3pm 3.45-4.30pm	<ul style="list-style-type: none"> - President Welcome: Emotion Journey Workshop - Goal Allocation with Dan - Lyn Catch-up
Tues 28/07	9am-12pm 1-4.30pm	<ul style="list-style-type: none"> - Tour Filming - Bookshelf Meeting - B&B Event Debrief - Tour Guide 	Tues 21/07	11am-1pm 2-4.30pm	<ul style="list-style-type: none"> - D+I Discussion - Winterfest Briefing - Queer Comms Set-Up
Wed 29/07	8am-10am 11.30-4pm	<ul style="list-style-type: none"> - Live Music Meeting - Campus Tour filming - Business School Presentation - Socials 	Wed 22/07	9am-1pm 2-4pm 5.30-6.30pm	<ul style="list-style-type: none"> - Campus Tours Planning - SPT (3 hours) - Comms Planning - Bookstore Meeting
Thurs 16/07	9.30-2.30 3.30-5.30	<ul style="list-style-type: none"> - CMT - SPT: Vision Statement 2 - Jenny Catch-Up - Lyn Phone Call - SNS Trivia Catch-Up - Arrange talk and elements of Business School Booth 	Thurs 23/07	2.5 hours total	<ul style="list-style-type: none"> - CMT - Queer Creative Meeting
Fri 17/07	N/A	N/A	Fri 24/07	N/A	N/A
Status of activities: <ul style="list-style-type: none"> - Campus Tours are nearly complete - Comms are set for Week 1 					

Action Items for upcoming weeks:
1.
Previous Actions Items Status:
1. Campus Tours – basically finished now! 2. Social Media planned for Orientation – most of the posts are scheduled or being prepared!

Report Approved	
Honorarium to be received by representative	

Reflection

<p><i>Goal for previous fortnight:</i></p> <ul style="list-style-type: none">- <i>Have a good wider perspective of the Semester going forward</i>
<p>How did you try and achieve this?</p> <ul style="list-style-type: none">- From a Comms perspective we have developed a great idea of the communications students will be receiving from MONSU + MONSU Queer- Some final event stuff needs to be finalised
<p>How can MONSU Improve?</p> <ul style="list-style-type: none">- Have better opportunities for students to engage, I'm very worried about our volunteering limited opportunities currently
<p>Goal for next fortnight:</p> <ul style="list-style-type: none">- Increased our student reach, Orientation is a crucial period to engage students and we need to work hard to grab them (plus obtain them)

MONSU Caulfield Student Representative Report

Name- HEXIN DAI Date:29/07/2020

Portfolio - Welfare officer Honorarium Requested: 3 hours p/w

Basecamp:

What projects did you contribute to?:

- MONSU Exec 2020
- Education+Welfare+SRS

External Emails

Emails Received/Action items

No special e-mails received

Student Engagement:

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

N/A

Student Advocacy

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

N/A

Meetings and Functions Attended: Notes for Council:

- MONSU Exec meeting N/A
- Emotion journey workshop

Timesheet

Day	Times (wk1)	(wk2)	Activities (wk1)	(wk2)
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Monday		2 hour		
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Tuesday		1 hour		
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Wednesday				
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Thursday	1 hour			
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Friday	1 hour	1hour		
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Status of activities:

Action Items for upcoming weeks:

- Planning for semester 2

Previous Actions Items Status:

Report Approved

Reflection

Goal for previous fortnight:

How did you try and achieve this?

-Regularly check Basecamp and emails and reply messages in Basecamp

How can MONSU Improve?

-know and understand students' needs and try best to help them

Goal for next fortnight:

-Keep brainstorming ideas for semester 2

-participate in Basecamp more active.

MONSU Caulfield Student Representative Report

Name- Yijia Hao	Date: 30 July 2020
Portfolio- Education Officer	Honorarium Requested: 3 hours p/w

Basecamp
What projects did you contribute to?
Emotion Journey workshop MONSU Exec 2020

External Emails
Emails Received/Action items
No special emails received

Student Engagement
Key Activities: (What have you done to engage with students?)
N/A

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

Meetings and Functions Attended:	Notes for Council:
Emotion Journey workshop	
Exec Meeting	

Timesheet

Day	Time s (wk1)	(wk2)	Activities (wk1)	(wk2)
Monday		2h		
Tuesday				
Wednesday	2h	2h		
Thursday				
Friday				
Status of activities:				

Action Items for upcoming weeks:
1. 2.
Previous Actions Items Status: 1. 2. 3.

Report Approved	

Reflection

Goal for previous fortnight:
How did you try and achieve this? <ol style="list-style-type: none">1. Preparing for next semester activities/events2.
How can MONSU Improve? <ul style="list-style-type: none">- Keep in touch with students-
Goal for next fortnight: Keep brainstorming and support orientation settings, and find the needs for students further.

MONSU Caulfield Student Representative Report

Name- Daniel Stonehouse Date: July 29th 2020

Portfolio- Vice President Honorarium Requested: 6 Hours Per week

Basecamp

What projects did you contribute to?

- SNS
- Orientation

External Emails

Emails Received/Action items

- N/A

Student Engagement

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

- SNS
- Orientation Events
- DNI Planning

Student Advocacy

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

- Student inquiries

Meetings and Functions Attended: Notes for Council:

Crisis Management Team

P+VP Planning

P+VP+GM Meeting

DNI Planning

Virtual Tours

International Student Meet and Greet

Timesheet

Activity	Time	Status:
DNI Planning	2	
Virtual Tours	3	
International Student Meet and Greet	4	
Internal Meetings	2	
SNS	1	
Queer Planning	2	

Notes:

Action Items for upcoming weeks:

1. Apply achievement planning
2. Preparation of online content
3. Rep guidance development

Previous Actions Items Status:

1. N/A

Report Approved

Honorarium to be received by representative

Reflection

Goal for previous fortnight: Begin work on new projects

How did you try and achieve this?

- Planning sessions with Caitlyn
- Development of templates and copy
- Ongoing research

How can MONSU Improve?

Moving into Semester 2 it's important that all Reps are conscious of the challenges faced by students, and are bringing them to the attention of the President for discussion and action. Through this the needs of students will be better met by MONSU Caulfield having a greater variety of feedback presented to us for consideration.

Goal for next fortnight:

Implement strategy plan