

**MONSU CAULFIELD INC**  
**STUDENT COUNCIL EXECUTIVE 2020**  
**MEETING SCE 20.12**

**Held on 13th August 2020 at 1:00pm**  
**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: Daniel Stonehouse, Caitlyn Dunne, Jasper Wells, Sophie Dai**

**Apologies: Yika Hao**

**Absent:**

**Others: Songha Vo, Stephane Nguyen Phan, Lyn Nye**

**2. MINUTES OF THE PREVIOUS MEETING**

**2.1 Minutes of the Previous Meeting**

**Motion SCE 20.12-2**

MONSU SCE 20 moves to pass the minutes SCE 20.11

**MOVED: Caitlyn Dunne**

**SECONDED: Daniel Stonehouse**

**CARRIED**

**Attached in this Email**

**3. BUSINESS ARISING**

**4. GENERAL BUSINESS**

**4.1 Club Presentation - AIESEC**

**Motion SCE 20.12-1**

**MONSU SCE 20 moves to accept the Club application for AIESEC**

**MOVED: Daniel Stonehouse**

**SECONDED: Caitlyn Dunne**

**CARRIED**

**4.2 Clubs Advisory Forum Update**

Caitlyn Dunne discussed the Clubs Advisory Forum and presented the documentation to Executive for feedback. This item will be passed as a circular resolution, with intent for the Clubs Advisory Forum to take place in the immediate future.

**4.3 Unit Guide Update**

Caitlyn Dunne update the Executive following attendance of the Education Committee meeting.

Caitlyn spoke to the matter of the university's removal of Unit Guides.

The following points were made:

- Communication around the removal of Unit Guides were made through the Student Newsletter, which was noted as somewhat impractical to expect students to be familiar with.
- Caitlyn stressed to the University the importance of clear communication minded towards positive student outcomes and practicality of access
- Moves to remove Unit Guides were done with intent of standardisation

Caitlyn stressed to the executive MONSU Caulfield's role in ensuring that the University delivers alternatives that meet the standard and that we have a

University delivers alternatives that meet the standard, and that we have a responsibility to identify areas where this may not be occurring or occurring in an ineffective or inaccessible manner.

#### **4.4 Honorariums**

**Motion SCE 20.12-3**

**MONSU SCE moves to pay the following Honorariums:**

**Sophie Dai: 3 Hours per week**

**Yika Hao: 0 Hours**

**Jasper Wells: 0 Hours Requested**

**Daniel Stonehouse: 8 Hours per week**

**Caitlyn Dunne: 0 requested**

**MOVED:** Daniel Stonehouse

**SECONDED:** Jasper Wells

**CARRIED**

**5. CONFIDENTIAL BUSINESS**

**6. OTHER BUSINESS**

**6.1 Constitution Update**

**7. PAPERS PROVIDED FOR INFORMATION**

**7.1 SCE 20.11 Minutes**

**7.2 Rep Reports**

**7.3 'AIESEC' Club Application**

**8. DATE OF NEXT MEETING:**

Meeting Closes: 2pm

# Registered Club Application Form

Thank you for your interest in contributing to our campus community! Before submitting this form, you are required to give us some information about your club, provide key contacts and sign up 10 Monash Caulfield students including your four executives (President, Vice President, Treasurer and Secretary). We highly recommend setting up a meeting with the MONSU clubs officer to discuss your application. You will then be invited to present your application to the MONSU Caulfield Student Council who will consider your application. We will be in touch with you as soon as possible to let you know of the outcome.

## Club Contact Details

Club Name: AIESEC	Date: 06/02/2020
Key Contact Person: Songha Vo	
Contact Number: 0416001272	Email: songha.vo@aiesec.net

## Club Information

Main Purpose of Club	AIESEC is an organisation that strives to build leadership in youth through cross-cultural exchange programs around the globe. We empower young people to explore and understand the world they live in, and strive to make a positive impact on society. Providing for our members an environment where they can get hands-on practical opportunities to get out of their comfort zone and develop yourself. AIESEC delivers global internship opportunity in a startup for Monash students who seek to develop themselves and their career.
Long Term Goals of Club	Organising different activities on campus to connect Monash students and Global Entrepreneur programs so they can have a chance to put their entrepreneurial aspirations to the test by working with a startup and embracing the challenges that come with it. Understand the behind-the-scenes of running an entrepreneurial venture through experience. With membership roles, providing an opportunity for Monash students to live powerful team experiences and develop their own leadership potential by working in teams to create and manage these cross-cultural exchange experiences.

# Registered Club Application Form

## Club Information

Target Demographic	All Monash students from 18 - 30 years old. Our Global Entrepreneur programs are mainly for business, marketing and media and communication students. Our membership is opened for everyone.
Planned Events	<ul style="list-style-type: none"><li>- Resume building, the event is created with the intention to help Monash students to understand what is needed from companies and improve on their CV and performance better at the interview. The event is supported by AIESEC alumni who is now business owners so they can give students a different perspective from the company side.</li><li>- Exchange seminar, provide students with all of the details about our exchange programs Global Entrepreneur such as the application process, key dates, and what to expect on your journey. Get a chance to hear what our past exchange participants have to say about their experience in practical cross-cultural environment.</li></ul> <p>Some of our previous events include Global mindset hackathon, Young Leader: Exchange seminar, Movie night: Pop the Corn, etc.</p>
Do you have any affiliations?  (e.g. sponsors, other clubs/societies, national body or company?)	Monash Student Association (MSA) and AIESEC Australia.

# Registered Club Application Form

## Name + Contact Details of 10 Monash Caulfield Student Members

1. President Name: Songha Vo

Student ID:	29615976	Contact Number:	0416001272
Student Email:	pvo0001@student.monash.edu	Alt Email:	songha.vo@aiesec.net

Signature: Songha Vo

2. Vice President Name: Chi Dinh

Student ID:	27162532	Contact Number:	0421310485
Student Email:	tdin0016@student.monash.edu	Alt Email:	chi.dinh@aiesec.net

Signature: Chi Dinh

3. Secretary Name: Huong Luu

Student ID:	30220629	Contact Number:	0481240882
Student Email:	tluu0012@student.monash.edu	Alt Email:	huong.luu@aiesec.net

Signature: Huong Luu

4. Treasurer Name: Hien Nguyen

Student ID:	29749077	Contact Number:	0435811630
Student Email:	hngu0038@student.monash.edu	Alt Email:	hien.nguyen@aiesec.net

Signature: Hien Nguyen

5. Name: Qiaqi Ye

Student ID:	29030099	Contact Number:	0423555513
Student Email:	qyee0004@student.monash.edu	Alt Email:	

Signature: Qiaqi Ye

6. Name: Khanh Ho

Student ID:	28702255	Contact Number:	0416682144
Student Email:	lhoo0003@student.monash.edu	Alt Email:	

Signature: Khanh Ho

# Registered Club Application Form

## Name + Contact Details of 10 Monash Caulfield Student Members

7. Name: Mai Nguyen

Student ID:	29617905	Contact Number:	0490720862
Student Email:	mngu0026@student.monash.edu	Alt Email:	

Signature: Mai Nguyen

8. Name: Mai Dang

Student ID:	28941667	Contact Number:	0431979567
Student Email:	mdan0006@student.monash.edu	Alt Email:	

Signature: Mai Dang

9. Name: Ngoc Nguyen

Student ID:	28056442	Contact Number:	0420978678
Student Email:	nngu0019@student.monash.edu	Alt Email:	

Signature: Ngoc Nguyen

10. Name: Tuong Tran

Student ID:	28291433	Contact Number:	0411874232
Student Email:	ntra0009@student.monash.edu	Alt Email:	

Signature: Tuong Tran

**Privacy Statement:** The information on this form is collected for the primary purpose of setting up a Caulfield Registered Club. Other purposes of collection include administrative matters and corresponding with you. If you choose not to complete all parts of this form, it may not be possible for MONSU to consider your application. You have the right to access personal information that MONSU holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of this information, please contact your Clubs Officer.

Submit Application Form to MONSU Clubs Officer or MONSU Workshop

Email: [clubs@monsu.org](mailto:clubs@monsu.org)

Workshop: Level 2, Building S, Caulfield Campus

## MONSU Caulfield Student Representative Report

Name- HEXIN DAI Date:13/08/2020

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

Basecamp:

What projects did you contribute to?:

-MONSU Exec 2020

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 feedback meeting N/A

### **Timesheet**

Day	Times (wk1)	(wk2)	Activities (wk1)	(wk2)
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Monday

Tuesday 1.5 hour

Wednesday 1.5 hour

Thursday 2 hour

Friday 1 hour

Status of activities:

Action Items for upcoming weeks:

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?

-continually providing help for students

-pay attention to students' needs

Goal for next fortnight:

-participate in Basecamp more active.



## MONSU Caulfield Student Representative Report

Name- Jasper Wells	Date: 13/8/20
Portfolio-	Honarium Requested: 0 hours p/w

Basecamp
What projects did you contribute to?
Safe n Sexy Week First Year Hub

External Emails
Emails Received/Action items
No email received or sent

Student Engagement
Key Activities: (What have you done to engage with students?)
Keeping the First Year hub website up to date

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

Meetings and Functions Attended:	Notes for Council:
Tracks on Tuesday Alternative Meeting	
Exec	

## **Timesheet**

Day	Times (wk1)	(wk2)	Activities (wk1)	(wk2)
Monday		0.5		SnS
Tuesday				
Wednesday				
Thursday	1.5	1.5	ToT Meeting	FYH Updates
Friday				
Status of activities:				

Action Items for upcoming weeks:

1. Keep updating FYH site
2. SnS preparation

Previous Actions Items Status:

1. COVID - 19 Updates on FYH
2. SnS Trivia and Web content

Report Approved

## **Reflection**

Goal for previous fortnight: Improve Communication with Student

How did you try and achieve this?

1. Constantly updating FYH Update section

How can MONSU Improve?

Keep in constant contact with students through what means we can, e.g. Facebook.

Goal for next fortnight:

Brainstorm Ideas

## MONSU Caulfield Student Representative Report

Name- Daniel Stonehouse	Date: August 13, 2020
Portfolio- Vice President	Honorarium Requested: 8 Hours Per week

Basecamp
What projects did you contribute to?
<ul style="list-style-type: none"><li>- SNS</li><li>- Queer</li></ul>

External Emails
Emails Received/Action items
<ul style="list-style-type: none"><li>- N/A</li></ul>

Student Engagement
Key Activities: (What have you done to engage with students?)
<ul style="list-style-type: none"><li>- Ally Network Proposal</li><li>- R U OK Day Planning</li><li>- SNS</li><li>- Clubs Discord</li></ul>

Student Advocacy
Key Activities: (What have you done to support students?)
<ul style="list-style-type: none"><li>- Unit Guide Response</li></ul>

Meetings and Functions Attended:	Notes for Council:
Crisis Management Team	
P+VP Planning	
P+VP+GM Meeting	
Ally Network and Review	Will speak to this
Clubs Discord	
R U OK Day Planning	
Queer Content Catchup	To be delivered shortly

### **Timesheet**

Activity	Time	Status:
Oganisational Meetings	4 Hours	
Ally Network + Review	5 Hours	To be submitted
Clubs Discord	4 Hours	
SNS	1 Hours	
Unit Guide Response	2 Hours	
Notes:		

Action Items for upcoming weeks:
<ol style="list-style-type: none"> <li>1. Apply achievement planning</li> <li>2. Preparation of online content</li> <li>3. Rep guidance development</li> </ol>

Previous Actions Items Status:

1. Apply achievement planning: In place
2. Preparation of online content: Under development
3. Rep guidance development: Research steps began

Report Approved	
Honorarium to be received by representative	

**Reflection**

Goal for previous fortnight: Implement strategy plan
How did you try and achieve this? - Review sessions with Caitlyn - Development of Queer Content, working with new branding now - Initial stages of research
How can MONSU Improve? Further commitment to MONSU activities
Goal for next fortnight: Undertake application of recent submissions