

MONSU CAULFIELD INC
STUDENT COUNCIL EXECUTIVE 2020
MEETING SCE 20.13

Held on 27th 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: Sophie Dai, Jasper Wells, Caitlyn Dunne, Daniel Stonehouse

Apologies:

Absent:

Others: Lyn Nye

2. **MINUTES OF THE PREVIOUS MEETING**

2.1 Minutes of the Previous Meeting

Motion SCE 20.13-1

MONSU SCE 20 moves to pass the minutes SCE 20.12

MOVED: Caitlyn Dunne

SECONDED: Daniel Stonehouse

CARRIED

Attached in this Email

3. **BUSINESS ARISING**

4. **GENERAL BUSINESS**

4.1 Resignation Letter

Motion SCE 20.13-2

MONSU SCE 20 moves to accept the resignation of Yika Hao, Education Officer.

MOVED: Daniel Stonehouse

SECONDED: Caitlyn Dunne

CARRIED

4.2 Clubs Advisory Forum

Motion SCE 20.13-3

MONSU SCE 20 moves to approve Circular Resolution #5

MOVED: Daniel Stonehouse

SECONDED: Caitlyn Dunne

CARRIED

Caitlyn Dunne updated the Executive regarding MONSU Caulfield's preparations for the Clubs Advisory Forum and discussed agenda items to be raised.

4.3 Constitution/Election Regulations Update

Lyn Nye spoke to this. MONSU Executive will pass the election regulations upon further review by Caitlyn Dunne and Daniel Stonehouse. Upon completion, Daniel Stonehouse to give 7 days notice to pass.

Additionally, the Special resolution was discussed in its importance for passing the Constitution so as to ensure elections may occur and that we comply with relevant acts.

4.4 Honorariums

Motion SCE 20.13-4

MONSU SCE 20 moves to approve the following Honorariums:

Jasper Wells: 0 Hours Requested

Sophie Dai: 3 Hours Per Week

Daniel Stonehouse: 6 hours Per Week

Caitlyn Dunne: 15 Hours Per Week

MOVED: Jasper Wells

SECONDED: Caitlyn Dunne

CARRIED

5. **CONFIDENTIAL BUSINESS**

6. **OTHER BUSINESS**

7. **PAPERS PROVIDED FOR INFORMATION**

7.1 **SCE 20.12 Minutes**

7.2 **Rep Reports**

7.3 **Circular Resolution #5**

8. **DATE OF NEXT MEETING:**

Meeting Closes: 2pm

MONSU Caulfield
ABN 42 911 556 610

CIRCULAR RESOLUTION #5
19th August 2020

MONSU Caulfield Student Executive moves to pass the Clubs Advisory Forum 2020 Guide, and for implementation to be actioned by Caitlyn Dunne, as President, in the formation of the Clubs Advisory Forum.

Approved by:

Name: Daniel Stonehouse
Position: Vice President

Name: Caitlyn Dunne
Position: President

Name: Yika Hao
Position: Education Officer

Name: Hexin Dai
Position: Welfare Officer

Name: Jasper Wells
Position: Activities Officer

MONSU Caulfield Student Representative Report

Name- Daniel Stonehouse Date: August 27th 2020

Portfolio- Vice President Honorarium Requested: 6 Hours Per week

Basecamp

What projects did you contribute to?

- SNS

External Emails

Emails Received/Action items

- Ally Network Expansion

Student Engagement

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

- Ally Network Expansion
- SNS
- DNI Week Planning
- Queer Branding

Student Advocacy

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

- Student inquiries
- Ally Network Expansion
- DGSS

Meetings and Functions Attended: Notes for Council:

Crisis Management Team

P+VP Planning

SNS Week

Completed, to speak to week

Ally Network Expansion Meeting

Ongoing meetings and consultation

Copolov Meeting

DGSS Meeting

To next meet in November, looking forward to ensuring active participation and collaboration.

DNI Week Planning

Ongoing

Timesheet

Activity	Time	Status:
DNI Planning	2	Ongoing
SNS	4	Completed
Ally Network Expansion	3	Ongoing
Monash Meetings	3	
Queer Branding	1	Finalising before implementation
Internal Meetings	2	

Notes:

Report Approved

Honorarium to be received by representative

Reflection

Goal for previous fortnight: Undertake applications submissions

How did you try and achieve this?

- Ongoing meetings with Inclusive Communities
- Reviewing internally and across MSO's ways MONSU can better optimise efficacy of Queer Portfolio and commitments to shared interests with DGSS

How can MONSU Improve?

Consistently provide feedback from students via all reps

Commitment to projects slated for rest of year

Production of concepts for next year

Goal for next fortnight:

Continue work on Ally Network Expansion and prepare events into end of year

MONSU Caulfield Student Representative Report

Name- HEXIN DAI Date:27/08/2020

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

N/A

Timesheet

Day	Times (wk1)	(wk2)	Activities (wk1)	(wk2)
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Monday		1 hour		
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Tuesday	1 hour			
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Wednesday	1 hour			
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Thursday		2 hour		
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Friday	1 hour			
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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- Caitlyn Dunne	Date: 27 /07/2020
Portfolio- President	Honorarium Requested: 15 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 - Education + Welfare + SRS - MONSU Queer

External Emails
Emails Received/Action items
<ul style="list-style-type: none"> - Funding Agreement Submissions

Student Engagement
Key Activities: (What have you done to engage with students?)
<ul style="list-style-type: none"> • MONSU Socials • Attend all 3 SNS Events

Student Advocacy
Key Activities: (What have you done to support students?)
<ul style="list-style-type: none"> • Unit Guides • Ally Network Expansion proposal • Clubs Advisory Forum

Meetings and Functions Attended:	Notes for Council:
Queer/Comms Meeting	<ul style="list-style-type: none"> - We are re-launching Queer Week 7 for D+I Week
VCSPAF	<ul style="list-style-type: none"> - Notes to come
Beyond the Birds + Bees	<ul style="list-style-type: none"> - Moderated this event
Drag Queen Trivia	<ul style="list-style-type: none"> - Such a great event, was very successful

Porn v Reality	- Moderated this event, facilitators were great
Funding Agreement Discussions	- Only went through the university additions, not MSO ones
Live Music Comms	- Looking for festival feel - Date not locked in
Clubs Advisory Forum Briefing	- Agenda items to be presented at Exec

Timesheet

Day/Date	Times (W1)	Activities (W1)	Day/Date	Times (W2)	Activities (W2)
Mon 24/08	2 hours total	- Admin work - P+VP Project	Mon 17/08	12-4pm	- SNS Scheduling - SNS Website Checking - VCSPAF
Tues 25/08	8am-12.30pm 1.30-5pm	-Emails + Admin - Zoom with Lyn - Queer Comms Meeting - MGA/MONSU Pen Meeting - Live Music Comms Meeting - MONSU Comms Meeting - Copy for MONSU Memebership	Tues 18/08	10am-2pm 4pm-7pm	- Comms Research - SPT (1 HOUR) - Safe n' Sexy Event Check-In - David Coplov Meeting - Birds + Bees Event Moderation + Tech Shooting - Email + Admin
Wed 26/08	3 hours total	- Funding Agreement Meeting - Clubs Advisory Forum Briefing - Emails + Admin	Wed 19/08	1pm – 4pm 5.30-7pm	- Live Music MOU Discussions - Clubs Advisory Forum COVID Doc - Drag Queen Trivia
Thurs 13/08	10am-3pm	- SPT (3 HOURS) - MONSU Exec - SPT – Exec Session	Thurs 20/08	9.30am-1.30pm 2-4pm 5.30-7pm	- CEME/MONSU Discussions - Open Day Panel Rehearsal - MGA + MONSU President Meeting - VP/Pres/GM Catch Up - Porn v Reality Event - Clubs Advisory Forum Emails - CMT

Fri 14/08	4 hours total	- Safe n' Sexy Comms and Creative Assiatance	Fri 21/08	10-am-12pm 3-4.30pm	- Study Campaign Report Preparation - Study Campaign Report Meeting - Student Communications with Kris Ryan + MSO Presidents - Captioning SNS Video
Status of activities: -					

Action Items for upcoming weeks:
<ol style="list-style-type: none"> 1. Comms Planned for remainder of Sem 2 2. Get all things in place for MONSU re:elections 3. Get student ideas for 2021
Previous Actions Items Status:
<ol style="list-style-type: none"> 1. <i>N/A (did not submit report due to workload)</i>

Report Approved	
Honorarium to be received by representative	

Reflection

<p><i>Goal for previous fortnight:</i></p> <ul style="list-style-type: none"> - <i>N/A (did not submit report due to workload)</i>
<p>How did you try and achieve this?</p> <ul style="list-style-type: none"> - <i>N/A (did not submit report due to workload)</i>
<p>How can MONSU Improve?</p> <ul style="list-style-type: none"> - Get more processes done (my focus with end of year + Summer Exec)
<p>Goal for next fortnight:</p> <ul style="list-style-type: none"> - Get across admin work, fell behind with Safe n' Sexy Week - Get MONSU across all platforms