

MONSU CAULFIELD INC
STUDENT COUNCIL EXECUTIVE 2020
MEETING SCE 20.6

Held on 20th May 2020 at 3:00pm
Zoom Meeting

MINUTES

1. PREAMBLE

MONSU Caulfield acknowledges and pays respect to Elders past, present and emerging of the Kulin nation, the traditional custodians of the lands upon which MONSU Caulfield operates.

Present: Daniel Stonehouse, Yika Hao, Sophie Dai, Caitlyn Dunne, Jasper Wells

Apologies:

Absent:

Others: Lyn Nye

2. MINUTES OF THE PREVIOUS MEETING

2.1 Minutes of the Previous Meeting

Motion SCE 20.6-1

MONSU SCE 20 moves to pass the minutes SCE 20.5

MOVED: Daniel Stonehouse

SECONDED: Jasper Wells

CARRIED

Attached in this Email

3. BUSINESS ARISING

4. GENERAL BUSINESS

4.1 Approval of Annual Report

Caitlyn Dunne gave an overview of the Annual Report that she will present at the Annual General Meeting

4.2 Study Campaign

Caitlyn Dunne gave an overview of MONSU's Study Campaign. Content is being developed to support students through end of Semester assessment and exams. This is being done in consultation with Exams and Student Rights.

The Executive were requested to provide input as to how students feel in these times and the difficulty faced in navigating education and finding direction and support.

4.3 Queer 101 Feedback

Daniel Stonehouse gave an overview of the Queer 101 Training module, and requested feedback on its efficacy from Executive.

4.4 Student Experience Committee

Ahead of the Student Experience Committee Meeting with Kris Ryan, Caitlyn Dunne requested that Executive provide any items that they would like to be discussed on this platform.

4.5 AGM

Executive discussed the responsibility to ensure attendance and participation for the Annual General Meeting

4.6 SecondBite Collaboration

Caitlyn Dunne gave a review of MONSU's initial Secondbite event to Executive. Thanks were extended to Wendy Blastock for her extensive assistance and support in running this program.

4.7 Honorariums

MOTION SCSE 20.6-2

MONSU SCE Moves to pay the following honorariums

Caitlyn: 15 Hours per week

Daniel: 10 Hours per week

Sophie: 3 Hours per week

Yika: 3 Hours per week

Jasper: 3 Hours per week

Moved: Caitlyn Dunne

Seconded: Jasper Wells

CARRIED

5. CONFIDENTIAL BUSINESS

6. OTHER BUSINESS

7. PAPERS PROVIDED FOR INFORMATION

7.1 Representative Reports

8. **DATE OF NEXT MEETING: June 3rd, 3pm**

Close 4.14pm

MONSU Caulfield Student Representative Report

Name- Daniel Stonehouse	Date: 20/5
Portfolio- Vice President	Honorarium Requested: 10 Hours
Basecamp	
What projects did you contribute to?	
<ul style="list-style-type: none"> - SNS - IDAHOBIT 	
External Emails	
Emails Received/Action items	
<ul style="list-style-type: none"> - Inclusive Communities: Obtained support for This Is Me, providing feedback on Queer 101 online Module 	
Student Engagement	
Key Activities: (What have you done to engage with students?)	
<ul style="list-style-type: none"> - IDAHOBIT - Coffee With MONSU 	
Student Advocacy	
Key Activities: (What have you done to support students?)	
<ul style="list-style-type: none"> - SecondBite - Grading Policy Announcement 	
Meetings and Functions Attended:	Notes for Council:
Study Online	
CMT	N/A
SNS Review	Moved to Semester 2
SecondBite	N/A
Coffee With MONSU	N/A
Coffee With MONSU Review	Ongoing, looking at methods of increasing buy in
Creatives Meeting re Queer and IDAHOBIT	This Is Me' content produced, beginning revamp of Queer social media

Timesheet

Activity	Time Allocated	Status
IDAHOBIT	6 Hours	COMPLETED
Study Online Meeting	1 Hour	ongoing
Queer Social Media Assets review	1 Hour	Initial stage completed, revamp ongoing
Queer 101 Review	1 Hour	Completed pending Exec feedback
Grading Policy Update	3 Hours	COMPLETED
SecondBite Collaboration	3 Hours	Week 1 Completed
CMT	2 Hours	ongoing
Safe and Sexy Review	3 Hours	Prepared for further developments
Coffee With MONSU	3 Hours	Ongoing, direction for improvements

Action Items for upcoming weeks:

1. Develop plan for Queer engagement
2. Organise AGM Attendees
3. Execute end of semester plans

Previous Actions Items Status:

1. Build off Safe and Sexy Week to develop online Queer Community: Unfortunately wasn't applicable however was happy with the response to This Is Me campaign
2. Organise attendees for AGM: Ongoing
3. Establish plans for Semester 2: Began with Safe and Sexy Week, looking at initiatives within Queer space currently including revamp

Report Approved

Honorarium to be received by representative	
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Reflection

Create clear vision of MONSU going forward especially in regards to Queer
<p>How did you try and achieve this? I've made a start on this goal by running the This Is Me campaign which gained significant traction for the page. From here I'm looking to organise more events for people to contribute to and build our presence to increase student buy in when we return to campus, as well as being visible for those that may need support.</p> <p>In more general terms of MONSU I have been working to ensure our events are something to be proud of and of value to students.</p>
<p>How can MONSU Improve? More ready space for delegation and tracking our planning to assure we're achieving our goals in execution</p>
<p>Goal for next fortnight: Prepare content going into Semester 2</p>

MONSU Caulfield Student Representative Report

Name- Caitlyn Dunne	Date: 20/05/2020
Portfolio- President	Honorarium Requested: 15 hours

Basecamp
What projects/teams did you contribute to?
<ul style="list-style-type: none">- Coffee with MONSU- SecondBite Partnership- MONSU Socials + Marketing Project- Safe n Sexy Week- Immigration Seminar- MONSU Exec 2020- Company HQ- Creatives x Exec- Study Online Campaign

External Emails
Emails Received/Action items
CISA: Roundtable invitation

Student Engagement
Key Activities: (What have you done to engage with students?)
<ul style="list-style-type: none">• Coffee with MONSU• MONSU Socials• Migration Seminar

Student Advocacy
Key Activities: (What have you done to support students?)
<ul style="list-style-type: none">• Monash Transport Focus Group• Second Bite Program

Meetings and Functions Attended:	Notes for Council:
CISA Roundtable	Heard updates on what CISA have been working on, forwarded attachments this morning to Exec

Nicole Catchups	Nicole and I have been working together amazingly, we have great ideas and projects coming up for the socials. If you are interested you can see the Posting Schedule and what we have been working on here - https://docs.google.com/spreadsheets/d/1-g2ntsImxnYdKtV8PqM7JRQB_paxGg8L0x9zjhcqVoU/edit?usp=sharing
Safe n Sexy Organization	Excited to start this project again on a new foot, happy with the plan Amie and I have set
Migration Seminar	The seminar went amazing!! If you missed out check out the video of it on MONSU's Facebook. The attendees were really engaged, and David seemed to love it too. I would say this event was very successful.
Monash Transport Focus Group	Interesting focus group, Monash was asking us about technology regarding Monash Transport options, such as booking seats for shuttle bus or a Monash Transport app. Let me know if you have further questions or thoughts.

Timesheet

Day/Date	Times (W1)	Activities (W1)	Day/Date	Times (W2)	Activities (W2)
<i>Mon 18/05 + Tues 19/05</i>	<i>Mon</i> 2 hours across day <i>Tues</i> 10am-3pm + 1 hour computer work	<i>Mon</i> -Scheduling FB Posts -SecondBite Buying Resources <i>Tues</i> -SecondBite Prep+Event - Meet the Reps Content -President Update Script	Mon 11/05	3 hours across day (emails lengthy process)	-Meeting agendas for SnS + Study Online -Email all registrations from Migration Seminar w/Answers + Links -Migration Seminar Debrief
Tues 05/05	10-12.30pm 1.30-4pm	-NTEU Roudtable -Nicole Catch-Up	Tues 12/05	9.30-11.30am 2-5pm	-SafenSexy Review + Plan Meeting -Schedule IDAHOBIT posting for next 3 days
Wed 06/05	10-1pm 6-8pm	-Finalise AGM Notice + Registrations -Proof Read Esperanto -Important SNS Meeting	Wed 13/05	11-3pm	-SnS Management meeting w/Amie -Study Online meeting -Coffee with MONSU -Nicole Catch-Up
Thurs 07/05	4-7pm + 1 hour during day	-Migration Seminar	Thurs 14/05	9-11.30am	-Coffee with MONSU Chat -Getting helpers SecondBite

Fri 08/05	9-10.30am 2-4pm	-Monash Transport Focus Group -CISA Roundtable	Fri 15/05	2/3 hours across day	-Social Media posting for SecondBite + Migration Seminar (video took all day to upload)
Status of activities: -					

Action Items for upcoming weeks:
1.
Previous Actions Items Status:
<ol style="list-style-type: none"> 1. <i>Get over 100 registrations for AGM!! - Nowhere near this for AGM- will be big push this week</i> 2. <i>Successfully launch our Sem 1 content – get good response from students- have great plan with Nicole to release content, very excited!</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>Delegate better within the team and get broader input from the whole exec</i>
<p>How did you try and achieve this?</p> <ul style="list-style-type: none"> - I really tried harder over the past fortnight to keep everyone informed and invited to all meetings, Basecamp is a great tool. However it does not feel like I'm always getting response from the team.
<p>How can MONSU Improve?</p>
<p>Goal for next fortnight:</p> <ul style="list-style-type: none"> - Get all the assigned work done, there is a lot happening at end of Semester

MONSU Caulfield Student Representative Report

Name- Jasper Wells	Date: 20/5/20
Portfolio-	Honorarium Requested: 0 hours p/w

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

External Emails
Emails Received/Action items
No external 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:
Exec Meeting	
General Safe n Sexy Week Meeting	

Timesheet

Day	Times (wk1)	(wk2)	Activities (wk1)	(wk2)
Monday		1.5		
Tuesday				
Wednesday	1.5	1		
Thursday	2			
Friday				
Status of activities:				

Action Items for upcoming weeks:

1. AGM meeting

Previous Actions Items Status:

1. COVID - 19 Updates on FYH
- 2.

Report Approved

Reflection

Goal for previous fortnight: Improve Communication with Student

How did you try and achieve this?

1. Constantly updating FYH Update section
2. Working on the survey

How can MONSU Improve?

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

Goal for next fortnight:

Actively prepare for Exams and assessment season, and anticipate the needs of the students.

MONSU Caulfield Student Representative Report

Name- HEXIN DAI Date: 19/05/2020

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

Basecamp:

What projects did you contribute to?:

- MONSU Exec 2020
- Creative&Exec

External Emails

Emails Received/Action items

No special e-mails received

Student Engagement:

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

- Handing out food package for international students

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
- Study online campaign meeting

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	1 hour	1 hour		
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Friday		1 hour		
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Status of activities:

Action Items for upcoming weeks:

- AGM Meeting

Previous Actions Items Status:

Report Approved

Reflection

Goal for previous fortnight:

How did you try and achieve this?

-Check Basecamp almost every day and try to come up ideas

How can MONSU Improve?

-Maybe create more interactive activities for students

-Know what students want and understand their demand.

Goal for next fortnight:

-Keep brainstorming ideas

-participate in Basecamp more active.