

**MONSU CAULFIELD INC**  
**STUDENT COUNCIL EXECUTIVE 2020**  
**MEETING SCE 20.9**

Held on 1st 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: Lyn Nye

2. **MINUTES OF THE PREVIOUS MEETING**

**2.1 Minutes of the Previous Meeting**

**Motion SCE 20.9-1**

MONSU SCE 20 moves to pass the minutes SCE 20.8

**MOVED: Daniel Stonehouse**

**SECONDED: Caitlyn Dunne**

**CARRIED**

Attached in this Email

3. **BUSINESS ARISING**

4. **GENERAL BUSINESS**

**4.1 COVID-19 Safety Plan**

**Motion SCE 20.9-2**

MONSU SCE Moves to pass the current COVID-19 Safety Plan

**MOVED: Daniel Stonehouse**

**SECONDED: Caitlyn Dunne**

**CARRIED**

**4.2 Strategy Planning**

Lyn Nye spoke to this. Essential for progress and surviving COVID. Had been previously passed to spend 30,000 to investigate what MONSU may look like. Provides short term 2021 goals and development of key guidance documents to identify how to best service students, as well as setting a framework for MONSU. Leadership team and Caitlyn to engage in work with Gary Ryan, with consultation throughout the way with students/executive/staff regarding outcomes ie mission states.

**Motion SCE 20.9-3**

MONSU SCE moves to approve the quote for strategy planning quote attached of \$28,317.60 to be paid from the reserves.

**MOVED: Caitlyn Dunne**

**SECONDED: Daniel Stonehouse**

**CARRIED**

**4.3 Clubs**

Caitlyn Dunne spoke to this. Previously discussed clubs board at exec; has discussed with Sanjiv about outcomes re ensuring connection and undertaking journey to rebuild. Sanjiv in support of the idea, and is aware of the few clubs currently engaged. Semester 2 may be difficult to get attendance from clubs, but effort to engage and attend is crucial. Sanjiv to allow opportunities for Clubs to provide feedback on working with MONSU, and will need to be involved in initial meetings especially in absence of clubs officer.

**4.4 Honorariums**

**Motion SCE 20.9-4**

MONSU SCE moves to approve the following honorariums for the past fortnight:

Yika: 3 Hours per week

Sophie: 3 Hours per week

Jasper: 3 hours per week

Daniel: 0 hours requested

Caitlyn: 10 per week

**MOVED: Caitlyn Dunne**

**SECONDED: Daniel Stonehouse**

**CARRIED**

5. **CONFIDENTIAL BUSINESS**

6. **OTHER BUSINESS**

7. **PAPERS PROVIDED FOR INFORMATION**

7.1 COVID-19 Safety Plan

7.2 Strategy Planning Quote

7.3 SCE 20.8 Minutes

8. **DATE OF NEXT MEETING:**



**Organisations That Matter®**

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## **Strategic Plan Development Quote**

29<sup>th</sup> June 2020

*OTM Contact:*

Gary Ryan

*Client Contact:*

Lyn Nye, General Manager



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## Desired outcome

By Friday 4<sup>th</sup> December 2020, Monsu Caulfield will have two documents:

- A Strategic Plan focussed on 2024
- An Action Plan for 2021

The Strategic Plan will include three sections:

- Desired future state
- Current state
- Gap state

The Action Plan will focus on the goals from the Gap State and provide a detailed plan, including key measures, deadlines, and responsibilities for implementation throughout 2021 to ensure that Monsu Caulfield is progressing and implementing its Strategic Plan.

## Process

The following steps will be taken to create the two documents. Unless otherwise stated, the session lengths will be with the Strategic Planning Team (SPT). Each session will be separated to ensure that the SPT has time to digest the information produced in that step. Key stakeholders will need to be identified and feedback will be sought from them throughout the process.

### Creating your Strategic Plan

1. Determine the Strategic Planning Team (meeting with Lyn – up to 2 hours)
  - a. Clarify the Strategic Planning Team (SPT)
  - b. Clarify the administration support for the project
  - c. Lyn and Gary to continue bi-weekly meetings throughout the duration of the project (up to 30 minutes)
2. Introductory session (Half-day session)
  - a. Clarifying the concepts and skills required to develop an effective strategic plan
  - b. Clarifying the process and timeline for developing the two documents
3. Future state
  - a. Vision (up to 3 hours x 2)
  - b. Mission (up to 3 hours)
  - c. Values (up to 3 hours)
  - d. Future external environmental scan (Up to 3 hours)
  - e. Long-term goals (Up to 3 hours)
4. Current state
  - a. SWOT Analysis (Up to 3 hours)
  - b. Creating 10 key strategic initiatives (Up to 3 hours x 2)
  - c. SEEDS, WEEDS and NEEDS (Up to 4 hours)
5. Gap state
  - a. Establish Short-term goals (Up to 4 hours)

### Creating your Action Plan (up to 2 days)

1. Determine measurability of short-term goals
2. Set timeframes (start and end)
3. Identify steps for each short-term goal (backwards planning process)
4. Identify accountability for the steps
5. Clarify measures for each step

## Additional services

The time spent on this project will be monitored and should extra time be required; this will be agreed in advance with Lyn Nye and invoiced separately.

## Agreed investment

- Onsite/online facilitation: 7.2 days
  - N.B. any on-site sessions will be conducted following COVID-19 protocols
  - Online sessions will be conducted via Zoom
- Preparation, document development, bi-weekly progress meetings with Lyn: 9 days
- Total 16.2 days
- Due to the size of the program, and Gary's status as a Monzu Alumni, your daily rate is \$1,840 ex GST (usually \$2,840 ex GST – this is a \$16,200 discount)
- Total = \$29,808 ex GST
  - Publication costs for the Strategic and Action Plans will be made directly by Monzu Caulfield and are not included in the fees for this project
  - Should photography be required for the provision of images to be included in the Strategic Plan and Action Plan, the costs for photography are not included in the fees for this project

## Terms

If you choose to pay 100% upfront, you will receive a further 5% discount on your fee. This represents a further saving of \$1,490.40 and will **reduce your Total Fee to \$28,317.60 ex GST**.

Otherwise, terms are as per the following payment schedule:

- Payment 1: 30% of the total fee due immediately upon acceptance of this quote = \$8,942.40 ex GST
- Payment 2: 40% of the total fee due 30 September 2020 = \$11,926.20 ex GST
- Payment 3: 30% of the Total Fee due 4<sup>th</sup> December 2020 = \$8,942.40 ex GST

**Please indicate if you would like to pay 100% upfront and save a further \$1,490.40  Yes  No**

OTM has current Public Liability and Professional Indemnity insurance policies.

If one is required, please provide the Purchase Order Number as soon as possible.

## Buy One Give One ([www.b1g1.com](http://www.b1g1.com))

*Organisations That Matter is a Lifetime Partner of B1G1. Engaging us will enable us to provide nourishing meals to two school children in rural India for an entire school year! Without our support, these children would not have access to these important resources. We thank you for your support which enables us to contribute to genuinely making the world a better place one act of giving at a time.*



**BUSINESS  
FOR GOOD**

## Acceptance

Your name and signature below indicate your acceptance of this proposal on behalf of Monsu Caulfield.

Name: Lyn Nye, General Manager

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email [Gary.Ryan@orgsthatmatter.com](mailto:Gary.Ryan@orgsthatmatter.com) to confirm the program has been accepted.



## Overview of Organisations That Matter

Organisations That Matter (OTM) is a boutique management consulting and training firm that was founded in February 2007 by Gary Ryan. OTM focuses upon enabling senior and developing leaders, teams, departments, and organisations to move ***Beyond Being Good***.

Individuals, teams, departments, and organisations that engage the services of OTM do so because they are already 'good' at what they do, but they are not achieving results that align with their individual and collective talent. In this context, they require assistance to enable them to high levels of performance.

OTM achieves success with its clients through facilitating processes that enable them to identify the structures, systems and processes that catalyse the practical and genuine use of values, purpose, and vision.

OTM provides Executive Coaching Services, Team Development Services, and the facilitation of Strategic Conversations. All these services are supported by the **Yes For Success Plan for Personal Success®** program that enables individuals to create a detailed personal plan for life balance and personal success.

Other clients with whom OTM provides services to include:

- V/Line
- Nutrien Ag Solutions Australia
- Australian Precision Ag Laboratories (APAL)
- MAB Corp
- Monash University (Faculties of Business & Economics, Education, Law and Pharmacy & Pharmaceutical Sciences

- and Monash Institute of Graduate Research)
- City of Whitehorse
- Lavazza Australia
- Glen Eira City Council
- Eric Jones Stairbuilding Group
- RMIT University
- Glen Waverley Primary School
- Deakin University (Deakin eSolutions and Deakin Lead)



## Gary Ryan

Gary Ryan has been providing personal and professional development services for 27 years to a wide range of organisations and educational institutions.

Gary can apply his practical experience as a Senior Executive and leader of a multi service-based organisation that had a turnover of \$60M and 750 staff spread over 28 sites. With his highly developed facilitation and training skills, Gary can engage with people from all walks of life. Also, Gary has a very deep and practical understanding of how organisational values, purpose and vision can be 'lived' and applied on a day to day basis.

Gary has worked with organisations at federal, state, and local levels of government, the finance sector, farming services sector, public transport, higher education, pharmaceutical industry, sporting goods, manufacturing, industrial services, and the educational services sector. In addition, Gary has worked with elite sporting organisations including teams within the Australian Football League (AFL), National Rugby League (NRL) and National Basketball League (NBL) and he sat on the Board of Management for the AFL Coaches Association from 2009 to 2014.

With a deep and genuine desire to respect people from all walks of life, Gary can work with senior leaders, frontline staff, undergraduate students, elite athletes, and coaches, through to crane drivers and miners in Outback Australia.

Gary holds multiple degrees including:

- Master of Management, Monash University
- Graduate Diploma in Human Resource Management, Monash University
- Bachelor of Education (Physical Education), Deakin University
- Certificate IV Workplace Training and Assessment, MWT Institute

Gary published the successful book *What Really Matters For Young Professionals!* and is the founder and creator of the online [Yes For Success Program](#).

Gary is happily married with five children and contributes to his local community as the Coordinator for Mixed Football (Under 8 to Under 12) at the Oakleigh Dragons Junior Football Club.



## MONSU Caulfield Student Representative Report

Name- HEXIN DAI      Date: 01/07/2020

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

### **Timesheet**

Day	Times (wk1)	(wk2)	Activities (wk1)	(wk2)
Monday		2 hour		
Tuesday		1.5 hour		
Wednesday	1.5 hour			
Thursday				
Friday	1 hour	1hour		

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 participate in discussion in Basecamp

How can MONSU Improve?

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

Goal for next fortnight:

-Keep brainstorming ideas

-participate in Basecamp more active.

## MONSU Caulfield Student Representative Report

<b>Name-</b> Caitlyn Dunne	<b>Date:</b> 01/06/2020
<b>Portfolio-</b> President	<b>Honorarium Requested:</b> 10 p/w

### Basecamp

What projects/teams did you contribute to?

- SecondBite Partnership
- MONSU Socials + Marketing Project
- Safe n Sexy Week
- MONSU Exec 2020
- Company HQ
- Creatives x Exec
- Study Online Campaign
- Education + Welfare + SRS

### External Emails

Emails Received/Action items

**MGA** – Regarding MGA running their own ‘Exam Help Desk’ with the same title as ours, I emailed their Executive Officer and President regarding changing the branding. Looks like they will not continue to use this branding in future.

**Caulfield Faculties-** As President, I reached out to Caulfield faculties to play a role in their orientation to engage their students

**MonTRACK** – regarding the training Student Support Officers go regarding their information on MONSU

Respectful Communities – regarding attending a meeting about Monash Sexual Health Initiatives

### Student Engagement

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

- MONSU Socials

### Student Advocacy

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

- Second Bite Program

**Meetings and Functions Attended:**

**Notes for Council:**

<b>BCSS President Phone Call</b>	- Spoke to Mary from BCSS about their experience with the online space in Semester 1. This feedback is to be passed on in the SEN this week.
<b>TEDX President Phone Call</b>	- Spoke to Pooja from TEDX about their experience with the online space in Semester 1. This feedback is to be passed on in the SEN this week.
<b>SNS Management Catch Up + Content Review</b>	
<b>Clubs Chat with Sanjiv</b>	- Sanjiv is on board with Exec idea for the Club Board, will discuss at exec
<b>BLM Discussion</b>	
<b>SSAF 20% Discussion</b>	
<b>Caulfield/Clayton SEN Meeting</b>	

### Timesheet

Day/Date	Times (W1)	Activities (W1)	Day/Date	Times (W2)	Activities (W2)
<i>Mon 29/06</i>	3 hours overall	<ul style="list-style-type: none"> <li>- FB Messages + Post Scheduling</li> <li>- MONSU COVID-19 Safety Plan</li> <li>- Brainstorm Documents</li> </ul>	<b>Mon 22/06</b>	1 hour overall	<ul style="list-style-type: none"> <li>- Check-In emails + study campaign work</li> </ul>
<i>Tues 30/06</i>	10am-4pm	<ul style="list-style-type: none"> <li>- SecondBite program</li> <li>- TEDX Phone Call</li> <li>- Zoom w/Lyn and Dan</li> <li>- BLM Posting + Scheduling</li> </ul>	<b>Tues 23/06</b>	10am-2pm	<ul style="list-style-type: none"> <li>- SNS Layout Breakdown</li> <li>- SNS Check-In</li> <li>- Emails to MGA, Peter Marshall, Orientation</li> </ul>
<i>Wed 01/07</i>	10am-3pm	<ul style="list-style-type: none"> <li>- SEN Meeting</li> <li>- Palette/Crate Pick-Up</li> <li>- MONSU Exec</li> <li>- O-Week/Sem 2 Planning</li> </ul>	<b>Wed 24/06</b>	1pm-4pm 5.30-8pm	<ul style="list-style-type: none"> <li>- Campus Bookstore Meeting (2.5 hours)</li> <li>- Clubs Chat with Sanjiv</li> <li>- Emails to 4x Faculty Groups at Caulfield</li> </ul>
<b>Thurs 18/06</b>	1.30-4pm	<ul style="list-style-type: none"> <li>- SNS Design and Layout Discussions</li> <li>- MONSU Exec</li> </ul>	<b>Thurs 25/06</b>	9.30-1pm	<ul style="list-style-type: none"> <li>- SSAF 20% Meeting</li> <li>- CMT</li> <li>- BLM Discussions</li> <li>- SNS Final Content Review</li> </ul>
<b>Fri 19/06</b>	N/A	N/A	<b>Fri 26/06</b>	N/A	N/A

	<b>Status of activities:</b> <ul style="list-style-type: none"> <li>- Study Campaign planning and scheduling done</li> <li>- SecondBite done</li> <li>- MONSU COVID-19 Safety Plan done</li> <li>- BLM Spotlight started</li> </ul>
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<b>Action Items for upcoming weeks:</b>
1. Have orientation/Semester 2 locked in
<b>Previous Actions Items Status:</b> N/A

Report Approved	
Honorary to be received by representative	

**Reflection**

<i>Goal for previous fortnight:</i> -
How did you try and achieve this? -
How can MONSU Improve? -
Goal for next fortnight: -

## MONSU Caulfield Student Representative Report

Name- Yijia Hao	Date: 1 July 2020
Portfolio- Education Officer	Honorarium Requested: 3 hours p/w

Basecamp
What projects did you contribute to?
Company HQ 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:
MONSU Exec Meeting	

### **Timesheet**

Day	Time s (wk1)	(wk2)	Activities (wk1)	(wk2)
Monday				
Tuesday	2h	1h		
Wednesday		1h		
Thursday				
Friday	1h	1h		
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"><li>1. Brainstorming for next semester activities/events</li><li>2.</li></ol>
How can MONSU Improve? <ul style="list-style-type: none"><li>- Keep in touch with students</li><li>-</li></ul>
Goal for next fortnight: Keep brainstorming and support orientation settings, and find the needs for students further.

## MONSU Caulfield Student Representative Report

Name- Jasper Wells	Date: 1/7/20
Portfolio-	Honarium Requested: 3 hours p/w

<b>Basecamp</b>
What projects did you contribute to?
Safe n Sexy Week Website Content Safe n Sexy Week Trivia Academic Survey First Year Hub

<b>External Emails</b>
Emails Received/Action items

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

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

Meetings and Functions Attended:	Notes for Council:
Safe n Sexy Week Meeting	

## **Timesheet**

Day	Times (wk1)	(wk2)	Activities (wk1)	(wk2)
Monday	1.5	1	SnS website content	Survey
Tuesday		2		SnS Trivia
Wednesday	1.5		SnS	
Thursday		1		FYH Updates
Friday	1		SNS Website Content	
Status of activities:				

Action Items for upcoming weeks:

1. Safe n Sexy Week Preparation
2. Send out survey

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
2. Working on SnS website content and trivia

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.