

NOTICE OF MEETING
48th STUDENT ASSOCIATION COUNCIL

Notice is hereby given of the **1st Ordinary Council Meeting** of the 48th Student Association Council (1/48, 1/18) to commence **Tuesday 6th March 2018 at 3:30pm to 5:30pm**

Townsville Location: 134; 105

Cairns Location: JCUSA Office (Building A24) linked by Virtual Meeting Room

1. APOLOGIES AND PROXIES

2. DECLARATION OF CONFLICTS OF INTEREST

3. APPROVAL OF UNSTARRED ITEMS

The Chair will invite members to indicate which unstarred items they wish to star.

Thereupon, all unstarred items will be deemed to have been approved or noted as approved or noted as presented.

4. CONFIRMATION OF MINUTES & FLYING MINUTES

- 4.1 Minutes of 15th Ordinary Council Meeting (15/47. 15/17) – 30 October 2017
- 4.2 Flying Minute - *"That Kimberley Rogers-Ford and Scott Morrissey be added to the bank signatories and that Jesse Argent and Sydney Jones are removed."* (Approved 30 November 2017)
- 4.3 Flying Minute - *"That the President and Vice President be given access to office keys and that they are returned on the last day of their term."* (Dismissed 1 December 2017)
- 4.4 Flying Minute - *"The President, Kimberley Rogers-Ford be given an Association credit card for Council use."* (Approved 1 December 2017)
- 4.5 Flying Minute - *"That Kimberley Rogers-Ford is issued a Credit Card in her name linked specifically to account 23195209 and that the credit limit is reduced from \$6000 to \$3000"* (Approved 6 December 2017)
- 4.6 Flying Minute – *"That Ordinary Member, Valarie Derwent, be appointed as the Acting Postgraduate Officer until the position can be filled in accordance with the Regulations."* (Approved 12 January 2018)
- 4.7 Flying Minute – *"That the JCUSA Logo Proposal be accepted and approved for use."* (Dismissed 15 January 2018)
- 4.8 Flying Minute – *"That Alison Edwards, in capacity of General Manager be added as a signatory to all JCUSA bank accounts."* (Approved 22 January 2018)
- 4.9 Flying Minute – *"That Alison Edwards in capacity of General Manager be issued a Bank Australia card specifically linked with Account Number 12027715 with a limit of \$6000."* (Passed 22 January 2018)
- 4.10 Flying Minute – *"That the Logo Concept (JCUSA Logo Concepts_7) be approved for use."* (Approved 24 January 2018)
- 4.11 Flying Minute – *"That the expenditure for the purchase of O Week shirts and Bags (with a black and white design) be approved."* (Approved 29 January 2018)
- 4.12 Flying Minute – *"That Jesse Argent (Cairns Campus Officer) be approved to use his credit card to make purchases to the amounts approved in the budget for Cairns O Week."* (Approved 8 February 2018)
- 4.13 Flying Minute – *"That the auditing firm of Crowe Horwath be confirmed as the auditor of our financial records as per requirements of the Australian Charities and Not-for-profits Commission"* (Approved 19 February 2018)
- 4.14 Flying Minute – *"That the current signatories for the Bank of QLD and Westpac Bank accounts be removed and that they be replaced with Kimberley Roger-Ford (President), Scott Morrissey (Vice President), Alison Edwards (General Manager) and Karina Goacher (Finance Officer)."* (Approved 23 February 2018)
- 4.15 Flying Minute - *"That the following people be added as online administrators for the Bank of QLD and Westpac Bank accounts added: Kimberley Roger-Ford (President), Scott Morrissey (Vice President), Alison Edwards (General Manager) and Karina Goacher (Finance Officer)."* (Approved 23 February 2018)

5. LEGAL MATTERS

Nil

6. REPORTS

- 6.1 President's report
- 6.2 Vice President report
- 6.3 Cairns Campus Officer report
- 6.4 Townsville Campus Officer report
- 6.5 International Student Officer report
- 6.6 Equity & Diversity Officer report
- 6.7 Postgraduate student officer report
- 6.8 Finance officer report
- 6.9 Advocacy report

7. GENERAL BUSINESS

- 7.1 University and Academic Plan (JA)
- 7.2 Cairns Boathouse (JA)
- 7.3 Clubs and Societies (JA)
- 7.4 Uni Lodge – Cairns Campus (JA)
- 7.5 Cairns Student Lodge - Events (JA)
- 7.6 Appointment of Postgraduate Officer Bearer by Council (CF)
- 7.7 CISA Membership (SRG)
- 7.8 Creation of and Appointment of Sport and Recreation Officer (KRF)
- 7.9 Media & Marketing Support Officer (Cairns) (JA)
- 7.10 Events Coordinator (Cairns) (JA)
- 7.11 New Logo (JA)
- 7.12 Shirts (JA)
- 7.13 Standard of Advertising (JA)
- 7.14 Cairns Support (JA)
- 7.15 Budgeting (Electricity, equity across campuses, ratio of students and actual costs) (JA)
- 7.16 Student Emergency Loans/Student Emergency Food & Fuel Vouchers (AE)
- 7.17 Operational Budget (AE)
- 7.18 SSAF Budget (AE)
- 7.19 SSAF Acquittal 2017 (AE)
- 7.20 2017 Audit for ACNC Compliance (AE)
- 7.21 Annual Report (AE)
- 7.22 Audit & Governance Training (Follow up from Item 7.4 30/10/2017) (AE)
- 7.23 Legal Costs for HR Matters (AE)

8. QUESTION TIME

Members of the Student Association may direct questions in writing to officers of the Student Association through the Secretary. Questions may be put on notice.

Catherine Fraser
Secretary to JCUSA Council

MINUTES OF MEETING
1st ORDINARY MEETING OF THE 48th ASSOCIATION COUNCIL

Meeting was opened at 3:32pm on Tuesday 6th March 2018 by Kimberley Rogers-Ford (President, Chair).

PRESENT:

Kimberley Rogers-Ford (President), Scott Morrissey (Vice President), Adam Staples (Townsville Campus Officer), Sebastian Romhany (International Officer), Louise Stack (Equity and Diversity Officer), Alison Edwards (General Manager), Catherine Fraser (Secretary)
Via Video Link in Cairns: Jesse Argent (Cairns Campus Officer), Hala Hijleh (Staff Representative)

IN ATTENDANCE:

Amanda Worth (Finance Officer), Mariam El Fatimi (Media and Marketing Officer)

KRF welcomed all Councillor's to their first official meeting of the JCUSA Council.

1. APOLOGIES AND PROXIES

Stephen Naylor (VC Nominee) – No proxy given

2. DECLARATION OF CONFLICTS OF INTEREST

JA declared he is also a JCU Staff Member

AS and LS declared they are in a personal relationship

3. APPROVAL OF UNSTARRED ITEMS

Discussion took place about the relevance of this item. JA and CF believed everything that is on the agenda for a meeting should be discussed without needing to be starred. KRF believed this item should be kept on the agenda as some agenda items may be more important and require in depth discussions. An example was given of the ability to move Flying Minutes on block without the need to discuss each item.

JA starred Items 4.10 and 4.15 and everything from Item 6 on wards

HH starred Item 4.12

4. CONFIRMATION OF MINUTES & FLYING MINUTES

RESOLVED

That all items in Item 4 are accepted with the exception of Items 4.10, 4.12 and 4.15

Moved: KRF
Seconded: JA
All in Favour

4.10 Flying Minute – “That the Logo Concept (JCUSA Logo Concepts_7) be approved for use.” (Approved 24 January 2018)

JA and HH raised that substantial changes such as the branding and look of JCUSA are not suitable to be passed in a Flying Minute. Items such as this should be brought to Council for consideration and staff should also be consulted for feedback. It was also discussed that significant change such as branding student consultation should also have been considered. CF raised that significant consultation occurred within Council with all feedback taken into consideration. CF also pointed out that the reason why it was done through a Flying Minute and why there are so many Flying Minutes for ratification at this meeting is that it is virtually impossible to arrange a Council meeting in December – February when most of Council are away from Campus/out of the country/on vacation. As per the Constitution Flying Minutes (or Circularised Resolutions) “may be used in situations of urgency of convenience where the timing of an Ordinary Association Council meeting is unsuitable and the calling of a Special Association meeting is not practicable.” KRF agreed with the points made and stated it was unfortunate that an in depth open discussion at a meeting was not able to take place. This was due to the urgency of getting a new logo approved to be able to order marketing material and launch the new brand during O Week.

JA pointed out that all Staff and Council on the Cairns Campus do not like the logo. He stated a similar situation last year where Council were keen on a particular shirt design but Staff were not so open discussion between Council and Staff took place for feedback. He would have preferred this was an option when deciding on the new Logo. All Council agreed that consultation between all staff and Council would be more appropriate and that in future significant changes should be brought to an Ordinary or Special meeting of the Association Council rather than a Flying Minute.

RESOLVED:

That Item 4.10 ("That the Logo Concept (JCUSA Logo Concepts_7) be approved for use") be accepted

Moved: JA
Seconded: KRF
All in Favour

4.12 *Flying Minute* – "That Jesse Argent (Cairns Campus Officer) be approved to use his credit card to make purchases to the amounts approved in the budget for Cairns O Week." (*Approved 8 February 2018*)

HH wanted to compare Item 4.12 with 4.4 ("The President, Kimberley Rogers-Ford be given an Association credit card for Council use") she pointed out the Item 4.12 restricts JA's use of the Credit Card to O week purchases only. She state that since JA is the only Council member on the Cairns Campus the approved use should be similar to that of the President. KRF stated that all expenditure by JA or other Council members should be approved by Council in each instance. JA pointed out that the International Women's Day event that is planned for Thursday only came to their attention on Friday, KRF and AE have approved the expenditure JA stated that the motion should be amended to include "all Council approved events" and not just restricted to O Week. SR suggested just removed the wording "O Week" to amend the motion. HH suggested it could be restricted to events in Study Period 1 if Council wishes to retain control over spending. AW suggested this could be resolved by a review of the purchasing policy that is being undertaken.

RESOLVED:

That Item 4.12 ("That Jesse Argent (Cairns Campus Officer) be approved to use his credit card to make purchases to the amounts approved in the budget for Cairns O Week") be accepted.

Moved: JA
Seconded: HH
In Favour: JA, SM, AS, LS, SRF, HH
Abstain: KRF

RESOLVED:

That Jesse Argent (Cairns Campus Officer) be approved to use his credit card to make purchases to the amounts approved in the budget for Cairns events in Study Period 1 2018

Moved: JA
Seconded: KRF
All in Favour

4.15 *Flying Minute* - "That the following people be added as online administrators for the Bank of QLD and Westpac Bank accounts added: Kimberley Roger-Ford (President), Scott Morrissey (Vice President), Alison Edwards (General Manager) and Karina Goacher (Finance Officer)." (*Approved 23 February 2018*)

JA believes that the Cairns Campus should have access to the Cairns bank account by way of signatory in case of emergency. AW stated that is why JA has a credit card for use for Cairns expenses. JA stated that TC's Credit Card was suspended 3 times last year and if that happened to his card Cairns would have no access to money at all. LS stated she did not have enough knowledge of the situation to provide any input. AW pointed out that TC's card was cancelled twice because of suspicion of fraud (unsubstantiated) and once because a staff member had unknowingly entered the incorrect PIN after the card had been updated. KRF stated the cards being cancelled is a risk for both campuses and that access to bank accounts is restricted to that of the President and Vice President as they have responsibility for finances contained within their roles. SM agreed that Cairns did not need a bank signatory.



RESOLVED:

That Item 4.15 ("That the following people be added as online administrators for the Bank of QLD and Westpac Bank accounts added: Kimberley Roger-Ford (President), Scott Morrissey (Vice President), Alison Edwards (General Manager) and Karina Goacher (Finance Officer)) be accepted.

Moved: KRF

Seconded: SR

In Favour: KRF, SM, AS, LS, HH, SG

Abstain: JA

5. LEGAL MATTERS

Nil

6. REPORTS

6.1 President's report

KRF apologised that a report had not been provided in writing. She informed Council of her activities from November to February in brief.

- Extensive work with TC and Remuneration committee to hire new General Manager (including communication with candidates, being on the interview panel, communication with referees,
- O Week Planning
- International Student Webinar
- Chaired and called meetings of the Remuneration Committee to discuss honorariums for Council Members
- Attended Clubs and Societies Committee meeting
- Discussed outside grants with General Manager
- Attendance at O Week events
- Position Description of Finance Officer
- Helped set Operational budget
- Worked with Engineering Society to bring back lunches to the Uni Bar on Fridays initially. JCUSA will receive a profit from this.
- Work with Clubs and Societies where needed.

6.2 Vice President report

MEETINGS / FUNCTIONS ATTENDED:

- Remuneration Committee
- Clubs and Societies Committee
- O'week Planning Meetings
- O'week Events
- Uni Bar and Colleges Meet Up

OTHER ACTIVITY:

- Bullshead
- Front Desk
- Communication with Townsville Red Bull Representative
- Free Breakfast BBQ's
- All for One and One for All

ME entered the room at 4:02pm

6.3 Cairns Campus Officer report

MEETINGS / FUNCTIONS ATTENDED:

- 22nd January – Meeting With Gilligans (Discuss support for Clubs n Societies)
- 22nd, 23rd, 24th January – International Webinars (International Department)
- 29th January – JCU Health n Safety Department (Risk Assessments Events)
- 31st January – JCU Estates Team (O'Week Events)
- 2nd February – Monthly Catchup (Event Stakeholders)
- 3rd & 4th February – Mental Health First Aid Course
- 5th February – Monthly Catchup (JCU Communications Team)
- 5th February – Unistart
- 6th February – Student Support Showcase
- 9th February – international Student Orientation
- 12th February – Campus Tours & Info Desks
- 12th – 17th February – O'Week Events (Touring Cairns, Market Day, Mad Chats, SA Splash, Pubcrawl, Movie Night, Fitzroy Island, All For One & One For All BBQ)
- 12th February – Postgraduate Orientation
- 18th February – On Campus Accommodation Opening
- 19th February – JCU Nicci P Run Club AGM
- 20th February – JCU Community Garden Working Group Meeting
- 20th February – Phone Meeting with Alison Edwards (GM) regarding Bar
- 21st February – JCU Clubs n Societies Induction Night (The Attic)
- 21st February – Meeting with Lukemia Worlds Greatest Shave
- 22nd February – Harmony Day Planning Meeting
- 22nd February – JCU Inter Alia Welcome Event
- 23rd February – JCU Nursing Student Association AGM
- 23rd February – JCU Toga Party
- 26th February – Chinese Student Association Setup Meeting
- 26th February – JCU PNG Student Association AGM
- 27th February – JCU Social Social Work Student Clubs AGM
- 27th February – JCU Community of Gardeners AGM
- 27th February – JCU PNG Student Association Handover Meeting
- 27th February – JCU Sustainability Club AGM
- 28th February – Meeting with AJ Hackett (Discuss Support for Cairns Campus)
- 1st March – International Womens Day (Indigenous Centre)
- 2nd March – Psychology Club & Social Work Club Ball Planning Meeting

OTHER ACTIVITY:

- Boathouse Setup – Pool Table Purchased, Foosball table Purchased.
- Clubs & Societies AGMS
- Cairns Campus Membership (2016-124) (2017- 406) (2018-364) 69 Paid , 295 Free
- Monthly Stakeholders Catch Up
- Monthly Cairns Campus planning Committee

KRF asked about attendance at Market Day in Cairns this year compared to last year. JA reported that it has increased each year 49 stalls (2016), 81 stalls (2017) and 89 stalls (2018). He stated Student Life believed student attendance was also up. KRF thought student attendance in Townsville was down.

6.4 *Townsville Campus Officer report*

MEETINGS / FUNCTIONS ATTENDED:

- Meeting to organize Club info Night
- Weekly BBQ's and all O week BBQ's
- This Saturday will be running the Clubs info night
- Toga Stall O week
- JCUSA information during course tours
- G'day JCUSA
- All for one BBQ

OTHER ACTIVITY:

- Council meetings
- In office to help during O week
- Many Emails answered
- Planning and organizing the Clubs info night

KRF commented that the Club Information Night held recently was a great success. There was great attendance and all Clubs have provided positive feedback. She congratulated AS and SM on their hard work. SM stated all congratulations should go to AS. AS said that attendees have expressed interest that more events should be held more frequently perhaps monthly.

6.5 *International Student Officer report*

MEETINGS / FUNCTIONS ATTENDED:

- International Orientation / G'Day JCU
- Touring Townsville
- JCUSA Toga Party – Toga Stall
- Market Day
- Mad Chats – Chill Out Zone
- Billabong Sanctuary Trip
- Crystal Creek Trip
- One for All, All for On
- First Free Brekkie

OTHER ACTIVITY:

- Student Lunch with Student Life (fairy floss and popcorn machine)
- Lockers on Campus (Engineering and online survey)
- Meetings and events with International Student Association (ISA)
- Meetings and events with Latin American Student Association (LASA)
- Meeting with International Support Team (Café International)
- Accepted in Queensland International Student Advisory Panel
- Working towards improving Public Transport in Townsville

6.6 *Equity & Diversity Officer report*

MEETINGS / FUNCTIONS ATTENDED:

- 13th February Post Grad Lunch
- 13th February Touring Townsville
- 14th February Market Day
- 15th February Mad Chats
- 16th February Meeting with Wellbeing Officer Larissa (Student Equity and Wellbeing) and Alison
- Following up items with Colleges
- 1st March Free BBQ Breakfast

6.7 *Postgraduate student officer report*

CF reported that the previous Acting Postgraduate Val Derwent has unfortunately resigned from the role recently. She informed Council prior to her resignation Val planned and led Postgrad Lunches on both Campuses during O Week. She has also recently completed a detailed submission to the Graduate Research School in regards to proposed Overtime Charges being imposed on PhD students. We are waiting on response from this.

6.8 *Finance officer report*

AW provided a Profit and Loss graph for ease of understanding (*Appendix 1*). Graph shows that for the first half of the year it was dead on, this is because when TC stepped in as Acting General Manager it was discovered there was no budget set by the previous General & Finance Manager. In July AW and TC completed the budget based on the actuals. Have been tracking pretty well based on the stripped down budget have moved from making a loss to making a profit, this will change as have not accounted for SSAF that needs to be returned and depreciation. AW apologised that only December was available but due to SSAF acquittal and the audit she has not had time. KG will provide the January report at the next meeting.

JA asked about Cairns asset register. AW advised it was included as one and was updated today as part of the audit. KG phoned and spoke with TP about items in Cairns office. AW will provide a copy to JA to check if it is up to date.

6.9 *Advocacy report*

CF directed everyone to the Advocacy Snapshot report provided (*Appendix 2*). Data provided a comparison of 2016 and 2017 as well as figures from January 2018. February report is currently being completed. CF pointed out that when looking at the number of students accessing services and the number of cases worked on that these are not necessarily individual numbers as students may access the service repeatedly and some cases can be ongoing over a few months. HH added that this data also does not reflect the number of committees and panels that take up advocates time apart from direct Case Management.

SR asked if Complaints were mostly about lecturers. CF explained that Complaints included both informal complaints, which may be minor and resolved easily at the College level to formal complaints which are submitted to the JCU Complaints Team and can be quite complex and lengthy. The basis of complaints are extremely varied.

7. GENERAL BUSINESS

7.1 *University and Academic Plan*

(JA)

JA provided Council with copies of the University Plan and the Academic Plan. This item does require any action but he informed Council it would be informative for them to review the documents to see what the University's vision is so that we can keep abreast of plans and align where needed.

7.2 *Cairns Boathouse*

(JA)

JA reported that the Boathouse is now being used daily with planned activities. The venue contains a pool table, TV and study table for student use. Activities include movie nights, board game competitions, Kendo and chill out activities. CPR courses are planned and will potentially become more frequent if there is enough interest.

KRF informed that her and AE have been exploring the option of having a 3rd party manage the bar area like the arrangement in Townsville. This will reduce liability to JCUSA whilst receiving profits. JA is hoping to have the bar open one day a week with extra special events planned if approval is granted by JCU.

7.3 *Clubs and Societies*

(JA)

JA stated that given events of last year management of Clubs and Societies was sometimes all over the place but that this should not be used as an example for the new Council. He suggested that if the new Council is approached about any issues from last year they should first consult with either JA (as former President) or CF (as Secretary) to find out information before responding. KRF agreed and explained that she had consulted with MK (2017 Townsville Campus Officer) prior to responding and did not mean any disrespect to the previous Council in her reply and it appears there was some miscommunication despite her best efforts to get background knowledge on the situation. JA stated he appreciated KRF clearing up his understanding also. AW suggested that moving forward there needs to be accountability particularly so that there is a paper trail between Clubs and Societies Committee and the Finance Department to ensure payments are correct and made timely. JA agreed and stated this is why the suggestion made by KRF to ensure meetings where minuted was a great way to ensure transparency and accountability.

7.4 *Uni Lodge – Cairns Campus*

(JA)

JA informed Council this is the new on campus student accommodation. He explained that the JCUSA have linked in with them from very early on to ensure a good partnership and to avoid clashes with events. All JCUSA events will be advertised with the Residence.

7.5 *Cairns Student Lodge - Events*

(JA)

JA informed that this is the accommodation located across the road from Campus. They have kindly offered to allow the JCUSA to use all of their facilities free of charge for events. They are also willing to provide free accommodation to Townsville JCUSA staff when visiting the Campus. They are also interested in sponsoring some of the Social Sport events which will be further explored.

7.6 *Appointment of Postgraduate Officer Bearer by Council*

(CF)

CF informed Council that since the beginning of the year unfortunately Adam Tilbrooke resigned from the position as has Val Derwent who was acting in the position. It was suggested Council needs to move quickly to appoint someone acting in the role to avoid any disruption to delivery or services and representation of students as the position is currently vacant. CF explained both the procedures to appoint someone acting in the role and also formal appointment by Council (which is a more lengthy procedure due to having to advertise in 2 consecutive editions of the Bullshead). CF advised Council she had been approached by one student who was very interested and has previously served on JCUSA Council as Townsville Campus Officer and President so has a good understanding of what being on Council involves. Unfortunately, the student was unable to attend this meeting, CF provided Council with an introductory statement and it was agreed the student sounded ideal for the role. Council agreed that they would like to meet the potential candidate before making a decision.

KRF enquired about how long the candidate had served on Council as the 2 year service rule has now been included in the Constitution. JA advised he thought there was also a clause that stated if there was only one candidate interested in the role they could be exempt from that clause if it applied. CF stated she would follow up on the exact wording on the clause/s and also the time served by the Candidate.

7.7 *CISA Membership*

(SR)

SR provided Council with the CISA Membership pack and explained they are a very influential body for International Students assisting with Visas, Work Rights and Conditions and Advocacy. He advised membership is only \$440 and that CISA would then cover all travel costs to attend the Executive Conference which would be held in Cairns this year. JCUSA would be entitled to send a delegate to attend. He advised whilst he would love to be involved it would be too much with his other candidates and thought it would be a great experience for any JCU International Student to be a part of. KRF stated she was extremely happy with the cost of membership but questioned the exact benefits to JCU students. SR explained that the benefits were tangible it was a National Board which would advocate for all JCU International students.

RESOLVED:

That JCUSA Council approves the expenditure to obtain CISA Membership for 2018

Moved: SR

Seconded: SM

All in Favour: SM, SR, JA, HH, AS, LS

Abstain: KRF

HH left the room at 4:46pm

7.8 *Creation of and Appointment of Sport and Recreation Officer*

(KRF)

KRF advised that the JCUSA have been offered two positions on the new Board "Discover sport" for planning JCU Sport and Recreation. The positions are for the Sport and Recreation Manager and a Sport and Recreation Officer. JA served as acting last year and currently KRF is acting in the role. The Uni and also the chair of the board have said that they don't want to register it until all of the appropriate board members are set in stone. The previous JCU solicitor who was tasked with registering the board has now retired, and someone new is taking his place. Theirs replacement will start mid- march and pick it up from where he left off, and will be hoping for us to get the sport position filled as soon as possible with an appropriate candidate to sit on the board.

In order to do this the position of a Sport and Recreation Officer on JCUSA Council needs to be created per section 6.2.4 of the Constitution. This will be a non voting position.

HH entered the room at 4:50pm

RESOLVED:

That the position of the Sport and Recreation Officer be created on JCUSA Council and appointed in accordance with the Regulations

Moved: SM

Seconded: JA

In Favour: KRF, SM, AS, JA, SG, LS

Abstain: HH

7.9 *Media & Marketing Support Officer (Cairns)*

(JA)

JA advised that currently Brenton (Sport and Recreation Officer) is currently creating his own posters for Sport and Recreation and is struggling to maintain this now his responsibilities have increased with the development of Sport in Cairns. JA explained he understands there is currently no budge for this but would like to explore the option of a casual Media and Marking Officer in Cairns who would be supported by Mariam as the lead Media and Marketing Officer. JA suggested this would also decrease some of the pressure and work load currently on ME particularly given her dual role with Administration.

ME responded that she has never received any requests from BR to create posters for him. She would be happy to assist if he asked. She advised that Sport and Recreation in Townsville also do a lot of their own posters now using the program Canva. She suggested that a better idea would be if she could receive support with Administrative duties so that Media and Marketing could be her sole focus. HH agreed with this. AE suggested that a casual Administration position would also probably be cheaper and could even be a trainee role. ME stated the new logo should be used on any marketing material and that BR needs to contact her to put events on the Facebook page so that can be widely advertised. Particularly as when Townsville events are advertised there is often comments from Cairns students saying "what about Cairns?"

HH advised that she was not aware this agenda item involved BR otherwise she would have consulted with him prior to the meeting as the Staff Representative to get his opinion prior to the meeting.

LS left at 4:59 pm – Proxy given to SM

RESOLVED:

That Items 7.10 to 7.14 be moved to the next meeting due to time constraints

Moved: JA

Seconded: HH

All in Favour

7.10	<i>Events Coordinator (Cairns)</i>	<i>Moved to next meeting</i>	(JA)
7.11	<i>New Logo</i>	<i>Moved to next meeting</i>	(JA)
7.12	<i>Shirts</i>	<i>Moved to next meeting</i>	(JA)
7.13	<i>Standard of Advertising</i>	<i>Moved to next meeting</i>	(JA)
7.14	<i>Cairns Support</i>	<i>Moved to next meeting</i>	(JA)

7.15 *Budgeting (Electricity, equity across campuses, ratio of students and actual costs)* (JA)

JA understands the need to divide the budget between campuses based on student numbers but stated some expenses such as equipment hire are needed regardless of student numbers. He suggested that someone from Cairns should be involved in the preparation of all budgets. "AE advised she used historical financial data to guide the preparation of the SP1 O Week budget and that Trudy Quantrill will be included in the SP2 O Week budget meeting to take place on May 14" The Finance and Audit Committee will prepare and finalise the Operational Budget.

7.16 Student Emergency Loans/Student Emergency Food & Fuel Vouchers (AE)

AE advised that currently the JCUSA offers students Emergency Food and Fuel vouchers, while this is a great service it currently it not allocated in the operational budget. Previously Emergency Loans were also offered and Council would need to decide if they wish to reinstate this. If so the Loans Policy needs to be updated and more investigation into how students repay the loans. It was decided this could be further discussed at the Management Committee meeting.

7.17 Operational Budget (AE)

This item will be further discussed in detail at the Finance and Audit Committee meeting as it requires in depth discussion to review each item.

7.18 SSAF Budget (AE)

AE advised This budget has been finalised and approved.

7.19 SSAF Acquittal 2017 (AE)

AE advised that all acquittals have been submitted.

7.20 2017 Audit for ACNC Compliance (AE)

The audit is currently underway

7.21 Annual Report (AE)

AE advised this is in progress with responsibility for each section being delegated out.

7.22 Audit & Governance Training (Follow up from Item 7.4 30/10/2017) (AE)

The quote received from auditors Crowe and Horwath includes Governance training. AE is reviewing the different options and will present to Council for a decision on when to hold this.

7.23 Legal Costs for HR Matters (AE)

RESOLVED:

That the meeting be moved in camera to discuss this matter

Moved: JA
Seconded: KRF
All in Favour

AW left the room at 5:23pm

Meeting moved In Camera at 5:23pm

Meeting moved out of Camera at 5:29pm

8. QUESTION TIME

Members of the Student Association may direct questions in writing to officers of the Student Association through the Secretary. Questions may be put on notice.

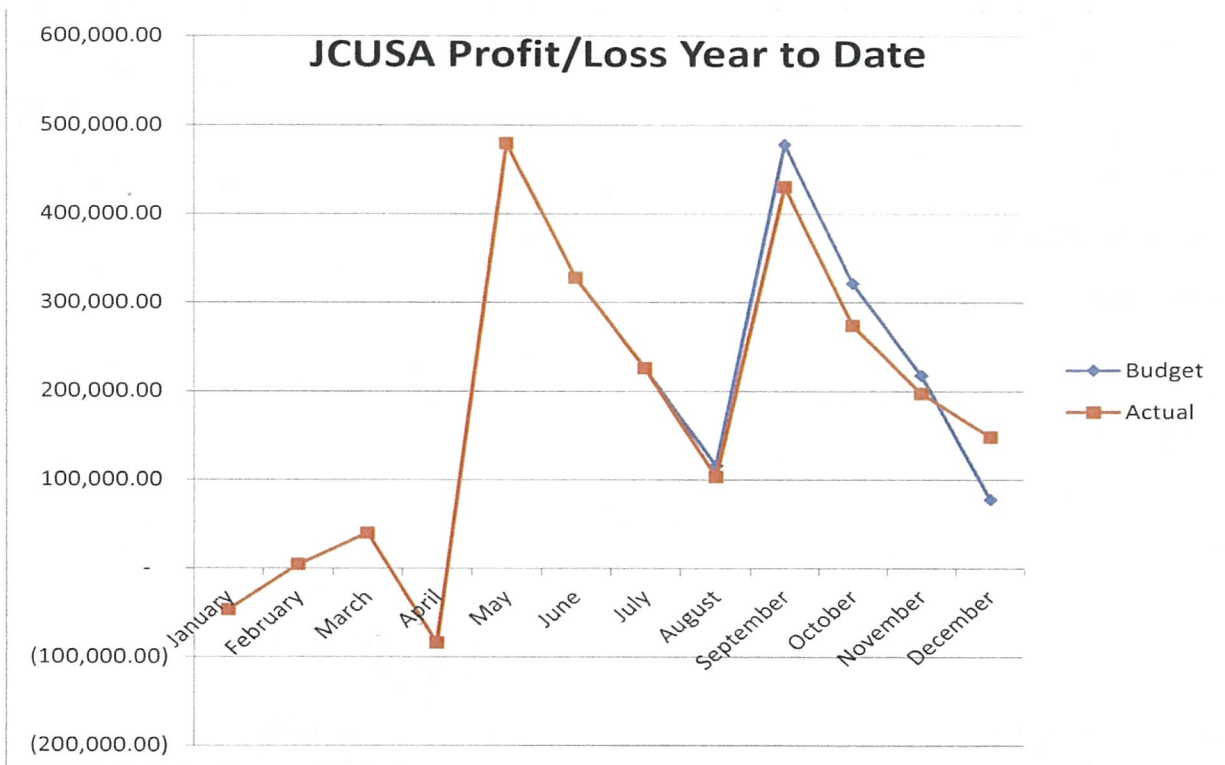
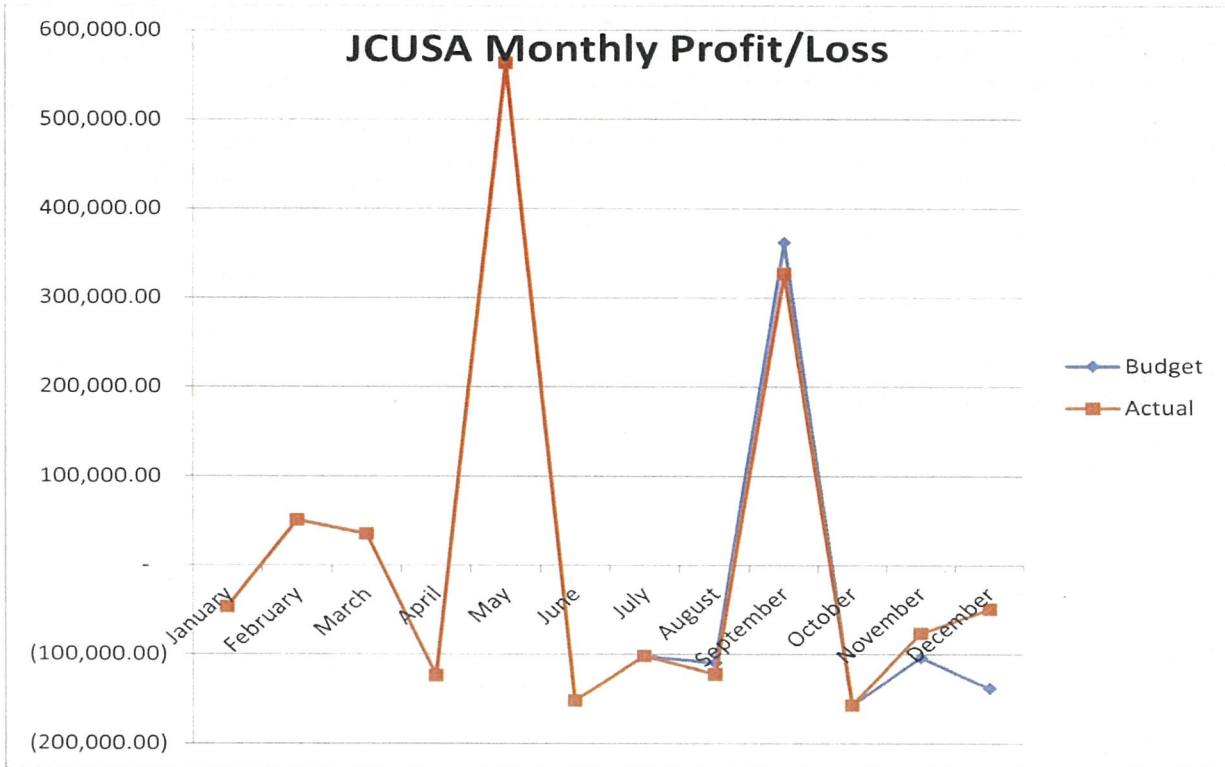
Meeting closed at 5:29pm



Minutes prepared by Catherine Fraser,
Secretary to JCUSA Council

Minutes confirmed by Kimberley Rogers-Ford
JCUSA President (Chair)

Appendix One – Finance Report



Appendix One – Finance Report

JCU Student Association - December Snapshot

Profit and Loss

	Actual	Budget	Variance	
December Profit/(Loss)	- 49,091.46	- 98,619.00	49,527.54	

Budget Comparison

	Updated	Budget	Variance	
Projected Year End Profit/Loss	146,563.00	57,139.00	89,424.00	

Solvency

As at 31/12/2017					
Total Cash Available		901,766.87			
Add A/c Receivable (less doubtful Debts)		15,752.18			
Total Cash		917,519.05			
Current Liabilities					
GST		110.95			
Payroll Liabilities		35,798.70			
Visa Card		- 2,636.56			
Other liabilities		85,025.96			
Employee Entitlements		91,433.67			
Total Liabilities		209,732.72			
Total cash is more than our current liabilities therefore we are not trading insolvent					

2018 Monthly Advocacy Snapshot - JANUARY 2018
Number of students accessing service across all campuses

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Townsville	85	74	79	69	86	80	71	65	67	68	76	91	911
Cairns	53	51	55	39	42	34	33	40	40	50	48	55	540
Brisbane	10	9	8	9	6	1	1	1	1	3	3	7	59
Singapore	4	2	4	1	1	1	1	1	2	2	2	2	23
Mackay	2	2	3	2	2	2	2	2	2	2	2	2	25
Thursday Island	0	1	1	0	0	0	0	0	0	0	0	0	2
													1560

Number of students accessing service across all campuses

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Townsville	99	64	62	62	90	116	65	105	84	101	118	109	1075
Cairns	62	27	32	45	49	56	60	110	89	101	106	110	847
Brisbane	7	6	9	6	6	16	9	2	1	1	0	2	65
Singapore	5	9	3	2	2	2	0	0	1	1	0	0	25
Mackay	2	2	2	2	2	2	0	2	1	2	2	2	21
Thursday Island	0	0	0	0	0	0	0	0	0	0	0	0	0
													2033

Number of students accessing service across all campuses

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Townsville	100												100
Cairns	111												111
Brisbane	3												3
Singapore	0												0
Mackay	2												2
Thursday Island	0												0
													216

Numbers of Cases by Month (across all campuses)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2016	170	149	161	124	141	129	117	114	117	130	136	163	1651
2017	184	112	116	126	159	209	147	252	194	223	255	248	2225
2018	230												230
													4106

Interactions by Time (across all methods and campuses)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2016	94.9	65.08	142.51	89.2	162.9	78.9	120.5	135.6	158.7	189.4	192.3	329	1758.99
2017	75	77.85	145.1	111.75	260.6	231	138.85	239	262.9	327.2	561.5	265.5	2696.25
2018	114.5												114.5
													4569.74

Interactions by Count (across all methods and campuses)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2016	272	126	337	164	339	140	152	111	121	159	182	258	2361
2017	111	125	243	157	429	456	205	309	355	543	802	331	4066
2018	177												177
													6604

Appendix Two – Advocacy Report

Key Issues Students presented with across all campuses for January 2018													
1. Complaint													
2. Academic Misconduct													
3. Appeal of Final Subject Grade													
4. Review of Assessment													
5. Academic Progression													
6. Academic Misconduct Appeal													
7. Assessment													
8. Centrelink													
9. Enrolment													
10. Exams													

Students Presenting with Welfare Concerns (across all methods and campuses)													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2016	14	18	23	18	20	14	14	13	15	15	17	23	204
2017	3	12	7	10	8	11	14	11	16	21	11	18	142
2018	21												21
													367

