

MINUTES OF MEETING
2nd ORDINARY MEETING OF THE 48th ASSOCIATION COUNCIL

Meeting opened by Kimberley Rogers-Ford (President, Chair) at **3:34pm on Tuesday 1th April 2018**

PRESENT:

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

IN ATTENDANCE:

Mariam El Fatimi (Media and Marketing Officer)

1. APOLOGIES AND PROXIES

None

2. DECLARATION OF CONFLICTS OF INTEREST

Standing Conflicts as declared at 1st Ordinary Meeting (6/03/2018)

3. APPROVAL OF UNSTARRED ITEMS

KRF starred all items for discussion

4. CONFIRMATION OF MINUTES & FLYING MINUTES

RESOLVED

- 4.1 That Minutes of 1st Ordinary Council Meeting (1/48, 1/18) – 6 March 2018 be accepted and confirmed.
- 4.2 That Flying Minute: *“That the position of the Indigenous Officer be created on JCUSA Council and appointed in accordance with the Regulations.”* (Approved 16 March 2018) be accepted and confirmed.
- 4.3 That Flying Minute: *“That Financial approval is granted for a monthly lease amount of approximately \$1075.42 for 3 new Fuji Xerox MFDs to be located in the JCUSA Offices in Cairns and Townsville, and the Townsville Fitness Centre for the use of the gym and Sport and Recreation staff and any associated costs for data ports or installation of power points.”* (Approved 22 March 2018) be accepted and confirmed.

Moved: KRF
Seconded: JA
All in Favour

5. LEGAL MATTERS

Nil

6. REPORTS

6.1 President’s report

MEETINGS / FUNCTIONS ATTENDED:

- Student initiative – peer support centre
- Management committee meeting
- Meeting with Bullshead Editor
- Meeting with Uni Bar & Engineering Society regarding Uni Bar lunches

13th March – Cairns Student Lodge Event Planning Meeting
 15th March – JCU Beer Mile Planning Meeting
 19th March – Mature Mingle Planning Meeting
 19th March – Focus Group – Oral Component HDR Students
 22nd March – Broderick Review Working Group
 23rd March – JCU Staff Forum
 26th March – Cairns Campus Filming Program
 3rd April – Community Garden Working Group
 4th April – Cairns Campus Event Planning Meeting
 5th April – JCU Ally Network meeting
 9th April – Campus Tour
 10th April – Exam Plan Meeting
 10th April – Academic Board Meeting

OTHER ACTIVITIES:

Boathouse Events
 Clubs & Societies Meetings
 Monthly Stakeholders Catch Up
 Monthly Cairns Campus planning Committee

6.4 Townsville Campus Officer report

MEETINGS / FUNCTIONS ATTENDED:

- Meeting with BMML society
- Meeting with K-Pop club
- Meeting with Regan from uni bar
- Clubs and societies meeting distributing grants

OTHER ACTIVITIES:

- Emails
- Free weekly BBQ's
- Open mic night BBQ

6.5 International Student Officer report

MEETINGS / FUNCTIONS ATTENDED:

- 1st Management Committee Meeting
- 2nd Management Committee Meeting
- Free Breakfasts

OTHER ACTIVITIES:

- Café International
- CISA: PhD Students Research
- Movie Night – ISA
- Spanish Class- LASA

6.6 Equity & Diversity Officer report

MEETINGS / FUNCTIONS ATTENDED:

- Management Committee Meetings
- Open Mic Night Barbeque

ME stated have been issues previously where the page was hacked by a previous council member and no one in the JCUSA had access as council changes each year it is a risk to have Council with admin access. Even if ME leaves access can still be retained by the GM. Only the JCUSA profile has admin access. ME only has Editor access on her personal profile. It is hard to control the consistency of posts when too many people have access. ME encourages everyone to send items through to share but has not received anything for Cairns. It is rare that JCUSA events are held on the weekends or after hours with KRF and SM having access to post this should be enough. Posts to promote events can also be scheduled for after hours.

KRF queried who has access to the JCUSA profile as she believes the President and Vice President should have access to this too in case a staffing issue arises. ME advised that herself and the GM have the password and it will also be stored in a password protected folder on the common drive so it is accessible. SN agreed that the General Manager should have access to the password but also a Council Member such as President as it is their role to oversee the organisation and be the Spokesperson for the JCUSA.

LS discussed going back to all council being editors for student engagement not just President and Vice President, but understands the risk. ME suggested Council can use their personal profiles to reply to comments to show engagement as student will then know who they are talking to not just a page.

RESOLVED

That the President, Vice President and Cairns Campus Officer be give Editor access to the JCUSA Facebook. All other Office bearers to be given Analyst access.

Moved: SR
Seconded: KRF
All in Favour

Discussions about access to the password will continue at a later date.

ME left room at 4:26pm

7.2 Appropriate Use of Circularised Resolutions

SN observed that Flying Minutes (or circularised resolutions) are used a lot by JCUSA Council. Instead delegations could be introduced for certain decisions which provide limits for things such as authorised expense limits without needing whole of Council approval. Fiduciary responsibility of council includes not just finance but good governance. Contentious items need to be discussed at meetings. A circular outlining non-contentious issues could be set out in advance and put on the agenda. JA advised that JCUSA used to operate with delegations previously and policies need to be updated particularly the purchasing policy.

7.3 Governance Training Options

AE advised auditors have provided quotes as part of their package that contains risk management training as well. Training is being provided for free. KRF stated 1 hours training is sufficient, KRF does not believe Council need to know the audit process in depth. All council agree that the auditing process was not needed but the items contained in the 3 hour workshop would definitely be of use. JA suggested that Cairns Council members come down to Townsville and a full day of Council activities could be planned to make it worthwhile. AE advised that an Audit meeting will be taking place tomorrow to receive the audit report which will be addressed to Council.

7.4 Ratification of Motions passed at Management Committee Meeting (20/03/2018)

7.4.1 That the JCUSA does not renew membership with TAG

7.4.2 That as an initial measure, that the JCUSA seeks professional advice from Professor

regulations about hiring to outside organisations. This service would not be advertised due to funding arrangements (partially government funded) list as non commercial. JA advised they only received 3 requests from outside organisation last year for on campus events.

7.8 *Water Cooler for Cairns Office*

Financial approval needed to purchase. Cairns do not have running water in office they are currently purchasing bottles which is not sustainable financially and economically. Quotes supplied are locally sourced. KRF enquired if there is money in the budget as is a water bubbler outside of the office. AE replied that is a Workplace Health and Safety issues not having running water. JA advised that the bubbler often doesn't work. KRF requested more information about legislation and budget before making a decision.

7.9 *Cairns Gym*

JA advised the Sport and Recreation Officer has been working hard to bring in revenue to improve gym. In Townsville the profits made go straight back into gym. JA is requesting approval to do the same in Cairns as a lot of equipment needs repairing. KRF agrees to it is fair and reasonable and will check with Karina where profits are currently going. SN suggested that all funding from all entities goes back to central pot and then divided. Pay as you earn can creates difficulties if the money is not there at the time. Matter to be discussed more at Finance and Audit Committee on Monday.

SR left room at 5:06pm

7.10 *Casual Vacancy Election*

HH advised the Secretary has sent out information about process along with draft Election and Nomination packs but the matter still has not moved forward. JA suggested an acting Postgraduate Officer should be appointed as soon as possible. It was decided that the previous interested applicant would be ineligible due to already serving 2 years on the Association Council. KRF suggested a post could be put on Facebook to advertise nominations for the Acting Positions by the end of the week. Official call for nominations for 3 positions (Postgraduate Officer, Sport and Recreation Officer and Indigenous Officer will be advertised in two consecutive "Special Editions" of the Bullsheat

SR entered room at 5:10pm

RESOLVED

That the 2018 Casual Vacancy Election and Nomination packs be accepted for use.

Moved: KRF
Seconded: SR
All in Favour

RESOLVED

That Items 7.11 and 7.12 be moved to the next meeting.

Moved: AE
Seconded: KRF
All in Favour

Meeting closed at 5:18pm

Minutes Prepared by Catherine Fraser,
Secretary to JCUSA Council



Minutes confirmed by Kimberley Rogers-Ford,
JCUSA President and Chair

James Cook University Student Association
Operating Statement as at 28/02/2018

	Feb-18	2018 YTD	Mth Budget Feb-18	YTD Budget Feb-18	Month Feb-17	YTD Feb-17	YTD Budget Variance
Income							
Student fees & Non SSAF Events - TSV	29,653.96	14,738.64	28,317.96	13,402.55	32,264.95	18,325.40	1,336
Student fees & Non SSAF Events - CNS	5,124.35	3,056.19	1,000.42	1,067.74	2,908.18	83.73	4,124
Interest Received - TSV & CCS	400.63	908.54	656.00	1,413.00	656.03	1,413.18	504
Vending Machines - TSV	3,907.55	3,907.55	5,800.00	5,800.00	-	64.36	1,892
Vending & Rental - CRNS	1,455.64	1,455.64	7.00	659.00	7.27	659.54	797
Rental Income - TSV	625.00	3,063.25	625.00	2,272.00	625.00	2,272.73	791
Other Income - TSV (Market Day)	6,779.47	3,225.91	3,867.00	102.00	3,708.54	56.98	3,124
Other Income - Crns	-	-	-	-	-	-	-
Total Income (Exc.Trading)	34,387.66	23,903.90	32,539	22,377	32,753	22,708	1,527
Other Activities Income							
Sporting Activities	38,728.37	25,350.92	25,860	19,860	25,861.54	19,861.54	5,491
JCU Fitness Centre	103,166.78	116,796.39	102,287	114,744	86,977.15	109,358.25	2,052
The Club	-	-	1,570	1,570	1,570.00	2,771.82	1,570
Total Income Other Activities	141,895.15	142,147.31	129,717	136,174	114,409	131,992	5,008
Previous Trade Areas							
Refectory & Coffee Carts	-	-	-	-	-	-	-
The Green Plate	-	-	-	-	-	-	-
Cairns Bar	-	-	-	-	-	-	-
Cairns Refectory	-	-	-	-	-	-	-
Total Income Previous Trade	-	-	-	-	-	-	-
TOTAL INCOME	176,282.81	166,051.21	162,256.61	158,550.72	147,161.58	154,700.07	3,481.35
Expenditure - Net expenditure including SSAF Income							
Pool	1,233.22	1,299.22	1,560	1,554	1,525.95	971.29	255
Sports & Recreation	15,566.44	31,603.02	27,482	46,193	16,000.10	25,333.31	14,590
Fields & Facilities	54.55	54.55	800	800	1,684.82	2,551.46	745
Administration & Finance	16,431.08	31,267.57	15,263	29,717	4,556.47	14,083.72	1,551
Representation Services	15,591.22	20,392.36	13,749	19,236	8,315.11	12,085.75	1,156
Support Services	13,154.04	24,038.99	24,651	38,377	11,439.68	26,956.82	14,338
Media & Marketing	11,292.02	17,239.65	7,352	13,870	8,638.98	8,408.69	3,369
Cairns Administration	745.87	1,349.30	9,557	18,794	1,211.01	2,104.31	17,444
Cairns Support Services	7,625.98	12,872.22	2,135	3,807	5,806.14	10,620.00	9,065
Cairns Sport & Recreation	1,105.48	256.14	4,386	9,382	2,647.14	2,035.51	9,638
SSAF Expenses	31,293.35	31,765.29	11,000	11,000	31,838.86	40,541.52	20,765
JCUB Support	135.87	163.16	-	-	-	-	163
Bike Mechanic/Gardener	47.30	899.33	-	-	-	-	899
Depreciation Expense	-	-	-	-	-	-	-
Unauth Exp	-	11,657.15	-	-	9,006.54	11,927.32	11,657
TOTAL OPERATING EXP	111,334.54	156,198.85	113,215	188,022	96,249	150,574	31,823
Operating Profit/(Loss)	64,948.27	9,852.36	49,042	29,471	50,912	4,126	39,324

Appendix 2 – Advocacy Report

2018 Monthly Advocacy Snapshot -FEBRUARY 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	97											197
Cairns	111	121											232
Brisbane	3	2											5
Singapore	0	0											0
Mackay	2	2											4
Thursday Island	0	0											0
													438

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	235											465
													4341

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	138.45											252.95
													4708.19

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	180											357
													6784

Key Issues Students presented with across all campuses for February 2018	
1. Academic Misconduct	6. Informal complaint
2. Appeal of Final subject grade	7. Academic Progression
3. Complaints	8. Enrolment
4. Review of Assessment	9. Centrelink
5. plagiarism	10. Legal

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	29											50
													396