



MEETING MINUTES
4th ORDINARY MEETING OF THE
49th JAMES COOK UNIVERSITY STUDENT ASSOCIATION COUNCIL

Meeting opened by **Sebastian Romhany** (President, Chair) at **8:31am on Tuesday 21st May 2019**

Present:

Sebastian Romhany (President), Phillip Kirk (Vice President), Harrison Hughes (Cairns Campus Officer), Kyran Mellor (Townsville Campus Officer), Klara Lindstrom (International Student Officer), Haley Harding (Equity and Diversity Officer), Rei Asai (Acting Postgraduate Officer), Alison Edwards (General Manager), Catherine Fraser (Secretary), Professor Laura-Anne Bull (VC Nominee)

1. APOLOGIES AND PROXIES

Alison Edwards (General Manager),
Tom O'Grady (Sport and Recreation Officer)

2. DECLARATION OF CONFLICTS OF INTEREST

Nil

3. APPROVAL OF UNSTARRED ITEMS

All items in 6. Reports and Items 7.3, 7.6-7.9

4. CONFIRMATION OF MINUTES & FLYING MINUTES

4.1 *Minutes of the 3rd Ordinary Council Meeting – 30th April 2019*

RESOLVED

That the Minutes of the 3rd Ordinary Meeting are confirmed and Approved

Moved: SR
Seconded: KM
All in Favour

5. LEGAL MATTERS

Nil

6. REPORTS

6.1 *President's report*

EVENT / ACTIVITY	DATE	FEEDBACK / OBSERVATIONS
<i>UniBar Agreement</i>	<i>May 2019</i>	Updated the UniBar agreement to improve reporting and communications between JCUSA and UniBar. JCU Staff involved in discussion. Final steps were taken to ensure that some try-out UniBar nights happen in Cairns.
Student Advisory Forum	17 May 2019	Co-chaired the forum alongside Professor Laura-Anne.
Managing Social Media	May 2019	Since our Marketing Officer is on holiday leave, the Association's social media responsibilities are being handled by the Vice-President and myself.
UH Wellbeing Afternoon	May 2019	Participated in the afternoon organized for UH students affected by the fire. Provided games and drinks for the event.

MEETINGS ATTENDED:

- **Finance and Audit Committee meetings**- Free breakfast and budget.
- **Clubs and Society Committee Meeting** – Last grants.
- **Management Meeting** – Councilor position descriptions, Oweek plan.
- **DVC Students** – Discussion regarding Student Advisory Forum, format and how to run the event in a way to get as much meaningful feedback from students.
- **Meeting with UniBar and Alison Scott** – Discussed agreement with JCUSA and opening bar up in Cairns.

PLANNING:

- Organizing a list of tasks for Councilors to work on during the mid-year break. Including KPI review, planning for events, planning budgets, etc.
- Feedback student from Mackay at the Student Advisory Forum that JCUSA has no presence on campus, gave contact details to liaise.

6.2 Vice President report

EVENT / ACTIVITY	DATE	FEEDBACK / OBSERVATIONS
Free Breakfast	9/5, 13/5, 16/5	First breaky held with LASA, didn't take full advantage of the opportunity to advertise their club, didn't mingle with students and pancakes cooked poorly
Open Mic Night	7/5	Open Mic Night went well, all sausages ran out, everything went smoothly other then security being difficult about taking ice out of our ice machine.

MEETINGS ATTENDED:

- Finance & Audit Committee Meeting – 07/05
- JCU PSA (Pharmacy SA) AGM – 09/05
- Clubs & Societies Meeting – 10/05
- Management Meeting – 14/05
- Facebook Meeting – 14/05

COMMENTS / PLANNING

- C&S is going well, final stages of getting this semesters grants and acquittals sorted.
- Free Breakfasts going well
- Monitor the Gas bottles to replace them in a timely manner (council responsibility)

6.3 Cairns Campus Officer report

EVENT / ACTIVITY	DATE	FEEDBACK / OBSERVATIONS
JCUSA Brunch	3 rd May	Too early in the day, readjusted to start at 12:00pm
JCUSA Brunch	10 th May	Larger number of people than expected, so we didn't have sufficient food. Will have more for subsequent events.
Dance Event	Fridays 5:30-8pm	Increased number of people, Cairns Dancing club (non-JCUSA club) looking to run events with bar when established.
Exam Plan Week	Tues-wed 15th	Advertised for the JCUSA, and worked with Kimberly at her stall.

MEETINGS ATTENDED:

- C+S Meeting
- Council meeting
- COG meeting + Working meeting
- Cairns monthly stakeholder meeting
- IDOHOT planning meeting.

PLANNING

- Looking at having a larger number of students for JCUSA brunches, and advertising art events such as International Lunches has been successful in raising awareness of the event. We've also moved these events from a24 to outside the library to increase our visibility.

6.4 Townsville Campus Officer report

EVENT / ACTIVITY	DATE	FEEDBACK / OBSERVATIONS
Free Breakfast	09/05/2019	

MEETINGS ATTENDED:

- 7/05/2019 Finance and Audit Committee
- 10/05/2019 Clubs and Societies Committee

PLANNING

- Free Breakfasts going great
- Clubs and Societies are also going great

6.5 International Student Officer report

EVENT / ACTIVITY	DATE	FEEDBACK / OBSERVATIONS
Free Breakfast	13/5	Great event. Had yoghurt chia seed cups, fruit and juice. It was very appreciated and the breakfast lasted for an hour.

MEETINGS ATTENDED:

- 14/5 – Management committee meeting

PLANNING

- International cocktail deposit at Heritage can be used for next semester and we will plan and organize the event in June/July.

6.6 Equity & Diversity Officer report

EVENT / ACTIVITY	DATE	FEEDBACK / OBSERVATIONS
Open Mic Night	7/5	Went well, we ran out of gas in the cylinder at the end of the night. Next time we should order more onions and at least one more pack of veggie sausages.
Uni Hall Wellbeing day	8/5	Went very well, the students enjoyed playing with the games, especially the connect four.

MEETINGS ATTENDED:

- 14/5 – Management meeting

PLANNING

- I have started analyzing the member list data, hopefully this can help prepare us for next O-week as well as locate particular groups at JCU where we can get more memberships.
- Having an event where we collaborated with the colleges (Uni Hall) was interesting. I think it widened our presence throughout the uni and showed that we were there. I wonder if we could possibly help out with one event on each college and provide free food/games etc.

6.7 Acting Postgraduate Student Officer report

EVENT / ACTIVITY	DATE	FEEDBACK / OBSERVATIONS
Free brunch	03/05	
Free lunch	10/05	Ran out of Bacon and eggs

MEETINGS ATTENDED:

- 30/04 – 3rd Ordinary Council Meeting
- 09/05 – Research Education Sub-Committee Meeting, regarding Confirmation of Candidature, MPhil Renewal Project, JCU Ethics Approvals, Scholarship Procedure and Respectful Relationships Training Resources.
- 14/05 – Management meeting, largely regarding updates to officer role descriptions and list of equipment.

PLANNING

- I have had questions from students on how they could find out about events in Cairns, rather than finding out about it on the day or after the event. I had referred them to have a look at the Facebook page, JCU Cairns Social Events, as well as the JCU events page on the James Cook University website.

6.8 Sport and Recreation Officer report

Not presented – Sport and Recreation Officer currently overseas on Exchange

6.9 Finance officer report

Reports for April presented to Council. Questions to be directed to KG (Finance Officer)

6.10 Advocacy report

Report presented – noted that there was a high increase of Special Consideration and Extension Requests due to the fire at University Hall

7. GENERAL BUSINESS

7.1 Appointment of VC Nominee to JCUSA Council

Professor Laura-Anne Bull (DVC, Students) has been appointed by Professor Sandra Harding as her nominee on the JCUSA Council. SG welcomed Professor Bull to the Council. Professor Bull advised she is happy to meet with any Councillors to discuss student issues and ideas. She also mentioned that she will make a point of visiting the Mackay campus following the feedback received at the Student Advisory Forum and will liaise with SG to attend also.

7.2 Audit Documents for noting

7.2.1 Signed Management Letter

7.2.2 Signed Financial Statements

Both documents were provided to all Councillors for noting

7.3 Ratification of Approved 2019 Operational Budget

(As approved by Finance and Audit Committee on 07/05/2019)

RESOLVED:

That the 2019 Operational Budget is approved and ratified

Moved: SG
Seconded: KM
All in Favour

7.4 Clubs and Societies Project – Project Scheduling and Time

Document was presented to all Councillors for noting.



- 7.5 *WHS Update*
7.5.1 *RiskWare Report*
7.5.2 *JCUSA WHS Report*
7.5.3 *JCUSA WHS End of Year Health and Safety Assurance Report*

All documents were provided to all Councillors for noting

- 7.6 *Ratification of Form038 Plant and Equipment Register and Maintenance Schedule*
(Approved at Management Committee Meeting 14th May 2019)

RESOLVED:

That Form038 (Plant and Equipment Register and Maintenance Schedule) is approved and ratified

Moved: SG
Seconded: HHarding
All in Favour

- 7.7 *Due Diligence Reports*

Email from AE advised as at 14/05/2019, Due Diligence reports from H.Harrison and LB were still outstanding. It was noted that LB has only recently been appointed to Council, she advised she aims to have this completed by this week. H.Harrison advised he had also emailed his to AE.

- 7.8 *Motion – Saints Cricket Club*

SG advised that a previous Council approved a loan to Saints Cricket Club for \$14K to build an accessibility bathroom near the fields. SG advised that apparently that arrangement was that Saints would apply for a \$3K loan each semester as repayment. They are still owing \$11K and do not have capacity to repay. As the bathroom is for communal use, it is decided to write off the debt. KM asked if JCU could repay it, SG said there is too little information about what the agreement with previous council was to be able to do this.

RESOLVED:

That the debt from the Saints Cricket Club pertaining to the loan given by the JCUSA is written off.

Moved – SG
Seconded – H.Harrison
All in favour

- 7.9 *Motion – Leadership Event Expenses*

SG stated that he is beginning to plan another Leadership event with Campus Consultancy. The event last year provided very practical tips and general advice on student leadership and student clubs. The funds would come from the operational budget (not SSAF) and are required now to assist in planning. The event made a profit last year.

RESOLVED:

That the expenditure of up to \$4000 be approved to be used to host a Leadership Forum in both campuses at the start of SP2 for students.

Moved – SG
Seconded – PK
All in Favour

Meeting closed at 8:51am


Minutes confirmed by Sebastian Romhany
President, Chair

Minutes Prepared by Catherine Fraser
Secretary to JCUSA Council