



**MEETING MINUTES**  
**5<sup>th</sup> ORDINARY MEETING OF THE**  
**49<sup>th</sup> JAMES COOK UNIVERSITY STUDENT ASSOCIATION COUNCIL**

Meeting opened by Phillip Kirk (Vice President, Chair) at 8:34am on Tuesday 25<sup>th</sup> June 2019

**Present:**

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**

Sebastian Romhany (President) – Proxy given to Phillip Kirk  
Tom O’Grady (Sport and Recreation Officer)

**2. DECLARATION OF CONFLICTS OF INTEREST**

Nil

**3. APPROVAL OF UNSTARRED ITEMS**

All items starred

**4. CONFIRMATION OF MINUTES & FLYING MINUTES**

4.1 *Minutes of the 4<sup>th</sup> Ordinary Meeting - 21 May 2019*

**RESOLVED**

That the Minutes of the 4<sup>th</sup> Ordinary Meeting (21 May 2019) are accepted and approved

Moved: PK  
Seconded: KM  
All in Favour

**5. LEGAL MATTERS**

Nil

**6. REPORTS**

6.1 *President’s report*

EVENT / ACTIVITY	DATE	FEEDBACK / OBSERVATIONS
Free Snacks SWOTVAC	7/06/19	We placed snacks around various study areas around campus.

**MEETINGS/FUNCTIONS ATTENDED:**

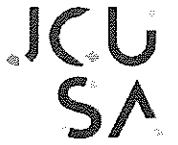
- **MOU Meeting with DVC of Students** – Updating JCU-JCUSA MOU, current MOU finalizes at the end of the year.
- **Sport and Recreation Position Interviews** – Part of the recruiting panel for open Sport and Rec position.
- **Remuneration Committee meeting** – Councilor roles and accountability.

**COMMENTS / PLANNING**

Been dealing with a gym complaint that hopefully has been finalized and will not lead into further conflicts.

6.2 *Vice President report*

EVENT / ACTIVITY	DATE	FEEDBACK / OBSERVATIONS
Free Breakfast	30/05/19	Breakfast went smoothly with a great turn out
Open Mic Night	4/06/19	Kyran did most of the work and the bbq went well



**MEETINGS ATTENDED:**

21<sup>st</sup> May 4<sup>th</sup> Ordinary council meeting

**COMMENTS / PLANNING**

Free Breakfasts this semester were a great success. Myself and Kyran will plan and be ready to kick off next semester strong.

Open Mic Night has been going well. (if any other councilor needs me to send out the roster again just let me know).

Plans for the holidays include, working closely with Kyran on C&S. Improving the whole process including grant applications, affiliations, acquittals, the website, hand book, and forms. End goal is to make a smooth transition over to an electronic based system in which we process C&S information. Unsure on how much we will get done but it's a work in progress.

*6.3 Cairns Campus Officer report*

EVENT / ACTIVITY	DATE	FEEDBACK / OBSERVATIONS
JCUSA Brunch	24/5	High number of students, good turnout
COG Movie Night	30/5	Helped with setup and running the event, few technical difficulties but event went well
Engineers Anonymous Social Event	31/5	Invited along as Campus Officer to discuss clubs and SP2 Grants
Uni Bar Opening Night	31/5	
SWOTVAC Snacks	7/6	Very successful event. Students loved it.

**MEETINGS ATTENDED:**

- 4<sup>th</sup> Ordinary Council Meeting
- O-week Planning Meeting

*6.4 Townsville Campus Officer report*

**MEETINGS ATTENDED:**

- 21<sup>st</sup> May 4<sup>th</sup> Ordinary council meeting
- 4<sup>th</sup> June – Open mic night,
- 5<sup>th</sup> June – Yoga and Meditation met and we discussed their grant application, they said they would get back to me with a revised grant application, they didn't

**COMMENTS / PLANNING**

Free Breakfasts went great this semester, will look into this again next semester. Thursday is a good time for free breaky and in my opinion should stay.

The plan for this semester break is a realization of the work I have been doing in my spare time, Google Form has been the best option I have found for allowing clubs to give us information in a format that can be extracted and processed easily. This goes into an excel spreadsheet. To process the information MS access is being looked at, it allows the easy process of information and basic literacy with Excell is required – no advanced knowledge needed. This is key as ideally it will be used by later years.

*6.5 International Student Officer report*

EVENT / ACTIVITY	DATE	FEEDBACK / OBSERVATIONS
Putting out free study snacks for exams	7/6	Seemed to be appreciated by students studying on campus. We got some nice comments while putting out the snacks.

**COMMENTS / PLANNING**

International cocktail will be planned during the break with tickets ready by o-week for sp 2.

Haley and I are looking into so other cool international/diversity related events for next semester and updates will come soon.

*6.6 Equity & Diversity Officer report*

EVENT / ACTIVITY	DATE	FEEDBACK / OBSERVATIONS
Free breakfast SWOTVAC	06/06	It went really well, we gave everything out within the first hour and the students were really happy to get some healthy food. Next time it may be worth printing out descriptions and ingredients of each bowl because some students were confused.

**MEETINGS ATTENDED:**

- 05/30 – Meeting with Klara to plan events for next semester.
- 05/30 – Risk Management Training

**COMMENTS / PLANNING**

- Klara and I have planned several events that we would like to propose for next semester.

*6.7 Acting Postgraduate Student Officer report*

EVENT / ACTIVITY	DATE	FEEDBACK / OBSERVATIONS
Free brunch/lunch	24/5	Set up outside the library, being a high traffic area, we had plenty of students turning up.
COG movie night	30/5	Helped to carry and set up equipment, decent number of people where there, when I was helping.
Free brunch/lunch	31/5	Set up outside the office, had a fair number of students turn up as we still managed to go through the food provided.
Free swotvac snacks	07/6	Snacks went down a treat! Students were very appreciative of them.

**MEETINGS ATTENDED:**

- Cairns office meeting with Alison about O-week 18/06

**COMMENTS / PLANNING**

- Couldn't attend the meeting for RESC (research education sub-committee)

*6.8 Sport and Recreation Officer report*

Not Presented – TO on Exchange

*6.9 Finance officer report*

There are concerns with Membership numbers being down on both campuses which is affecting income.

TB entered at 8:46am

*6.10 Advocacy report*

Presented



**7. GENERAL BUSINESS**

*7.1 Amendments of POL001 Purchasing Policy*

*7.1.1 Procurement Thresholds for Quotes*

**RESOLVED**

That the amendments to the Procurement Thresholds be accepted

Moved: AE  
Seconded: KM  
All in Favour

*7.1.2 JCUSA Payment Terms*

**RESOLVED**

That the payment terms be amended to 14 days

Moved: AE  
Seconded: PK  
All in favour

*7.1.3 POL001 Purchasing Policy (amended)*

Copy provided to all meeting members

*7.2 Bank Accounts*

Bank Australia is closing down so all credit cards and 4 bank accounts will need to be moved. It is proposed to move accounts to Bank of Queensland as there is already a relationship there. Accounts will be a similar product.

**RESOLVED:**

That all accounts held with Bank Australia will be moved to Bank of Queensland

Moved: AE  
Seconded: PK  
All in Favour

*7.3 Annual Report*

*7.3.1 Submission to ACNC*

Report has been finalised and submitted to ACNC. AE will distribute to Stakeholders. LB complemented the report and said it was well articulated.

*7.4 Riskware Report*

Three sporting injuries and one near miss recorded.

**Meeting closed at 9:09am**

*P. J. KIRK*

Minutes confirmed by Phillip Kirk  
Vice President, Chair

Minutes Prepared by Catherine Fraser  
Secretary to JCUSA Council