



NOTICE OF MEETING
47th STUDENT ASSOCIATION COUNCIL

Notice is hereby given of the **15th Ordinary Council Meeting** of the 47th Student Association Council (14/47, 14/17) to commence at **10:00am to 11:00am on Monday 30th October 2017**.

Location: Building 009; 001 (Townsville), JCUSA Cairns Office 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 14th Ordinary Council Meeting minutes – 9 October 2017 (14/47; 14/17)
- 4.2 Flying Minute: *"That approval for the General Manager Role Description, recommended from the remuneration committee and approval for advertising be given"* (17 October 2017)
- 4.3 Flying Minute: *"That Jesse Argent be appointed to the "Discover Sport" board, until the Sports Officer Role on Council is approved"* (24 October 2017)

5. LEGAL MATTERS

- 5.1 Legal Matters

6. REPORTS

- 6.1 President report, & Acting - Cairns Campus Officer report
- 6.2 Vice President report & Acting - International Officer report
- 6.3 Townsville Campus Officer report
- 6.4 Equity & Diversity Officer report
- 6.5 Postgraduate student officer report
- 6.6 Finance Officer report

7. GENERAL BUSINESS

- 7.1 Approval to contact Union re: Updating EBA
- 7.2 Report on Intellectual Forum and Breakfast at Indigenous Centre (Cairns)
- 7.3 Update on Cairns Campus ATM
- 7.4 Audit and Governance Training
- 7.5 Update on JCUSA Gym

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 15th ORDINARY COUNCIL MEETING (15/47; 15/17)

PRESENT:

Adam Tilbrooke (Postgraduate Officer), Sydney Jones (Vice President & Acting – International Officer), Stephen Naylor (VC Nominee), Teisha Condie (Acting – General Manager), Michael Kane (Townsville Campus Officer) Catherine Fraser (Secretary)
Via Video Link from Cairns: Jesse Argent (President & Acting – Cairns Campus Officer), Hala Hijleh (Staff Representative), Tara Gopal (Equity & Diversity Officer)

Meeting opened at 10:05am on Monday 30th October 2017 by Jesse Argent (Chair)

1. APOLOGIES AND PROXIES

None

2. DECLARATIONS OF CONFLICT OF INTEREST

JA works for JCU with Future Students

3. APPROVAL OF UNSTARRED ITEMS

JA wishes to star all of Item 7.1 to 7.5

SN wishes to star Item 6.6

All other items deemed to have been presented and approved

4. CONFIRMATION OF MINUTES AND FLYING MINUTES

4.1 Approved

4.2 Approved

4.3 Approved

5. LEGAL MATTERS

RESOLVED

That discussions be moved in camera

Moved: JA
Seconded: HH
All in Favour

Meeting moved in camera at 10:50am

RESOLVED

That discussions be moved out of camera

Moved: JA
Seconded: MK
All in Favour

Meeting moved out of camera at 11:05am



6. REPORTS

6.1 President Report & Acting – Cairns Campus Officer Report

6.2 Vice President Report & Acting – International Officer Report

Vice- President

Sydney Jones (From May 2017)

Kimberley Rodgers- Ford (until March 2016)

Activity

- Researched other association and guild's governing documents as we went through changes to our constitution and regulations
- Attended and contributed to Professor Sally Varnham's launch workshop and symposium for Creating a National Framework for Student Partnership in University Decision- Making and Governance
- Prepared itinerary for visit from JCU Brisbane Student Council
- Planned Townsville's #NeverOK event
- Facilitated a meeting between Regan from Uni Bar and the heads of the halls and colleges
- Advised Regan when asked about Uni Bar
- Partnered with JCU on first ever Student Advisory Forum
- Made sure the communication pathways between councilors and staff were open and transparent
- Worked to make the association inclusive and keep a customer service based focus

International Officer

Sydney Jones

Activity

- Collaborated with the International Support team on Pre- arrival webinars, Airport arrival service, and International Orientation
- Created first ever G'Day JCU event to allow students to meet and hang out around International Orientation
- Planned and managed the Townsville (130 attendees) and Cairns International Ball (50 attendees)
- Advised on the creation of the International Student Association
- Represented JCU in my role on the Queensland International Student Advisory Panel advising Trade and Investment Queensland's International and Training Unit on their initiatives to enhance the student experience

6.3 Townsville Campus Officer Report

Role

- Overseeing nearly 60 based Townsville affiliated clubs.
 - Includes providing advice on operational matters, Governance, Event planning, risk assessment.
 - Handling room bookings and equipment hire.
 - Attending events and helping clubs where needed.
- Sitting on the Clubs and Societies Committee as a voting member
 - Duties included; having a say on how funding is distributed amongst club grants.
 - Setting parameters in which clubs who affiliate with us must operate, including JCUSA expectations plus incorporating the Higher Education Act into the club handbook.
- Sitting as a member on the JCUSA Council
 - Providing overall Governance for the Association



- Dealing with matters relating to the running of the organisation including legal, operational, financial.
 - Worked with all of council towards common objectives and campaigns relating to relevant student campaigns.
- Responsible with other councillors for events on campus

Activity

- Acted as one of the Liaisons between stakeholder student groups and University Bar.
 - Includes Successfully lobbying to have Unibar open on Sunday for the first time ever.
 - Setting up Unibar contacts who hosted events at Unibar.
- Multiple meetings with University Representatives regarding issues facing students.
- Successfully lead campaigns for cheaper contract terminations for halls residence.
- Attended many events on Campus
- Cooked a Free Breakfast once a week along with the occasional BBQ.
- Brought puppies to campus.

6.4 Equity & Diversity Officer Report

Report for June 2017-October 2017

Appointed June 1/2017

Role

- Advocated for and represented the diverse cultures and minorities on campus including the LGBTQ community
- Initiated and ran campaigns on campus including the #NeverOK campaign for Sexual harassment and Participated in meetings regarding Student issues on campus including sexual harassment meetings with the "Broderick Report"
- Helped plan and run O week events, Market day events, Halloween Bar opening, etc.
- Attended meetings with other council

Planned and run several events on campus including:

- NeverOK day
- Indigenous BBQ
- Spirit Day
- Free breakfast each week

Bull sheet articles

- NeverOK day
- Sexual Harassment awareness
- Spirit Day

Some outlines of general events:

Indigenous BBQ- September 15th

Planned with Indigenous Centre on Sep 15, helped cook lunch and connected with students

Spirit Day-October 19th

-spirit day is a day to show awareness and support for the LGBTQ community against bullying
-pledging to "go purple" to visibly show solidarity with the LGBTQ community



- Drag show for the event
- invited the JCU
- planning with Kimberley in Townsville and the Alliance group

Bandana day-October 27th 2017

- ordered 60 bandanas for sale at \$5

"National Bandanna Day is the major fundraising and awareness campaign for CanTeen Australia. Held on the last Friday in October, this powerful campaign has generated over \$30 million to support young people affected by cancer. In the last three years alone, the National Bandanna Day message reached 20 million Australians and 1.2 million of them supported the campaign by purchasing merchandise."

Free Breakfast each week

- Bought food items for breakfast, posted posters around campus, helped set up and run event, take down event etc. every week on alternate days

Mural supporting nationalities- "Country of the week"

Collected artwork to support a different country each week

6.5 Postgraduate Officer Report

MEETINGS / FUNCTIONS ATTENDED:

- Attended electoral announcement in JCUSA office
- Attended council planning meetings
- Attended SSAF meetings
- Attended / Facilitated Free breakfast Friday
- Attended International Cafe
- Attend PNG Independence day
- Attended JCUSA staff meetings
- Attended Student Life – study plan event
- Attended Headspace meeting
- Attended meeting on O'Week activity 2018
- Attended Sexual harassment Campaign morning tea
- Attended Bullshead Meetings
- Attended Cairns International Ball
- Attended JCUSA Daintree student trip
- Attended the Rugby League World Cup activity Joe Baker Field
- Attended meeting/ introduction with Brisbane SA
- Attended meeting with Library Director discussing JCUSA SWOTVAC activity
- Attended Stress Less event
- Attended International Students Graduation Ceremony

OTHER ACTIVITY:

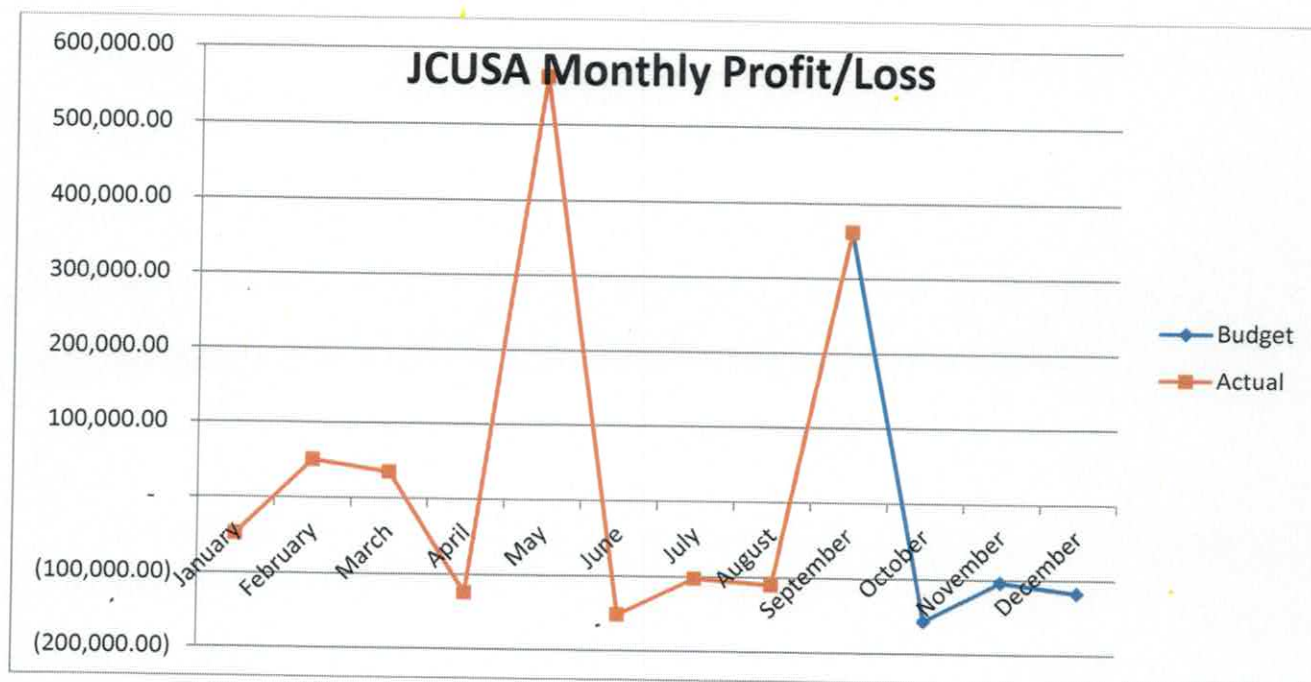
- Assisted in the JCUSA office / reception
- Visited the Oktober fest at the UNI bar



6.6 Finance Report

Refer Operating Statement for September and the September Snapshot reports.

The overall net position shows we made a profit of \$362,139.82 for this month. This is due to our final SSAF payment from JCU being received. If you refer to the below graph, you will note that we were often running at a loss. This is due to SSAF spending prior to receiving the payment, as well as our fixed monthly operating expenses. Income spiked in May to coincide with our first SSAF installment. February and March show a profit due to JCUSA memberships as well as Fitness Centre income.



If we continue to track as per our forecasted operating budget for the remainder of the year, we are expecting to break even.

Our main sources of income for September were from Sport and Recreation activities and SSAF.

Our main expenses were events such as R U Ok Day, Uni vs Army, weekly Free Breakfasts, as well as the ongoing fixed operating costs (wages, electricity, rent etc.).

Our Balance Sheet shows that we are currently trading solvent, with a cash position of \$1,245,240.17 and current liabilities of \$206,610.96.



We are currently in the process of tendering for Auditors to carry out our annual financial audit and this report will be presented to Council in the near future.

7. GENERAL BUSINESS

7.1 Approval to contact Union re: Updating EBA

HH informed that the current EBA was developed in 2003 and is grossly out of date. TC advised that it is planned the Joint Consultative Committee (JCC) will be re-established soon to reassess what needs to be done moving forward. It is planned that policies and procedures will be updated. HH will research more about the process and present to the 2018 Council.

7.2 Report on Intellectual Forum and Breakfast at Indigenous Centre.

HH reported that attendance at the Indigenous Centre was well received and students were happy with the event. She stated that the Intellectual Forum was well attended and was successful. She advised that it was of most interest to mature age and postgraduate students so will tailor future events to their needs and interests.

7.3 Update on ATM for Cairns Campus

TC presented a proposal from Cashpoint that provides a 'kickback' to JCUSA. There was an option for JCUSA to stock that ATM ourselves. Concerns about staff safety and financial risk with this were raised. JA stated that discussions with JCU had only concerned that Westpac proposal and that he would need to take this information back to JCU for discussion.

RESOLVED

JA to provide JCU Cashpoint ATM proposal for consideration.

Moved: JA
Seconded: TG
MK abstained
All in Favour

7.4 Audit and Governance Training

TC is meeting with Dean, College of Business, Law and Governance to discuss what the College may be able to provide. It is proposed they could provide training 4 times a year and some mentoring to Council. It was agreed by all that this is an essential service. TC explained that previous Tenders from Crowe & Howarth for auditing services were almost double the quote from Jessops so can understand why previous Council's opted to change providers.

TC left meeting at 11:31am

7.5 Update on JCUSA Gym

TC had left meeting so update will be provided at next meeting.

8. QUESTION TIME

HH advised that the JCUSA had been receiving numerous emails from students concerned about the changes to parking on the Cairns campus. The JCUSA had also been contacted by media outlets for comment. SN advised that he was of the understanding that free parking would still be available to students. SN stated he would follow up with JCU management to get clarify on the situation.



JA and fellow Council thanked Sydney and Michael in particular for their service and hard work on the 2017 Council and wished them well in the future.

AT left meeting at 11:39am

Meeting closed at 11:41am

Minutes prepared by Catherine Fraser
Secretary to Council

Minutes confirmed by Jesse Argent
JCUSA President (Chair)

James Cook University Student Association

Operating Statement as at 30/09/2017

		2017	Mth Budget	YTD Budget	Month	YTD	Budget
	Sep-17	YTD	Sep-17		Sep-16	Sep-16	Variance
Income							
Student fees - TSV	177.28	35,534.74	154.00	35,509.00	319.72	34,842.06	26
Student Fees - CCS	95.46	1,629.94	95.00	1,626.00	-	134.77	4
Interest Received - TSV & CCS	509.26	8,892.95	509.00	8,890.00	850.82	8,852.74	3
Vending Machines - TSV	-	25,453.57	-	25,453.00	1,951.87	39,459.51	1
Vending & Rental - CRNS	-	8,406.72	-	8,405.00	1,465.11	22,138.69	2
Rental Income - TSV	333.34	14,981.07	333.00	14,980.00	625.00	12,289.21	1
Other Income - TSV (market Day	-	1,887.30	-	1,887.00	-	5,611.09	0
Other Income - Crns	-	-	-	-	-	-	-
Total Income (Exc.Trading)	1,115.34	96,786.29	1,091	96,750	5,213	123,328	36
Other Activities Income							
Sporting Activities	19,610.93	68,698.55	19,614	68,692			- 7
JCU Fitness Centre	- 15,048.57	56,990.13	- 15,054	56,953	- 14,649.98	61,686.91	37
The Club	-	6,371.69	-	6,368	-	4,477.94	4
Used Books Sales - Cns Only	-	-	-	-	10.00	335.60	-
Total Income Other Activities	4,562.36	132,060.37	4,560	132,013	- 14,640	66,500	34
Previous Trade Areas							
Refectory & Coffee Carts	-	-					-
The Green Plate	-	-					-
Cairns Bar	-	-					-
Cairns Refectory	-	-					-
Total Income Previous Trade	-	-	-	-	-	-	-
TOTAL INCOME	5,677.70	228,846.66	5,651.00	228,763.00	- 9,427.46	189,828.52	70.56
Expenditure - Net expenditure including SSAF Income							
Pool	- 6,577.02	- 7,647.89	- 6,577	- 7,644	3,225.74	12,383.85	4
Sports & Recreation	- 3,768.54	- 43,914.64	- 3,766	- 43,902	- 3,602.16	- 5,968.46	13
Fields & Facilities	- 2,389.82	- 12,605.56	- 2,389	- 12,601	- 7,147.41	- 15,241.86	5
Administration & Finance	- 20,149.73	21,967.11	- 20,146	21,988	- 16,498.76	88,011.12	21
Representation Services	- 49,497.73	9,977.69	- 49,498	9,981	942.08	13,472.64	3
Support Services	4,818.60	- 66,232.54	4,819	- 66,231	- 61.09	226.72	2
Media & Marketing	- 35,310.51	- 45,303.94	- 35,310	- 45,306	- 2,844.85	- 298.46	- 2
Cairns Administration	2,884.78	22,394.68	2,884	22,396	311.44	7,503.83	1
Cairns Support Services	- 103,119.64	- 46,118.64	- 103,119	- 46,120	61.10	7.10	- 1
Cairns Sport & Recreation	- 62,388.04	- 30,921.64	- 62,387	- 30,919	2,415.02	- 513.34	3
SSAF Expenses	- 80,090.12	- 78,299.28	- 80,089	- 78,299	61,886.10	71,945.98	0
JCUB Support Services	1,263.52	9,358.00	1,263	9,358	-	-	-
Depreciation Expense	-	-	-	-	-	17,555.13	-
Bike Mechanic/Gardener	- 2,137.87	1,355.39	- 2,138	1,356	-	-	1
Other Expenses	-	16,831.26	-	16,831	-	-	- 0
TOTAL OPERATING EXP	- 356,462.12	- 249,160.00	- 356,453	- 249,112	38,687	189,084	48
Operating Profit/(Loss)	362,139.82	478,006.66	362,104	477,875	- 48,115	744	132

JCU Student Association

September Snapshot

Profit and Loss

	Actual	Budget	Variance	
September Profit/(Loss)	362,139.82	362,104.00	35.82	

Budget Comparison

	Updated	Budget	Variance	
Projected Year End Profit/Loss	- 44,366.00	- 44,366.00	-	

Solvency

As at 30/09/2017					
Total Cash Available		1,220,416.30			
Add A/c Receivable (less doubtful Debts)		24,823.87			
		1,245,240.17			
<u>Current Liabilities</u>					
GST		200.52			
Payroll Liabilities		32,110.22			
Visa Card		657.46			
Other liabilities		79,615.27			
		-			
Employee Entitlements		94,027.49			
		206,610.96			
Total cash is more than our current liabilities therefore we are not trading insolvent					