



**NOTICE OF MEETING**  
**47<sup>th</sup> STUDENT ASSOCIATION COUNCIL**

Notice is hereby given of the 4<sup>th</sup> Ordinary Council Meeting of the 47<sup>th</sup> Student Association Council (4/47, 4/17) to commence at **1PM Thursday 13<sup>th</sup> April 2017**. Jess's Office via video Conference Cairns, JCUSA conference room- building 133 Townsville

**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 Ordinary Council meeting, 21<sup>st</sup> November 2016 (6/46; 6/16)
- 4.2 Ordinary Council Meeting 20<sup>th</sup> February 2017 (1/47; 1/17)
- 4.3 Ordinary Council meeting 13<sup>th</sup> March 2017 (2/47; 2/17)
- 4.4 Special Council meeting 30<sup>th</sup> march 2017 (1/47; 1/17)
- 4.5 Ordinary Council meeting 3<sup>rd</sup> April 2017 (3/47;3/17)
- 4.6 Flying minutes approved 24/2/2017- Council approve interface Jersey
- 4.7 Flying minutes approved 8/3/2017- Council approve Sonia Muller to conduct mediation
- 4.8 Flying minutes approved 21/03/2017- Approve Council members use of JCUSA office space

**5. LEGAL MATTERS**

JCUSA vs Doyle matter

**6. REPORTS**

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

**7. GENERAL BUSINESS**

- 7.1 Discuss matters arising from resignation
- 7.2. Discuss generic Council e-mail address
- 7.3 Appointment of the Bullshead Editor
- 7.4 Appointment of Bank signatories
- 7.5 Appointment of the Clubs & Societies Contact person- Townsville
- 7.6 Changes to JCUSA policy regarding Clubs and Societies Funding
- 7.7 Madcow Sponsorship Cards

**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.

Tichava Batiya  
Secretary to JCUSA Council



**MEETING MINUTES**  
**4<sup>th</sup> ORDINARY MEETING of the 47<sup>th</sup> STUDENT ASSOCIATION COUNCIL**

Meeting was opened at **1:07pm** on **Thursday 13<sup>th</sup> April 2017** by SK (Convenor)

**PRESENT**

Sydney Jones (Acting – Vice President & International Officer), Michael Kane (Townsville Campus Officer), Claire Holland (Acting – Postgraduate Officer), Catherine Fraser (Secretary), Benita Bosch (JCUSA General & Finance Manager)

Via Video Link: Jesse Argent (Acting – President, Acting – Equity & Diversity Officer, Cairns Campus Officer)

Via Phone Link: Sally Kift (VC's Nominee)

**IN ATTENDANCE**

Via Video Link: Hala Hijleh (Student Advocacy Officer)

**1. APOLOGIES AND PROXIES**

Nil

**2. DECLARATION OF CONFLICT OF INTEREST**

CH declared a standing conflict of interest as a JCU Staff Member

SK declared a standing conflict of interest as a JCU Staff Member and the Vice Chancellor's Nominee

**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.

Items 4.1 to 4.8 to be starred for discussion

Items 6.1 to 6.6 to be unstarred (Reports from Council members are deemed as presented and approved)

**RESOLVED**

That the following items be included on the agenda for discussion

7.8 Rollover of 2016 Paid Memberships

Moved: JA  
Carried: Yes, All in Favour



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

##### **4.1 Ordinary Council Meeting 21<sup>st</sup> November 2016 (6/46; 6/16)**

Discussion took place if these minutes could be ratified as only CH was a Council Member at the time and present for the meeting. It was decided by all that they could not be.

MK stated this would mean the motions carried in that meeting are not valid as the minutes cannot be ratified.

##### **4.2 Ordinary Council Meeting 20<sup>th</sup> February 2017 (1/47; 1/17)**

CH made some minor amendments for grammatical and typing errors .

SK position title was amended from DVC representative to VC Nominee for accuracy.

#### **RESOLVED**

That the Minutes for the 1<sup>st</sup> Ordinary Council Meeting held on 20<sup>th</sup> February 2017 be accepted as true and accurate record.

Moved: JA

Seconded: SJ

Carried: Yes, all in Favour

##### **4.3 Ordinary Council Meeting 13<sup>th</sup> March 2017 (2/47; 2/17)**

CH mentioned there were a lot of grammatical and typing errors in the document and that she is still reading through them for accuracy.

It was discussed that due to the number of these errors that the minutes could not be accepted today. It was decided they would need to be ratified via Flying Minute so they could be uploaded to the website as soon as possible.

#### **RESOLVED**

That the minutes for the 2<sup>nd</sup> Ordinary Council meeting held on 13<sup>th</sup> March 2017 not be accepted pending amendments.

That the minutes for the 2<sup>nd</sup> Ordinary Council meeting held on 13<sup>th</sup> March 2017 be passed by Flying Minute.

Moved: JA

Seconded: MK

Carried: Yes, All in Favour

##### **4.4 Special Council Meeting 20<sup>th</sup> March 2017 (1/47; 1/17)**

CH discussed some minor amendments for grammatical and typing errors (for example: post graduate changed to postgraduate).

Discussion took place about how to note clarifying comments as such and not verbatim comments.

SK suggested common practice was to use *[square brackets]*. This needs to be consistent throughout the document.



#### RESOLVED

That the minutes for the Special Council Meeting held on 30<sup>th</sup> March 2017 be accepted as a true and accurate record.

Moved: JA  
Seconded: MK  
Carried: Yes, All in Favour

#### **4.5 Ordinary Council Meeting 3<sup>rd</sup> April 2017 (3/47; 3/17)**

- CH discussed minor amendments for grammatical and typing errors. SK's position title to be amended from DVC representative to VC Nominee.
- SK suggested to include the surname of Megan *Leese* (Former Media and Marketing Officer) for clarity. SK has sent these to ICT as being 'unconfirmed' so the discussed minor amendments need to be made and then redistributed today. On Page 13 it should read the meeting was *adjourned* and not *closed* at 3:26pm.

#### RESOLVED

That the minutes for the 3<sup>rd</sup> Ordinary Council Meeting held on 3<sup>rd</sup> April 2017 be accepted as a true and accurate record.

Moved: JA  
Seconded: SJ  
Carried: Yes, All in Favour

When reviewing the minutes for the adjourned meeting held on 6<sup>th</sup> April, it was discussed if these should be included in the same document as the meeting from 3<sup>rd</sup> April as it is a continuation. It was decided to leave a blank page and then include them in a single PDF document.

#### RESOLVED

That the minutes for the 3<sup>rd</sup> (Adjourned) Council Meeting held on 6<sup>th</sup> April 2017 be accepted as a true and accurate record and be included in the same document as the meeting held on 3<sup>rd</sup> April 2017.

Moved: CH  
Seconded: JA  
Carried: Yes, All in Favour

[SK phone line dropped out at 1:39pm]  
[MK left the room at 1:41pm]

No Quorum – meeting suspended as 1:41pm

[SK phoned back into the meeting at 1:42pm]  
[MK returned to the room at 1:45pm]

Quorum met – meeting recommenced at 1:45pm



#### RESOLVED

That the following items be added for discussion

- 4.9 Flying Minute 24/01/2017 – Approval of JCUSA Shirts and Membership Price
- 4.10 Flying Minute 31/1/2017 – Approval of Cairns Postgraduate Social Club grant
- 4.11 Flying Minute 13/2/2017 – Approval of Affiliation of GAZ JCU Swim Club
- 4.12 Flying Minute 10/4/2017 – Approval to remove bank signatories,  
Approval to add bank signatories,  
Approval of a Credit Card for Jesse Argent

- 4.13 Flying Minute 10/4/2017 – Approval of JCUSA Purchasing Policy
- 4.14 Flying Minute 12/4/2017 – Approval to contact McDonnell's Law

Moved: JA  
Seconded: SJ  
Carried: Yes, All in Favour

#### **4.9 Flying Minute 24/1/2017 - Approval of JCUSA Shirts and Membership Price**

- SJ asked if it matters that the 'campaign' shirt was included in this motion?
- MK stated the motion gave the Council the power to purchase the shirt but this will not be happening
- JA asked if we could amend the motion
- CH stated it had already been approved by Flying Minute it just needs to be ratified as this meeting.

#### **4.13 Flying Minute 10/4/2017 – Approval of JCUSA Purchasing Policy**

- CH states she abstained from the vote as she believes the purchasing policy requires more work.
- BB agreed but stated that something needs to be in place now
- JA suggested that if the motions from the 21<sup>st</sup> November 2016 meeting are not ratified the motions are invalid and the previous purchasing policy would remain in place.

#### RESOLVED

That items 4.6 to 4.14 be ratified on block

Moved: JA  
Seconded: MK  
Carried: Yes, All in Favour

#### RESOLVED

That items 4.6 to 4.14 are accepted and ratified as a true and accurate record.

Moved: JA  
Seconded: MK  
Carried: Yes, All in Favour



## **5. LEGAL MATTERS**

### **RESOLVED**

That the matter of JCUSA vs Doyle be discussed in camera

Moved: JA  
Seconded: SJ  
Carried: Yes, All in Favour

Meeting moved in Camera at 2:01pm

Meeting Moved out of Camera at 2:12pm

## **6. REPORTS**

Reports for items 6.1 to 6.6 were presented and accepted by Council.

### **6.6 Finance Report**

CH there is a 30 April deadline for a response that needs to be met after all council have read the Audit Report.

BB presented that JCUSA is tracking well and the first instalment of SSAF will be received next week after it has been approved.

BB stated that SJ, JA, MK and KG (Finance Officer) went through the budget and cut it down. The budget will be revisited in 4 months pending the funding received from JCU.

The budget and Audit Report will need to be approved via Flying Minute before the next meeting.

## **7. GENERAL BUSINESS**

### **RESOLVED**

That items 7.2 to items 7.7 be adjourned to the next council meeting

Moved: JA  
Seconded: SJ  
Carried: Yes, All in Favour

### **7.1 Discuss matters arising from resignation**

#### **RESOLVED**

That the matter be discussed in camera

Moved: JA  
Seconded: MK  
Carried: Yes, All in Favour

Meeting moved in Camera at 2:24pm

Meeting moved out of Camera at 2:59pm

It is noted that EH returned keys, some JCUSA paperwork. It is noted he returned drink cards from the Mad Cow to the value of \$600. He returned his credit card directly to the bank. His access to the JCUSA network drives was removed on 13/3/2017.



KRF returned some JCUSA paperwork and has removed herself from the Face book page. Her access to the JCUSA network drives was removed on 14/4/2017.

Vacated positions will be advertised in two (2) editions of the Bullsheel on both campuses as per the Constitution and Regulations.

### **7.3 Appointment of the Bullsheel Editor**

- BB stated that 6 resumes were received 3 of these have been shortlisted for an interview. Interviews will take place depending on BB, JA, and ME availability to be on the interview panel.
- MK stated he had a friend who had applied so to avoid any conflict of interest asked that he not be involved in any way.

### **7.4 Appointment of Bank Signatories**

Approved via Flying Minute 10/4/2017

### **7.5 Appointment of Clubs & Societies Contact person – Townsville**

All agreed this would be MK

### **7.6 Changed to JCUSA Policy Regarding Clubs and Societies Funding**

To be discussed at the Clubs and Societies Committee Meeting

### **7.8 JCUSA Membership Rollover**

#### **RESOLVED**

That all paid members from 2016 be rolled over as free members for 2017 effective immediately.

Moved: JA

Seconded: SJ

Carried: Yes, All in Favour

**Meeting closed at 3:04pm**

**Catherine Fraser**  
**Secretary to JCUSA Council**

**Sally Kift**  
**VC Nominee - Convenor**