

## Monash Student Council

### CONFIRMED MINUTES

Meeting 1/16 of the Monash Student Council held at 2pm on Thursday the 28<sup>th</sup> of January, 2016 in the Room W305, Menzies Building.

*Meeting opened: 2:05pm*

#### 1. Attendance

President:	Abby Stapleton	(Chair)
Treasurer:	Matilda Grey	
Secretary:	Glenn Donahoo	(Minutes)
Education (Public Affairs):	Sumudu Setunge	
Education (Academic Affairs):	Jessica Stone	
Activities:	Katie Power	
Welfare:	Brendan Holmes	
Indigenous:	Jayden Crozier	
Environment & Social Justice:	Kim Stern	
Women's:	Melanie Loudovaris	Proxy to Isabelle Williss
Female Queer:	Amy Grimmer	
Male Queer:	Martinus Kraan	
Disabilities & Carers:	Vivien Stewart	
MUISS:	Karekhaa Nair	Absent
MAPS:	Rebecca Doyle-Walker	
Clubs & Societies:	Phyllis Pan	
General Representative:	Shreeya Luthra	Proxy to Georgia Riordan
General Representative:	Kapil Bhargava	Proxy to Sulaiman Enayatzada
General Representative:	Tess Freeman	
General Representative:	Naish Gawen	
General Representative:	Yasemin Shamsili	Proxy to Jasmine Duff
Observers:	Rebecca Adams	
	Tess Dimos	
	Mitchell Both	
	Jake Humphreys	
	Ben Parker	

#### 2. Acknowledgment of traditional owners of land

This MSC acknowledges and pays respect to the people of the Kulin nations as the original and ongoing owners and custodians of this land. The MSA commits itself to actively fight alongside Indigenous peoples for reconciliation and justice for all Indigenous Australians.

#### 3. Confirmation of agenda order

Confirmed

#### 4. Confirmation of previous minutes

4.1. MSC 11/15

**Attachment 1**

4.2. MSC 1a/16

**Attachment 2**

#### Motion #1:

"That this MSC accepts the minutes of MSC 11/15 and MSC 1a/16 are a true and accurate record of those meetings."

Moved through the chair

For: 17

Against: 0  
Abstentions: 1  
MOTION CARRIED

**5. Reports**

- 5.1. President
- 5.2. Treasurer
- 5.3. Secretary
- 5.4. Activities
- 5.5. MUISS
- 5.6. MAPS
- 5.7. C&S

- Attachment 3
- Attachment 4
- Attachment 5
- Attachment 6
- Not submitted
- Attachment 7
- Attachment 8

**Motion #2:**

“That this MSC accepts the submitted reports en bloc.”  
Moved through the chair  
For: 18  
Against: 0  
Abstentions: 0  
MOTION CARRIED UNANIMOUSLY

**6. Summary of Executive Financial Motions**

**Attachment 9**

Naish asks what roles were advertised under the money passed for staff advertising, with Abby and Glenn replying that they were for a new IT officer and a new assistant for Short Courses.

Rebecca asks how much money was spent in total on the food van, with Abby saying she didn't have the figures with her, but would bring a report on it to the next MSC.

Naish asks what the money passed for “NUS President's Summit other” was used for, with Abby replying that this was just in case of an emergency, but none of it was actually spent.

*Rebecca Doyle-Walker arrives at 2:08pm*

**7. MSA Divisional Signatories**

**Attachment 10**

Glenn explains that each of the divisions held their own elections last year, with each division having a number of their elected office-bearers made to be signatories for their division. Glenn explains that this motion is just for council to recognise these signatories that were already decided on by the divisions.

There is no further discussion and the motion is put.

**Motion #3:**

“That this MSC notes the divisional signatories, as decided upon by the divisions, as:  
1. MAPS: Rebecca Doyle-Walker, Teagan Blyth-Bale, Merran Blair  
2. MUISS: Karekhaa Nair, Roshene Gunusagan  
3. C&S: Phyllis Pan, Eleanor Murray, Raymond Field, Shreeya Luthra”  
Moved: Glenn Donahoo  
Seconded: Matilda Grey  
For: 19  
Against: 0  
Abstentions: 0  
MOTION CARRIED UNANIMOUSLY

### **8. Melbourne University Restructure**

Mitchell notes that it is important to support this campaign as the restructure at the University of Melbourne is bad for students and staff, with lengthened teaching hours, increased casualisation of staff and the introduction of trimesters. Mitch also explains that the University of Melbourne's Vice-Chancellor was one of the biggest supporters of deregulation, and these changes are another example of the neoliberalisation of higher education.

Jessica states that these changes are an example of the continuing attacks on higher education by the liberal government and Vice-Chancellors.

Kim explains that this campaign has only just got underway, and council expressing its support early in the campaign will help give the campaign credibility.

Phyllis notes that the motion should use the correct name of the University of Melbourne, rather than Melbourne University, and proposes an amendment to the motion to change this, which is accepted by the mover and seconder.

There is no further discussion and the motion is put.

#### **Motion #4:**

"That this MSC opposes the planned restructuring at the University of Melbourne, under the name 'Flexible Academic Programming'. This is the biggest proposed restructure in Australia's history, with attacks on the quality of education and the rights and conditions of staff. These include (but are not limited to) the introduction of trimesters, increases in class sizes, course cuts (in the form of combining sections of the curriculum), extending teaching hours, and casualisation of staff. This MSC affirms the importance of student unions taking a stand for student and staff rights and expresses solidarity with the education office at UMSU, which has come out in opposition to these attacks."

Moved: Kim Stern

Seconded: Jessica Stone

For: 19

Against: 0

Abstentions: 0

**MOTION CARRIED UNANIMOUSLY**

### **9. Medicare patient rebates cut**

Jasmine states that we should support these protests as they are in response to large attacks by the government on free healthcare in Australia, with the cuts disproportionately affecting women, indigenous people and the poor, with Naish agreeing that these cuts are disgraceful.

Tess notes that a little bit of campaigning was done last year around the Medicare Co-payment by some of the departments, and these cuts could cause students to be worse off than under the original co-payments, so she encourages departments such as women's, queer and indigenous to get involved in promoting this campaign.

*Ben Parker arrives at 2:15pm*

Matilda notes that the MSA can play a large role in supporting the rallies against these cuts, with Abby encouraging all departments to get involved in this campaign.

Viv asks if she can have some more information about the rally, with Kim replying that the protest was called by groups involved with Trades Hall and is mainly being led by healthcare unions.

There is no further discussion and the motion is put.

#### **Motion #5:**

"This MSC opposes the Liberal Government's planned cuts to Medicare patient rebates for pathology"

and diagnostic imaging services. Access to MRIs, X-rays, urine and blood tests, ultrasounds and pap-smears is a right and these proposed changes will only further disadvantage workers, women, students, and the poor. This MSC endorses the February 20th 'THESE CUTS ARE KILLING US' rally in Melbourne as well as similar actions across the country and directs the MSA to support and promote this campaign online."

Moved: Jasmine Duff

Seconded: Naish Gawen

For: 19

Against: 0

Abstentions: 0

**MOTION CARRIED UNANIMOUSLY**

### **10. Sovereignty for Timor Leste**

Kim explains that there is a strong history of imperialism in Timor Leste, with Australia taking control of millions of dollars' worth of assets, leaving many of the people in Timor Leste to live in extreme poverty.

Tess notes the central campaign organisers contacted her due to the fact that it was discovered that the Australian government was bugging the Timor Government when discussions were ongoing about the establishment of the formal maritime boundaries. She also explains that by passing this motion we can help publicise the rally.

There is no further discussion and the motion is put.

#### **Motion #6:**

"This MSC endorses the protest on March 24 calling for sovereignty for Timor Leste. The Australian government is preventing the establishment of formal maritime boundaries, and as a result has gained control over the Greater Sunrise petroleum and gas fields worth billions of dollars. With a history of dominating the impoverished country, this MSC condemns the actions of the Australian government and stands with the people of Timor Leste."

Moved: Kim Stern

Seconded: Naish Gawen

For: 18

Against: 0

Abstentions: 1

**MOTION CARRIED**

### **11. General Business**

#### **11.1. Website update**

##### **Procedural Motion: To accept the Website update motion into general business**

Moved: Naish Gawen

For: 19

Against: 0

**PROCEDURAL MOTION CARRIED UNANIMOUSLY**

Naish explains that it was common practice to upload confirmed MSC minutes and Office-Bearer reports onto the MSA website, but this hasn't been done since late in 2014. He explains how doing this will help the MSA engage with more students, with Kim noting that student unions should be as accessible to students as possible.

Glenn explains that he sent the confirmed minutes to the marketing department to upload on December 16, and received confirmation that they would be on the website by today. He also explains that he does not think that Office-Bearer reports need to be put on the department's pages, as they are already uploaded with the confirmed minutes, so this would be unneeded duplication.

Viv and Rebecca Adams both ask why the minutes stopped being uploaded to the website, with Abby explaining that it was something that the previous secretary did not get around to doing.

Viv explains that she doesn't currently have a department page, but as she is starting one she would prefer the OB reports to not be on the page if they can already be found in the confirmed minutes.

Naish asks how council would know that the minutes would be uploaded today since it is over a month since they were sent in, with Phyllis noting that the minutes have been uploaded already and are currently available.

Naish notes that the reports should be uploaded separately for ease of access by students, with Amy explaining that if the reports are not uploaded there should be clear instructions about how to access the reports, with Glenn noting that he will talk to marketing about organising the best way to direct students to the minutes. Viv agrees that directing students on how to find the reports is a better option than uploading them twice.

Rebecca Doyle-Walker asks why the minutes took a month to be uploaded, with Glenn explaining that the marketing department simply forgot about it over the summer break.

Naish proposes an amendment to remove the section of the motion about confirmed minutes, which is accepted by the mover and seconder.

Amy asks if this motion refers to uploading all of the reports from last year or just the final report, with Naish explaining that it would only be the final report.

Brendan asks how he can update his own department's page, with Glenn replying that the marketing department can help with this.

Phyllis notes that MSC 4-15 still hasn't been uploaded, with Glenn explaining that he will investigate this once the meeting finishes.

There is no more discussion and the motion is put.

**Motion #7:**

"That this MSC requests the Secretary to ensure, in the interests of transparency and accountability that the 2015 MSA Office Bearer's Reports are published on the respective department pages."

Moved: Naish Gawen

Seconded: Kim Stern

For: 7

Against: 10

Abstentions: 2

MOTION FAILED

**11.2. Emails**

Glenn explains that a large number of the MSA's email accounts will be changing due to them not conforming to the university's formatting policies. He explains that this will affect all office-bearer departments, as well as other departments who he has been in contact with.

**12. Next Meeting**

The next meeting of the MSC will be at 2pm on Thursday the 18<sup>th</sup> of February in room W305, Menzies Building.

*Meeting closed: 2:37pm*

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ATTACHMENT 1 | MSC 11/15 Unconfirmed Minutes

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## Monash Student Council

# UNCONFIRMED MINUTES

Meeting opened: 2:29pm

Meeting 11/15 of the Monash Student Council held at 2pm on Thursday the 26<sup>th</sup> November, in room L5 of the Law Building, 15 Ancora Imparo Way.

### 1. Attendance

President:	Sinéad Colee	(Chair)
Treasurer:	Abby Stapleton	
Secretary:	Daniel King	
Education (Public Affairs):	Sarah Spivak	
Education (Academic Affairs):	Amelia Veronese	Proxy to Jessica Stone
Activities:	Tahnee Burgess	Proxy to Katie Power
Welfare:	Jesse Cameron	Proxy to Tim Berenyi
Indigenous:	Samantha Hyde	Proxy to Jayden Crozier
Environment & Social Justice:	Lauren Goldsmith	
Women's:	Ellen Perriment	
Female Queer:	Viv Stewart	
Male Queer:	Jarvis Sparks	
Disabilities:	Andrew Day	Proxy to Daniel Ffrench-Mullen
MUISS:	Karekhaa Nair	absent
MAPS:	Rebecca Doyle-Walker	Proxy to Teagan Blyth-Bale
Clubs & Societies:	Phyllis Pan	
General Representative:	Matilda Grey	
General Representative:	Glenn Donahoo	(Minutes)
General Representative:	Melodee Ried	
General Representative:	David Power	
General Representative:	Adrienne Bicknell	absent
Observers:		
	Brendan Holmes	
	Benjamin Parker	
	Carina-Diana Florea	
	Josh Zuzek	
	Amy Grimmer	
	Martinus Kraan	
	Amelia Veronese	
	Mali Rea	
	Sophie Vassallo	
	Naish Gawen	

### 2. Acknowledgment of traditional owners of land

This MSC acknowledges and pays respect to the people of the Kulin nations as the original and ongoing owners and custodians of this land. The MSA commits itself to actively fight alongside Indigenous peoples for reconciliation and justice for all Indigenous Australians.

**3. Confirmation of agenda order**

Confirmed

**4. Confirmation of previous minutes**

**4.1. MSC 7a/15**

**Attachment 1**

**4.2. MSC 7/15**

**Attachment 2**

**4.3. MSC 8/15**

**Attachment 3**

**4.4. MSC 9/15**

**Attachment 4**

**4.5. MSC 10/15**

**Attachment 5**

**Motion #1:**

“That this MSC accepts that the minutes of MSC 7a/15 are a true and accurate record of that meeting.”

Moved through the chair

For: 10

Against: 0

Abstentions: 7

MOTION CARRIED

**Motion #2:**

“That this MSC accepts that the minutes of MSC 7/15 are a true and accurate record of that meeting.”

Moved through the chair

For: 9

Against: 0

Abstentions: 8

MOTION CARRIED

**Motion #3:**

“That this MSC accepts that the minutes of MSC 8/15 are a true and accurate record of that meeting.”

Moved through the chair

For: 13

Against: 0

Abstentions: 4

MOTION CARRIED

**Motion #4:**

“That this MSC accepts that the minutes of MSC 9/15 are a true and accurate record of that meeting.”

Moved through the chair

For: 12

Against: 0

Abstentions: 5

MOTION CARRIED

**Motion #6:**

“That this MSC accepts that the minutes of MSC 10/15 are a true and accurate record of that meeting.”

Moved through the chair

For: 12

Against: 0

Abstentions: 6

MOTION CARRIED

Mali Rea enters at 2:34pm

**5. Reports**

**5.1. President**

**5.1.1. to MSC 9/15**  
Not Submitted.

**5.2. Treasurer**

**5.2.1. to MSC 9/15**

**Attachment 6**

**5.3. Secretary**

**5.3.1. to MSC 9/15**

**Attachment 7**

**5.4. MUISS**

**5.4.1. to MSC 7/15**  
Not Submitted.

**5.4.2. to MSC 9/15**  
Not Submitted.

**5.5. Clubs and Societies**

**5.5.1. to MSC 11/15**

**Attachment 8**

**5.6. Environment and Social Justice**

**5.6.1. to MSC 8/15**

**5.6.2. to MSC 10/15**

**Attachment 9**

**Attachment 9**

**5.7. Female Queer**

**5.7.1. to MSC 8/15**

**5.7.2. to MSC 10/15**

**Attachment 10**

**Attachment 10**

**5.8. Activities**

**5.8.1. to MSC 9/15**  
Not Submitted.

**5.9. Women's**

**5.9.1. to MSC 10/15**

**Attachment 11**

**5.10. Welfare**

**5.10.1. to MSC 8/15**

**5.10.2. to MSC 10/15**  
Not Submitted.

**Attachment 12**

**5.11. Education (Public Affairs)**

**5.11.1. to MSC 10/15**

**Attachment 13**

**5.12. Disabilities and Carers**

**5.12.1. to MSC 10/15**

**Attachment 14**

**5.13. Male Queer**

**5.13.1. to MSC 10/15**

**Attachment 15**

**Motion #7:**

"That this MSC accepts the submitted reports en bloc."

Moved through the chair  
For: 15  
Against: 0  
Abstentions: 3  
MOTION CARRIED

Sinead explains that as Viv Stewart's reports have been submitted and circulated at the meetings, she will be removed from the censure motion.

**Motion #8:**

"That this MSC recognises that the following Office-Bearers are in breach of Regulations for Office-Bearers and Members of MSA Bodies for their failure to submit the following reports:

Sinead Colee	- President's report to MSC 9/15
Jesse Cameron and Rebecca Adams;	- Welfare's Report to MSC 10/15
Jake Krelle and Tahnee Burgess	- Activites' report to MSC 9/15

This MSC judges that the aforementioned Office-Bearers are in breach of regulations 8.1 and 8.8:

That this MSC, in recognition of these breaches of the regulations, pursuant to regulation 17.3.3 censures the aforementioned Office-Bearers for their failure to submit their report on time, furthermore, pursuant to regulation 17.6, docks their honorarium for a period of one week and directs them to submit their respective reports to the Secretary."

Moved through the chair  
For: 13  
Against: 0  
Abstentions: 5  
MOTION CARRIED

## 6. Annual Reports

Sarah notes that people may need extra time to read the annual reports that were circulated at the beginning of the meeting.

**Procedural motion: To adjourn the meeting for 10 minutes**

Moved: Sarah Spivak  
For: 18  
Against: 0  
PROCEDURAL MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 2:36pm

Meeting re-ajourned at 2:47pm

David asks if it is possible to move the female queer and president's report separately from the other annual reports, due to them being submitted late. Sinead explains that the motions can be changed to allow this to happen.

- 6.1. President
- 6.2. Treasurer

- Attachment 16
- Attachment 17

<b>6.3. Secretary</b>	<b>Attachment 18</b>
<b>6.4. Activities</b>	<b>Attachment 19</b>
<b>6.5. Welfare</b>	<b>Attachment 20</b>
<b>6.6. Female Queer</b>	<b>Attachment 21</b>
<b>6.7. Queer</b>	<b>Attachment 22</b>
<b>6.8. Disabilities and Carers</b>	<b>Attachment 23</b>
<b>6.9. Lot's Wife</b>	<b>Attachment 24</b>

**Motion #9:**

"That this MSC accepts the submitted annual reports en bloc excluding the President and Female Queer reports."

Moved through the chair

For: 17

Against: 0

Abstentions: 0

**MOTION CARRIED UNANIMOUSLY**

**Motion #10:**

"That this MSC accepts the submitted annual reports from the President and Female Queer officer."

Moved through the chair

For: 14

Against: 0

Abstentions: 4

**MOTION CARRIED**

**Draft motion:**

"That this MSC recognises that the following Office-Bearers are in breach of Regulations for Office-Bearers and Members of MSA Bodies for their failure to submit the following reports:

Sinead Colee; - President's Annual Report

Vivien Stewart; - Female Queer's Annual Report

This MSC judges that the aforementioned Office-Bearers are in breach of regulations 8.8 and 8.11:

That this MSC, in recognition of these breaches of the regulations, pursuant to regulation 17.3.3 censures the aforementioned Office-Bearers for their failure to submit their report on time, furthermore, pursuant to regulation 17.6, docks their honorarium for a period of one week and directs them to submit their respective reports to the secretary."

**MOTION LAPSES**

**7. Summary of Executive Financial Motions**

**Attachment 25**

Sophie asks what the \$4000 approved for the NUS delegate function will be used for. Sinead explains that it is being used to partially subsidise a function for all attendees of the NUS National Conference, but Sinead also notes that the actual cost will be much lower than \$4000. Sophie notes that she thinks this spending is a profound waste of money.

Mali asks why \$5000 was passed for observer subsidies for the NUS National Conference, with the money passed being much more than is necessary for all of the observers that are being subsidised. Sinead explains that \$5000 was passed as the final cost for attendees was not known at the time. Sinead explains she can give the list of the people being subsidised and the amount they are being subsidised, which Dan will send over the list.

Mali asks if there was a public expression of interest for subsidies for students to go to the NUS National Conference as observers, with Sinead explaining that no public expressions of interest were sought.

Sophie asks if the money that was passed for the Alumni awards will still be spent, with Sinead replying that the money will not be spent as the awards night has been cancelled for this year.

Sophie notes that she believes that the money paid to Kovac and Co for Office Bearer training was a waste after having done training with the company last year.

**8. Financial Statements**

**8.1. September 2015**

**Attached to email**

**8.2. October 2015**

**Attached to email**

**9. MSC Budget 2016**

**9.1. Budget 2016: Summary**

**Attached to email**

**9.2. Budget 2016: by Department**

**Attached to email**

Abby explains to council that she has spent a lot of time recently on the budget process, but the budget process was changed this year, with the second appeal process being removed as it was longwinded and in most cases didn't change the budget. Daniel notes that from sharing an office with Abby, he can attest to the fact that Abby has spent a lot of time working on this budget.

Tegan explains that MAPS has several concerns with the budget process and is not happy with the outcome of the budget, specifically with the large amount of money spent on staff salaries. Tegan questions as to why the General Representative and Divisional Representative on the MSC Executive were not invited to budget committee meetings. Tegan also notes that MAPS believe that MSA staff had an undue influence over the budget process.

Abby confirms that she received a complaint from the MAPS President about the removal of an extra line item, which Abby notes has been absorbed into the hospitality line item, which has increased by \$800, due to a mistake in the divisional budget originally sent to MAPS at the end of 2014. Abby also notes that MAPS' overall budget has an 8% increase.

Sinead explains that she has told the MAPS President many times that there was a mistake in the divisional budget sent to the MAPS President at the end of 2014, compared to the full budget that was passed by council, so there was no decrease from the actual budget from last year.

Sophie asks why there is a 44% increase in spending in the membership fees line item, noting that there is projected to be a decrease in income and that this line item is funded by MSA Card sales. Sophie also asks if all of this line item will be used for NUS affiliation. Sinead explains that the campaigns line item has been decreased, which is where the money used to fund the Australia Needs a Brighter Future campaign came from, with this money being redirected to increase NUS affiliation as well as provide more funding for internal campaigns, as has been requested by council members at previous council meetings. Sinead also notes that a small amount of the membership fees will be used for TAG membership, but the vast majority will be used for NUS affiliation.

David asks why the Australia Needs a Brighter Future campaign report has not been submitted, with Abby noting that this is not relevant to the budget.

Sophie asks how the MSA can afford to increase NUS affiliation if the projected income has decreased, and that a larger increase doesn't make sense when the MSA's financial position hasn't improved. Sinead explains that the new funding agreement means the MSA receives 90% of the expected funding up front, with this

figure used to calculate income in the budget, so the income should increase if the university enrolls their projected number of students. Sinead also explains that the short courses budget projection was incredibly conservative so the revenue should increase as they now have agreements with faculties to run training and will be involved with the new Student Futures program next year, with recent staff and building restructures also likely to improve their financial position.

Abby notes that budget committee were very conservative with income expectations, with the expectation that the actual income will more than likely be higher than what is budgeted. Sophie notes that the large increase in membership fees line item could be put to better use in autonomous departments. Sinead notes that not all of the campaigns money is put to NUS affiliation, with a new central line item for campaigns which departments can apply to and a large increase to the conferences line item, so that appropriate conferences can be attended.

Abby explains that she understands that council members may want more funding for autonomous departments, but notes that this is a fair budget, with the women's department budget being increased, with no appeal received for that department's budget proposal. Sophie notes that she did not appeal the budget proposal as she made an appeal last year, but received no feedback on her appeal, so she believed there was no point in submitting one this year. Sinead explains that it is not fair to criticise the system or individual people at this point, as there were many opportunities to bring up issues earlier in the process, while explaining there have been large increases this year, noting she would be proud to have made this budget. Abby also notes that every appeal this year was responded to with extensive feedback and that departments will be supported in applying for funding from Central Funds if they require extra funding.

There is no further discussion and the motion is put.

**Motion #11:**

"That this MSC accepts and adopts the proposed Budget for 2016."

Moved: Abby Stapleton

Seconded: Daniel King

For: 15

Against: 1

Abstentions: 2

MOTION CARRIED

**10. MSA Committee Regulations Subcommittee**

Daniel explains that in the Constitutional subcommittee there were recommendations made to make changes to committees in the constitution, as it includes outdated references such as the Activities committee running Green Week. Daniel explains that it was suggested that committees be removed from the constitution and new Committee Regulations be created, as it will be easier to modify these in the future if references become outdated.

Mali asks when the recommendations from previous subcommittees will be brought to council, with Daniel explaining that he will send out the results from these subcommittees, and work with the next secretary if necessary to enact the suggested changes.

There is no further discussion and the motion is put.

**Motion #12:**

"That this MSC establishes an MSA Committee Regulation Subcommittee, open to all students, to provide recommendations for the drafting of an MSA Committee Regulations. The subcommittee shall be convened by the MSA Secretary, who will present the draft regulations to a future MSC."

Moved: Daniel King

Seconded: Abby Stapleton  
For: 17  
Against: 0  
Abstentions: 1  
MOTION CARRIED

**11. General Business**

David asks if the president can explain the timeline for the Australia Needs a Brighter Future campaign, with Sinead explaining she doesn't have the report yet so she cannot summarise it yet. Sophie asks why a report is not ready, with Sinead explaining that she has not had time to write one as of yet.

**12. Next Meeting**

The next meeting will be at a time and place to be advised by the 2016 MSA Secretary.

Meeting closed: 3:24pm

**ATTACHMENT 2 | MSC 1a/16 Unconfirmed Minutes**

## Monash Student Council

# UNCONFIRMED MINUTES

Meeting 1a/16 of the Monash Student Council held at 2pm on Tuesday the 12<sup>th</sup> of January, 2016 in Room ST1, 16 Rainforest Walk.

*Meeting opened: 2:05pm*

**1. Attendance**

President:	Abby Stapleton	(Chair)
Treasurer:	Matilda Grey	
Secretary:	Glenn Donahoo	(Minutes)
Education (Public Affairs):	Sumudu Setunge	
Education (Academic Affairs):	Jessica Stone	
Activities:	Katie Power	Absent
Welfare:	Brendan Holmes	
Indigenous:	Jayden Crozier	
Environment & Social Justice:	Kim Stern	
Women's:	Melanie Loudovaris	Absent
Female Queer:	Amy Grimmer	
Male Queer:	Martinus Kraan	
Disabilities & Carers:	Vivien Stewart	Absent
MUISS:	Karekhaa Nair	Apology
MAPS:	Rebecca Doyle-Walker	
Clubs & Societies:	Phyllis Pan	
General Representative:	Shreeya Luthra	
General Representative:	Kapil Bhargava	Proxy to Daniel King
General Representative:	Tess Freeman	Proxy to Nicholas Virgo
General Representative:	Naish Gawen	
General Representative:	Yasemin Shamsili	Proxy to Tess Dimos
Observers:	James Whitehead	
	Jake Humphreys	

**2. Acknowledgment of traditional owners of land**

This MSC acknowledges and pays respect to the people of the Kulin nations as the original and ongoing owners and custodians of this land. The MSA commits itself to actively fight alongside Indigenous peoples for reconciliation and justice for all Indigenous Australians.

**3. MSC Executive**

**Attachment 1**

Glenn explains that allowing the Executive to pass small amounts of money allows the MSA to run much more efficiently, while still requiring the authorisation of MSC for large expenditures. Glenn explains that if this were not done, MSC would have to meet much more often, which would not be practical.

There is no further discussion and the draft motion is put.

**Motion #1:**

“That this MSC resolves to allow the Executive to authorise expenditure of up to \$5,000 per item in its role as day-to-day Manager of the MSA, pursuant to the MSA Constitution excluding staffing, industrial and legal expenditure. Further, that a summary of executive financial motions be tabled at every MSC meeting.”

Moved: Glenn Donahoo

Seconded: Matilda Grey

For: 15

Against: 0

Abstentions: 1

MOTION CARRIED

Abby explains that the meeting will now adjourn to allow the general representatives to discuss who their nominee for executive will be.

*Meeting adjourned 2:07pm*

*Meeting re-adjourned 2:09pm*

Abby asks if the general representatives have decided on a nominee, with Kapil Bhargava being the only nominee.

Shreeya says Kapil will be great on the MSC Executive.

There is no further discussion and the motion is put.

**Motion #2:**

“That this MSC approves the election of Kapil Bhargava to the MSC Executive for 2016, elected pursuant to §24(1)(e) of the MSA Constitution.”

Moved: Shreeya Luthra

Seconded: Nicholas Virgo

For: 5

Against: 0

Abstentions: 0

MOTION CARRIED UNANIMOUSLY

Abby asks if the divisional representatives have a nominee, with Rebecca Doyle-Walker being the only nominee.

There is no further discussion and the motion is put.

**Motion #3:**

“That this MSC approves the election of Rebecca Doyle-Walker to the MSC Executive for 2016, elected pursuant to §24(1)(d) of the MSA Constitution.”

Moved: Phyllis Pan

Seconded: Rebecca Doyle-Walker

For: 2

Against: 0

Abstentions: 0

MOTION CARRIED UNANIMOUSLY

Matilda highlights that being able to sign cheques is a large proportion of her role, and without this motion she would not be able to do her role as treasurer.

There is no further discussion and the motion is put.

**Motion #4:**

“That this MSC recognises that for the purposes of cheques and other similar financial documents two signatures will be required from the MSA Executive, namely those of the Treasurer (Matilda Grey) and either the President (Abby Stapleton) or the Secretary (Glenn Donahoo). In the event that the Treasurer is unable to attend the office for more than 2 working days, the signatures may be sought from both the President and the Secretary during that period of absence.”

Moved: Matilda Grey

Seconded: Glenn Donahoo

For: 12

Against: 2

Abstentions: 1

MOTION CARRIED

**4. Next Meeting**

The next meeting of MSC will be on a date to be confirmed.

*Meeting closed: 2:12pm*

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**ATTACHMENT 3 | President’s report to 1/16**

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	<p><b>ABBY STAPLETON</b> <b>PRESIDENT</b> <b>Report to MSC 01/16</b> <b>28<sup>th</sup> January, 2016</b></p>
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*Report covering 01/01/2016-25/01/2016*

**Key activities**

**Cleaning up the office/ general organisation**

My first job I assigned myself was to clean up the president’s office. Having had a new roof installed over the summer break the condition of the office was not fit to work in. All of the posters in the office had been removed as well as all the items covering the desk area. I also had to ask Raj to install my computer and phone, and link my past treasurer documents to

the new treasurer; Matilda. I anticipated this would take only an hour however I soon found myself spending a lot longer organising everything in the office, I finally finished around 2pm. Despite the tediousness of the task I am very glad to have a new roof as the old one had begun to sag with mould and decay.

### **Planning member's week**

While most of January and February is spent organising orientation festival there is a lot to be done in regards to planning and running week two; member's week. Each department is allocated a week of the semester to run their events and promote their department, the executive is responsible for running member's week in the second week of the academic semester. During this week there is an array of activities booked, from jumping castles to face painting and food stalls, these events are available to MSA members. We hope to drive membership during the five-day festival as well as provide some exciting events for students. Members week is usually quite popular so we hope to see the same sort of turnout this year.

### **Planning orientation festival**

Planning O-week is probably the biggest task and main focus over the next few weeks. Last year we saw a record number of people sign up to be MSA members, this year I hope we can match that if not top it! There is a lot to plan and every department will be kept busy in the upcoming weeks organising their department stall. We will be working very closely with the marketing department to run what will hopefully be a very successful orientation festival.

### **Organise preliminary meetings**

Over the course of January and February I hope to meet with various university administrators to discuss how we can best work together over the next year. I hope to meet with the dean of each faculty during the early months of semester and will also work to put departments in touch with relevant faculties/administrators.

### **NUS presidents summit**

From the 18<sup>th</sup> to the 21<sup>st</sup> of January I attending president's summit, organised by the national union of students. I found this week to be highly beneficially and very relevant to my role. The conference was held in Sydney and hosted by the university of sydney student union. The week was jam packed with skill building workshops and guest speakers, it also gave me a chance to meet other presidents and NUS national office bearers around the country and discuss the focus for the upcoming national day of action on April 13<sup>th</sup>. We talked about how to tie the rally in with the upcoming federal election and how best to engage students with the fight to secure more funding. It was agreed upon that the focus for this protest would be to demand more funding and free education, free education being a policy of NUS. We also wanted to address the issue of SSAF during preparations for the NDA.

### **Tax help**

A main focus of mine this is to set up a tax help system for students to access over the course of June/July. Many students often miss out on claiming tax due to the lack of information as to how to do it. I think this issue can be addressed by advertising an online system allowing students to access guidance. I have started planning this and will continue to look into structuring the service in the upcoming months.

### **Actions and Achievements**

- Organising and cleaning out the office
- Chaired first MSC as President
- Chaired first executive as President
- Set goals for 2016
- Attended president's summit

### **List of goals to be completed by next report**

1. Revisit Sir Johns \$5 menu
  - I plan on meeting with Tam regarding the introduction of a \$5 menu at Sir Johns. This is in relation to the MSA's focus on student welfare and providing affordable food on campus
2. Complete preliminary meetings
  - I will continue to organise meetings with relevant staff to discuss the benefits of engaging with the MSA and what our plans are for 2016.
3. Run a successful orientation week
  - This includes addressing the universities decision to axe president's faculty welcomes.
4. Run a successful member's week
  - Book and lock in weekly plan and activities to run throughout the week.
5. Continue looking into tax help
  - Look into setting up an online service.
6. Find new home for the household goods service

### **Key activities:**

Managing the finances  
Helping with events (e.g. enrolments/Host Scheme Camps)  
Preparing and distributing the Chart of Accounts  
Cleaning office  
Helping Office Bearers to get settled in  
Familiarising myself with the workings of the MSA

### **Actions & Achievements:**

### **Finance Subcommittee meeting**

As treasurer, one of my roles is to hold finance subcommittee meetings. I will soon call the first one for the year, where we will go over the expenditure for this year so far. These meetings are conducted to keep me informed and up to date with the financials, and to ensure that the MSA is using its money effectively.

### **Helping other departments**

I also aim to assist Office Bearers with their departmental roles. Whether supporting them with their day-to-day activities or helping out with the financials, I aim to be as available as possible to those who require support. In the first weeks back, it has been my role to help Office Bearers get settled in to their offices and roles.

### **Chart of Accounts**

I have prepared and distributed the Chart of Accounts to each department. This outlines the budget for each department, and the line item under which certain expenditure will go when filling out financial request forms.

### **List of goals to be completed by next report:**

- Call and run a finance subcommittee meeting
- Planning and helping to organise and run O-week
- Planning and helping to organise members week
- Be available to assist departments in any way possible
- Continue to familiarise myself with the workings of the MSA

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**ATTACHMENT 5 | Secretary's report to 1/16**

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	<p><b>GLENN DONAHOO</b> <b>SECRETARY</b> <b>Report to MSC 01/16</b> <b>28<sup>th</sup> January, 2016</b></p>
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*Report covering 01/01/2016 - 25/01/2016*

### **Key activities:**

#### **Office Bearer Setup**

During the first two weeks of the year, as well as during the end of December, I have been helping office-bearers get access to the basic tools they need to be able to do their jobs, including getting access to their email account, ID cards and office keys, which was important during the first week as staff were not at the MSA to help with this. All office-bearers now either have access to all of these things, or they should be aware about how to obtain access to them.

**Email Address updates**

While helping office-bearers get access to their email addresses, I found out we would also have to update all of the role accounts and mailing lists, so they forwarded all emails to the new office-bearers. After talking to esolutions about doing this, I found out that a large amount of our role accounts and mailing lists would need to be updated due to standard formatting which our addresses were not following. I have since met with esolutions about what needs to be done, and am currently in the process of finalising all emails within the organisation and ensuring everyone understands what will be done to their emails.

**Schedule of meetings**

I have put together a schedule for MSCs for the year, including schedules for when various reports are due to MSC. Unfortunately our usual venue of the conference room is unavailable for the year due to building works, so I am working with Monash Venues to find alternate venues for these meetings.

**Actions & Achievements:**

- Helped Office-Bearers with settling in and obtaining all of the resources required to perform their roles
- Created and circulated a schedule of MSC meetings for the year
- Successfully called and held the first two executive meetings of the year
- Organised office-bearers to be at the enrolment sessions and host scheme camps

**List of goals to be completed by next report:**

1. Help run a successful orientation festival
2. Circulate a final, completed schedule of MSCs for 2016
3. Finalise the changes to be brought to MSC on Office Bearer Regulations, Election Regulations and the Constitution
4. Hold subcommittees on Committee regulations.
5. Finalise changes to be made to the MSA's email addresses.
6. Catch up with OBs to teach them how to use the CRM system.

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**ATTACHMENT 6 | Activity's report to 1/16**

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	<p><b>Katie and Ben</b> <b>Activities</b> <b>report to MSC 1/16</b> <b>January</b></p>
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**Key Activities:**

**O-week:**

During O-Week the department is running a free BBQ everyday and handing out Mountain Goat beers/ciders. There will be two events that run: Activities Trivia and An Evening Out at Luna Park.

**Trivia night:**

Trivia will be held on thursday night and tickets will sell \$10 MSA/\$15 Non-MSA. The venue is still undecided between Sir John's Bar and The Nott Bistro.

**Luna park:**

Luna Park will run on the friday of O-Week. The event is run with UMSU Activities where Luna Park is rented out exclusively for ticket holders. The event will run for 3 hours with unlimited rides. Tickets are sold at \$35 MSA/\$30 Non-MSA. We are aiming for 500 ticket sales. There will be no afterparty after the feedback from last year. It is a dry event and available to all ages.

**Music Festival Event**

This is a new event the department wants to run with the Big 4 societies. Up until thursday last week it was going to be held at the Melbourne Zoo however they have decided against it. We are looking for a event capacity of ~2000pax. The entertainment will be well known bands to hopefully increase attraction and ticket sales. We are working with The Social Crew for bands, production equipment etc. The event will occur on the 31st of March during the mid semester break on the thursday.

**Actions and achievements**

- Booked Luna Park
- Luna Park posters are being created
- Cleaned office
- Ordered tickets for Luna Park
- Ordered Mountain Goat beverages for O-Week
- Discussed revamping Hump Day for 2016
- Held meetings for comedy on campus
- Attended JOG meetings
- Held an activities camp for the committee volunteers

**List of goals for next report:**

- Organise Booze Cruise
- Organise a venue for the new music event
- Print and put up posters for Luna Park
- Secure venue for trivia
- Print posters and tickets for trivia
- Organise O-Week
- Organise last minute details ie photographers for O-Week events

**Budget expenditure since last report:**

Name	Date	Ticket Cost	Ticket Sellout	Committee tix	Break even	Sell out
Luna Park	26/2/2016	25	500	10	558.8	-1720
Cost name	Qty	Cost per unit	Total			

Venue Hire	1	13500	13500			
Tickets	500	0.14	70			
Posters	350	0	0			
Photographer	1	400	400			
			0			
			0			
		<b>Total</b>	<b>13970</b>			

**ATTACHMENT 7 | MAPS' report to 1/16**

	<p><b>REBECCA DOYLE-WALKER</b> <b>MAPS PRESIDENT</b> <b>Report to MSC 01/16</b> <b>25 January 2016</b></p>
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*Report covering 01/01/2016 to 25/01/16*

**Key activities:**

**MAPS End of Year Function:**

MAPS ended 2015 with a dinner catered for by Sir Johns Bar. The food was fantastic and the people that attended had a great time. We have noticed that the majority of our constituents do not attend this event and as such are looking at alternatives for this year so that more people can participate.

**2016 MAPS Orientation Day:**

MAPS are once again hosting their Orientation Day during O Week on Tuesday 23/02/16. This year we will be holding it in the MAPS Lounge as the Airport Lounge is not longer an appropriate space to use due to the noise. We have invited speakers from both the University and the MSA to share information to help new students with the transition back to study. This year we will be finishing the day with a campus tour being conducted by CCD.

**Mature Age Student Reps Symposium:**

On 15 January 2016, MAPS hosted student representatives from Swinburne and Deakin to share new ideas and current strategies for improving the student experience for mature age students. While there were only 10 attendees there was robust discussion about what we, and more importantly for some their student unions and universities, can do to help mature age students transition back to study with the challenges that are unique to them. Once again we saw how fortunate we are at Monash with the support we receive from MSA and MAPS. The day concluded with dinner and speakers who shared their experiences as mature age students with the attendees. The feedback from the day was positive with the intention moving forward that this will become a regular event, hopefully with more student representatives from other universities attending.

**Progress on assigned goals from last report:**

N/A

**List of goals to be completed by next report:**

**Goal #1 – Hold the 2016 MAPS Orientation Day:**

Complete planning and host the 2016 MAPS Orientation Day

**Goal #2 – Create Social Calendar for S1:**

Finalise activities for Semester 1 and publicise on Facebook page and in MAPS Lounge

**Goal #3 – Hold MAPS General Meeting:**

As required in our Constitution, we will hold a General Meeting by Week 4

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**ATTACHMENT 8 | C&S report to 1/16**

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**Phyllis Pan  
C&S President  
Report to MSC 01/16  
28 January 2016**

*Report covering 24/11/2015 – 25/01/2016*

**Key activities:**

Not much has happened over the past few months, due to many members of the C&S Executive travelling over the holidays, making it difficult to initiate meetings and discussions. The C&S Office was closed from December 23rd and reopened last Monday, January 18th. Most members of the C&S Executive should be returning in the next few weeks, allowing us to better plan for the year ahead.

**Clubs Guide**

The 2016 Clubs Guide, a joint publication between C&S and TeamMONASH, was finalised and printed, with financial contributions from the Vice-Chancellor, Monash College, and TeamMONASH. Thanks to the MSA marketing team for putting it all together.

**Morning Tea**

C&S hosted a morning tea in our office on Monday, December 14th, to thank those Monash and MSA staff members who assisted C&S in some way during the year, particularly those from Short Courses who allowed C&S to temporarily relocate to their office while ours was being refurbished over the mid-year break. The morning tea was also a chance to unveil the refurbished C&S Office to those who had not yet seen it. We provided snacks (cheese, crackers, dips, muffins, etc.), juice, and coffee. The event was fairly successful, with approximately 20 people in attendance.

**Finance Regulations**

Last year's C&S Head Auditor, Eliza Tipping, has graduated and will no longer be part of the C&S audit team this year. As she has worked hard in the role for several years, the C&S Staff and a few members of the C&S Executive, including myself, met with her to discuss some changes she would like seen made to the C&S Finance Regulations and Treasurer Handbook. One of the major changes is clarifying how clubs can receive money via EFT. It was decided to put off allowing clubs to make

payments via EFT until we are confident that clubs are receipting income via EFT properly. The C&S Development Officer is writing up the changes to be checked over by the C&S Executive and finalised before semester starts.

### **Constitutional Changes**

Initial discussions about possible changes to the constitution began in December but were unable to proceed very far due to many members of the C&S Executive being overseas or unavailable. An idea introduced by the C&S Development Officer is to create a focus group consisting of current and past club office bearers who would be interested in helping to workshop changes to the constitution.

### **C&S Training Day**

The date for the C&S Training Day, also known as Club Survival Boot Camp, is set for next Wednesday, February 3rd. At least one office bearer from each club must attend. The day will include workshops to assist clubs with event management, contracts, sponsors, administration, and finance. C&S will be providing morning tea and running a BBQ for lunch. Compulsory President, Treasurer, and Secretary workshops (for those who have not yet completed their respective workshop) will be run on the following day, February 4th, to give those office bearers a chance to complete their workshop before semester starts.

### **Actions and achievements:**

- Chaired two meetings of the C&S Executive
- Wrote a (hopefully) inspiring President's welcome message for the 2016 Clubs Guide
- Hosted a morning tea for staff members who assisted C&S in 2015
- Discussed changes to the C&S Finance Regulations and Treasurer Handbook
- Started discussions regarding changes to the C&S Constitution
- Wrote an introduction to Clubs & Societies for the Counter Faculty Handbook
- Archived last year's club paperwork from our filing cabinets to be put into storage
- Wrote this report

### **Progress on assigned goals from last report:**

#### **Goal #1: Review the C&S Constitution with the C&S Executive and Staff**

Verdict: Ongoing (to be discussed further when more members of the C&S Executive return from holidays)

#### **Goal #2: Investigate the possibility of incorporating EFT payments into the C&S Finance Regulations**

Verdict: Deferred (until clubs are confidently using EFT to receive income)

#### **Goal #3: Begin planning the 2016 C&S Awards Night**

Verdict: Ongoing (to be discussed with the C&S Executive at our upcoming executive meeting)

**Goal #4: Finalise changes to the new club application process**

Verdict: Ongoing (to be discussed when the C&S Vice President, who is in charge of new clubs, returns from overseas)

**Goal #5: Plan a compulsory training day for club office bearers**

Verdict: Complete

**Goal #6: Begin considering a Returning Officer handbook or workshop**

Verdict: Ongoing (not a main priority)

**Goal #7: Decide whether to pursue the Preferred Suppliers Guide**

Verdict: Ongoing (to be discussed with the C&S Executive at our upcoming executive meeting)

**List of goals to be completed by next report:**

**Goal #1: Run the C&S Training Day for club office bearers**

**Goal #2: Decide whether to pursue the Preferred Suppliers Guide**

**Goal #3: Assemble a focus group to review the C&S Constitution**

**Goal #4: Book the venue for the 2016 C&S Awards Night**

**Goal #5: Finalise changes to the new club application process**

**Goal #6: Find a new C&S Head Auditor**

**Goal #7: Begin considering a Returning Officer handbook or workshop**

M28/15	30-Nov	Legal	\$ 1,350.00	MSC 1/16
		Staff Training	\$ 110.00	
		Duress Button in Student Advocacy	\$ 363.00	
		OB Banner	\$ 2,288.00	
		Media Player for Sir John's	\$ 770.00	
		Soundproofing for Student Advocacy	\$ 1,475.00	
		Soundboard for MUST	\$ 4,974.00	
		Staff advertising	\$ 344.30	
		POS machine for Sir John's	\$ 4,400.00	
		Orange Rugs	\$ 899.50	
		Teardrop banners	\$ 2,720.00	
		Food Van Repairs	\$ 3,575.00	
		Radio Monash	\$ 5,000.00	
M01/16	13-Jan-16	Sound Equipment for Activites	\$1,605.00	
		Bikery Sign	\$473.00	
		Honour Board Update	\$123.00	
		Food Van Transmission	\$3,925.00	
		NUS President's summit accommodation	\$1,505.00	
		NUS President's summit other	\$495.00	
M02/16	25-Jan-16	Succulents for Sir John's Bar	\$400.00	
		SEEK Advertising for MSCC	\$500.00	
		Staff Training	\$180.00	

## ATTACHMENT 10 | MSA Divisional Signatories

**Title of Agenda Item:**

MSA Divisional Signatories

**Author:**

Glenn Donahoo

**Purpose:**

To note the MSA divisional signatories, as required by the MSA Constitution.

**Draft motions:**

“That this MSC notes the divisional signatories, as decided upon by the divisions, as:

1. MAPS: Rebeeca Doyle-Walker, Teagan Blyth-Bale, Marran Balir
2. MUISS: Karekhaa Nair, Roshenee Gunusagaran
3. C&S: Phyllis Pan, Eleanor Murray, Raymond Field, Shreeya Luthra.”

**Explanation:**

While the MSA President, Treasurer and Secretary act as the signatories for MSA departments and businesses, MSA divisions are autonomous arms of the MSA and consequently elect their own respective Executives. As a result, MSC is required to note the signatories of each of the divisions, as decided by the divisions. This is generally the President, Treasurer and Secretary of the division (or individuals filling similar roles).