



## Meeting minutes

### 1<sup>st</sup> Ordinary Council Meeting of the 47<sup>th</sup> STUDENT ASSOCIATION COUNCIL

Notice is hereby given of the 1<sup>st</sup> Ordinary Meeting of the 47<sup>th</sup> Student Association Council (1/47, 1/17) to commence at 2pm Monday 20<sup>th</sup> February. Student Zone, Cairns; JCUSA conference room, building 133 Townsville.

Meeting started at 2:10pm; chaired by E.H (President & Convener)

#### PRESENT

Edward Harridge (President), Kimberley Rogers-Ford (Vice-President), Jesse Argent (Cairns Campus Officer, Via Video Link), Michael Kane (Townsville Campus Officer), Sydney Jones (International Student Officer), Sally Kift (VC's nominee), Benita Bosch (JCUSA manager) Tichava Batiya (Secretary),

#### IN ATTENDANCE

Tristan De Mezieres (International Student Support division)  
Camilla Strom  
Tyler Gilstrom  
Melissa Piontek  
Claire Holland

#### 1. APOLOGIES AND PROXIES

Nil

#### 2. DECLARATION OF CONFLICTS OF INTEREST

E.H explained in detail the requirement for Council members to declare a conflict of interest regarding the Agenda at the beginning of each meeting.

No Conflict of Interest was declared.

#### 3. APPROVAL OF UNSTARRED ITEMS

The following items were starred for discussions:

##### 5. LEGAL MATTERS

##### 6. REPORTS

- 6.1. President's report
- 6.2. Vice President report
- 6.3 Cairns Campus Officer report
- 6.4 Townsville Campus Officer report
- 6.5 Diversity Officer Report-
- 6.6 International Student Officer report
- 6.7 Post graduate student officer report
- 6.8. Finance officer report

##### 7. GENERAL BUSINESS

- 7.1. Approval of draft financial statement 2016
- 7.2. Discuss approval of Organizational Structure and the Purchase Order delegation process
- 7.3. Discuss sponsorship for JCUSA membership cards process

A motion to amend part 7 of the GENERAL BUSINESS agenda item was brought forward by E.Harridge



## RESOLVED

That following unstarred items be accepted:

7.4 International Ball Discussions

Moved: E.H  
Carried: yes

## 8. ELECTION/ APPOINTMENT

- 8.1. Appoint Jesse Argent as the acting Diversity Officer as per Constitution (Section 6.5)
- 8.2. Appointment of Community Specialist Officer
- 8.3. Appointment of Acting Post Graduate acting officer
- 8.4. Post Graduate Nomination process

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

4.1 Ordinary Council meeting, 21<sup>st</sup> November 2016 (6/46; 6/16)

E.H has concerns regarding the 6<sup>th</sup> Ordinary Council meeting particularly:

Item 7.1 that the JCU Student Association approves the attached organizational Chart

E.H believes the Council approved the organizational structure at the meeting.

T.B there were concerns raised about the proposed organizational chart and suggestions were made by C.H on how the organizational structure flow chart should look like. Council did not approve the proposed structure which was circulated.

E.H asked what other members of the Council remember about this discussions held during the 6<sup>th</sup> Ordinary meeting of the 46<sup>th</sup> Association Council

J.A mentioned that the Council made some amendments to the proposed organizational chart. He thinks the matter was exhausted at the meeting- meaning the policy was passed with amendments

Item 7.2 that the JCU Student Association approves the attached Purchasing Procedure Policy

E.H stated he did not believe the minutes were a record of what was discussed.

B.B stated there were some concerns raised about the Delegation process which needed to be considered which therefore meant the issues was not fully exhausted during the meeting.

E.H advised. the Council can delegate its powers to any person or committee, such as in the case of a purchases policy. B.B suggested all changes should be put on the notice board regarding any change to the Purchasing Procedures.

M.K asked about the purchasing approval process.

E.H advised the General manager can approval purchases over \$200 and no more than \$500. Anything over \$500 but less than \$2,500 can either be approved by the President and vice-president or the president and General Manager. The Council is responsible for approving anything over \$2,500

S.K advised it is the Management committee's duty to advise and make recommendation to the Association Council amendments or changes to Policy or Procedures. Therefore, the Management Committee should be consulted regards to changes in delegation approval process



Item 7.8 that the JCUSA Student Association renews its Gold Sponsorship of the Engineering Undergraduate Society for 2017 for \$2,500 from the Clubs & societies budget, subject to receipt of an agreement signed by the Society to only spend the money approved for SSAF purposes and to appropriately substantiate all expenditure

T.B advised she had been told that there was not enough money for funding of Clubs and Societies as Part of the 2016 Clubs and Societies budget. B.B has advised the 2017 budget was yet to be approved.

T.B advised 2016 Association Council the minutes had been delayed pending further confirmation from B.B and E.H regarding the revised funding process. Therefore, the minutes were amended to reflect the new changes highlighted in red.

E.H advised once a motion has been passed by the Council, then it's final. T.B enquired on the process to be followed in situations where a motion is considered and passed by Council whom would not otherwise have passed the motion had additional information been available to them.

In conclusion, E.H stated motion passed under authority of the Council stands. E.H acknowledged the Association ran out of funds for clubs and societies in the 2016 however the grant of the Engineering Undergraduate Society would be considered in the 2017 clubs and societies process.

Item 7.9 That the JCU Student Association approve the following Grant Application, (total \$4,000) on the condition of receipt of valid, SSAF complaint grant applications to the satisfaction of the Cairns Campus Officer and President:

\$1,500 for the Nicci P Run Club  
\$1,500 for the Nursing Student Association  
\$500 for the Community of Gardeners Club  
\$500 for the Inter Alia Law Society

E.H stated the Association does not intend to approve funding for two clubs namely: \$1,500 for the Nursing Student Association and \$500 for the Community of Gardeners Club

E.H confirmed the approval of \$1,500 for the Nicci P Run Club and \$500 for the Inter Alia Law Society

Item 7.11 That the JCUSA forgive \$4,250 of its loan to Saints Cricket Club to construct facility on the Cricket Oval, representing a \$3,000 grant already approved in Round 2 of Clubs & Societies Grants and a further \$1,250 to be approved by this motion

T.B advised the motion should not have been passed as per reg 6.6.5 which says the Association will not be liable for expenditure incurred by clubs & societies as such liability rests upon persons responsible for the expenditure. and reg 6.6.6 further says the Association will not be liable for any expenditure in excess of the amounts allocated in the budget.

M.K enquired about the grant amount Saints Cricket Club has applied for?. E.H confirmed that \$3,000 was the total grant approved for the club.

B.B mentioned under normal funding process, the loan amount of \$14,000 approved to the Saints Cricket Club by the 46<sup>th</sup> Association Council should have been carefully considered given the financial position of the Association.

T.B highlighted reg.6.6.3 says any unclaimed or unspent funds budgeted for the affiliated Clubs and Societies must be returned to the Association.

S.K suggested it would be wise to ask the clubs and societies to put in application for funding in December of each year for consideration by the Clubs and Societies Committee budget and funding allocation purposes as per 6.6.2

E.H acknowledges in future funding for Clubs and Societies will be examined as per Regulation procedures.



#### 4.2 Flying Minute- approve affiliation of GAZ JCU Swim Club, 14<sup>th</sup> December 2016 (10/46; 10/16)

T.B advised Council that the original flying minutes for approval of GAZ JCU Swim Club was circulated in December 2016 however, this was not approved as most Council members had gone on holiday. The second flying minutes was circulated last week... and which was approved, with results being circulated to Council today. Therefore the Flying minutes has been carried.

T.B enquired about what should happen if Council members fail to respond to a flying minutes by the assigned date? .E.H advised this should not even happen. Council members must respond to the flying minutes by the stipulated date.

S.K enquired about whose role it was to send out the Flying minutes. T.B advised that was the Secretary's role. It was also noted that in the past there have been confusion about who is responsible for sending the flying motion. E.H advised the Constitution is silent on this which means the President can also circulate the Flying motion. Council agreed for the Secretary to circulate the motion.

S.K advised, generally Agenda items and accompanying documents must be circulated at least 5 days prior to the meeting to allow Council to peruse documents well in advance. Meeting minutes also need to be circulated on time.

C.H suggested for meetings to be recorded for future reference.

Camilla Strom arrived at 2:25pm

### **MATTERS ARISING FROM THE MINUTES**

#### **5. LEGAL MATTERS**

This matter was discussed in camera in confidence mode

#### **6. REPORTS**

Items 6.1, 6.2,6.4, 6.6 were approved- Reports are attached to the meeting minutes.

Item 6.3 no report submitted at the time meeting took place

Items 6.5 and 6.7 were withdrawn. No reports submitted as positions are vacant.

S.K raised concerns regarding Council members who continue to wear Sweets t-shirts at JCUSA events and the JCUSA office. S.K is concerned that some Council members continue to wear Sweets t-shirts yet S.K has spoken about this numerous occasions. She reminded Council that events run by JCUSA are funded by SSAF as such all Council members must refrain from wearing Sweets or other party gear.

EH stated that this was the first time that SK had told him that she did not want the Sweet shirts worn.

#### 6.8. Finance officer report

B.B presented a draft trail balance highlighting profit position for 2016, mostly due to provisions & accruals releases from 2015. B.B requested the draft figures not to be circulated, awaiting auditor signoff.

### **8. ELECTION/ APPOINTMENT**

8.1. Appoint Jesse Argent as the acting Equity & Diversity Officer as per Constitution (Section 6.5)



E.H advised Council the position of Equity & Diversity officer has become vacant. The Council needs to temporarily fill this position.

B.B suggested that J.A was happy to act in the position of Equity & Diversity officer.

#### RESOLVED

That the Association Council appoints Jesse Argent in the position of Acting Equity and Diversity officer.

Moved: E.H  
Seconded: M.K  
Carried: yes

T.B enquired on the course of procedure to be followed in instances where a Council member verbally resigns and ceases to partake in any Association Council activities.

E.H advised the Regulation may need to be amended in future other than that it is a requirement that the person must tender their resignation in writing to the Secretary.

#### 8.2. Appointment of Community Specialist Officer

M.K stated we need to appoint a Community Specialist officer however, the role and specific responsibilities will need to be reviewed.

M.K and B.B suggested it would be more appropriate if the position is filled by an external person who is able to advise Council.

J.A enquired whether the position can be filled by a student. C.H not sure if there can be a student. She thinks the position would best suit someone with more experience in business and law.

J.A suggested an Associate Student Association member with experience in business and law would be a right fit.

E.H agreed it would be reasonable for the individual to have expertise in law and business. The Council will need to discuss the role of the Community Specialist officer in detail. Once this has been done then we can consider advertising the position in the Townsville Bulletin and Cairns Post and JCUSA Facebook page.

#### 8.3. Appointment of Acting Post Graduate acting officer

S.K enquired about why C.H; recommended for the Acting Post Graduate Officer position does not have voting rights

E.H advised the formal process for appointment an Acting Council member requires the Council to vote on the matter. There are questions on whether an office bearer in acting role has the same powers and rights as council members.

C.H advised she had sought the advice of a JCU lecturer to interpret the JCUSA Constitution in relation to delegation of voting rights.

E.H acknowledged the input of the JCU lecturer however he mentioned that he would have been much more comfortable if a copy of the e-mail enquiry sent to the lecturer was made available to the Council.

J.A advised Council has the power to appoint an acting officer by vote. This will allow the acting individual to assume the responsibilities of Postgraduate officer and it comes with voting rights and same powers available to Council Members.



## RESOLVED

That the Association Council appoints Claire Holland in the position of Acting Postgraduate Officer with same powers and right to vote as Members of the Council

Moved: J.A  
Seconded: M.K  
Abstain: E.H and K.R  
Carried: Yes

### 8.4. Post Graduate Nomination process

E.H advised the nomination process involves advertising the position in the Bullsheet for two consecutive publications inviting nominees to submit an expression of interest for the advertised position. The first announcement featured in the first Bullsheet article for 2017. Information about the application process or position description is available from the JCUSA office on either the Townsville or Cairns campus

J.A requested C.H to summary what the Post Graduate officer's responsibilities are including information about eligibility

C.H among other duties the positions requires the officer bearer to engage and support Post graduate students on both campuses, hold events such as BBQs, catch ups and also represent post graduate students matters to the university and council. The position must be filled by a postgraduate student.

Tyler Gilstrom and Melissa Piontek left the meeting at 2:55pm

## 7. GENERAL BUSINESS

7.1. Approval of draft financial statement 2016- **withdrawn awaiting auditor signoff**

7.3. Discuss sponsorship for JCUSA membership cards process

M.K enquired about how the sponsorship process for JCUSA membership was decided particularly who was responsible for this.

E.H advised the promotional material was sent out to various business outlets sometime end of last year. This is something that E.H and Ji Burton co-managed in terms of securing sponsorships.

B.B stated the JCUSA Marketing officer was delegated to send out promotional material to prospective sponsors. The responses were then forwarded to management committee for further consideration.

M.K was concerned that E.H had not briefed him on negotiations finalized at the beginning of this year. He would like for E.H and K.F to brief himself and JA on such matters since they are also part of the management committee.

E.H acknowledged the request.

S.K asked if any Council member would like to declare a conflict of interest in relation to handling of promotional vouchers. An example was given to explain conflict of interest with regards to the membership cards.

B.B explained the Bara Fun Park – And declared she did not receive any gifts / gift vouchers.

E.H stated that they received the occasional drink from Mad Cow Management

S.K asked about the quantity, EH stated, this is fairly normal for MadCow to give organizers of events a free keg.

S.K said the "occasional" drink is ok but she wants to confirm that is not worth \$1,500 given to JCUSA from Madcow?.

E.H stated there was no conflict of interest



Sally Kift left the meeting at 3:00pm

Benita Bosch and Camila Strom left the meeting at 3:17pm

7.4 JCUSA International Ball event

S.J advised the International Ball is scheduled for 7<sup>th</sup> April 2017 at the Brewery. S.J managed to get a quote for a banquet three course deal priced at \$85.00 per head and there is also 4 hours drink package for \$38/ person.. The minimum is 80 guests and the max is 160. We put a down payment of \$3,060.00 in order to secure the venue.

We had the option of having the event on a Saturday but some students have requested the event to be moved to Friday night.

E.H Council needs to approve the expenditure for the International Ball. Last year the Association put in tender, which allowed us to secure a deposit of \$6,500 and then paid \$75.00 per person. We are expecting about 140 students for the event

E.H ideally, we propose to sell the tickets at \$95 per ticket, and \$75 per non-drinking ticket. We have negotiated a discount of \$5 per ticket for the first 100 buyers. I suggest S.J can make a trip to Cairns to market the event there.

J.A mentioned that if the event is well advertised in advance, some students would be willing to come for the event. J.A more than happy to liaise with S.J on this.

T.D advised 300 international students had arrived at the Townsville campus last week and a few were yet to arrive. International Students would be interested in attending the ball if the price for tickets is reasonable. Also the event needs to be advertised well in advance to allow international students to plan and budget for the occasion.

**RESOLVED**

That the Association Council authorize the expenditure of the JCUSA to cover international ball expenditure, a deposit down payment of \$3,060.00

Moved: E.H  
Seconded: K.R  
Carried: Yes

Tristan De Mezieres left the meeting at 4:10pm

**8.5 Conflict of JCUSA Management matter**

A motion was moved to discuss a JCUSA Management matter in camera confidence

**RESOLVED**

In camera discussion ends at 5:24pm

**RESOLVED**

That in the issue of conflict within the management of the JCUSA our proposal for moving forward is a facilitated conversation between the four parties involved with an independent facilitator. The independent facilitator will be determined by Council. The matter will not be discussed beyond the parties involved and Council.

Moved: J.Argent  
Seconded:- M.Kane  
Carried: yes



Meeting closed at 5:30pm

**Tichava Batiya**

Secretary to JCUSA Council