

DEAKIN UNIVERSITY STUDENT ASSOCIATION INC

STUDENT COUNCIL MEETING MINUTES

4th Meeting

18 February 2021

11:00AM

Via Zoom



Student Council Meeting Minutes
Thursday 18 February 2021

★ Indicates starred item

📁 Indicates document attached

⊗ Indicates document absent

DUSA Student Council

Thursday 18 February 2021
Commencing at 11:00AM
Via Zoom

As we gather for this meeting physically dispersed and virtually constructed, let us take a moment to reflect on the meaning of place and in doing so recognise the various traditional lands on which we do our business today.

We acknowledge the Elders past, present and emerging of all the lands we work and live on, and their Ancestral Spirits, with gratitude and respect.

Procedural Matters

1.0 Welcome

- 1.1 The Chair, Emily Sagolj formally welcomed all in attendance and declared the meeting open at 11:04AM.

Present

Emily Sagolj	President and Chair
Katrina Sullivan	Vice President – Education
Guleid Abdullahi	General Secretary
Georgie Brimer	Student Council Member
Jasmine Qi Xing	Student Council Member
Brendan Ho Shing Low	Student Council Member

Present for Debate

None

By Invitation

Sue Rolland	General Manager
Fionna Cooper	Finance Manager
Gavin Hodgkinson	Advocacy Manager
Lee Emberton	Student Engagement Manager

Observers

Jonathan De La Pena	Geelong Campus Coordinator
GiGi McBeath	Cloud Campus Coordinator

Minute Taker

Annette Allen	Executive Officer
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1.2 Apologies

Naren Shetty	Assistant General Secretary
Madhab Kharel	Student Council Member
Ivanka Dishan Su	Student Council Member
Robyn Barnden	Operations Manager
Tania Evans	Retail Manager

1.3 Absent

Saipraneeth Reddy	Vice President - Welfare
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7.0 Board Grant Applications

The Chair advised no board grant applications had been received for this meeting and she would move on to the next item.

8.0 Strategic Matters of Importance to Members

The Chair advised no items had been received under strategic matters and asked if anyone had any items they would like to raise.

The Vice President – Education noted there had not been any further updates since the last meeting.

The Chair advised that an email had come out regarding the 'Graduations on the Green' updating students on Deakin's approach to graduations for this year.

They plan to hold a series of events across campuses during April for graduating students to attend. These will be in a relaxed setting with family and friends able to attend, but will not be the formal graduation ceremony seen in past years. It will be good for students to at least have some sort of graduation, as they won't be getting the traditional ceremony.

9.0 Regulations and Constitution

The Chair advised that there were no items for discussion under regulations and constitution and she would move on to the next item.

10.0 Policy, Procedure & Systems

10.1 *Monthly Compliance Reporting – February*

The Chair advised the status of financial and insurance compliance reporting due in February had been provided in the Agenda, and asked the Finance Manager if she would like to speak further to this.

The Finance Manager advised the Job keeper declaration for January had been completed and funds have now been received, and we will continue to receive Job keeper until the end of March. The PAYG is due to be paid today, and the BAS for December has been lodged but payment is not due until March 2nd.

11.0 Reports and Operational Matters

The Chair referred to the General Manager to speak to the next item.

11.1 *Human Resources*

The General Manager spoke to this item and advised we had received a couple of resignations this month. Skye Mitchell has resigned, as she is going back to do honours in journalism and to work part-time for a digital agency, and she leaves on 26 Feb.

A process is currently being put together on how to get marketing items approved, and Skye will be focussing on the new website and getting all content up before she leaves. We are still in a good position for O'Week as Cecille will still be here, and our digital agency Honest Fox can also assist us.

We will start recruitment for this position immediately, however we already have some applications which were received when we advertised for a previous position. We will still advertise, and Honest Fox will also put the advertisement through their networks.

We also received a resignation from Cheree Morrissee who works part-time at Front of House in Waurn Ponds.



We have noticed some staff are finding it difficult now that they have to come back on campus. Tracey and Liz at Waterfront will be able to assist Gayle at Waurm Ponds in the interim. Recruitment for this role has also commenced.

The Chair advised that she was sad to hear that Skye would be leaving as she has done a great job for DUSA.

The Chair advised that the finance report and profit and loss had been provided with the agenda and referred to the Finance Manager to speak to this.

11.2 **Finance Report & Profit and Loss**

The Finance Manager apologised that the December reports had been circulated so late, and noted that the auditors are still to sign off on these. The audit is currently going well as a 'virtual audit' while not being allowed to come onto campus. The Auditors seem to be very happy with everything so far, and have only suggested one minor adjustment.

The provision for obsolete stock has been increased by around \$100,000. We have a good overall surplus for the year, most of which is due to Job keeper. We are in a good position to support the business through the next year.

Not a lot happened in January from a financial point of view, as we were a week late coming back due to the extended Christmas break, so there were very few transactions during this period.

The COVID safe ambassador program is still running and expenses have been charged back to Deakin.

There were just under \$60,000 in computer systems expenses, such as salesforce, payroll software etc. We are hoping to return to a more normal picture in 2021 with events and the bookshop now being open again, but overall we are in a good financial position.

The Chair queried whether we would be increasing the number of students in the COVID ambassador program or keeping it the same.

The General Manager advised that we have been recruiting for some more ambassadors as we had quite a few drop out at the end of last year, and we are speaking with the University about increasing the number for O'Fest.

12.0 **Minutes of DUSA Committees**

The Chair advised the Minutes of DUSA's Committees received this month were from the Executive Committee for its meetings held on 11 January 2021 and 25 January 2021.

The Chair advised that she would assume that everyone has read these minutes and asked if there any questions or comments, and if not she would move a motion to endorse them.

SC05/180221:

That the Student Council receive the Minutes of the Executive Committee Meetings submitted and resolutions therein be endorsed as decisions of DUSA

Moved:	Emily Sagolj	Seconded:	Katrina Sullivan
For:	6	Against:	0
		Abstain:	0
Carried			



13.0 DUSA Reports

The Chair referred to the reports received and asked if there were any questions regarding the reports. No questions were received.

The Chair asked if anyone wanted to speak further to their reports.

The General Manager advised that the Operations Manager was an apology today as she is in Geelong sorting out merchandise ready for O'Fest. Memberships are currently going ok, with numbers approx. 300 down on last year. We need to keep in mind that last year DUELI took out 357 memberships which we don't have this year, and there are also no International students, so this is being reflected in the membership numbers. It will take a while to build up membership numbers again to what they were.

The Retail Manager is also an apology for today's meeting as she is in the warehouse. She had a staff member call in sick today, so she is working there assisting them to process orders and get books out to students.

The President queried when the email to new students regarding our merchandise pack would go out.

The General Manager advised that this had gone out already to new students via a number of communications through Deakin's various channels. We are only 30 memberships down for renewing members on last year which is very good.

The Student Engagement Manager apologised for not submitting a written report, however as everything is changing very quickly in his area at present, there was little point in writing a report as it would have changed by the time of this meeting.

The Leadership Conference was held last week. The total attendance summary is not available yet, however we saw quite good attendance at most sessions.

Our guest keynote presenter for Friday had to quickly fly back to Brisbane, therefore we had to cancel that session. He has been re-scheduled to next Wednesday, and it is recommended that everyone listens to his session as it will be very interesting.

The sudden shut-down last week threw some issues into the mix with our planned events. Luckily O'Camp was mostly going to be online so it won't be overly effected.

The sports team are currently working with DSL on provisions for 2021. With the inter-varsity sports for DUSA/Deakin each year, our target is to send students to the Nationals which all tertiary students across Australia go to. This is becoming more of a challenge to plan for 2021 given the lead time these events require, especially as we cross over state borders. Funding normally provided for these types of events has been re-allocated to intra-state events. We will be re-distributing assets to concentrate on events held in Victoria during 2021. We are likely to see Deakin doing one thing and other Universities across the country doing different things.

Our target messaging will be to students who can compete in intra-varsity sport, until we have a clear and consistent way of opening up borders, this will be the status.

Questions and discussion ensued.

Deakin's priority is to get all sports students back on campus and using the facilities.

O'Fest update

The Student Engagement Manager advised that this week had been a test of what we can and can't do, with just over a week before events start to kick off. There was a dip in transactions for ticketed events, however as the community starts to open up again we believe we will start to see more ticket sales.

COVID safe plans are currently being finalised for all events, and we will be allocating Council and Representatives onto events shifts in the operations system very soon.

Our biggest challenge now is the clubs showcase due to be held in Burwood and Geelong on March 4th. Burwood was to hold the clubs showcase in car park 11, and Geelong were holding it on the Union Green. We previously had a 1,000 person cap on each event which included all staff, clubs executives and student representatives. However, it is now highly unlikely that we will be able to exceed a 500 cap. For Burwood this would mean only 320 new students as there would be approx. 180 staff, clubs execs and reps. For Geelong it would mean a total of 390 potential new students. These numbers now seem a little untenable for Clubs to have to go to all of the effort to hold this event, and only have minimal student participation.

Also, the car park at Burwood which is currently being re-developed and was to be finished before O'Fest, will now not be completed until March 6th. We are currently talking to various people in the University about this, but we don't hold out much hope that it will be completed in time so we are looking at alternative spaces to hold this event. Masks will be mandated for the clubs showcase events. We now have to make the decision whether to continue down this path and deliver the events at both campuses, or alternatively make the call to re-schedule both events to later in March but before Easter. There is no guarantee however that if we do re-schedule these events that the 1,000 capacity could be achieved.

The Student Engagement Manager advised that it would be his recommendation to move the Clubs showcase events to the week commencing March 22nd, and this would buy us some time to hold it effectively at Burwood. The Student Engagement Manager stressed that this information is confidential at present as it is not widely known.

Discussion and questions ensued.

The Student Engagement Manager clarified that the Government advice for a non-public event is a cap of 1,000. However, as this would be deemed a private event, the University have capped all private events at 500. In Geelong, the Union Green would still be suitable to hold this event.

The Student Engagement Manager requested Council provide their thoughts and preferences on the options outlined.

Generally, Council favoured moving the clubs showcase event to a later date. Some concerns were raised around Clubs not being there to meet students during O'Fest and how this would impact on them.

Further questions and discussion ensued.

The Student Engagement Manager noted that pre-registrations for these events are also a concern, with low numbers across both sessions at Burwood and Geelong. We could proceed with this event at Geelong on March 4th, and re-schedule the Burwood events as another option. The cost of holding these events with marquee set ups and catering etc., is very high and we need to consider whether it is worth spending this money with the current low numbers. There would be a reasonably good argument if we re-scheduled it to the week of March 22 for us to push for a 1,000 capacity.

As a result of the coup, many students do not have access to their own bank accounts and cannot pay their tuition fees. John Devereaux will also attend the meeting. The Chair asked if the General Manager and any other Council would like to attend.

Cloud Campus - Art Competition

The Cloud Campus Coordinator advised that Madeleine is intending to run the art competition again this year and asked who they need to contact to obtain funding for this.

The Executive Officer advised that last year this had come out of the Cloud Campus budget which sits under Student Engagement, and noted that it was good that they were collaborating with management and staff early on so that they are aware that this will be coming.

The Student Engagement Manager advised he would send some information through to the Cloud Campus Coordinator so they can proceed with this.

Items for Noting

16.0 Next Meeting

The Chair advised that the next Student Council Meeting would be held on Thursday 25th March 2021.

The Chair further advised that we are hoping to hold the March meeting by attendance on campus at Burwood depending on COVID restrictions and asked the Executive Officer if there were any updates on this.

The Executive Officer advised the booking at Burwood Corporate Centre had been confirmed this morning. They have allocated a large Executive Board Room for our use which will have a capacity of 14 under current restrictions. There will also be the option for people to dial in via zoom, as attendance in person is entirely optional. The Executive Officer stressed that everyone needs to confirm to her whether they will be attending in person or via zoom. Any spots left over will be provided to either Managers or Campus Coordinators to attend in person if they wish to. Morning tea and lunch will also be provided.

17.0 Close of Business

There being no further business to discuss, the Chair declared the meeting closed at 12:21PM.