

DEAKIN UNIVERSITY STUDENT ASSOCIATION INC

STUDENT COUNCIL MEETING MINUTES

1st Meeting

25 November 2021

11:00AM


Via Zoom



Student Council Meeting Minutes
Thursday 25 November 2021

 Indicates starred item

 Indicates document attached

 Indicates document absent

DUSA Student Council

Thursday 25 November 2021

Commencing at 11:00AM

Via Zoom

Procedural Matters

1.0 Welcome

- 1.1 The Chair, Guleid Abdullahi formally welcomed all in attendance and declared the meeting open at 11:00AM.

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.

Present

| | |
|---------------------|-----------------------------|
| Guleid Abdullahi | President and Chair |
| Liam Cowan | Vice President – Education |
| Sid Shrestha | Vice President – Welfare |
| Georgie Brimer | General Secretary |
| Jonathan De La Pena | Assistant General Secretary |
| Laura Moorfoot | Student Council Member |
| Mason Allcorn | Student Council Member |
| Ved Babar | Student Council Member |
| Jasmine Qi Xing | Student Council Member |
| Alan Wang | Student Council Member |

Present for Debate

None

By Invitation

| | |
|---------------|----------------------------|
| Sue Rolland | General Manager |
| Fionna Cooper | Finance Manager |
| Tania Evans | Retail Manager |
| Lee Emberton | Student Engagement Manager |
| Robyn Barnden | Operations Manager |

Observers

None

Minute Taker

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|---------------|-------------------|
| Annette Allen | Executive Officer |
|---------------|-------------------|

1.2 Apologies

| | |
|---------------------|--------------------------|
| Madeleine Stratmann | Cloud Campus Coordinator |
| Gavin Hodgkinson | Advocacy Manager |

1.3 Absent

None

2.0 Question Time

- 2.1 The Chair advised no questions had been received prior to the meeting.
- 2.2 The Chair asked if anyone had any questions. None were received.
- 2.3 The Chair asked if there were any conflicts of interest to declare. None were received.

3.0 Starring

- 3.1 The following items were starred for further discussion (*including automatic starring as per agenda*):
 - 3.2 To consider a recommendation from the Chair that all remaining unstarred reports be received without further discussion.
 - 3.3 To consider a recommendation from the Chair that all remaining unstarred items on the agenda be received and that all recommendations therein be approved without further discussion.
 - 4.1 Accept the minutes of the previous Student Council meeting held on 21 October 2021.
 - 4.2 Actions arising from the Minutes
 - 6.0 DUSA Podcast Update
 - 9.0 Strategic Matters of Importance to Members
 - 11.0 Policy, Procedures and Systems
 - 11.1 Monthly compliance reporting
 - 12.0 Reports and Operational Matters
 - 12.1 Human Resources
 - 12.2 Finance Report and Profit & Loss
 - 13.0 Minutes of DUSA's Committees Received
 - 13.5 Minutes of the Executive Committee
 - 14.0 Reports Received
 - 15.0 General / Other Business
 - 15.1 Financial Delegations & Account Signatories
 - 15.2 Capital Expense – approval of budget increase
 - 15.3 O'Fest Briefing
 - 15.4 Terra Cycle project proposal
 - 16.0 Next Meeting
 - 17.0 Meeting Closed

Items Requiring Resolution

- 3.2 To consider a recommendation from the Chair that all remaining unstarred reports be received without further discussion.

SC01/25112021:

The Student Council agrees that all remaining unstarred reports be received without further discussion

| | | | |
|----------------|-------------------------|------------------|-------------------|
| Moved: | Guleid Abdullahi | Seconded: | Liam Cowan |
| For: | 9 | Against: | 0 |
| | | Abstain: | 1 |
| Carried | | | |



- 3.3 To consider a recommendation from the Chair that all remaining unstarred items on the agenda be received and that all recommendations therein be approved without further discussion.

SC02/25112021:

The Student Council agrees that all remaining unstarred items on the agenda be received and that all recommendations therein be approved without further discussion

Moved: Guleid Abdullahi

Seconded: Sid Shrestha

For: 9

Against: 0

Abstain: 1

Carried

4.1 Minutes of the Student Council Meeting

The Chair advised that if there were no questions regarding the minutes of the previous meeting, he would move a motion to accept these.

SC03/25112021:

That the Minutes of the Student Council Meeting held on 21 October 2021 be accepted as a true and accurate record of proceedings

Moved: Guleid Abdullahi

Seconded: Alan Wang

For: 9

Against: 0

Abstain: 1

Carried

4.2 Actions Arising from Minutes

The Chair advised there was one outstanding item on the action sheet which had been handed over by him from last year and this action related to providing some clarity in the election regulations around the Diversity and Belonging Representative positions. He further noted that Omega Consulting Group will be doing a major review of our elections processes and regulations commencing with a workshop on 10th December, so we can leave this action to be discussed during the review process.

5.0 Endorse all Motions Approved by Circular Resolution

The Chair advised there had been no motions moved by circular resolution since the last meeting so he would move on to the next item.

6.0 DUSA Podcast update

6.1 The Chair referred to Georgie Brimer to provide a verbal update on the DUSA Podcast

The General Secretary advised she has been attending committee meetings and asking campus representatives if they would like to be involved in the podcast and generally trying to raise interest in this.

The Assistant General Secretary advised there was nobody from the Geelong committee wanting to be involved in the podcast, however he advised them to get in touch if they have any ideas for items for the podcast.

Discussion ensued.

Laura advised she had spoken with Vishal and they have brainstormed and come up with some good content for the Pride podcast episode.

7.0 Requests for Leave of Absence

The Chair advised no requests for leave of absence had been received and he would move on to the next item.

8.0 Board Grant Applications

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

9.0 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 for discussion.

The Vice President – Education advised he had attended his first Academic Board meeting recently, which was the last meeting of the year for the Board. The key presentation was around student involvement and becoming student leaders on campus. There will be more in-depth discussions around this next year at the meeting scheduled for February.

10.0 Regulations and Constitution

The Chair advised there were no items received under regulations and constitution and he would move on to the next item.

11.0 Policy, Procedure & Systems

11.1 *Monthly Compliance Reporting – November*

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

The Finance Manager advised there was not a lot more to add. We lodged the Oct PAYG and paid this in November.

12.0 Reports and Operational Matters

The Chair referred to the General Manager to speak to human resources.

12.1 *Human Resources*

The General Manager spoke to this item and advised the staff mid-year reviews are currently underway. We are recruiting for a sports intern, as Dan Waters at Geelong will be reducing his hours next year and the sports intern will assist in this space.

Staff are generally going well, and our Christmas party is scheduled to be held on 17th December. Could everyone please ensure they accept the invitation to the Christmas party.

The Chair advised that the finance report and profit and loss reports had been provided with the agenda and asked the Finance Manager if she would like to speak further to these.

12.2 *Finance Report & Profit and Loss*

The Finance Manager advised we were in a good position in October with strong cash reserves. We saw a deficit for the month which was a little over budget. There were a few one-off items that caused this, such as write-off of the salesforce implementation system, and spending on the business central finance system previously approved by Student Council. This project is currently on time and on budget. We also paid the NUS affiliation fees and the final elections invoice.

We have a YTD surplus which is ahead of budget.

Sales, memberships and sponsorships are still struggling. A significant amount of grants that were budgeted for clubs was not spent.

We expect to make a deficit in the last two months with an expected surplus remaining at the end of the year, which is a good position.



The Perpetual Investment went down by around \$9,000, which is normal as we expect fluctuations with this type of investment. Of the additional \$1M approved by Council to move into the Perpetual investment, we have already deposited \$700,000 and the final \$300,000 will be moved into the Investment shortly.

13.0 Minutes of DUSA Committees

The Chair advised the Minutes of DUSA's Committees received this month were from the Executive Committee and unless there were any questions about these he would move a motion to accept them.

SC04/25112021:

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

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|----------------|-------------------------|------------------|-------------------|
| Moved: | Guleid Abdullahi | Seconded: | Liam Cowan |
| For: | 8 | Against: | 0 |
| | | Abstain: | 2 |
| Carried | | | |

11:17AM The Chair welcomed Deakin Dean of Students, Professor Lisa Hanna to the meeting

Professor Hanna spoke to Council advising what her role encompassed within the University and showed a presentation.

The Chair thanked Professor Hana for attending the meeting today and speaking to Council advising this was greatly appreciated.

Questions to Lisa Hanna and discussion ensued.

14.0 DUSA Reports

The Chair referred to the reports received and asked if there were any questions regarding these, or if anyone would like to speak further to their reports.

Discussion ensued on reports.

The Chair advised he would now move a motion to accept all reports.

SC05/25112021:

That the Student Council receive all reports as submitted

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|----------------|-------------------------|------------------|-----------------------|
| Moved: | Guleid Abdullahi | Seconded: | Laura Moorfoot |
| For: | 9 | Against: | 0 |
| | | Abstain: | 1 |
| Carried | | | |

Items for Discussion / Decision

15.0 General / Other Business

The Chair advised there were several items submitted for discussion under general business.

The Chair advised he would now move the first of the finance motions.



SC06/25112021:

In accordance with Clause 64.1 (c) of the Constitution the Student Council delegates its authority to make payments in accordance with the Delegations November 2021 Schedule provided with the papers for this meeting

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| Moved: | Guleid Abdullahi | Seconded: | Liam Cowan |
| For: | 9 | Against: | 0 |
| | | Abstain: | 1 |

Carried

15.1 Financial Delegations and Account Signatories

The Chair referred to the Finance Manager to speak to this item.

The Finance Manager advised that each year we move a motion to put the President and General Secretary on as signatories for the Westpac account. She advised that this process dates back to when we paid things via cheque and there is no practical reason to continue with it as it serves no purpose. The recommendation is to just have the DUSA Managers as signatories on this account. Some concerns were raised yesterday around the removal of student council members as signatories, and only having Managers as signatories. However, the President and General Secretary will still be approving all expenses under the governance budget, so this process will not change.

The Finance Manager further outlined the processes for making payments from the Westpac account and the safe-guards that are implemented to eliminate any risks, and stated that having the President and General Secretary as signatories serves no practical purpose moving forward.

The Chair stressed that Student Council has a lot of trust in the Managers and staff and appreciate how well they manage the organization. He requested that in future any items such as this be brought to the Executive for consultation before going to the Student Council meeting.

12:20PM The Chair asked if all staff could leave the meeting to enable Student Council to have a private discussion.

SC07/25112021:

The Student Council approves the change of account holders for the Perpetual Investment from Hamish Whitten and Tiarnan Cleary to Sue Rolland and Fionna Cooper

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| Moved: | Guleid Abdullahi | Seconded: | Jonathan De La Pena |
| For: | 8 | Against: | 0 |
| | | Abstain: | 2 |

Carried

SC08/25112021:

The Student Council approves the addition of a third signatory for the Perpetual Investment, Tania Evans, in addition to Sue Rolland and Fionna Cooper continuing as existing signatories

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| Moved: | Guleid Abdullahi | Seconded: | Laura Moorfoot |
| For: | 8 | Against: | 0 |
| | | Abstain: | 2 |

Carried

SC09/25112021:

The Student Council approves the removal of Emily Sagolj and Guleid Abdullahi as signatories for the Westpac bank accounts effective from 1 November 2021, and the continuation of Sue Rolland, Fiona Cooper, Tania Evans, Robyn Barnden, Gavin Hodgkinson and Lee Emberton as existing signatories

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| Moved: | Guleid Abdullahi | Seconded: | Liam Cowan | | |
| For: | 9 | Against: | 0 | Abstain: | 1 |
| Carried | | | | | |

SC10/25112021:

The Student Council approves a change in accounting policy to increase the threshold for capitalisation of a Fixed Asset from \$300 to \$500 for electrical items

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| Moved: | Guleid Abdullahi | Seconded: | Sid Shrestha | | |
| For: | 9 | Against: | 0 | Abstain: | 1 |
| Carried | | | | | |

SC11/25112021:

That the Student Council ratifies the 2022 Budget as submitted

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| Moved: | Guleid Abdullahi | Seconded: | Georgie Brimer | | |
| For: | 9 | Against: | 0 | Abstain: | 1 |
| Carried | | | | | |

SC12/25112021:

That the Student Council approves Georgie Brimer as the DUSA Student Member to sit on the Community Bank Advisory Board and removes Guleid Abdullahi

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| Moved: | Guleid Abdullahi | Seconded: | Liam Cowan | | |
| For: | 8 | Against: | 0 | Abstain: | 2 |
| Carried | | | | | |

15.2 Student Engagement Capital Expense - approval of budget increase

The Chair referred to the Student Engagement Manager to speak to this item.

The Student Engagement Manager advised the marquees are slightly over budget so an additional \$460 approx. is needed to be approved to pay for this.

SC13/25112021:

That the Student Council approves an increase of \$460.81 for the Student Engagement Capital Expense Budget for purchase of the Marquees

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|---------|------------------|-----------|----------------|----------|---|
| Moved: | Guleid Abdullahi | Seconded: | Laura Moorfoot | | |
| For: | 9 | Against: | 0 | Abstain: | 1 |
| Carried | | | | | |



The Chair referred to the Student Engagement Manager to provide a verbal briefing on O'Fest.

15.3 O'Fest Briefing

The Student Engagement Manager spoke to this item outlining the program being implemented for O'Fest and also showed a powerpoint presentation. He referred to the Student Engagement Information session scheduled for 30th November where he will also be able to speak to this further and answer questions.

Questions and discussion ensued.

The Chair referred to Student Councillor, Laura Moorfoot to speak to the next item regarding the Terra Cycle project proposal.

15.4 Terra Cycle project proposal

The General Manager advised she had sent an email to Laura this morning with Deakin contacts who run a similar program through Deakin Sustainability.

Laura advised her plan now is to reach out to the Deakin Sustainability project and orchestrate some type of partnership with them. She would like this project to start in the Library, and would eventually like to expand this across the university and to include electronics.

The Chair advised we will hold this motion and move it by circular resolution once Laura has spoken with Deakin Sustainability.

Items for Noting

16.0 Next Meeting

The Chair advised that the next meeting of the Student Council would be held on Thursday 16th December via zoom.

17.0 Close of Business

There being no further business to discuss, the Chair declared the meeting closed at 1:09PM.