

MONSU CAULFIELD INC
STUDENT COUNCIL 2021
MEETING SC21.2

Held on 18th March 2021 at 3:00pm
Zoom Meeting

MINUTES

PREAMBLE

Meeting Opens: 3:06pm

MONSU Caulfield acknowledges and pays respect to Elders past, present and emerging of the Boon Wurrung and Wurundjeri peoples of the Kulin nation, the traditional owners of the land on which MONSU Caulfield operates.

Present:	Anna Purtill, Hannah Cohen, Wen Xue, Sylvia Zhang, Wenhan jia, Harvey Gibbs, Nan Jiang, Alyssa Wheaton, Jingyu Chen, Maxi Hunt, Riley Fenn, Icho,
Apologies:	Bridy Lee, Tiana Schurmann
Absent:	Iris
Others:	Michelle Lay, Tejal Jain, Selina Ho, Joey, Lynette Nye

BUSINESS ARISING

Item	Description		
1	Minutes of Previous Meeting		
	Motion SC21.2-1		
	MONSU Student Council accepts the minutes of SC21.1 as a true and accurate record of proceedings.		
	Moved: Hannah Cohen	Seconded: Riley Fenn	For: All Against: Carried.Unanimous

GENERAL BUSINESS

First Year Rep Applications

Item	Description	
2	Domestic First Year Rep Appointment	
	Preamble:	As per 20.4(c) of the MONSU Caulfield Constitution, the Student Council will, by special resolution, appoint a Domestic First Year Rep. This followed a four week application window. The applicants have the opportunity to present to Council and will then be required to leave the meeting while voting takes place.
	Motion SC 21.2-2	
	The MONSU Student Council moves to appoint, by special resolution, Joseph Kay to the position of Domestic First Year Representative.	
	Moved: Hannah	Seconded: Riley For: All Against: Carried unanimously.

Discussion:

First year applicants were given the floor to speak while other applicants were asked to leave the meeting.

The applicants, if present, have left the zoom and voting will now take place with the Student Council.

Action Items:

Joseph Kay appointed and to be inducted pending confirmation that applicant is a domestic student, less than 25 years of age and in their first year of study at Monash as per 20.3(a).

Item	Description	
3	International First Year Rep Appointment	
	Preamble:	As per 20.4(c) of the MONSU Caulfield Constitution, the Student Council will, by special resolution, appoint an International First Year Rep. This followed a four week application window. The applicants have the opportunity to present to Council and will then be required to leave the meeting while voting takes place.
	Motion SC 21.2-3	

	The MONSU Student Council moves to appoint, by special resolution, Selina Jiong Yung to the position of International First Year Representative.		
	Moved: Hannah	Seconded: Alyssa	For: All Against: Carried unanimously.

Discussion:

The applicants, if present, have left the zoom and voting will now take place with the Student Council.

Action Items:

Selina appointed and to be inducted pending confirmation that applicant is an international student, less than 25 years of age and in their first year of study at Monash as per 20.3(b).

Food For Thought (Julia)

Item	Description		
4	Food for Thought		
	Motion SC 21.2-4		
	MONSU Student Council will begin the Food for Thought initiative again this semester with Julia to lead this campaign.		
	Moved: Julia	Seconded: Harvey	For: All Against: Carried unanimously

Discussion:

- Julia brought to council whether the initiative should continue through 2021.
- Lyn suggested that it provides a great incentive to learning more about the needs of students and describes this as Similar to a “focus group on the run”
- Maxi added that it is a really fun way to interact with students and it’s less intimidating and more exciting for students.

Action Items:

Julia to lead with reps to prepare questions

MCDT Collaboration (Julia)

Item	Description		
5	MCDT Collaboration		
	Motion SC 21.1-x		
	Moved:	Seconded:	For:

			Against: Carried.
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Discussion:

- Op shop style initiative. Tables are set up in week 6 and students can give items which are sold and donated to charity.

Action Items:

MONSU will be moving forward with this initiative led by Julia and Candice. The deadline to have confirmed MONSU involvement with clubs will be wednesday the 24th of March.

CONFIDENTIAL BUSINESS

OTHER BUSINESS

Tracks on Tuesday (AP)

Council discussed the various options for Tracks on Tuesday. Tamara and the Dreams were decided against due to budget constraints however we are excited to keep their details on record and hopefully have them perform in future. Council moving forward with Mietta and a small DJ - most likely Kyle.

Expectations (AP)

- Availability
- Events
- Initiative

Gary Ryan Strategic Plan (AP/Lyn)

- Lyn provided context and background to the plan and its development while Anna followed by discussing the importance of the Reps understanding it prior to implementation.
- Reps to be brought up to date in their first interactive session with consultant Gary Ryan on Tuesday 13th April at 6pm

Profit and Loss (attached below) (Lyn)

PAPERS PROVIDED FOR INFORMATION

Attachment 1: Unconfirmed minutes of SC21.1

Attachment 2: MONSU Jan 21 P&L

Attachment 3: MONSU Feb 21 P&L

Attachment 4: MONSU YTD P&L

DATE OF THE NEXT STUDENT COUNCIL MEETING: Thursday 1st April, 1pm

MEETING CLOSES: 4:40pm

MONSU CAULFIELD INC
STUDENT COUNCIL 2021
MEETING SC21.1

Held on 18th February 2021 at 12:00pm
Zoom Meeting

MINUTES

PREAMBLE

Meeting Opens:12:08pm

MONSU Caulfield acknowledges and pays respect to Elders past, present and emerging of the Boon Wurrung and Wurundjeri peoples of the Kulin nation, the traditional owners of the land on which MONSU Caulfield operates.

Present:	Julia, Candice, Harvey, Tiana, Hannah, Wendy, Bridy, Nora, Alyssa, Riley, Maxi, Anna, Sylvia
Apologies:	Icho (proxy Julia)
Absent:	Iris Zhang
Others:	Lyn Nye, Dan Stonehouse

BUSINESS ARISING

Item	Description		
1	Minutes of Previous Meeting		
	Motion SC 21.1-1		
	MONSU Student Council accepts the minutes of SCSE20/21.8 as a true and accurate record of proceedings.		
	Moved: Hannah	Seconded: Maxi	For:All Against: Carried.

GENERAL BUSINESS

Item	Description		
2	Appointment of Activities Officer		
	Preamble:	Vote to decide which Activities Officer will be appointed to Executive.	
	Motion SC 21.1-2		
	MONSU Student Council resolves to appoint Maxi Hunt as Activities Officer representative on the Executive.		
	Moved: Tiana	Seconded: Harvey	For: All Against: Carried.

Discussion:

Both Maxi and Icho wished to be considered for the position on the Student Council Executive. Maxi left at 12:13pm after which the remaining Council members went to a vote. All Council members voted in favour of Maxi and Motion SC 21.1-2 was subsequently created and passed, appointing Maxi Hunt to this position. Maxi returned at 12:16pm.

Action Items:

None.

Item	Description		
3	First Year Reps		
	Preamble:	The first year reps (one international and one domestic) will sit on council and have voting rights. Council believes it's Important to have a voice for first year students. Once applications are opened officially following the below motion being passed, Comms will begin in-line with clause 20.4(b) of the MONSU Caulfield Constitution. The applications will be considered by Council with candidates to present at SC21.2.	
	Motion SC 21.1-3		
	MONSU Student Council opens applications for Domestic First Year Rep and International First Year Rep positions with these positions to be advertised following this meeting and appointed at SC21.2 on the 16th March.		
	Moved: Anna	Seconded: Maxi	For:All Against: Carried.

Discussion:

None.

Action Items:

Comms to begin.

Item	Description		
4	O Fest		
	Preamble:	Need reps to all make their availability known for O-week MONSU presence requirements.	
	No motion		
	N/A	N/A	N/A

Discussion:

Next week all reps are required to note their availability for interactive tours and the MONSU tent. O Fest will now run Monday to Thursday of Week 0.

Wendy asked what the options are for Overseas reps. Anna said that at the moment there will be live streams and potentially opportunity to help with interactive tours.

It was clarified that Party On the Green will go ahead without Monash presence on the Green.

Action Items:

Reps to fill in the availability sheet. Anna to confirm participation of overseas reps in O Fest activities.

CONFIDENTIAL BUSINESS

OTHER BUSINESS

Ally training (Anna): Anna spoke to the importance of this training highlighting the recommendations of Monash Respectful Communities that all MONSU Reps should undertake the training together.

Notice of SC meetings (Anna): Anna put forward the idea of organising and compiling all SC meetings into a document which would be available to students on the MONSU website. The sentiment behind this document is that it will make planning easier as well as increasing transparency for students.

Email process (Anna): Forward any MONSU related emails sent to student emails to your portfolio emails. Make sure you are checking both your email addresses.

COVID-safe return to office (Lyn): 50% capacity and a blended return for staff. 50% of reps can come in until further notice. Make sure masks are being worn when unable to socially distance. Every individual is responsible for the sanitation of their desk.

Diversity and Inclusion Committee (Alyssa): Alyssa to sit on the Vice Chancellor's Diversity and Inclusion Committee in which she will participate in setting the university's diversity and inclusion agenda. Anna has nominated Alyssa and the first meeting is on the 2nd of March. Alyssa will be noting what MONSU is doing to help these students at this first meeting. Lyn reassured Alyssa that she will do a productive job and is supported by the committee. Anna said this is a great opportunity for us to inform the committee so they can and support the relevant groups' student rights.

PAPERS PROVIDED FOR INFORMATION

Attachment 1: Unconfirmed minutes of SCSE20/21.8

DATE OF THE NEXT STUDENT COUNCIL MEETING: Tuesday 16th March 12pm.

MEETING CLOSES: 12:41pm

Job Profit & Loss Statement

January 2021

ABN: 42 911 556 610

Account Name	Selected Period	Year To Date
Income		
Photocopying & Printing	\$562.06	\$562.06
Total Income	\$562.06	\$562.06
Expense		
Salaries - Permanent Staff	\$40,837.61	\$40,837.61
Salaries - Casual Staff	\$1,194.80	\$1,194.80
Superannuation	\$4,226.34	\$4,226.34
IT Operating Expenses	\$62.45	\$62.45
Merchant Fees	\$125.45	\$125.45
Accounting/Bookkeeping	\$800.00	\$800.00
Telephone, Fax & Internet	\$27.64	\$27.64
Photocopy Rental	\$1,218.76	\$1,218.76
Photocopying / Printing	\$205.06	\$205.06
Vinyl Printer	\$67.00	\$67.00
Total Expense	\$48,765.11	\$48,765.11
Other Income		
JobKeeper Subsidy	\$37,800.00	\$37,800.00
Total Other Income	\$37,800.00	\$37,800.00
Net Profit/(Loss)	-\$10,403.05	-\$10,403.05

This report includes Year-End Adjustments.

Job Profit & Loss Statement

February 2021

ABN: 42 911 556 610

Account Name	Selected Period	Year To Date
Income		
Income - Sponsorship	\$3,786.36	\$3,786.36
Photocopying & Printing	\$590.96	\$1,153.02
Vinyl Printing	\$1,376.14	\$1,376.14
Binding	\$2.73	\$2.73
Other Service desk income	\$31.82	\$31.82
Paper	\$0.40	\$0.40
Total Income	\$5,788.41	\$6,350.47
Expense		
Honorariums	\$7,371.00	\$7,371.00
Salaries - Permanent Staff	\$40,426.92	\$81,264.53
Salaries - Casual Staff	\$4,729.76	\$5,924.56
Superannuation	\$4,655.29	\$8,881.63
Rewards & Recognition	\$35.44	\$35.44
Staff Amenities	\$108.55	\$108.55
Venue Hire	\$1,045.46	\$1,045.46
IT Operating Expenses	\$0.00	\$62.45
Replacement & Additions	\$2,127.28	\$2,127.28
Merchant Fees	\$125.45	\$250.90
Catering Expenses	\$4,454.55	\$4,454.55
Branding	\$1,122.73	\$1,122.73
Accounting/Bookkeeping	\$800.00	\$1,600.00
Stationery/Office Supplies	\$226.05	\$226.05
Telephone, Fax & Internet	\$27.75	\$55.39
Photocopy Rental	\$1,218.76	\$2,437.52
Photocopying / Printing	\$1,151.76	\$1,356.82
Vinyl Printer	\$3,766.00	\$3,833.00
Total Expense	\$73,392.75	\$122,157.86
Other Income		
JobKeeper Subsidy	\$21,200.00	\$59,000.00
Total Other Income	\$21,200.00	\$59,000.00
Net Profit/(Loss)	-\$46,404.34	-\$56,807.39

This report includes Year-End Adjustments.

Job Profit & Loss Statement

1/01/2021 To 16/03/2021

ABN: 42 911 556 610

Account Name	Selected Period	Year To Date
Income		
Income - Function	\$7,811.79	\$7,811.79
Income - Sponsorship	\$3,786.36	\$3,786.36
Photocopying & Printing	\$2,799.69	\$2,799.69
Vinyl Printing	\$1,817.37	\$1,817.37
Binding	\$20.46	\$20.46
Other Service desk income	\$37.55	\$37.55
Paper	\$24.40	\$24.40
Total Income	\$16,297.62	\$16,297.62
Expense		
Honorariums	\$14,172.44	\$14,172.44
Salaries - Permanent Staff	\$101,228.39	\$101,228.39
Salaries - Casual Staff	\$10,078.16	\$10,078.16
Superannuation	\$11,348.77	\$11,348.77
Rewards & Recognition	\$182.58	\$182.58
Staff Amenities	\$108.55	\$108.55
Training & Development	\$187.27	\$187.27
Venue Hire	\$1,500.01	\$1,500.01
Hire Equipment	\$2,745.66	\$2,745.66
IT Operating Expenses	\$4,213.10	\$4,213.10
Replacement & Additions	\$2,127.28	\$2,127.28
Merchant Fees	\$376.35	\$376.35
Catering Expenses	\$12,906.37	\$12,906.37
Branding	\$2,913.64	\$2,913.64
Uniforms/Garments	\$152.59	\$152.59
Accounting/Bookkeeping	\$1,600.00	\$1,600.00
Stationery/Office Supplies	\$226.05	\$226.05
Telephone, Fax & Internet	\$83.59	\$83.59
Activities / Events	\$356.82	\$356.82
Performers & Entertainment	\$2,659.09	\$2,659.09
Photocopy Rental	\$3,656.28	\$3,656.28
Photocopying / Printing	\$2,848.67	\$2,848.67
Vinyl Printer	\$4,253.00	\$4,253.00
Total Expense	\$179,924.66	\$179,924.66
Other Income		
JobKeeper Subsidy	\$59,000.00	\$59,000.00
Total Other Income	\$59,000.00	\$59,000.00
Net Profit/(Loss)	-\$104,627.04	-\$104,627.04

This report includes Year-End Adjustments.