

**MONSU CAULFIELD INC**  
**STUDENT COUNCIL EXECUTIVE 2021**  
**MEETING SCE 21.11**

Held on 16th of August at 4:00pm  
 Zoom Meeting

**Agenda**

**PREAMBLE**

**Meeting Opens:**

*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.*

<b>Present:</b>	Anna Purtill, Wenhan Jia, Georgia Bradica, Maxi Hunt
<b>Apologies:</b>	
<b>Absent:</b>	Riley Fenn
<b>Others:</b>	Lyn Nye

**BUSINESS ARISING**

Item	Description		
<b>1</b>	<b>Minutes of Previous Meeting</b>		
	<b>Motion SCE21.11-1</b>		
	MONSU Student Council Executive accepts the minutes of SCE21.10 as a true and accurate record of proceedings.		
	Moved: Georgia Bradica	Seconded: Maxi Hunt	For: All Against: Carried: Unanimously

## GENERAL BUSINESS

Item	Description	
2	<b>Student representative's Honorariums</b>	
	<b>Preamble:</b>	Honorariums to be released, subject to rep reports being completed
	<b>Motion SCE 21.11-2</b>	
	The MONSU Student Council Executive moves to release honorariums for the past fortnight.	
Moved: Maxi Hunt	Seconded: Georgia Bradica	For: All Against: Carried: Unanimously

### Discussion:

Julia spoke on that. Maxi Hunt's report is late because she is recovering from her vaccination; however she communicated this. Candice and Slyvia did not hand in their reports on time.

### Action Items:

Julia will follow up on the reasons for Slyvia's late submission of the report

## CONFIDENTIAL BUSINESS

### OTHER BUSINESS

#### Care Packages

Lyn spoke on that: The lockdown care package will be sent to staff members and deducted from the general manager's budget. The reason is that some of them are facing difficulties at the moment.

Furthermore, Lyn is asking whether those care packages should be sent to student representatives as well. Conversation ends without a final decision and will be reviewed later.

## PAPERS PROVIDED FOR INFORMATION

1. Unconfirmed Minutes of SCE21.10
2. Rep reports

**DATE OF THE NEXT EXECUTIVE MEETING:** 31st August 9:00am  
**MEETING CLOSURES:** 4:27pm

**MONSU CAULFIELD INC**  
**STUDENT COUNCIL EXECUTIVE 2021**  
**MEETING SCE 21.10**

Held on 3rd of August at 11:30am  
 Zoom Meeting

**MINUTES**

**PREAMBLE**

**Meeting Opens: 11:45am**

*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.*

<b>Present:</b>	Anna Purtill, Georgia Bradica, Maxi Hunt, Wenhan Jia
<b>Apologies:</b>	Lyn Nye
<b>Absent:</b>	
<b>Others:</b>	Tiana Schurmann

**BUSINESS ARISING**

<b>Item</b>	<b>Description</b>		
<b>1</b>	<b>Minutes of Previous Meeting</b>		
	<b>Motion SCE21.10 -1</b>		
	MONSU Student Council Executive accepts the minutes of SCE21.9 as a true and accurate record of proceedings.		
	Moved: Maxi Hunt	Seconded: Georgia Bradica	For: All Against: Carried: Unanimously

## GENERAL BUSINESS

Item	Description	
2	<b>Student representative's Honorariums</b>	
	<b>Preamble:</b>	Honorariums to be released, subject to rep reports being completed
	<b>Motion SCE 21.10 - 2</b>	
	The MONSU Student Council Executive moves to release honorariums for the past fortnight.	
Moved: Maxi Hunt	Seconded: Georgia Bradica	For: All Against: Carried: Unanimously

### Discussion:

Julia stated that Wendy, Slyvia and Candice did not submit their rep reports for the previous fortnight.

Anna asks if there is any update from Wendy and Slyvia regarding why they did not hand in their rep report.

Julia said there may be some confusion given that they've not received honorarium so far this year. Anna states that there were initially some tax issues but she believed this was resolved so she will follow up with Lyn accordingly.

### Action Items:

Anna will follow up with Candice regarding her report and with Lyn regarding reimbursement for Wendy and Sylvia.

## CONFIDENTIAL BUSINESS

### OTHER BUSINESS

#### Rep Goal Setting Session

The Rep Goal Setting Session has been postponed to as Wednesday 5th of August is not suitable for most reps.

#### Luna Fest update

Anna spoke to this. This event will now take place on September 29. MONSU Caulfield is currently aiming for around 350 tickets to be sold. Anna provided an overview of the budget and the process for breaking even, making profit or losing money on the event. The MSOs are meeting later today to discuss this event further.

#### Breakfast Club Update

Georgia spoke to this. In line with current restrictions, we have opted to utilise food vendors in Week 1 and Week 2 to minimise contact with students. Reps will be rostered for each week and can subsequently roster their Crew.

#### Mid Week Meet Update

These changes will be much the same as Breakfast Club whereby we will utilise food vendors to minimise risk regarding COVID-19.

#### **PAPERS PROVIDED FOR INFORMATION**

1. Unconfirmed Minutes of SCE21.9
2. Rep reports for the past fortnight

**DATE OF THE NEXT EXECUTIVE MEETING:** 16th of August

**MEETING CLOSES:** 12:14 pm

## MONSU Caulfield Student Representative Report 2021

Name: Anna	Portfolio: President
Date: August 15	Week: Week 3

Projects
<b>Completed</b>
APC Student Members Monash training
<b>Ongoing</b>
Lunafest MONSU Crew Semester 2 recruitment program Student privacy concerns with assessment platforms
<b>Upcoming</b>
O Fest APC Hearings to begin in Week 5 MONSU Annual Election MONSU Review Campus Tour: CFO and Senior Vice President

External Items	
<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
ASN feedback and discussion with Kris Ryan, Sharon Pickering and Rob Brooks	This is ongoing and I will provide outcomes when able.
Clubs Advisory Forum	There were several questions raised at CAF and some key action points which Qeeran will be working on. However, with O Fest moving yet again in light of restrictions, there is much more time for planning and organising.
Lunafest Check In	Lunafest is still going ahead at this point however we are waiting to hear more about restrictions before we make any decisions on attendance caps and so on.
Vice Chancellor Student President Advisory Forum (VCSPAF) 2	See below.
Freedom of Speech and Premises Access Policy	Discussions are to be had within each MSO to ensure our policies align with the University's where applicable.

Consideration in Monash Assessment Policy or Procedures for Human Error	I met with Candice Mendis and Kris Ryan to discuss a submission put forward by MONSU regarding the consideration of human error in assessments. The outcome of this will be finalised in the coming weeks.
Meeting with Julia Ly	Julia Ly and her team will look to film Club Cultural Day when this event is able to occur. This will be used for international student engagement and recruitment.
Sexual Health Network Meeting	This was my first time attending this meeting. The student associations discussed their respective projects and initiatives related to sexual health. Additionally, representatives from Respectful Communities and UHS were present and were able to share their projects as well.

<b>Internal Items</b>	
<b>Student Engagement &amp; Advocacy</b>	
Key Activities:	
<p><u>Vice Chancellor Student President Advisory Forum (VCSPAF) 2</u></p> <p>The MSO Presidents met in-person with the Vice Chancellor in the Chancellery for the first time. This meeting provides the student organisations with the opportunity to speak directly to the Vice Chancellor about any events, activities, concerns or plans that we may have. It was incredibly exciting being able to meet in person and the Vice Chancellor was very impressed with the broad range of offerings MONSU has for its students. Additionally, there were open discussions about issues facing our students including the removal of buses and mental health difficulties. I prepared a report to be delivered on MONSU's behalf and this was received well. However, I have retrospectively identified areas for improvement to address before our next VCSPAF Meeting. These include a larger focus on advocacy rather than engagement. In particular, a large focus on MONSU's fantastic environmental work and why students are pushing the University to make changes in this area.</p> <p><u>Special General Meeting (SGM)</u></p> <p>This SGM has been organised to establish a new officer position at MONSU, the People of Colour (POC) Officer, and to revert the undemocratic changes made to students' voting rights last year. MONSU is so excited to be establishing a POC Officer and believe that this is a huge step in representation, in line with our diversity and inclusion vision. Once established, this position will be contested at the upcoming election with engagement and advocacy of this role to begin soon after.</p> <p>With respect to voting rights, we believe it is the right of SSAF paying students to have a say in who represents them. Changing voting rights will allow all Caulfield Undergraduate students to vote and run in the election, as is their democratic right.</p>	

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
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Crisis Management Team Meeting (weekly)	
MONSU Student Council Executive	
Education x Welfare catch up regarding Breakfast Club	Bagels will go ahead at the earliest opportunity.
Student Engagement Update	

Action Items
<b>Action Items for upcoming fortnight:</b>
.Complete R&DVSA training; Intro to Vicarious Trauma and Responding with Compassion
<b>Previous Actions Items status:</b>
<i>Complete R&amp;DVSA training; Intro to Vicarious Trauma and Responding with Compassion</i> I did not complete this as I had a very busy two weeks however the due date is August 25th so I will carry over this action item to the next fortnight.

Goals		
	Previous fortnight	Upcoming fortnight
<b>Goal</b>	Find an outcome for students regarding the Academic Safety Net.	Proofread new edition of Esperanto.
<b>How did/can you try to achieve this?</b>	Meet with the relevant University staff and MSO Presidents.	Sit down in the next few days and read this new edition.

**How can I assist MONSU to improve?**

Empower the Reps to be innovative and continue their work in a locked-down environment.



## MONSU Caulfield Student Representative Report 2021

Name: Hannah Cohen	Portfolio: Women's
Date: 15 <sup>th</sup> of August	Week: 3

Projects	
<b>Completed</b>	
Confirmed and rescheduled panelists for Women in Leadership Emailed Allira Potter and confirmed her for Women's Wellness Week Confirmed Pilates and Yoga instructor for Women's Wellness Week Confirmed Bike n Blend and Normal Workshops Women's Wellness Week	
<b>Ongoing</b>	
Instagram initiatives <ul style="list-style-type: none"><li>- Divine discussions (editing and assigning)</li><li>- Notes to self</li><li>- Brain dump</li><li>- MADA collaboration (new)</li><li>- Campaigns for events</li><li>- She said She read</li><li>- Scheduling posts for approval</li></ul> Organizing crew roster for MONSU volunteer events	
<b>Upcoming</b>	
Semester events <ul style="list-style-type: none"><li>- Women in leadership panel (applied to run as a part of diversity and inclusion week 8)</li><li>- Women's Wellness Week (week 6)</li><li>- International day of the girl</li></ul> Women's Lounge	

External Items	
<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>

Attended the semester 2 sexual health network meeting on 12/8	Discussed all MSO's plans for sexual health education. Shared MONSU Women's plans
Met with committee members, Sohani, Steph Gitika and Mojo editor Coby to discuss a MONSU Women's Zine	Talked the initial stages of the idea, logistics, vision for the publication. Wrote up a pitch to present to staff.
Met with insta team to schedule posts for @monsu.womens posting	Planned all posts
Attended our first 'She Said, She read' media club run by Hilary!	
Volunteered at Midweek Meet	Volunteered with sanitizing and COVID checkins
Liased with Annabelle lee and Allira Potter for Women's department event	Both booked
Met with Amie and Fintan to discuss Women's Wellness Timetable and events	
Followed up contact details for Pilates instructor from Monash Sport	

<b>Internal Items</b>	
<b>Student Engagement &amp; Advocacy</b>	
Key Activities:	
Launching 'She Said She Read' as a platform for students to connect and engage with each other	
Following up my committee member's idea for a zine. Helping them see through their idea that will platform the voices of Caulfield Women	
<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
NA	Upcoming student council and SGM next week
Midweek Meet	Volunteered with sanitizing and COVID checkins

<b>Action Items</b>
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<b>Action Items for upcoming fortnight:</b>
<ul style="list-style-type: none"> <li>- Contact and confirm all activities for Women's Wellness Week</li> <li>- Depending on lockdown, plan a contingency for the week</li> </ul>
<b>Previous Actions Items status:</b>
<ol style="list-style-type: none"> <li>1. Confirm the rest of talent for Women's Wellness Week</li> <li>2. Post all of the panelist bios and push promotions for Women in Leadership week</li> </ol>

Goals		
	Previous fortnight	Upcoming fortnight
<b>Goal</b>	<ul style="list-style-type: none"> <li>- Lock in all events and talent for Women's Wellness week</li> <li>- Tie up all loose ends for Women in Leadership Panel</li> </ul>	<ul style="list-style-type: none"> <li>- Meet with staff to discuss and create a solid timeline for zine</li> <li>- get an update on women's lounge</li> </ul>
<b>How did/can you try to achieve this?</b>	<ol style="list-style-type: none"> <li>1. confirm drinks and food</li> <li>2. organise decorations</li> <li>3. refine questions for panelists and run sheet</li> </ol>	<ol style="list-style-type: none"> <li>1. check availability of staff for a meeting</li> <li>2. check-in with Lyn about Building and Property's update</li> </ol>

**How can I assist MONSU to improve?**

Pushing to run engaging events even through COVID.

## MONSU Caulfield Student Representative Report 2021

Name: Wen Xue	Portfolio: OSS
Date: 15/Aug/2021	Week: 3

### Projects

#### Completed

#### Ongoing

MBUS\*MONSU Shanghai Social event

#### Upcoming

Online workshops/events regarding immigration

### External Items

#### Meetings and Functions Attended:

#### Notes for Council:

MBUS\*MONSU Shanghai Social event meeting

Study Melbourne x MWF: A Storytelling Competition for International Students

External events that is great for international students studying arts

### Internal Items

#### Student Engagement & Advocacy

Key Activities:
Help student deal with defer exam related enquires
BUS*MONSU Shanghai Social event WeChat poster creation/promotion Communication with MCSA/MCDT relevant officers.
follow up on last community conversation with Kathryn—about last semester off-campus webinar.

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
MIISON	
Zoom chat with 2 graduates that is interesting to assist MONSU	
Crew interview	
Crew interview	
Young Sustainability Leaders Program Survey/Research	Advice collecting and providing. Together with Monica, working on a project that hopes to better understand the impact the covid-19 pandemic has had on international students.

<b>Action Items</b>	
<b>Action Items for upcoming fortnight:</b>	
Continue exploring resource for international students and seek chances to hold online events	
<b>Previous Actions Items status:</b>	
Unfortunately Migration seminar could not be conducted offline. Need to discuss alternatives	

<b>Goals</b>		
	<b>Previous fortnight</b>	<b>Upcoming fortnight</b>

<b>Goal</b>	Settle MBUS*MONSU Shanghai Social event meeting	Collaborate with club officers to discuss possibilities of multicultural online event.
<b>How did/can you try to achieve this?</b>		Regularly meet with crew and reps 2. Reach out to club representatives and come up with the first draft of event proposal.

How can I assist MONSU to improve?

Keep being active! Engage crew members more. Be more engaging online

## MONSU Caulfield Student Representative Report 2021

Name: Wenhan Jia	Portfolio: Vice President
Date:	Week:

Projects
<b>Completed</b>
MONSU/MBUS Shanghai Event
<b>Ongoing</b>
O-week party vendor
<b>Upcoming</b>
MCDT&MONSU Charity Drive

External Items	
<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
Reply emails based on student request	
Contact vendor for O-week	As the o-week is pushing back again, I contacted vendor to update

Internal Items
<b>Student Engagement &amp; Advocacy</b>
Key Activities:
Send messages to reps ask for how it goes
Brainstorm more online activities that could happened under restriction
Comes in breakfast clubs

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
SC Executive	
Catch up meeting with nna	
Shanghai Event Restrictions Check In MONSU/MBUS Shanghai's Event SE & Rep Check in (HELLO) SC21.7	

<b>Action Items</b>
<b>Action Items for upcoming fortnight:</b>
O-week planning MCDT&MONSU charity drive
<b>Previous Actions Items status:</b>
Done

<b>Goals</b>		
	<b>Previous fortnight</b>	<b>Upcoming fortnight</b>
<b>Goal</b>	Engage more students who are overseas to participate in Shanghai's Event	Discuss in details on charity drive events and start promoting
<b>How did/can you try to achieve this?</b>	-->make a big promotion on social media -->take to friends and clubs	--organise meetings with them

How can I assist MONSU to improve?  
Promoting more interesting events on social media



## MONSU Caulfield Student Representative Report 2021

Name: Harvey Gibbs	Portfolio: Queer
Date: 01/08/21	Week: 4

Projects	
<b>Completed</b>	
-	
<b>Ongoing</b>	
Transgender name change form and protocol at Monash Queer Week Queer Morning Tea and Queer Beers MONSU Crew	
<b>Upcoming</b>	

External Items	
<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
Mid week Meat	Helped to setup and pack down for Mid week Meat Also was a COVID Marshall for the event

Internal Items	
<b>Student Engagement &amp; Advocacy</b>	
Key Activities:	
Mid Week Meat COVID Marshall	

Beginning to plan and online option for Queer Week dependent on restrictions at the time.


<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
-	
-	

<b>Action Items</b>
<b>Action Items for upcoming fortnight:</b>
Continue planning a team for the Instagram (ask Crew members) Plan an online option for Queer week
<b>Previous Actions Items status:</b>
Previous action items are still ongoing.

<b>Goals</b>		
	<b>Previous fortnight</b>	<b>Upcoming fortnight</b>
<b>Goal</b>	Queer Week	Plan an online option for the week.
<b>How did/can you try to achieve this?</b>	Reached out to stakeholders.	Devise an alternate schedule for the week.

How can I assist MONSU to improve?

## MONSU Caulfield Student Representative Report 2021

Name: ziyi luo (icho)	Portfolio: activities
Date: 15/8/2021	Week:3

Projects	
<b>Completed</b>	
S2 MIDWEEK MEET SCHEDULE Interview with Activities crews	
<b>Ongoing</b>	
MWM (every Wednesday)	
<b>Upcoming</b>	
<b>Thinking more activities (maybe more online events cause of lock down) to attract students</b>	

External Items	
<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
Emotion journey; mandarin session	
Mental health first aid (standard version training+ certificate (mandarin)	

Internal Items
<b>Student Engagement &amp; Advocacy</b>
Key Activities: MWM every Wednesday
Breakfast club (help welfare and education )

Meetings and Functions Attended:	Notes for Council:
O Fest Contingency Meeting	
Student Enagement & Rep Check in (HELLO)	

Action Items
<b>Action Items for upcoming fortnight:</b>
Prepare for MWM and OFEST
<b>Previous Actions Items status:</b>
Attract more people onlion

Goals		
	Previous fortnight	Upcoming fortnight
<b>Goal</b>	MWM	Try my best to participate
<b>How did/can you try to achieve this?</b>	All done	Atten the events as much as possible

How can I assist MONSU to improve?  
 Contact students online, try to think some online activities which can replace the original offline social. Engage with crews make them feel welcome.

## MONSU Caulfield Student Representative Report 2021

Name: Alyssa Wheaton	Portfolio: Queer
Date: 15/08/2021	Week: August (01/08/2021-15/08/2021)

### Projects

What projects did you contribute to? On Basecamp and otherwise.

Queer Week - S2 2021

### External Items

Emails Received/Action items	Outcome
N/A	N/A

### Meetings and Functions Attended:

### Notes for Council:

Vice-Chancellors Diversity and Inclusion Committee Meeting 3 (03/08/2021)

**Internal Items****Student Engagement**

Key Activities: (What have you done to engage with students?)

As there have been no physical events I have been monitoring the private queer group.

**Student Advocacy**

Key Activities: (What have you done to support students?)

Attended meetings to advocate for queer students.

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
Tracks on Tuesday (03/08/2021)	
SE & Rep Check-In (10/08/2021)	

**Action Items****Action Items for upcoming weeks:**

1. Grow the private Queer Facebook Group as well as attendance of Queer events.
2. Organise report for D&I committee.
3. Find panelists for Queer Week.

**Previous Actions Items Status:**

1. Ongoing.

## Goals

**Goal for previous fortnight:** Organise report for D&I committee.

How did you try and achieve this?

1. Outline started.

**Goal for next fortnight:** Organise online alternatives for Queer Week (and Queer Beers/Morning Tea) if needed.

How can I try and achieve this?

1. Look into online games and activities that can be conducted over zoom
2. Talk to Comms

**How can I assist MONSU to improve?**

By learning from and listening to students.



## MONSU Caulfield Student Representative Report 2021

Name: Georgia Bradica	Portfolio: Welfare
Date: 15/08/2021	Week: 2 and 3

<b>Projects</b>
<b>Completed</b>
Breakfast Club Week 2
<b>Ongoing</b>
New MONSU Crew Recruitment
<b>Upcoming</b>
Breakfast Club (dependent on lockdown)
Food for Thought (as above)

<b>External Items</b>	
<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
Clubs Advisory Forum	First time attending, taking minutes in place of another council member. Great to see such a good turn out with fantastic engagement from the club members.

<b>Internal Items</b>
<b>Student Engagement &amp; Advocacy</b>
Key Activities:

MONSU x MBUS Suzhou Event

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
Check in with Amie	Amie/Fintan updated a few representatives and checked up on our progress. Was also given some action items.
Breakfast Club	Met with Anna to finalise our bagel order which will be delivered by Five and Dime when possible.
MONSU executive meeting	

### Action Items

#### Action Items for upcoming fortnight:

Find welfare related tasks that I can help with during lockdown

#### Previous Actions Items status:

Still researching a suitable charity.

### Goals

	<b>Previous fortnight</b>	<b>Upcoming fortnight</b>
<b>Goal</b>	Recruit more crew	Push myself further to recruit more crew and build rapport
<b>How did/can you try to achieve this?</b>	Interviewed one new crew member, one interview upcoming	Keeping in contact with crew and checking up on them

How can I assist MONSU to improve?

Working harder, looking for more things to work on.