

MONSU CAULFIELD INC
STUDENT COUNCIL EXECUTIVE 2021
MEETING SCE 21.8

Held on 6th of July at 9:00am
Zoom Meeting

MINUTES

PREAMBLE

Meeting Opens: 9:08am

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:	Wenhan Jia, Georgia Bradica, Anna Purtill
Apologies:	
Absent:	Maxi Hunt
Others:	Lyn Nye

BUSINESS ARISING

Item	Description		
1	Minutes of Previous Meeting		
	Motion SCE21.8-1		
	MONSU Student Council Executive accepts the minutes of SCE21.7 as a true and accurate record of proceedings.		
	Moved:Wenhan Jia	Seconded: Georgia Bradica	For: All Against: Carried: unanimously

GENERAL BUSINESS

Item	Description		
2	Student representative's Honorariums		
	Preamble:	Honorariums to be released, subject to rep reports being completed	
	Motion SCE 21.8-2		
	The MONSU Student Council Executive moves to release honorariums for the past fortnight.		
	Moved: Wenhan Jia	Seconded: Georgia Bradica	For: All Against: Carried: unanimously

Discussion:

In this fortnight, Harvey (one of the Queer Officers) and Candice (Clubs Officer) and didn't hand in their reports on time.

Lyn spoke to the issue of accountability with reps receiving honorariums being contingent on handing in their reports on time. She highlighted the precedent set by Council this year.

Anna said that the relevant Reps should be contacted to ensure there were no extraneous issues contributing to them missing the report deadline.

Action Items:

Anna to follow up with Harvey. Julia to follow up with Candice.

Item	Description		
3	O-Fest Expenditures		
	Preamble:	MONSU requires expenditure to be approved to finalise planning for O Fest.	
	Motion SCE 21.8-3		
	The MONSU Student Council Executive approves the expenditure of up to \$25,000 for O Fest.		
	Moved: Wenhan Jia	Seconded: Georgia Bradica	For: All Against: Carried: unanimously

Discussion:

The draft budget has been circulated to the Executive from Fintan, Events and Risk Management Coordinator.

It was highlighted that this cost is a ceiling and we have room for growing some activities or events where desired and possible.

Action Items:

Item	Description		
4	People of Colour (POC) Officer		
	Preamble:	The General Representatives have been compiling data and gathering feedback for consideration in regards to the establishment of a POC Officer. Anna is going to present the findings and lead a discussion on the potential establishment of this role, and another potential Student Representative opportunity.	
	Motion SCE 21.8-		
	Moved:	Seconded:	For: Against: Carried

Discussion:

Anna said that the General Representatives had not obtained data regarding students of colour due to the inability to quantify this element of identity. Instead, Anna reached out to the MONSU Crew with an expression of interest message for the students of colour. She then spoke with some students one on one to talk about representation at Caulfield for people of colour. These students were excited at the possibility of the establishment of a POC Officer role.

Anna then spoke to the possibility of establishing an additional Women's Officer to meet the increased demand and output of this department. Hannah has an enormous Committee who are driven, active volunteers in a general capacity and, more importantly, as Women's Crew. Expanding this portfolio would prove beneficial to the department and the overall experience of women on our campus.

Georgia stated that it could be a good idea to establish both.

Action Items:

Anna will prepare a report for council regarding the POC Officer role and will reach out to Hannah regarding the establishment of an additional Women's Officer.

CONFIDENTIAL BUSINESS

OTHER BUSINESS

PAPERS PROVIDED FOR INFORMATION

1. Unconfirmed Minutes of SCE21.7

DATE OF THE NEXT EXECUTIVE MEETING: Tuesday 20th July 9am

MEETING CLOSES: 9:46am

MONSU CAULFIELD INC
STUDENT COUNCIL EXECUTIVE 2021
MEETING SCE21.7

Held on Wed 26th May 2021 at 11:00am
Zoom Meeting

MINUTES

PREAMBLE

Meeting Opens: 11:05am

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, Maxi, Anna
Apologies:	
Absent:	
Others:	Lyn Nye

BUSINESS ARISING

Item	Description	
1	Minutes of Previous Meeting	
	Motion SCE21.7-1	
	MONSU Student Council Executive accepts the minutes of SCE21.6 as a true and accurate record of proceedings.	
	Moved: Maxi	Seconded: Julia For: all Against: Carried: unanimously

GENERAL BUSINESS

CONFIDENTIAL BUSINESS

Item	Description	
2	Crew (MONSU Volunteers) Night Expenditure	
	Preamble:	We are looking to hold another Crew Night leading up to Semester 2 where we can again thank our volunteers for their incredible work in Semester 1 and come back together for Semester 2. We will be passing expenditure for alcohol and food for the event.
	Motion SCE21.7-2	
	The MONSU Executive passes the expenditure of up to \$600 for alcohol for a Crew get together to be taken from the President's budget line (9999).	
Moved: Maxi	Seconded: Julia	For: all Against: Carried unanimously

Discussion:

Maxi thinks it would be a good idea to replicate the last Crew Night we had, preferably at Camden again as they were great hosts.

Action Items:

Anna to discuss the event with Fintan so SARAH can be prepared.

Item	Description	
3	Crew (MONSU Volunteers) Night Expenditure	
	Preamble:	Expenditure for food for the event.
	Motion SCE 21.7-3	
	The MONSU Executive passes the expenditure of up to \$500 for food for a Crew get together to be taken from the President's budget line (9999).	
Moved: Julia	Seconded: Maxi	For: all Against: Carried unanimously

Discussion:

Action Items:

Item	Description	
4	Rep Goal Session Expenditure	
	Preamble:	This event is a planning session for Semester 2. Its aim is to reignite the Reps and to ensure we are on track to achieving the goals we set out to achieve in February. It is planned to be rather casual, at a home rather than a venue. This expenditure is for dinner.
	Motion SCE21.7-4	
	The MONSU Executive passes the expenditure of up to \$200 for a Student Representative review and goal-setting session to be taken from the President's budget line (9999).	
	Moved: Maxi	Seconded: Julia For: all Against: Carried unanimously

Discussion:

Action Items:

Anna to contact Fintan to organise event logistics.

OTHER BUSINESS

PAPERS PROVIDED FOR INFORMATION

1. Unconfirmed Minutes of SCE21.6

DATE OF THE NEXT EXECUTIVE STUDENT COUNCIL EXEC MEETING: Tuesday 6th July 9am

MEETING CLOSES: 11:34am

MONSU Caulfield Student Representative Report 2021

Name: Alyssa Wheaton	Portfolio: Queer
Date: 04/07/2021	Week: June (14/06/2021-30/06/2021)

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:

(29/06/2021) Supporting Trans & Gender Diverse Students at Monash Meeting

With MSA President and Queer Officers.

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.

Meetings and Functions Attended:	Notes for Council:
Queer Department Check-In (17/06/2021)	With Fintan and Harvey
(30/06/2021) SC21.6	
(30/06/2021) SGM	Did not go ahead

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. Started an outline, will continue of the next fortnight.

Goal for next fortnight: Organise report for D&I committee.

How can I try and achieve this?

1. Organise meetings with other OB's
2. Start an outline/draft

How can I assist MONSU to improve?

By learning from and listening to students.

MONSU Caulfield Student Representative Report 2021

Name: Anna Portfolio: President
Date: July 4th* <i>only one week</i> Week: Mid year break

Projects
Completed
SGM Explanatory Memorandum
Ongoing
Lunafest Midweek Meet and Breakfast Club revamps bSafe App Feedback MONSU Crew Semester 2 recruitment program
Upcoming
O Fest Tracks on Tuesday <ul style="list-style-type: none"> - I have reached out to a contact who is an incredible talent and Fintan will be following up to see if they're available. Semester 2 plans <ul style="list-style-type: none"> - I am going to make contact with all relevant reps to see if they need my support for their semester 2 plans.

External Items	
Meetings and Functions Attended:	Notes for Council:
The Campus Bookstore Board Meeting	
NUS Education Roundtable	
WinterFest Stakeholder Meeting	
International Student Engagement x Orientation	MONSU to join planning and running of O Fest events for onshore international students

Stakeholders	
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Internal Items
Student Engagement & Advocacy

Key Activities:

<ul style="list-style-type: none"> - Prepared for the SGM in which it was proposed that Graduates be reinstated. Listening to student voices is key to advocacy so the SGM was an exciting way to make tangible change for the relevant student body. - Together with Julia (in her capacity as Welfare) and the Activities Officers, Maxi and Icho, we are developing the Breakfast Club and Midweek Meet to be more exciting for students. We saw amazing engagement come out of the bigger versions of these initiatives during Semester 1 and are looking to maintain this for the entirety of Semester 2 given that we have the budget to do so. We are confident that this will have a positive impact on the overall culture and community at Caulfield. - Following a discussion regarding Turnitin at AESC 04/2021, I have highlighted my opposition to the proposed changes to SR+S. We are in agreement that the process should not change and we have a brief report regarding this matter to be presented when the item is tabled at a subsequent meeting.
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Meetings and Functions Attended:	Notes for Council:
Anna x Tiana	Tiana provided me with an update on the work she has completed in her capacity as Gen Rep as well as giving me feedback on how she believes the Gen Rep portfolios have succeeded or not so far this year. Specifically, we discussed the POC Officer project. This will be taken to Exec to discuss further.
Cultural Clubs Day	Planning underway with Club contacted. We are hopeful that this will be a successful day however are cognisant of the fact that many members of our cultural clubs are offshore.
Crisis Management Team Meeting MONSU SGM	Updates being provided as N/A

MONSU SC	N/A
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Action Items
Action Items for upcoming fortnight:
Get Academic Integrity Module survey prepared so it can be shared across MONSU Comms.
Previous Actions Items status:
Finish Meet the Reps video campaign. This is complete - video needs to be uploaded.

Goals	
	Previous fortnight Upcoming fortnight

Goal	Spinning wheel follow up from O Fest Support the OSS department and develop a plan for Semester 2 regarding Wendy's new commitments.
How did/can you try to achieve this?	Have been into the office to grab the documents and am compiling spreadsheets this week and reaching out to all relevant students. Activate the OSS Crew who are onshore to ensure work is being carried out to support international students who are in Australia.

How can I assist MONSU to improve?

Work alongside SE and Activities Department to finalise Sem 2 planning with diverse offerings and exciting updates for current events and initiatives.

MONSU Caulfield Student Representative Report 2021

Name: WENHAN JIA	Portfolio: Vice President
Date: July	Week:

Projects
What projects did you contribute to? On Basecamp and otherwise.
<ul style="list-style-type: none"> → MONSU/Mbus Suzhou Social Event → MONSU/MCDT charity drive → O-week membership drive

External Items	
Emails Received/Action items	Outcome
O-week Sponsors	Find out some sponsors around Caulfield and Carnegie that are interested in our membership programs
Clubs	Getting students from MCSA and MCDT who are lived around Shanghai and Suzhou campuses who can helped on the collaboration events hold in China
Table of Plenty payment	

Meetings and Functions Attended:	Notes for Council:

Internal Items

Student Engagement

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

Getting students from clubs at the event held next semester. Strive for more welfare for students.

Student Advocacy

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

Meet with sponsorships; Organise events for semester 2 - not only for on-campus students but also the students in China who are in troubles to go back to Australia - Suzhou events

Meetings and Functions Attended:	Notes for Council:
MONSU Caulfield AGM	
Julia & Amie MONSU membership drive	
SGM meeting	
MONSU Caulfield SC21.6 MONSU/MBUS Suzhou Collab Meeting Student Academic Progress Advisory Group Caulfield SEN meeting	

MBUS / MONSU/ MCSA collaboration catch-up	Event Day & Time Organise responsible person in China Contact Clubs Wechat pages set up
MBUS orientation	

Action Items
Action Items for upcoming weeks:
Following up Suzhou Campus event Monash bSafe App test Welfare's catch up MWM x BC Catch up Orientation: Club/Society carnival and panel briefing (placeholder)
Previous Actions Items Status: Done

Goals
Goal for previous fortnight: Engage students to come to the events
How did you try and achieve this? → Meet with staff members / President --Done → Engage with the event planning, as well as considering the budget, risk and the number of students might interested --Done
Goal for next fortnight: Follow up the o-week sponsors to make a good promotion for next semesters. Engage reps and crews on our events

How can I try and achieve this?

→ Spending times on getting feedbacks from sponsors and help them to promote → Getting more student support by providing them a good opportunities back → Talk to our reps

How can I assist MONSU to improve?

Getting support from students

MONSU Caulfield Student Representative Report 2021

Name: Yingying Zhang	Portfolio: Marketing Officer
Date: 06/2021	Week:

Projects	
Completed	
Ongoing	
MONSU/MBus SuZhou Social Event	
Upcoming	
MONSU/MBus SuZhou Social Event	

External Items	
Meetings and Functions Attended:	Notes for Council:

Internal Items
Student Engagement & Advocacy

Key Activities:
A email about a Green Steps 2021 program promotion

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Meetings and Functions Attended:	Notes for Council:
SC 21.6	
MONSU Caulfield AGM	

Action Items
Action Items for upcoming fortnight:
Join the SuZhou Social Event and help plan together
Previous Actions Items status:

Goals		
	Previous fortnight	Upcoming fortnight
Goal		Further dicuss about the SuZhou Event
How did/can you try to		Attend the meeting and make further plan

achieve this?		
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How can I assist MONSU to improve?

Better communication and keep up with the updates.

MONSU Caulfield Student Representative Report 2021

Name: Hannah Cohen	Portfolio: Women's
Date: 4 th of July (Last two weeks)	Week:

Projects
<p>Completed</p> <ul style="list-style-type: none"> - Decided run sheet for Women's Wellness Week <ul style="list-style-type: none"> o Locked in dates and rooms o Booked workshop with Normal - Finalized key parameters of Women in <ul style="list-style-type: none"> o Emailed panelists for Women in leadership week - Finished women's lounge proposal - Emailed new crew intake to set up interviews
<p>Ongoing</p> <ul style="list-style-type: none"> - Instagram planning - Receiving and uploading MADA takeover posts - Edited committee members Divine Discussion's posts so they are ready for posting
<p>Upcoming</p> <ul style="list-style-type: none"> - Creating bios for women in leadership guests - Emailing guests for Women's Wellness week

External Items	
Meetings and Functions Attended:	Notes for Council:
Women in Leadership Event Committee meeting	22/6/21
Met with Lucy (GM of Normal) to discuss in-person sexual wellness	28/6/21
Meeting with Fintan and Amie to finalise and discuss budget for Women's wellness week	30/6/21
Emailed with Monash Sport to book rooms and organise Bike N Blend for Women's Wellness week	
Emailed and received confirmation from panelists for Women in Leadership	

Applied Lyn and Jenny's feedback for Women's lounge proposal and asked for the next step	
Set up meeting with Georgia and Lucy from Normal to discuss parameters of workshop	

Internal Items
Student Engagement & Advocacy
Key Activities:
Checked in individually with committee members
Conducting interviews with new recruits for Women's Crew to engage more students and expand the community

Meetings and Functions Attended:	Notes for Council:
SC21.6	30/6/21
Special Resolution meeting	29/6/21

Action Items
Action Items for upcoming fortnight:
<ul style="list-style-type: none"> - Confirm all talent for wellness week - Start contacting guests for International day of the girl - Get bios for panelists done for women in leadership week + plan content
Previous Actions Items status:
<ul style="list-style-type: none"> - Look up to see if I can merge Womens wellness week with Jean Hailes Womens health week - Reach out to panelists for women in leadership week Contact women's wellness week talent

Goals		
	Previous fortnight	Upcoming fortnight
Goal	Have locked in guests for women in leadership week	

How did/can you try to achieve this?	1. meet with team for this event 2. email the selected panelists	
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How can I assist MONSU to improve?

Motivate reps to expand their department communities and include more students.

MONSU Caulfield Student Representative Report 2021

Name: Harvey Gibbs	Portfolio: Queer
Date: 04/07/21	Week: -

Projects
Completed
Ongoing
Queer Week Semester 2. Transgender name changing options at Monash.
Upcoming
Queer crew for semester 2.

External Items	
Meetings and Functions Attended:	Notes for Council:
Supporting transgender students regarding name changing catch up meeting	Have organized for a focus group to discuss further.
SGM Student Council Meeting SC21.6	Did not meet the required numbers so was called off.

Internal Items
Student Engagement & Advocacy
Key Activities:
Set up interviews for Queer Crew after my weeks of leave.

Meetings and Functions Attended:	Notes for Council:
-	
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Action Items
Action Items for upcoming fortnight:
<ul style="list-style-type: none"> - To source panelists for the Queer Week Industry panel - Discuss Pride Party with Activities officers and establish a plan. - Talk to NRC about film collaboration - Choose a selection of possible films for movie night - Organise interviews for new Queer Crew members for Semester 2.
Previous Actions Items status:
<ul style="list-style-type: none"> - Set dates for the Queer Week Activities. - Set a roster for Queer Week.

Goals		
	Previous fortnight	Upcoming fortnight
Goal	Establish timeline for Queer Week	EEstablish specificities for Queer Week (panelists, venues, etc)
How did/can you try to achieve this?	Set dates and times for the week's events, as well as organizing how the events will be run.	Discuss to relevant people about the events being held. Source panelists for the panel Discuss Pride Party with Activities Officers/venue stakeholders.

How can I assist MONSU to improve?

MONSU Caulfield Student Representative Report 2021

Name: ziyi luo (icho)	Portfolio: activities
Date: 4/7/2021	Week:

Projects
Completed
MONSU Stall Brainstorming
Ongoing
S2 MIDWEEK MEET SCHEDULE Track on Tuesday Artists on Tuesday , Wednesday and Thursday
Upcoming
Thinking more activities in order to attract more students and perfect MWM SCHEDULE and think about some potential acts as well

External Items	
Meetings and Functions Attended:	Notes for Council:
Communicate with Julia about event at Suzhou campus	

Internal Items
Student Engagement & Advocacy
Key Activities: Plan S2 activities (use different ways to hold Midweek Meet)
Contact with different foods store thing about what kind of foods we can provide on MWM
Thinking about some acts for artists on Tuesday Wednesday and Thursday
Plan Track on Tuesday and activities at Suzhou campus

Meetings and Functions Attended:	Notes for Council:
MONSU/MBUS Suzhou Collab Meeting (weekly)	
SC21.6	

Action Items	
Action Items for upcoming fortnight:	
Thinking about some acts for artists on Tuesday Wednesday and Thursday	
Previous Actions Items status:	
For MWM can serve one week BBQ (as we usually do) and serve one week special food (like pizza, sushi)	

Goals		
	Previous fortnight	Upcoming fortnight
Goal	Thinking about activities for next semester	Continue to think about some activities that can attract more students
How did/can you try to achieve this?	Brainstorm and summarize my ideas	For artists on Tuesday Wednesday and Thursday thinking about some acts really attractive to students

How can I assist MONSU to improve?

Use my own advantages, such as speaking Chinese, communicate with students more to let them know about MONSU and encourage them to participate in MONSU activities

MONSU Caulfield Student Representative Report 2021

Name: Maxi Hunt	Portfolio: Activities
Date: 4/07/21	Week: Semester Break Week One

Projects
Completed
SWOTVAC Period
Ongoing
Sustainability Plan (external for Green Team) Semester two Track on Tuesday projects O-Week stall planning Semester 2 O-Fest planning
Upcoming
Semester 2 events planning Rescheduling of Lunafest

External Items	
Meetings and Functions Attended:	Notes for Council:
Green Team Meeting	Sustainability team planning
Green Team Communications	Regarding Sustainability Survey

Internal Items
Student Engagement & Advocacy
Key Activities:
Planning crew interviews for new intake
Redeveloping MWM to serve students better and with more enticing options

Meetings and Functions Attended:	Notes for Council:
ToT informal communications	Planning acts
SC21.6	Appointing new Welfare Officer

Action Items
Action Items for upcoming fortnight:
Meeting with Icho to finalise Roster for MWM crew members
Previous Actions Items status: Putting forward the Paddy Cakes for ToT and providing contacts for CEME Planning catch-up with Icho to finalise MWM for Sem 2

Goals		
	Previous fortnight	Upcoming fortnight
Goal	Levelling up MWM	Get ready for Sem 2
How did/can you try to achieve this?	Meeting with Icho to finalise new food introductions Creating a rotating roster for crew so we aren't underhanded Revitalizing the old procedures list from Fintan	Interview new MONSU Crew members Engage with current crew for sem two updates Make sure general affairs for activities are in order

How can I assist MONSU to improve?