

MONSU CAULFIELD INC
STUDENT COUNCIL EXECUTIVE 2020
MEETING SCE 20.5

Held on 5th May 2020 at 11:00am
Zoom Meeting

MINUTES

1. PREAMBLE

MONSU Caulfield acknowledges and pays respect to Elders past, present and emerging of the Kulin nation, the traditional custodians of the lands upon which MONSU Caulfield operates.

Present: Jasper Wells, Daniel Stonehouse, Caitlyn Dunne, Sophie Dai, Yika Hao

Apologies:

Absent:

Others: Lyn Nye, Ming-En Koh

2. MINUTES OF THE PREVIOUS MEETING

2.1 Minutes of the Previous Meeting

Motion SCE 20.5-2

MONSU SCE 20 moves to pass the minutes SCE 20.4

MOVED: Jasper Wells

SECONDED: Daniel Stonehouse

CARRIED

Attached in this Email

3. BUSINESS ARISING

4. GENERAL BUSINESS

4.1 MONSU Sharing Outside Content

MOTION SCE 20.5-1

MONSU SCE moves to direct marketing to promote content that is collaborative with MONSU Caulfield or is focused upon issues faced by students. This will be in consultation with the MONSU President. This will be reviewed in 3 months time.

MOVED: Jasper Wells

SECONDED: Caitlyn Dunne

CARRIED

4.2 President's Update - Caitlyn Dunne

President Caitlyn Dunne updated the Executive on the following matters:

- Buildings & Property: Conducting Public Transport Focus Group, minded to assist students with difficult commutes via technology
- Feedback from SRS regarding Advocacy: Need for advocacy efforts to be spotlighted more so for students to be assured of our activities. Executive will brainstorm methods of presenting these efforts
- Monash Talent: Division that has been in contact. Role is to assist people in getting jobs or internships either during or after degree, as well as checking on students once work has been found to ensure they are properly supported. Also work towards supporting businesses in hiring International Students by assisting business in process. Clubs have promoted, and is noted as a beneficial service for students to be directed to.
- CISA: Meeting scheduled with Council of International Students Australia, Executive to provide input regarding matters to be discussed.
- NTEU + MSO Meeting: Discussion with National Tertiary Education Union and MSO's regarding shared goals
- Marketing Project with Nicole: Developing templates and marketing utensils. Caitlyn provides student input, defining MONSU and values.

4.3 Circular Resolution #2

SCE 20.5-3

MONSU SCE moves to approve Circular Resolution #2 regarding clubs

MOVED: Daniel Stonehouse

SECONDED: Caitlyn Dunne

CARRIED

4.4 Circular Resolution #3

SCE 20.5-4

MONSU SCE moves to approve Circular Resolution #3 regarding the Constitution

MOVED: Caitlyn Dunne

SECONDED: Daniel Stonehouse

CARRIED

4.5 Budget

MOTION SCE 20.5-5

MONSU SCE Moves to approve the forecasted budget for January - September provided by Lyn Nye

MOVED: Daniel Stonehouse

SECONDED: Jasper Wells

CARRIED

4.6 Honorariums

MOTION SCE 20.5-6

MONSU SCE Moves to approve the following honorariums:

Caitlyn Dunne - 12 Hours Per week

Daniel Stonehouse - 8 Hours per week

Sophie Dai - 3 Hours per week

Yika Hao - 3 Hours per week

Jasper Wells - 3 Hours per week

MOVED: Caitlyn Dunne

SECONDED: Jasper Wells

CARRIED

5. **CONFIDENTIAL BUSINESS**
6. **OTHER BUSINESS**
7. **PAPERS PROVIDED FOR INFORMATION**
7.1 Representative Reports
8. **DATE OF NEXT MEETING: May 20th, 3pm**

MONSU Caulfield
ABN 42 911 556 610

CIRCULAR RESOLUTION #2

28th April 2020

MONSU Caulfield Student Executive moves to remove the requirement that for clubs to remain active they must maintain paid membership, due to the circumstances of COVID-19. This will provide clubs with the opportunity to waive payment requirements to obtain club membership if they express interest.

Approved by:

Name: Daniel Stonehouse Name: Caitlyn Dunne
Position: Vice President Position: President

Name: Yika Hao Name: Sophie Dai
Position: Education Position: Welfare

Name: Jasper Wells
Position: Activities

MONSU Caulfield
ABN 42 911 556 610

CIRCULAR RESOLUTION #3

1st May 2020

MONSU Caulfield Student Executive approves the updated Constitution to be put forward at the Annual General Meeting including amendments made in Motion SCE 20.4-4

Approved by:

Name: Daniel Stonehouse Name: Caitlyn Dunne

Position: Vice President Position: President

Name: Yika Hao Name: Sophie Dai

Position: Education Position: Welfare

Name: Jasper Wells

Position: Activities

Previous Actions Items Status:

Report Approved

Reflection

Goal for previous fortnight:

How did you try and achieve this?

-Check Basecamp almost every day and try to come up ideas

How can MONSU Improve?

-Effective communication among council members as well as students

-Maybe create more interactive activities for students and listen to their voice

Goal for next fortnight:

Try to brainstorm more ideas to support students and participate in Basecamp more active.

MONSU Caulfield Student Representative Report

Name- Caitlyn Dunne	Date: 04/05/2020
Portfolio- President	Honorarium Requested: 12 hours

Basecamp
What projects/teams did you contribute to?
<ul style="list-style-type: none"> - Coffee with MONSU - Education + Welfare + SRS - Immigration Seminar - MONSU Exec 2020 - Company HQ - Study Tips Online Campaign (started project)

External Emails
Emails Received/Action items
Monash Talent: Arrange Meeting David Bongiorno: Arrange Immigration Seminar Buildings & Property: Public Transport Focus Group

Student Engagement
Key Activities: (What have you done to engage with students?)
<ul style="list-style-type: none"> • Coffee with MONSU • MONSU Socials

Student Advocacy
Key Activities: (What have you done to support students?)
<ul style="list-style-type: none"> • Meeting with Academic Board members • Updates regarding International Students • Changes made for clubs

Meetings and Functions Attended:	Notes for Council:
MONSU + Academic Board Reps	Have been getting updates from Academic Board, will discuss at Exec
Nicole + Lyn – Initial Meeting	Initiated the project, have deadline of Tuesday for some ideas for Nicole

International Student Engagement Meeting + MONSU	Discussed our different areas, cross-overs, struggles of International Students, Looking at getting their ambassadors as Coffee with MONSU Leaders
Monash Talent Meeting	Learnt about their program and they learnt about ours, they have reached out to our clubs already, happy to advertise us on their platform
Clayton + Caulfield Student Experience Meeting	I provided an update on behalf of MONSU, meeting was pretty uneventful
MONSU + David Coplov Meeting	Wendy will reach out to SRS regarding support available for students, just gave an update on MONSU
Peer Mentoring Meeting	Discussed getting MONSU Reps + Club Execs involved in Peer Mentoring, mutual advertising for parties
NUS Tenancy Meeting	NUS Victoria President gave an update to Victorian Student Union Presidents on Rent Changes
SSAF + MSOs	Renaye Peters + Marcus Spencer checked in on the MSOs regarding funding, MONSU seems to be in a good position

Timesheet

Day/Date	Times (W1)	Activities (W1)	Day/Date	Times (W2)	Activities (W2)
Mon 04/05	9am-12pm 2-3pm	-Coffee with MONSU organization regarding MONSU Leaders guide -Zoom Meeting with Monash Talent -Coffee with MONSU - Call with Lyn	Mon 27/04	11am-12.30pm	-Coffee with MONSU
Tues 21/04	9.30-12pm 2.30-5pm	-MONSU Exec -MONSU + David Coplov Meeting -Crisis Management Meeting -General Work	Tues 28/04	3.5 hours across the day	-AGM Discussions Meeting with Exec -SRS meeting regarding Pantry -Crisis Management
Wed 22/04	1-3.30 5pm-8pm	-Peer Mentoring Meeting -Academic Board + MONSU Meeting -Bookstore Board Meeting	Wed 29/04	10am-1pm 3-5pm	-Coffee with MONSU -SnS/Coffee (briefly) -Zoom w/Lyn -Nicole + Lyn Meeting

Thurs 23/04	2 hours across the day	-Coffee with MONSU Development -Update SRS regarding Academic Board -Online Events planning (push back)	Thurs 30/4	9.30-11.30 2-6pm	-Clayton+Caulfield Student Experience Meeting -International Student Engagement meeting -SSAF meeting with MSOs + Renaye Peters -Launch Immigration socials -Look over Mailchimp + social launches -Crisis Management
Fri 24/04	9.30-10am	--NUS Tenancy Meeting	Fri 1/05	3-4.30pm	-Academic Board +MSA/MONSU Meeting - Post scheduling
<p>Status of activities:</p> <ul style="list-style-type: none"> - AGM Notice released today - Immigration Seminar released, with 73 registrations so far! - Coffee with MONSU ran for the first time by MMSS on Wednesday 					

Action Items for upcoming weeks:
<ol style="list-style-type: none"> 1. Get over 100 registrations for AGM!! 2. Successfully launch our Sem 1 content – get good response from students
<p>Previous Actions Items Status:</p> <ol style="list-style-type: none"> 1. <i>Look at MONSU's planning for long term (end of year), in scope of programs, what we need to plan, make sure we are frequently supporting students – Haven't had the chance to do this yet, after discussions with Lyn will be within the next fortnight</i> 2. <i>AGM planned and ready to go for online platform- Will be launching today, Exec is aware of how important this is</i>

Report Approved	
Honorarium to be received by representative	

Reflection

<p>Goal for previous fortnight:</p> <ul style="list-style-type: none"> - <i>Work harder to communicate with all the student reps, one on one meetings, get their perspective, input and communication with the general student body.</i> - <i>Make sure MONSU's initiatives and support matches students' needs</i>

How did you try and achieve this?

- To be honest I did not achieve my first goal very well, I think it has been great to get more input from everyone on Exec however I still want to work harder to be a better leader + communicator
- After doing a quick overview MONSU is doing pretty well at catering for a range of aspects, however I'm not sure all the right groups are aware of this

How can MONSU Improve?

Make sure students are aware of who we are and why we are important to them

Goal for next fortnight:

- Delegate better within the team and get broader input from the whole exec

MONSU Caulfield Student Representative Report

Name- Daniel Stonehouse	Date: 5th May 2020
Portfolio- Vice President	Honorarium Requested: 8 Hours p/wk

Basecamp	
What projects did you contribute to?	
- Safe and Sexy Week	
External Emails	
Emails Received/Action items	
Respectful Communities: Provided direction Inclusive Communities: Reached out to for resources	
Student Engagement	
Key Activities: (What have you done to engage with students?)	
Coffee With MONSU Safe and Sexy Week IDAHOBIT	
Student Advocacy	
Key Activities: (What have you done to support students?)	
Academic Board Rep Meetings	
Meetings and Functions Attended:	Notes for Council:
Academic Board Reps Meeting	Uploaded by Caitlyn
Crisis Management Team	N/A
Respectful Communities	Collaborating for SNS
SNS/Coffee With MONSU Discussion	Locked in activities
Coffee With MONSU	Ongoing, clubs now involved
Student Experience Network	To be uploaded
AGM Discussion	N/A

Timesheet

Activity	Times allocated
1. AGM Preparation	2 hours
2. Safe And Sexy Week - General	4 hours
3. Safe and Sexy Week - Queer	5 hours
4. Coffee With MONSU	4 hours
5. Academic Advocacy	2 hours

Status of activities:

1. AGM Preparation:

- Finalising preparations

2. Safe and Sexy Week - General

- Meetings regarding planning
- Researching content and developing vision

3. Safe and Sexy Week - Queer

- Developed This Is Me initiative to coincide with IDAHOBIT and SNS, reached out for contributors.
- Researched for articles and resources for SNS minisite

4. Coffee With MONSU

- Ongoing, Monash Marketing Students Society have volunteered to participate as hosts

5. Academic Advocacy

- Ongoing discussion regarding challenges faced by students with members of Academic Board

Action Items for upcoming weeks:

1. Build off Safe and Sexy Week to develop online Queer Community
2. Organise attendees for AGM
3. Establish plans for Semester 2

Previous Actions Items Status:

1. Prioritise Queer: I've been developing content and taken on responsibilities of Facebook and the Email. I'm consulting with Malachi on content and aiming to develop a future content load to keep engagement active on social media off the back of Safe and Sexy Week
2. Organise AGM: Preparations have been finalised, now just need to lock in attendees
3. ISO Posting/SNS: Locked in content for SNS, and launched ISO Posting

Report Approved	
Honorarium to be received by representative	

Reflection

Goal for previous fortnight: Throughout the next fortnight I will be focusing on organising the AGM and developing our Queer Community
How did you try and achieve this? Organising Queer content for SNS/IDAHOBIT, finalising arrangements for AGM
How can MONSU Improve? The past fortnight has been productive but busy, I believe if we're able to start to establish a clearer idea of the upcoming period and timeline and are able to return to similar levels of prior organisation that we set ourselves up on at the start of the year we will be more successful in obtaining our goals.
Goal for next fortnight: Create clear vision of MONSU going forward especially in regards to Queer

MONSU Caulfield Student Representative Report

Name- Yijia Hao	Date: 4 May 2020
Portfolio- Education Officer	Honorarium Requested: 3 hours p/w

Basecamp
What projects did you contribute to?
Company HQ MONSU Exec 2020 Commonbank Collab

External Emails
Emails Received/Action items
No special emails received

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

Student Advocacy
Key Activities: (What have you done to support students?)
N/A

Meetings and Functions Attended:	Notes for Council:
MONSU Exec Meeting	
Education Committee Meeting	
Zoom with Academic Board Reps	
AGM Discussion	

Timesheet

Day	Time s (wk1)	(wk2)	Activities (wk1)	(wk2)
Monday				
Tuesday	2h 2.5h	1h	MONSU Exec Meeting Education Committee Meeting	AGM Discussion
Wednesday	0.5h		Zoom with Academic Board Reps	
Thursday				
Friday				
Status of activities:				

Action Items for upcoming weeks:
1. 2.
Previous Actions Items Status: 1. 2. 3.

Report Approved	
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Honorarium to be received by representative	
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Reflection

Goal for previous fortnight:
How did you try and achieve this? 1. Attend Education Committee Meeting 2.
How can MONSU Improve? - Keep in touch with students - Summarise some online exam tips/Q&A for students
Goal for next fortnight: More brainstorming and ideas