



MACQUARIE UNIVERSITY STUDENT REPRESENTATIVE COMMITTEE

Minutes of a meeting of the Student Representative Committee (SRC) held at 5.30 pm on 22 August 2016 in the Academic Senate Room, Level 3, 16 Wally's Walk (C8A).

PRESENT:

Fiona Reed (Chair)	Chui-Ann Lee	Ryan Thalari
Shantell Bailey	Janson Lim	Freya Wadlow
Alistair Booth	Budhaditya Majumdar	Yi Wong
Andrew Brennan	Lachlan McGrath	David Yao
Elizabeth Carter	Jacqueline Olling	Timothy Zhang
Sita Khiani	Sinead Simpkins	

APOLOGIES: Kieren Ash Sherry Shi

IN ATTENDANCE: Natalie Dainer, Campus Engagement Manager
Shannon Kliendienst, Director of Communications
Anne Garcia-Loyola, Issues and Media Manager from Group Marketing
Megan Kemmis, University Committee Secretary and Manager of Secretariat Services

ABSENT: Lachlan Greenberg

SECRETARIAT: Air Sinthawalai, Governance Officer

1. WELCOME AND APOLOGIES

The Chair welcomed members and noted that apologies had been received from Kieren Ash and Sherry Shi.

The Chair noted that in addition to the members, the following were in attendance:

- Natalie Dainer – Campus Engagement Manager
- Shannon Kliendienst - Director of Communications
- Anne Garcia-Loyola - Issues and Media Manager from Group Marketing
- Megan Kemmis - University Committee Secretary and Manager of Secretariat Services

The Chair confirmed that a quorum was achieved.

2. DISCLOSURE OF CONFLICTS OF INTEREST

There were no declarations of interest.

3. ARRANGEMENT OF AGENDA

3.1 Adoption of unstarred items

RESOLVED:

The Committee resolved that the items not starred for discussion (Items 5.1, 5.2, 6.1, 7, 8, 10, 11.1, 11.2, 11.3 and 11.4) are noted and, where appropriate, adopted as recommended.

4. PRESENTATIONS BY INVITED GUESTS

4.1 Communications - Issues Management

Presented by Shannon Kliendienst, Director of Communications and Anne Garcia-Loyola, Issues and Media Manager from Group Marketing.

Ms Kliendienst provided an overview of MyMQ which is a very positive initiative and thanked SRC members for their contribution.

The Committee was informed that an ABC journalist approached some SRC members via Facebook accounts for comments on a recent article related to Macquarie University. As such, the Communications Team is invited to this meeting to provide guidance on appropriate actions in communicating with media as student representatives of the University.

Members noted that the article was released a day after the launch of the Respect.Now.Always project and whether the project ambassadors should be briefed. Ms Kliendienst suggested that members who are interested can attend media training for risk and brand management. This training is highly beneficial as it is a marketing fundamental for every business sector.

Members are encouraged to contact the Communications team for further advice and training.

Ms Kliendienst and Ms Garcia-Loyola departed the meeting at 5.58pm.

5. MINUTES OF THE PREVIOUS MEETING

5.1 The Minutes of the previous meeting held 28 July 2016 are provided.

RESOLVED:

The Committee resolved to approve the minutes of the meeting held 28 July 2016 as a true and accurate record.

5.2 Legal Service Update

RESOLVED:

The Committee noted the Legal Service Update provided.

6. BUSINESS ARISING FROM THE MINUTES

6.1 Summary of actions from the Student Representative Committee Meeting on 28 July 2016

Update on the action items from the meeting of 27 October 2015:

- Item 3.8 Fridges for student groups – David Yao will organise a meeting with Major Student Organisations (MSO) members to discuss and finalise the guidelines for equipment use and maintenance.

ACTION:

David Yao to provide an update on the guidelines for equipment use and maintenance at the next meeting.

Update on the action items from the meeting of 4 April 2016:

- Item 3.1 SRC Consent to become SRC/MSO member form – ongoing, SRC Secretariat is following up on members who have yet to submit the consent form.

Update on the action items from the meeting of 27 June 2016:

- Item 4.3 Compulsory basic administrative training session for all SRC members – awaiting an update from Student Connect regarding a basic administrative training session for all SRC members.

Update on the action items from the meeting of 28 July 2016:

- Item 9.2 Future of the Breakfast Bar – Lachlan McGrath met with Ms Puah last week and discussed the proposed SRC branding and marketing. SRC will likely provide continuous contributions, approximately \$3,000 – 5,000 per semester. The expenditure figures will be presented at the next meeting for determination.

ACTION:

Student Services and Amenities fee (SSAF), SRC 2016 Budget and Finance and Marketing and Communication sub-committee to present further written information on the Breakfast Bar at the next meeting.

- Item 11.4 MUSE baseline – Campus Life to engage with Property on what input they require from the SRC.

ACTION:

Kim Guerin to provide the update at the next meeting.

7. REPORT FROM UNIVERSITY COUNCIL

The Committee noted that the University Council has met on 10 August 2016 but noted that the Council Student Representative is an absentee at this meeting.

ACTION:

Kieren Ash to provide updates of University Council at the next meeting.

8. REPORT FROM STUDENT EXPERIENCE COMMITTEE

Mr Booth asked members to provide input on 2017 SRC projects for reporting to the Student Experience Committee (SEC) at its meeting on 30 August 2016.

ACTION:

All SRC members to provide input on 2017 SRC projects to Mr Booth before 30 August 2016.

9. AGENDA ITEMS FOR DISCUSSION

9.3 Student Group Awards Night After-party

The paper submitted by Alistair Booth, Undergraduate Student Representatives, was noted.

The Committee noted that this event is to express appreciation towards student representatives' contribution to the University throughout the year. All members are encouraged to attend this event.

Two representatives from each club/society are entitled to purchase tickets before they become available to all students.

RESOLVED:

The Committee resolved to contribute up to \$10,000 to the Student Group Awards Night 2016 after-party event. Moved by Alistair Booth and seconded by Ryan Thalari. All in favour.

9.1 Casual Vacancy of a Student Representative Committee Representative on the Student Experience Committee

Given that the election of two MSO representatives to the SRC has been finalised, it is appropriate for SRC to conduct an election to fill a casual vacancy of one SRC Representative on the SEC.

Members noted the election process proposed by Governance Services which is in alignment with the process for elected positions on the SRC.

RESOLVED:

The Committee resolved to endorse the proposed process for the SRC election to the SEC. Moved by Alistair and seconded by David Yao. All in favour.

9.2 Portable Speakers Systems for Student Groups

The paper submitted by Lachlan McGrath, Undergraduate Student Representative from the Faculty of Human Sciences and SRC Treasurer, was noted.

The Committee noted that suitable speaker systems will be beneficial for many student groups that host outdoor or large scale events. This SRC initiative will also create better SRC recognition with student groups.

RESOLVED:

The Committee resolved to allocate up to \$3000 for the purchase of 2 Mipro MA707 Portable PA Speaker systems for the use of Student Groups on campus. Moved by Lachlan McGrath and seconded by Freya Wadlow. All in favour.

ACTION:

David Yao and Chui-Ann Lee, as the MSO representatives, to establish guidelines and instructions of equipment use with Campus Engagement.

10. UPDATE FROM SRC TREASURER

Members noted the July 2016 expenditure report and that grants are to be further investigated.

The SRC Treasurer advised that the 2016 honorarium for SRC representatives was removed and suggested that it should be discussed and established by all members rather than by the Treasurer for risk mitigation and transparency.

The written proposals of the honorarium for SRC representatives must be submitted to the SRC September meeting to be included into the report to SEC in November.

RESOLVED:

The Committee noted the July 2016 summary of expenditure report.

ACTION:

Campus Engagement to advise permitted accruals for SRC representatives.

ACTION:

The SRC Treasurer to provide an update on grants and honorarium for SRC representatives in writing at the next meeting.

11. UPDATE FROM SUB-COMMITTEE

11.1 Major Student Organisation (MSO) Sub-Committee

The Committee noted 'Your Campus Your Playground', Student HQ initiative, whereby student groups are invited to submit applications with ideas to improve student experience on campus.

MSO is currently reviewing the applications for shortlisting. The next MSO meeting is to be confirmed by the Campus Engagement Team Leader.

11.2 Student Services and Amenities fee (SSAF), SRC Budget and Finance Sub-Committee

Lachlan McGrath and Alistair Booth are to meet with Campus Life, Kim Guerin and Natalie Dainer, for discussion of the 2017 SSAF funding.

ACTION:

Mr McGrath and Mr Booth to provide SSAF fund updates in writing at the next meeting.

11.3 Marketing and Communication Sub-Committee

The members are currently focusing on the Re:conception event. All SRC members are reminded that SRC is hosting the event this year and are encouraged to be involved, show support and share positive public posts.

The event is planned over two days, being 15-16 September 2016; Thursday night's Ubar party at the Atrium and Friday afternoon at the Lakeside with food trucks, games, boutique bars and fireworks.

The Committee was informed that the remaining 2016 SRC budget will be used towards the 2017 SRC branding and prints.

ACTION:

Lachlan McGrath and Campus Engagement to meet and discuss the risk mitigation for after parties at the MQ Village ground.

11.4 Property Sub-Committee

There is no update from the Property sub-committee for this meeting.

12. QUESTION TIME

No questions were raised at this meeting.

13. OTHER BUSINESS

13.1 Lighthouse Theatre

The Committee noted that this SRC initiative has yet to progress at the SEC level. SRC representatives on the SEC to meet with Andrew Brennan, the initiative proposer, for further discussion.

Yi Wong arrived and joined the meeting at 6.43pm.

Alistair departed the meeting at 6.48pm.

13.2 Student Services

The Committee was informed that Student Services across all departments is undertrained and there were issues with late course transfer applications at the beginning of this study session. By allocating sufficient SSAF fund into proper Student Services training, it will improve the customer service performance and create a better student experience.

The Committee was also informed that SRC should develop a relationship with Student Services in order to communicate student feedback as there is no avenue for receiving such information at Student Services currently.

The Chair noted that the papers from Chui-Ann Lee were submitted one day prior to this meeting and that the financial implication was not clear for the members to make an informed decision at such short notice. The Chair recommended Ms Lee provide more detailed financial information at the September meeting.

14. MEETING CLOSE

There being no further business the meeting closed at 7.35 pm.

15. NEXT MEETING

Members are reminded that agenda items for the meeting of 22 September 2016 are due by Monday 5 September, 5.00pm.

CONFIRMED as a true record.

**MS FIONA REED
CHAIR**