

Guild Council Report

Christopher Hall (He/Him)

2020 – Vice President Education



OH HEY, CHRIS

Education Vice-President-ing is a tough job. Chris makes sure all of the university's academic policies and procedures are in the best interests of the students.

Chris Hall | Vice President - Education
 Pronouns: He/Him
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Guild and University Meetings:

Date: 2020	Prominent Meetings:
20th July	<ul style="list-style-type: none"> - Faculty and PSC Meeting on Masters Students - Higher Education Forum Planning Session - Meeting with NUS Education officer
21st July	<ul style="list-style-type: none"> - First Nations Representative Meeting - Student Guild Meeting with Minister For Education
22nd July	<ul style="list-style-type: none"> - Executive and Higher Education Meeting
23rd July	<ul style="list-style-type: none"> - Guild Exec Meeting - Academic Board Executive Meeting - VC Presidents Meeting - Guild Council - July
24th July	<ul style="list-style-type: none"> - Students as Partners Meeting
27th July	<ul style="list-style-type: none"> - Guild Representatives Fire Up for Sem 2* - Masters Follow up meeting.
28th July	<ul style="list-style-type: none"> - Friendship Speed Dating - Students as Partners Meeting
29th July	<ul style="list-style-type: none"> - COVID Learning and Student Experience Committee - Higher Education Meeting - Student Staff Petition Meeting - Curtin Student Advisory Committee Meeting
31st July	<ul style="list-style-type: none"> - Digital Technology Centre Meeting - Academic Board - Ann Paterson Student Communications Meeting - Students as Partners Meeting

3rd August	<ul style="list-style-type: none"> - Student Feedback concerns meeting - Guild Remuneration Committee Feedback Due
4th August	<ul style="list-style-type: none"> - Guild Executive Meeting on M-Files - Courses Committee (with Evaluation) - University Health and Safety Committee - Students as Partners Meeting - Preparation Meeting with Jill Downey
5th August	<ul style="list-style-type: none"> - Virtual Guild O'Day - Presentation on Student Partnership at Curtin
6th August	<ul style="list-style-type: none"> - Guild Executive Meeting - First Nations followup events meeting - Higher Education Meeting - Special Guild Council Meeting
7th August	<ul style="list-style-type: none"> - Ally Network Discussion
10th August	<ul style="list-style-type: none"> - Learning and Student Experience Committee - Guild Medical School Meeting with Queer Officer
12th August	<ul style="list-style-type: none"> - Executive Meeting - Higher Education Forum Meeting - Inaugural Illumination Keynote Panel on Higher Education and Teaching/Learning*
13th August	<ul style="list-style-type: none"> - Equity Collective Meeting - Blended Learning Consultation Meeting. - Students as Partners Meeting - Ally Training Discussion with VPA
14th August	<ul style="list-style-type: none"> - Blended Learning task force meeting.
17th August	<ul style="list-style-type: none"> - Stress Less Semester 2 Planning
18th August	<ul style="list-style-type: none"> - Ally Planning meeting #2
19th August	<ul style="list-style-type: none"> - Higher Education Meeting
20th August	<ul style="list-style-type: none"> - Guild Executive Meeting - Student Engagement Meeting - University Council

Items of note (*); Highlighted Parts Address Feedback from Council.

Acting President:

I was acting president for a week while Hana was on leave. I got to meet with Sue Ellery, the Minister for Education and Training, the presidents from UWA, Notre Dame and ECU also attended. Murdoch didn't attend. Large discussions around international students returning took place. Sue's response to being asked about the Higher Education Reforms was not good, she is taking a stance of inaction due to political motivations. I and the UWA President were particularly upset about this. If we want to we can get her response in writing against the Bill but no public statement is yet to be made. The Governments stance towards international students coming into the country is that "unless universities are available to provide face to face learning,

then hard Border will remain”. While on the flipside, Universities are justifying not doing face to face because there is a hard border.

Illumination Keynote Series:

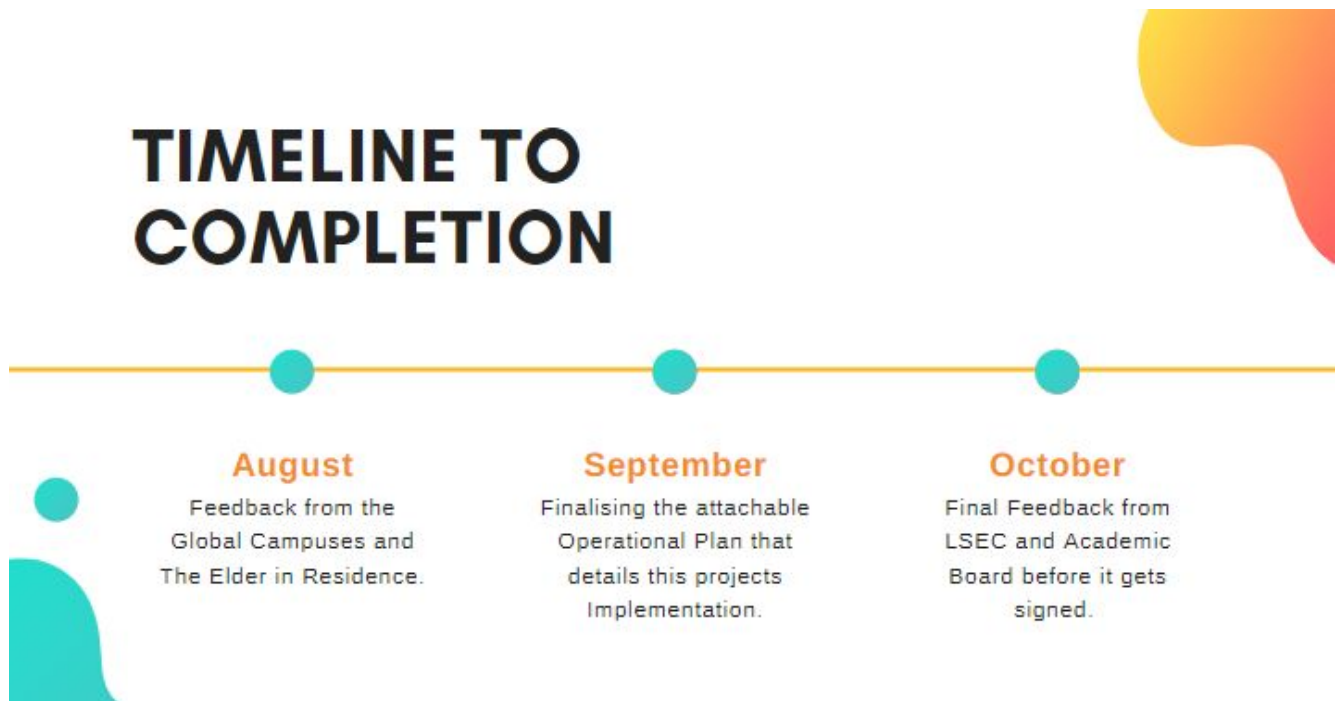
I was asked by the chair of academic board, Dale Pinto, to present on the Curtin Academies Future of Learning and teaching Panel. This was a really great experience, the questions were tough and there was a well-attended audience. I believe that I represented students values and voices well in making sure I raise topics on the difficulties in online learning, large classroom sizes, the need for more diverse research and more intimate learning environments, as well as the Universities, lack of representation for students when it comes to the government. I look forward to receiving the video/podcast of the panel.

Presentation on the Partnership Agreement:

I was able to present to the Learning and Student Experience Committee on the Student Partnership agreement and its progress. I also attended the University Council Strategic Planning Retreat where the partnership was mentioned a significant amount of times. Curtin recognised that in its top 10 market shifts for 2020, that consumer expectations and behaviours are changing, with the largest cohort, GenZ. This group is focused on promoting ethical practices and values and expect businesses they deal with to do the same. There is a high importance placed on co-creation and social relationships, where students are demanding a move involved experience as a stakeholder in the higher education sector.

Currently, we feel that the partnership agreement is robust enough for the Curtin Perth campus and facilitates a very local driven approach. Although this may work for us here in Bentley, our further consultation with the global campuses have highlighted to us that we need to form a more inclusive set of commitments to ensure that the nature of the environments in which students and staff are working in partnership are suitable and custom to each campus location. An Ethos is being developed for an institution-wide commitment to Students as Partners that is

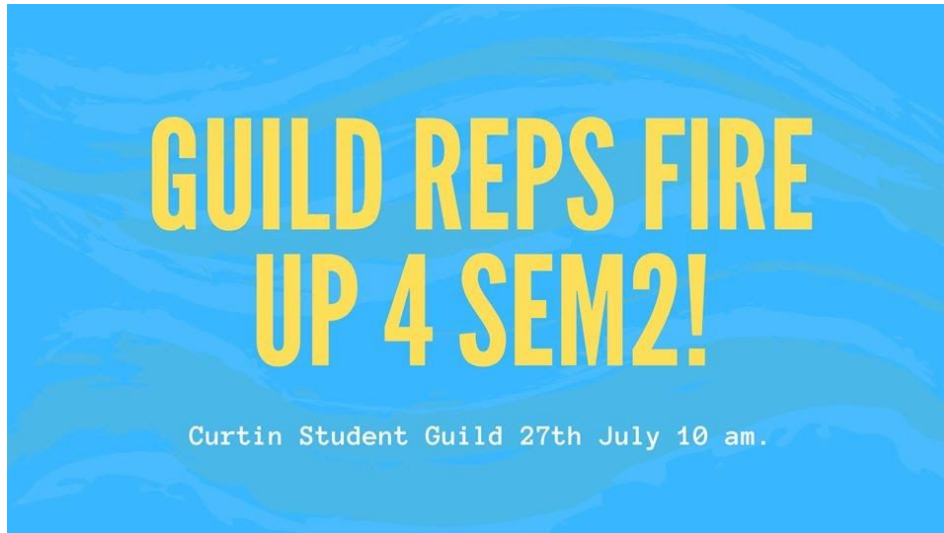
TIMELINE TO COMPLETION



achievable for everyone.

Guild Reps FireUp Event:

I want to thank all of the officers for attending our team-building session at the start of this semester, this was just a very casual event where we got to get everyone back in a room together after the shutdown and the semester break. We did some team building and fun activities but also some short term and long term goal setting for this semester. I think events like this are important to get our reps collaborating together and feel the excitement of the Guild again.



Events for Semester 2 (Education):

I have met with the events coordinator to discuss our representation portfolio and the different events that are being planned through our many departments. I have been working with our equity representatives to ensure they all have something in the works already. For myself I have already started planning stress less for semester one, which mentioned in my KPI review, is going to incorporate many of the physical events that I wanted to hold in semester one that was disrupted due to the shutdown.

I have also started to re-activate the Environmental Action Network. We are bringing back some of our cancelled activation events from semester one. Besides general events, I am wanting to have this network run some campus actions around the “Speak Up For Climate Justice” Movement from the Australian Youth Climate Coalition. This campaign focuses on building direct action and leveraging the only way we force our politicians to listen to us instead of their fossil fuel donors, which is to build an unstoppable wave of public pressure. And that only happens one conversation at a time, reaching out to bring more and more people on side. This is still in its planning stages but I am looking forward to organising this initiative for the first two weeks of September.

You can find more information about this campaign here:

https://www.aycc.org.au/aycc_speakup_for_climate_justice

Blended Learning Taskforce:

I have been invited to attend a new task force that addresses Curtin’s direction and revised strategic objectives with Learning and Teaching. A really large part of this is a future of blended learning. Many assumptions can be made about meetings like this, but a fully online transition is far from what was discussed at the meeting. Curtin truly has not decided what blended learning is and therefore this is one of the primary tasks for this group to decide

I think Curtin staff are wanting to leverage all the work that they have done over COVID and keep some of that. This task force wants to make the digital experience to be a viable option and bring the worlds of digital and in-person together more.

The topics that are going to be explored going forward for potential change or improvement are:

Lectures
Seminars/Tutorials/Workshops
Blackboard/LMS
Learning Outcomes
Scheduling/Availabilities/Models (Studio, Creative Practitioners)
Assessment Policy
Names of Things, i.e. lectures, seminars
Fieldtrips/Placements/ Internships/Travel (mobility)

It is my job now to consult on these areas and propose improvements and changes to such areas going forward. From what I gathered at the meeting, there is a push to make digital more viable and then to define Seminars/Tutorials/Workshops in more of a formal way so there are fewer inconsistencies across the university.

ALLY Training at Curtin:

I have been working with the VP-A and the Queer officer to re-imagine Ally training at Curtin, and all of the things we would like to see in the training. The current proposed structure and content are still very much in its draft stage but the main goal is to make it more streamlined and feel updated and modern.

The proposed structure is below.

Training #1 "ALLY Training - the beginning/basics (passive)"

possible to take a qualtrics test to skip Ally training #1

Acknowledgement of Country

(20min intensive zone inclusive of 1 activity)

- Pronouns; (intro activity)
- LGBTQIA;
- Gender vs Sex.

(40/60mins History and a Deeper Dive)

- Statistics/Demographics of Queer People (mental health and wellbeing perspective);
- Queer History (the basics of queer rights around the world) & marriage equality isn't the end of getting our rights.
- Language & removing the binary from your language;
- What is an ally and how do you take this information that you've learnt to be an effective ally? [To a Queer person, what is a good ally?]

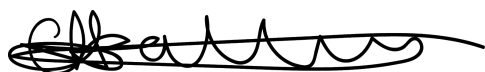
[as a participant, you're now more aware of LGBTQIA topics, but are you an advocate?]
[level 2]*

(Post Ally training activity - Passport)

- Put your pronouns in your email signature;
- What is the queer department?;
- Invite someone to ally training;
- Subscribe to the Ally calendar to keep informed about the national days of recognition and visibility.

Thank you for reading my report.

Social Distancing Regards,



**Chris Hall,
2020 Curtin Student Guild VP-E.**

Training #2 "ALLY Training - Becoming an advocate (active)"

possible to take a qualtrics test to skip Ally training #1

Acknowledgement of Country

(20min intensive zone inclusive of 1 activity)

- Pronoun Introduction
- Queer Statistics and Queer History in Australia/WA.
- How to be an informed ALLY?

(40/60mins History and a Deeper Dive)

- LGBTQIA* People rights around the world
- (quickly) Marriage equality isn't the end of getting our rights.
- Transgender and Intersex (2-5 people) Persons for the cis people at the back.
- Queer people & Culture and Disability, Queer People and Women.
- ALLY-ship in the community and who fought for our rights to be accepted any why the domino has stopped.

(Post Ally training #2 activity - Passport #2)

- Put it back on the audience to have them think about what they should do to be an active ALLY, take the initiative.

Guild 2020 Key Performance Indicator Mid-Year Review Matrix

Representative: **Christopher Hall – Vice President Education**

Date: 20.08.2020

Date for KPI Mid-Year Review completion: August Guild Council

This document is to be attached and provided to the reviewed representative.

Key Performance Indicator	Status	Comments
(Number of the KPI & KPI Title) Completed (KPI has been met and no further work is required) Ongoing (KPI is continuing but is being actively practiced.) Pending (KPI has not been completed and is not under progress) Incomplete (KPI is no longer applicable/was not completed for set task)	Completed Ongoing Pending Incomplete	Insert any comments on the KPI for updates, to ensure that you can reach your KPI objectives by the end of your term.
PRIMARY KPI Establish a Student Partnership Agreement.	Complete/ Ongoing	Council has been routinely updated, the partnership agreement is still underway with expected signing in October 2020.
PRIMARY KPI (EVENT) Continue and expand the services provided to students during Stress Less Week , this includes extending the period of which we provide activities for students to engage in and have a more physical Guild presence in lectures and at stalls.	Complete/ Ongoing	For semester one, with some online changes, Stress Less was ran over a number of weeks with increased events and provisions for students which were very successful. Semester two also lines up with Mental health week which makes a fitting start to the more physical event and giveaway segments which I initially planned.
CAMPAIGNS FOR 2020 Organise and Participate in a National Union of Students Campaign.	Complete/ Ongoing	In semester one 2020, we joined in with two NUS campaigns, both the Environmental Campaign as well as the current Higher Education campaign which is ongoing.
Establish a movement and a campaign with my executive team against the parking situation at Curtin University Bentley.	Pending	With the effects of COVID and the changing landscape of Parking at Curtin. This campaign is formulated but currently on hold until we decide how we will proceed.
Fight for the removal of 50% pass requirements on 50% weighted exams.	Complete/ Ongoing	With the review of the assessment and student progression manual, this as well as an earlier submission to the academic registrar has been creating much momentum in the hurdle assessment space. An investigation into all the faculties on hurdle assessments has taken place and the review of them has been moved onto the faculty deans and the Blended Learning taskforce (which I am a part of).

Continue to execute Rad Sex and Consent Events through 2020.	Ongoing	I have promoted my excitement in this event series and have given my suggestions, but this event series has been delegated to the VPA.
FACULTY, EQUITY REPS AND STAFF Upskill and Provide learning opportunities for our representative body and Guild Staff when appropriate.	Ongoing	COVID has impacted the services and provisions that we have available for our staff and reps. Although we have been able to offer ALLY training for our representatives as well as some digital dexterity workshops. Ongoing I will be looking into Cultural Training through the first nations representative and higher education/Student Voice upskilling through our Higher Ed. Meetings and through the Director for Student Experience.
Assist, encourage and work with faculty and equity departments, to increase visibility and awareness of key issues that they are able to address. A) Help to run more Faculty and Equity based events that raise awareness and/or fight back against unfair student issues, and overall support the work that the representatives are doing.	Completed/ Ongoing	The increased value of our online platforms and the investment in these early has proven to be very effective throughout the shutdown period. I have been working closely with the faculty representatives who are now running fairly autonomously, running their own events and weekly meetings. I have also included the PSC and ISC presidents as standing invites to the Executive committee which has been very helpful for my advocacy in the post graduate space. Upskilling with the equity representatives has been harder due to the shut downs and their non-hour commitments, but the re-envisioned equity departments are ready for use and I have started to establish many semester two events that offer much collaboration between each department.
REPRESENTATION FOR 2020 Ensure I Attend all meetings or send proxies as well as report to all boards and committees that I am required to report too.	Ongoing	This has been completed to this date and will be ongoing.
Endeavour to represent all students across campus, and their thoughts on issues that they may be facing. Particularly those at the Regional Kalgoorlie Campus. EVENT: Revive the Rural, Regional, and Interstate student orientation, and strive to make it successful and beneficial to RRI students.	Incomplete	This has been particularly difficult with the reduction in our events and inability to travel. However, the wider expansion of our online platforms, Facebook and Discord, has meant that students have been able to engage more closely while being remote, and the Secretary has been keeping in close contact with the WASM Guild to ensure we are communicating with them well and that they are well resourced despite all our financial changes. I do miss visiting Kalgoorlie a lot and I am sure the future representatives will enjoy visiting once travel is permitted.

Vice President – Activities’ Report

Prepared by: Bridge Truell

DATE SUBMITTED: 21/8/20

SUBMITTED TO: GUILD COUNCIL (THROUGH SECRETARY)

1. Vice President – Activities’ Diary

University Meetings	
DATE:	MEETINGS & NOTES:
Guild Meetings	
DATE:	MEETINGS & NOTES:
11/8/20	<p>AUGUST ACTIVITIES COMMITTEE</p> <p>During this Activities Committee we discussed the unfortunate cancelling of this year’s Guild Ball due to a lack of funding, ongoing COVID restrictions, and concerns that hosting a celebration and asking students to purchase expensive ball tickets after a time when many are still struggling may be insensitive. In lieu of this, we discussed whether it may be possible to run a smaller ‘ball themed’ event or making our End of Semester Bash ball themed this semester. Many of us have received questions about the ball, especially with UWA recently announcing theirs and selling out within 15 minutes, so we also discussed making a post to let students know about this decision. Jess gave the events report which outlined the primarily positive student feedback from our first Virtual O-Day. Tanya raised the importance of starting to plan for the End of Semester Bash and working with the university and the Town of Victoria Park to deliver something really exciting for students at the end of what’s been a really rough year. I’m in the process of gauging ability to attend a special meeting of the Activities Committee to work on further planning for this event.</p>
12/8/20	<p>HIGHER EDUCATION MEETING</p> <p>Maryanne let us know that the new draft legislation for higher ed funding cuts was available on the Australian Government website and updated us on Dan Tehan’s recent announcement of an independent review into</p>

<p>19/8/20</p>	<p>O-Day and O-Week offerings and hear how it went from Jess and the Engagement team's end. We all agreed that Friendship Speed Dating is significantly easier to run with a larger group than we drew during O-Week, but this considered the event was still fun and successful. Larger groups also appear to be significantly easier to draw when FSD is paired with a giveaway of some description (such as free donuts like we've done in the past). The Drink & Draw event Jess & Carla piloted on the Guild Discord was extremely well received and something we're already looking at repeating and shifting into an in person environment. There was far more engagement among online students and international students in our online offerings during O-Week and O-Day which is really great to see as these are groups that have previously been difficult to target in the events space. It was unsurprisingly noted that the giveaway channel on O-Day was by far the most heavily frequented.</p> <p>RAD SEX & CONSENT WEEK PLANNING</p> <p>Jess and I met with Dax to start more concrete brainstorming and planning for Rad Sex & Consent Week (which is coming up on Monday September 7th in Week 6) and are currently planning: an online Creepy vs Cute, in person Drink & Draw: Sexy Edition with Carla & Jess at The Tav, our anonymous digital Q&A, catered Meet & Greet with our Queer Officer on the Wednesday, workshops with SHQ and (potentially) Magenta (the WA Sex Worker Outreach Project), safe sex pack giveaways, and hopefully some fun prizes.</p>
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2. Significant Developments

- As it stands currently, the Semester 2 End of Semester Bash will be going ahead.

3. Media/Student Engagement

4. Travel

5. Other Matters of Note

- On August 12th, Hana and Chris sat on a panel for the Hands Off Our Education campaign to discuss the current state of the higher ed sector and how the recently announced changes will affect our students, academics and university.

- On August 13th I briefly met with Chris and some of the Equity Officers to start work on establishing Equity Collectives, an extremely exciting initiative we've been hoping to start on for a while now.
- Later on August 13th I also met with Chris to start work on the Curtin ALLY Training, which the Guild has been given the unique opportunity of updating and reformatting. We met with Dax later on August 18th with a vague plan and are currently awaiting feedback from Sheldon Smith, the current ALLY program facilitator before commencing work on the content.
- I have completed my KPI review (please find attached).

6. Other:

- a. Leave:
- b. Higher Duties: Nil

Guild 2020 Key Performance Indicator Mid Year Review Matrix

Representative: Bridge Truell

Date: 21/8/20

Date for KPI Mid Year Review completion: June Representation Board

This document is to be attached and provided to the reviewed representative.

Key Performance Indicator	Status	Comments
(Number of the KPI & KPI Title)	<p>Completed (KPI has been met and no further work is required)</p> <p>Ongoing (KPI is continuing but is being actively practiced.)</p> <p>Pending (KPI has not been completed and is not under progress)</p> <p>Incompleted (KPI is no longer applicable/was not completed for set task)</p>	Insert any comments on the KPI for updates, to ensure that you can reach your KPI objectives by the end of your term.
<p>1) As it has been in previous years, safety, accessibility and inclusivity at our events need to be this portfolio's number 1 priority. This can be promoted through:</p> <ul style="list-style-type: none"> • Ensuring all Guild events are held at physically accessible locations (ie. Easily entered, exited & moved around by people who experience mobility 	Ongoing	<p>All in person events remain at physically accessible venues, will continue to advocate for the further implementation of Universal Access Bathrooms and other areas of accessibility at in person events. During COVID 19, I compiled the eQuality Guide to Online Equity & Accessibility (link found here: https://docs.google.com/document/d/1vhHrwwYHYAOr9hvkG0kjhL11J9mS-t7MUm6kACXnr3Y/edit) which has been distributed to all reps and will continue to be distributed to incoming reps and club leaders. Added discussion of accessibility of CSCT information at physical events to Trello to raise at next Activities Committee and reminder of advertisement of</p>

<p>issues, offer Universal Access bathrooms, ideally single floor and if not accessible by lift, etc).</p> <ul style="list-style-type: none"> • Ensuring contact information for Curtin Safer Communities Team is visibly communicated at any campus events, along with the information that they're the people to contact in the event of any harassment, safety, or welfare concerns. • Ensuring advertisement of our events communicates the fact that they are a safe environment for all in attendance. • Regularly consulting with our Equity Officers to ensure best practice is being adhered to at our events and 		<p>the fact that all our physical events are a safe space for all in attendance. Regular consultation with Equity Officers has occurred and will continue.</p>
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<p>within our clubs & societies.</p>		
<p>2) Another key priority of the Activities portfolio should be ensuring that it's F U N. I care deeply about fostering a bright and up-beat presence in the Guild and plan to do so by:</p> <ul style="list-style-type: none"> • Making it known that I have an open-door policy and encourage students to come to me with any questions, concerns, or even just to say hi and touch base. • Working with Bree and the rest of the Student Engagement team to utilise social media to get my face out there, let the students know about the open-door policy, and build a brand that's fun, welcoming and exciting. 	<p>Ongoing</p>	<p>This has been difficult to implement given the restrictions of COVID-19, however I've made an effort to maintain contact with clubs and students to the extent possible and will continue to improve in this area. I have recently implemented an online Clubs Consult time on Mondays from 12pm-2pm and am hoping this will encourage club leaders to engage. I've had a lot of fun working with Bree and the Digital Engagement team to get my face out there on the Guild social media accounts and am proud of the fact that I've taken part in every update I've been available for. This is something I will continue to do and build on for the rest of my term.</p>

<p>3) Equity will be kept in mind when considering artist bookings. POC, non-male, queer & trans/gender diverse, and disabled & neurodivergent artists and performers will be prioritised when booking for any Guild events.</p>	<p>Ongoing</p>	<p>This is another one that's been difficult given the restrictions of COVID-19 and the lack of in person events during Semester 1, and something that may continue to be a challenge as we face significant financial restrictions when planning our upcoming events, but it something I will always continue to consider and prioritise.</p>
<p>4) Our Equity Departments are a hugely important part of the Guild and provide representation for groups of our student body who are often excluded from events & campus culture for a variety of reasons. Equity focused events held previously (such as the Athena Festival and Queer Disco/Garden Party) have attempted to address this, so in addition to improving safety, accessibility and inclusivity at all campus events, I'll aim to collaborate with our Equity Officers on dedicated events for their respective Departments.</p>	<p>Ongoing</p>	<p>Again, another KPI that has been impacted by COVID-19 and will inevitably continue to be impacted by budget restrictions moving forward, but I have begun reaching out to our Equity Officers to assist in planning some low-budget and/or online offerings for their Departments this semester. Our Equity Department Grill the Guilds and catered Meet & Greets have been booked in and I'm excited to see how these new formats can assist our Equity Officers in engaging with students.</p>
<p>5) Our Guild clubs & societies play a huge role in our vibrant and lively campus culture,</p>	<p>Ongoing</p>	<p>The new Guild website and associated online event management and sign-up systems have unfortunately</p>

<p>so this year I will be focussed on supporting them by:</p> <ul style="list-style-type: none"> • Assisting with the implementation of and transition to the new online event management system and online sign-up system. • Implementing and encouraging the use of anonymous feedback channels for clubs & societies. 		<p>been delayed due to budget restrictions this year, but I will continue to communicate any developments in this to clubs as they arise. I added an action item to my Trello to write a post reminding club leaders about our feedback channels.</p>
<p>6) Given the amazing quality and variety present within our Guild clubs, I will ensure services provided by clubs will be utilised over external vendors wherever possible.</p>	<p>Ongoing</p>	<p>This KPI has also been influenced by COVID-19, but I will continue to consider and prioritise the services offered by clubs when organising future events, both online and physical.</p>
<p>7) I will aim to bring back Grasslands Music Festival or an event of a similar nature for End of Semester Bash 2020.</p>	<p>Ongoing</p>	<p>Rest in peace, Grasslands. Seriously though, our plans for End of Semester Bash are seeing us use more of the campus than ever before for an EOSB and will feature extended hours throughout the afternoon to mimic a festival vibe as much as we can.</p>
<p>8) I will aim to increase the affordability of our</p>	<p>Ongoing</p>	<p>This is luckily something that has definitely been aided by COVID-19. The shift to online</p>

<p>campus events for patrons, whether it be through ticket prices, food & bev specials, or giveaways etc.</p>		<p>events has unlocked a fantastic option for cheap, easily resourced events and our remaining physical events for the semester will be designed with the current student budget in mind. It's been a rough year financially for everyone, so our Upcycle Markets are celebrating getting thrifty and our End of Semester Bash will feature free entry as a small way of giving back to students and helping everyone celebrate after what's been a hectic year.</p>
<p>9) Sustainability is an understandably important issue for a large majority of students, so it's vital that our campus events & activities adopt sustainable practices as far as is possible and practicable. This can be achieved by:</p> <ul style="list-style-type: none"> • Limiting the use of paper for ticketing, advertisements etc. • Ensuring the use of sustainable food & bev packaging where applicable. • Explore ways of minimising wastage and/or increasing recycling at 	<p>Ongoing</p>	<p>Another KPI that has been significantly aided by COVID and our shift to online events. However, sustainability is something I will continue to work on and prioritise when planning further physical events this year.</p>

campus events.		
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Secretary's Report

Guild Council Meeting #9 27/08/20

Hello again, not quite so distant Members of the 51st Guild Council.

Guild Meetings

Date	Meeting and Notes
27/7/20	<ul style="list-style-type: none">- Reps Fire Up meeting- First Year Committee discussion
29/7/20	<ul style="list-style-type: none">- Higher Ed
3/8/20	<ul style="list-style-type: none">- Remuneration Committee feedback period closed
4/8/20	<ul style="list-style-type: none">- M-Files Induction with Slade and other Executives
5/8/20	<ul style="list-style-type: none">- O-Day!!!
6/8/20	<ul style="list-style-type: none">- Executive Committee- Science Board- Higher Ed- Special Guild Council
11/8/20	<ul style="list-style-type: none">- Activities Committee
12/8/20	<ul style="list-style-type: none">- Higher Ed
13/8/20	<ul style="list-style-type: none">- Equity Collective discussion- Blended learning discussion with exec
19/8/20	<ul style="list-style-type: none">- Higher ed
20/8/20	<ul style="list-style-type: none">- Guild Executive Committee- Financials 2020 YTD and 2021 Budget with Karen

University Meetings

Date	Meeting and Notes
29/7/20	<ul style="list-style-type: none">- Curtin Student Advisory Committee
5/8/20	<ul style="list-style-type: none">- CARR Steering Group (proxy for Fatma)- FSE Learning and Teaching Council (proxy for Fatma)
6/8/20	<ul style="list-style-type: none">- Science Board

Other Items of Business

Finances

I am still currently keeping a tight lid on equity officer expenses, to ensure we adhere as close to the budget as possible. Now that we are proceeding with an in-person, albeit shoestring, election we will need to keep our finances as close to (and under) budget as possible.

Karen and I had a sit down to discuss the Budget, and ways in which it particularly needed to be changed for next year, so that the incoming secretary and president would have a much easier time coding (assigning a budget code to) their finances. The main changes I suggested were: adding a branding and department promotion code to representation, instead of just pulling money out of the activities budget to spend on representatives, and \$1000 dollars to be moved across from activities to the new code in representation and that money be budgeted to collective resources from representation activities, this will allow departments to purchase small items for their spaces

M-Files

The executives have had a sit down with Slade in the last month, and have been given a thorough run down of how to use M-Files properly. After this I can say we have all improved in our use of M-Files, and expanded the way in which we use it. Slade has been working hard to clean it up and give us the file management system we were originally pitched, and you can already feel the difference. Next years Office bearers will have a much easier time using M-Files now thanks to this. I do expect every Office Bearer (especially executives) who have used M-Files, and gained a passable proficiency to include a section on it in their handover report.

First Year Committee

Elections are now open, and will have closed by the time of Council, i hope to have at least on nomination so that this committee can start rolling forward.

ISC Elections

Elections have wrapped up,. with only one nomination, and are now being opened once again. This will be the last time.

I hope your semesters have started well and keep going that way. If any of you feel the need to take leave let me know, and i will assist you in this process.

Regards,



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I attend my office on Tuesday through to Thursday from 9am to 5:30 pm each week, outside of these times I may be slow to reply or unavailable.

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The following are nine Key Performance Indicators for the role of secretary 2020, listed below are potential measures for assessment.

<p>Audit the printed documents that were stored in the secretary office.</p> <ul style="list-style-type: none"> - determine which documents are vital to the guild and store these documents in a secure place. - Examine possible digital storage solutions. - Get rid of all non-essential documents. 	<p>Status: Ongoing</p> <p>A huge amount of these documents were discarded, and the only remaining documents are those that we may not have copies of. This will need to be checked off to get rid of the last of the documents.</p>
<p>Ensure Secretary council report is submitted on time to each guild council.</p> <ul style="list-style-type: none"> - be prepared to speak to any information contained within the report. - Build my Council reports in a way that will actively benefit my successor to read in the year ahead. 	<p>Status: Ongoing</p>
<p>Monitor the KPIs of equity representatives to ensure they are fulfilling the requirements of their role</p> <ul style="list-style-type: none"> - Check in with equity representatives to see why the requirements are not being met. - Reduce the remuneration of representatives who are not meeting these requirements. 	<p>Status: Ongoing</p> <p>So far I have not reduced the remuneration of any equity representative, except where the post has been absent.</p>
<p>Monitor officer timesheets to ensure they are regularly being completed.</p> <ul style="list-style-type: none"> - Monitor timesheets at least once a fortnight. - Regularly check in with Representative who are failing to complete their timesheets. - Reduce remuneration should the need arise for any representatives failing to complete timesheets. 	<p>Status: Ongoing</p> <p>Established a fortnightly timesheet send in process during lockdown, to ensure that reps were keeping up to date. Have also suggested to representatives they need to reduce their TOIL by taking leave.</p>
<p>All payments to be approved in a regular and timely manner</p> <ul style="list-style-type: none"> - Don't leave payments incomplete or incorrectly filled out - Don't impede the ability of Finance officers to do their job by failing to complete appropriate paperwork. 	<p>Status: Ongoing</p> <p>Payments are being approved properly, there are some minor hiccups here and there, particularly amongst the move to M-Files</p>
<p>provide a robust handover for my successor</p>	<p>Status: Ongoing</p>

<ul style="list-style-type: none"> - Implement a method in which the secretary handover process is improved. - Create several guides to assist the next secretary in completing the functions of their role. 	<p>I have been consistently recording any points that I feel need to be added to the handover report throughout the year, and have collated any guides I have found helpful.</p>
<p>Meaningfully contribute to the openness and inclusivity of the Curtin Student Guild.</p> <ul style="list-style-type: none"> - find ways to improve our constitutions to be more inclusive. - Raise awareness of services the guild provides, through regular conversations with students. - contributing to efforts that increase student interaction with our services. 	<p>Status: Ongoing</p> <p>This can never truly be finished, however I contributed to correcting the binary use of language in our regulations and constitutions and also included Equity and Faculty representatives in Committees where their voices would be needed.</p> <p>I have maintained an open door policy and good relations with the students I have, I have participated in several videos to be posted on our socials to advertise our services.</p>
<p>Set and enforce an official minimum standard for the handover process</p> <ul style="list-style-type: none"> - find the gaps in the knowledge of the current representatives - Enforce a robust handover such that no basic gaps are left in the knowledge of incoming representatives 	<p>Status: Ongoing</p> <p>Included a section in my submission to the remuneration committee regarding a more robust handover approval process and hope to be involved in the handover process</p> <p>I intend to change the way secretary physical handover works.</p>
<p>Investigate options for clearer communication of allergen information within Guild outlets</p> <ul style="list-style-type: none"> - Provide clear and concise information to patrons in a format where it does not need to be requested. - Put this information online, so any of our patrons can access it. 	<p>Status: Ongoing</p> <p>I have done far too much research into allergies and anaphylaxis, and have prepared a document to be read at Commercial Services Committee.</p>

These will be the indicators to which I will be assessed this year.

Regards,



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Keywords: presencing, inclusivity, opportunity, connectivity

Issues

Lack of fair access to university opportunities. Online students face difficulties accessing opportunities at Curtin such as scholarships, workshops, social events or schemes such as Guild participation. At times they are explicitly written out of access as with the HDR laptop scheme and certain scholarships.

Lack of a contact point. Other student minorities at Curtin are represented by Guild Equity Departments who act as sympathetic contact points for student issues and concerns. Despite representing a sizeable minority, online students lack this opportunity and continue to face difficulties with presencing, and access to a full, rich and comfortable university experience.

Lack of inclusive language on Guild websites and other locations. Using the physical campus as a metonym for university experience devalues and alienates online students who may or may not have access to this location. More effort could be paid to highlighting, and supporting, online students' participation as part of the student body.

Rationale

Online students represent 15% of the Curtin student body and continue to grow in number. However, they are a dispersed and less visible part of the population. Their study situation is unique and they lack access to events, opportunities and participation relative to on-campus students. A representative can share concerns, problems, and perspectives from the online student population. Greater inclusivity and connectivity of online students within the university will benefit the entire student body.

Benefits of an online students representative to students

- A sympathetic contact point who understands online students' unique situation.
- Assist inclusivity of online students in university events and opportunities.
- Raise online students' relevant concerns, problems and perspectives with the university.
- Greater connectivity between hitherto disparate parts of Curtin's student body.

Minutes

1. Acknowledgement of the Traditional Owners:

"The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region."

2. Attendance:

- 2.1. Members Present; Ben Grassi , Clare Metcalf, Jesse Naylor Zambrano, Dylan Botica, Christopher Hall, Erin Russell , Star Castillo, Bry Jagoe, May Majimbi
- 2.2. Others Present; Maryanne Shaddick, Lachlan Lee
- 2.3. Apologies and Leave of Absence; Luke Gibson, Jeru Sundar, Lucy Rohl, Hana Arai
- 2.4. Absent

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting:

- 4.1. Previous Meeting Minutes:
 - 4.1.1. Meeting from the 21/05/20
 - 4.1.2. Circular Resolution #2
 - 4.1.3. Circular Resolution #3

Motion: that the Representation Board **approves** the minutes of the previous meeting on the 21/05/2020 and the results of Circular Resolution #1 and Circular Resolution #2 as a true and accurate record of proceedings.

Moved: Dylan Botica

Seconded: Bry/Dax Jagoe

Motion passed

5. Matters Arising from the Minutes – N/A

6. Items Not for Discussion N/A;

7. Reports

- 7.1. President – Verbal Report. Not in attendance
- 7.2. Vice President – Education – Verbal Report. Chris Hall noted that his Council report would be circulated to Representation Board members. There was a discussion about the Federal Government's proposed fee changes to

university courses. Chris noted the two rallies held in Perth and the third on 18th July. Chris thanked those who attended the Black Lives Matter rallies. He said that the Guild would continue to follow the demands of this movement. Chris reported on the Stress less campaign, which incorporated 15 events, promotions, giveaways and support initiatives. As well Chris discussed the Student Partnership agreement which had wide consultation. There were some issues with overseas campuses as their cultural norms were so different. The partnership would be finalised in August. Details of the initiative were recently presented at EDCON 2020. Chris said that there were issues with exams and final assessments specifically the timing of open window assessments. Some of these were over a weekend. The issue was being addressed with the Associate DVC (Teaching and Learning). Chris spoke about hurdle assessments – there were at least 57 across the university. He said that a lot of these hurdles led to problems with student retention. Chris thanked those who attended progression workshop. Erin Russell spoke to the issue of the proposed university fee changes and mentioned analysis from the NTU indicating a loss of Government funding of approximately \$1000 per student. Erin raised the issue of fortnightly tutorials. Chris said the Guild's opposition to fortnightly tutorials had been articulated to the university. Chris reported that Curtin's expected revenue shortfall as a result of COVID would be approximately \$61 million. Deferring capital projects had covered the majority of the shortfall. Erin Russell said that 28 August was the next National Day of Action. Erin requested the Guild share a video on Facebook. There was a discussion about planning a forum to inform students about the proposed fee changes. **Action.** Chris to organise the forum. Chris to send a link to the partnership agreement.

- 7.3. Faculty of Business and Law Representative. Jesse Naylor Zambrano requested her report be taken as tabled.
- 7.4. Faculty of Sciences and Engineering Representative. Fatma requested that her report be taken as tabled. May raised an issue affecting post graduate Science and engineering students.
- 7.5. Faculty of Health Sciences Representative – Submitted
- 7.6. Faculty of Humanities Representative. In addition to her tabled report, Connie discussed the impact of the proposed fee changes to Humanities students. There was also discussion on the impact of the changes to faculties especially Science and Engineering. As well Connie spoke about an issue with a unit that has been shortened but was costing the same. **Action Chris Hall to coordinate the development of resources on the proposed fee changes**
- 7.7. International Students Committee President – N/A
- 7.8. Postgraduate Students Committee President. In addition to her tabled report, May reported that the PSC was conducting a skills audit with a focus on governance training. As well May said the PSC was working with Curtin's Research Office to develop surveys around engagement. It was noted that the PSC was working on a financial allowance scheme as a result of COVID.
- 7.9. Queer Officer. In addition to their tabled report, Bry reported that the Queer department space was set up and window frosting was going ahead. The Queer department was working on the production of a zine in time for O Day and the set-up of the O Day digital space. A high tea was being planned for semester 2. Bry said that they were working on changes to bathrooms. **ACTION.** Lock on Queer Department door needs fixing.
- 7.10. Women's Officer. In addition to her tabled report, Star reported that the department would be hosting a women's meet up before the semester begins. A picnic was held at the end of July. There was a discussion about the discord server set up for the women's department which would be launched for O Day.
- 7.11. Indigenous Officer – N/A.
- 7.12. Accessibility Department Officer. In addition to his tabled report, Dylan Botica discussed the Equity Space Mental Health Framework. The Accessibility Officer noted that the entrance to the Equity department was not wheelchair

accessible but that the issue was being resolved. Dylan spoke about non registered students without a Curtin Access Plan. It was reported that negotiating closed captioning with Curtin was making slow progress. Chris Hall said he was setting up a Student Advisory Meeting and that the issue would be added as an agenda item. It was noted that the University's own report suggested more could be done in this area.

- 7.13. Student Assist – Verbal Report. There was no representative from Student Assist at the meeting.
- 7.14. Higher Education Developments. Maryanne Shaddick spoke about recent media monitoring which focused on reaction and analysis of the government's proposed higher education changes as well as the impact of COVID on university revenue and international students.

Motion: the Representation Board **notes** the reports and submitted KPI reviews. Moved: Christopher Hall (VP-E)
Seconded: Fatma Sehic.
Motion passed

1. Items for Discussion and Resolution

1.1. Hands off Our Education!

Motion: That the Curtin Student Guild:

- Condemn the proposal introduced by Education Minister Dan Tehan and the Liberal Government that would see University fees increase and Government funding to Universities decrease, and
- Expresses solidarity with the student activists across the country who are taking action to oppose the changes.

Moved: Clare Metcalf

Seconded: Dylan

Botica

Motion passed

2. General Business. The Representation Board was notified that that the Guild had appointed new ISC and First Nations representatives. There was a discussion about information for students looking for accommodation. Jesse Naylor Zambrano led a discussion about the length of the voting period of circular resolutions. Chris Hall said there was a policy around the length of time that was required for a circular resolution. Jesse said there was a 40 hour minimum time period but no maximum. **Action. Maryanne to have a look at Guild policy on circular resolution timing.** There was a discussion about the timing of this year's Guild elections. Chris Hall said that the timing would be close to last year but would reflect that the semester dates had shifted by one week.

3. Next Meeting

The next meeting of the Representation Board will be Thursday, 20 August 2020 at 6pm online. Motions and reports are due on the 13 August at 4:30pm to Secretary@guild.curtin.edu.au.

Meeting closed 7.09pm.



Student Guild of Curtin University

Executive Committee

Meeting #20

To be held at 10:30 am on Thursday

the 23rd of July 2020

Location: Presidents Office and Online

1. Acknowledgement of the Traditional Owners:

"The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region."

Meeting opens at 10:46 am

2. Attendance:

- a. Members Present; [Chris Hall](#), [Bridge Truell](#), [Lachlan Lee](#)
- b. Others Present; [May Majimbi](#)
- c. Apologies and Leave of Absence; [Hana Arai](#)
- d. Absent; [Jesse Naylor Zambrano](#)

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting: **EC#47/2020**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 9th of July 2020, as a true and accurate record of the proceedings at that meeting.

Moved: [Lachlan Lee](#) (Secretary)

Seconded: [Bridge Truell](#)

5. Matters Arising from the Minutes:

- a. Action List
 - i. Bridge to Extend Safe Spaces Agreement to other Equity Departments [Done](#), [Bridge to contact Lulkbudia RE: this](#)
 - ii. Executive to do their Curtin Extra's [Lachy to do](#), [Bridge to check if completed](#).

6. Significant Items

- a. Guild Executive Verbal Reports
 - i. President; [On Leave](#)
 - ii. Vice President – Education;

Chris has been active president this week, Hana has been on leave.

Really busy doing both the VP-E and the President role.

Chris recently met with Sue Ellery, the Minister for Education and Training, the presidents from UWA, Notre Dame and ECU. Murdoch didn't attend. Large discussion around the issues around international students returning. Her response to being asked about the Higher Education Reforms was not good, she is taking a stance of inaction due to political motivations. Bre and Chris were particularly upset about this. If we want to we can get her response in writing against the Bill. The Governments stance towards international students coming into the country is that unless university are available to do face to face learning, then hard Border will remain. Universities are justifying not doing face to face because there is a hard border.

Met with SA and Maryanne, Student assist have been incredibly busy, Margot, saw 171 cases last year, this semester has seen 500. There is a lot of issues regarding backlog within the university, terminations have not been dealt correctly, students not being withdrawn after withdrawing before census date. Communication issues between staff and students. Huge disparity between central to staff communication and central to student communications. Chris will be meeting the VC today and will bring these up. Looking through Chris' KPI and Chris has reached most of them. Working on upskilling representatives. Chris arranged a meeting with Faculty representatives, met with Jesse, and asked where difficulties are being met, offered advice on how to overcome these. Already this week Jesse is taking up feedback. Hoping to do it with the faculty reps to have that discussing and then move it to the equity and autonomous presidents. Also reaching out to SA to assist anyone who is struggling further. May asks if the issue arises from over complicated cases, Chris says that is part of the issue, but there is still a need for upskilling. Training opportunities for reps this year, ally training is not fully supported yet. Offering first aid training and a number of online modules from Curtin extra.

Remuneration committee is asking for feedback, should have gotten an email from Chris, this committee has made some big changes, and it is important to put in your feedback. Chris has an issue with the equity representatives being paid less than Faculty representatives. May queries if the guild is still eligible for Job Keeper. Yes, more info to come to the guild council.

Week two there will be a panel for students around the higher ed changes. Chris will be chairing, Hana, the NTEU and local activist Erin Russell will be on the panel. It has been so popular that lots of staff members have wanted to get on board. There will be lots of discussion time for students.

Lots of other unions have contact Chris for advice on how to run this properly.

Lachy queries Sue Ellery stance on int students. Unless it is fully face to face, we won't let international students back in. No they will not be let in unless universities move to fully face to face learning.

May – with regards to the panel, is it worthwhile, getting academic staff onboard? Being privy to some of the academic board conversations, the more executive staff don't quite understand the student perspective.

Thor could be in attendance, well known for being a strong voice and is their own line manager.

May is happy to assist if you want something drafted to be signed. Sue Ellery is forcing unions to do the heavy lifting.

May question, surprised Notre Dame ahs been involved, considering they didn't want to have an input on the postgraduate issues.

They are an odd one, they usually go to this meeting as it is very publicity based. Chris had a robust discussion with ECU because they have not been working hard for their students, offered them a handover. Not everywhere is as good as Curtin Student Guild.

iii. Vice President – Activities;

Bridge, mostly working on O-day/Oweek prep with stud engagement and experience teams, really exciting, second round of clubs mega challenge has been launched, which is exciting. Met and discussed ways to spread out the ways people can get points. Looking for more ways to benefit new clubs, but not make it entirely reliant on one off events. One is for clubs to establish social media pages, which will benefit new clubs. Options for interclub collaborations as this will benefit established clubs. Adding pronouns/acknowledgement to email signatures, things that people can do that is super easy to do and beneficial. Round 3 is starting to prep.

Sundowner at the Tav in week 1 Friday,

Chris queries capacity, Bridge – still 100 people.

Prepping for what we can do. The three markets idea was floated through activities Guild games is back on.

Bridge is scheduling BBQ's, now double the number we have to fit together, and make room for clubs. As we only got to do women's BBQ for International Women's Day, need to book space for all of the Guild Reps.

May suggests a little battle-esque type event. Vouchers if you want to pick a particular faculty group.

Catered meet and greet instead of BBQ, or breakfast BBQ's.

The issue with grill the Guild is people don't spend time Griling the Guildies.

The sit down meet and greet could remove this problem.

Reps are quite keen for this. This option is polling well.

Changing the location of BBQ's is beneficial, Scieng moving to the Pav was beneficial.

Going through and finishing the action to find reports detailing the impact of monetary fines on mental health.

Chris is of the opinion that it's a shit stance and doesn't work.

iv. Secretary;

Lachy has been working to figure out M-files, slade has assured us that the system we are using currently will be updated to match what our ideals were. This will make M-Files easier to use, in the meantime start using it.

First Year Committee induction handbook is almost finished, edits for Fatma and will be finished soon.

Legal Changes are going through Guild Council, hopefully they will pass and that will be at an end.

working on the ASPM feedback for the Workshop Chris hosted, the ASPM is a broken document that requires several fixes. Thank you chris for putting that document together.

May has a meeting with Head of Honours in pharmacy and Biomed and will send back feedback to Chris, as they alter guidelines.

v. *Chair Of the Representation Board;

vi. *Postgraduate Student Committee President

May, Brief, most information in representation report. The PSC has been pushing for the university to give adequate funding for HDR and Master's students, struggling because they

can't do a lot of things currently roughly 60% on scholarships, but those run out. They tend to not give extensions. This has been contentious.

Positive out of the, research office, recouping funds out of other areas, willing to spend 250,000 on HDR students.

Just over 1000 HDR students, initially there was a matrix on how to divide this, however considerations are fraught, when brought back to the university they co-opted our services to equitably divide it, PSC devised a survey which will go out tomorrow, May told the university to do the survey, but they didn't want the press, and that they aren't Centrelink. The university recognises they need data, but don't want it. Hoping to help 100-200 meaningfully there will be tiered scholarships. It is a lot of work trying to manage the fallback, because differing situations, but if people are discussing how much they get. Need to find a way to differ this.

Trying to use the survey to triage who needs it, need to style leading questions. DVCR is happy to take the fallback if this goes "tits up".

Pushing for blanket extensions for 12 weeks, as this is what most people need. The cash injection wont help with finishing work

PSC is prepping for O-day, making sure we have fun activities ready to go.

One of Mays Goals was to get people training, to help unpaid members, and has done a skills audit to figure out what would be the best. Discussion for next week.

Chris queries if support needs to be offered? Yes survey can only go for two weeks, as the budget has to be spent soon. We are going to have to market this as not solely a guild initiative, the university doesn't want to take the heat for this. May needs help, after the advertising is done, cross check it with the executive that it is appropriate language that doesn't put us into a tight spot.

vii. *International Student Committee President

EC#48/2020

Motion: That the Guild Executive Committee notes the verbal reports given by the members present.

Moved: Lachlan Lee (Secretary)

Seconded: Chris Hall

7. General Business

Concerns about the door width for accessibility and QD door lock is locking people inside.

May, one of KPI's implementation of guidelines for mental health. Since COVID, May has struggled to get traction, how would you recommend we go about that? Mental health first aid

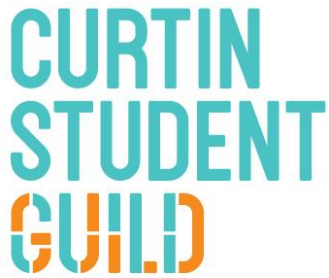
It is still a feasible undertaking, mental health and wellbeing strategy is currently under review, Dylan submitted this to the last Representation Board. May asks if Dylan is well engaged in this?

Yes.

8. Next Meeting

The next meeting of the Executive Committee will be Thursday the 6th of August at 10:30 am online.

Meeting closed at 11:38am.



Student Guild of Curtin University

Executive Committee

Meeting #21

To be held at 10:30 am on Thursday

the 6th of August 2020

Location: Presidents Office and Online

1. Acknowledgement of the Traditional Owners:

"The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region."

Meeting opens at 10:38 am

2. Attendance:

- a. Members Present; [Hana Arai](#), [Christopher Hall](#), [Bridge Truell](#), [Lachy Lee](#), [Bridge Truell](#)
- b. Others Present; [May Majimbi](#)
- c. Apologies and Leave of Absence;
- d. Absent;

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting: **EC#49/2020**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 9th of July 2020, as a true and accurate record of the proceedings at that meeting.

Moved: [Lachlan Lee](#) (Secretary)

Seconded: [Christopher Hall](#)

5. Matters Arising from the Minutes:

- a. Action List
 - i. Executive to do their Curtin Extra's [Lachy to do](#), [Bridge to check if completed](#).

6. Significant Items

- a. Guild Executive Verbal Reports
 - i. President;

Hands of our education, Bit of a lull over o-week, there will be a rally on the 28th of August. We have plenty of time to promote this.

National Union of Students have introduced the notion of Friday actions, Kill the Bill Fridays. The Forum is coming up on Wednesday.

Remuneration Committee Submission period has closed, will be meeting to make a decision on next years Remuneration

Got a visit from Patrick Gorman last week, offered assistance on the Hands off our education campaign.

Received \$50000 from Lotterywest, to assist with out food distribution programs, Maryanne and David did a lot of work on this, thank you to both of them.

Curtin Student Advisory Committee, raised issues with senior executive, and had a discussion on the role of this committee. General consensus is that this committee was made as a channel for communication between the Guild and the University, and now we have more stream to communicate with the university, so this committee wont be meeting with the exec and senior executive, will maintain the regular meeting with the student body. Deborah Terry has left and gone over to the University of Queensland.

ii. Vice President – Education;

Execs should do their KPI reviews

ACTION: Do it for next exec meeting

Recently it has been busy, submitted 100 lines of feedback for the ASPM, only the first of 3 stages.

Working on Upskilling the representatives, working with Jo-Ann to upskill in case studies, ally training was in the middle of O-day, meeting with Sheldon to get training to take over Ally training, Bridge offers to help. Will run ally training out of the Guild. Working with Lulkbudia to get First Nation cultural training for the Guild. Further training for the Execs, there is governance training, good training for leadership and skills in the Curtin Extra modules. Done some workplace evaluations, representative evaluations, one with Jesse and Jeru, positivise, negatives, difficulties and gave them some advice on how to work on these, has proven to be effective.

Meeting with Curtin Connect, Neville Hiscox, Megan Jenkinson, Chris offered support to them, they have several meeting rooms and spaces that aren't being utilised and have asked us to help them. Also met with Communications team they want guilds help on reinforcing social distancing in informal learning spaces, such as abacus.

Now when you enter a space you should wipe down the space, reinforcing that message. Should put out a video of us doing this.

Link to the staff portal that contains all of Curtin's resources that they have.

Higher education forum is coming up, on Wednesday, haven't had a chance to advertise it yet, will start this today. Hana has reached out to Thor to assist with the Forum.

SPA is being looked over by Ingrid Cummings, all the Global PVC's.

About to send out the Guide on establishing consultative committees

Starting work on establishing equity collectives.

iii. Vice President - Activities.

O-day went well online, Jess and Carla may have different opinions, clubs are saying they received better interaction on their facebook pages by promoting oday

Need more information available on the difference on an event or a gathering, and what is essential. Currently cant put any bookings through.

Done up a BBQ schedule and was then told they were classed as non essential, this has delayed the start.

Guild Markets, whether we can hold them or not.

May asks for confirmation on whether we can hold in person events, Hana and Bridge to have a meeting on Friday to sort this out.

iv. Secretary;

v. *Chair Of the Representation Board;

vi. *Postgraduate Student Committee President

The three different academic complaints PSC is dealing with, Group assignments, brought up in humanities, but has been echoed in all faculties. Students want to move away from a group assignment collective mark, As it has been hard to engage with fellow students. Got something going with a UC, their reply was abysmal, "you know in the real world you're going to have to work with people". What can we do to reduce group assignments in this time.

Problem number 2. Raised in two separate courses. Co-taught units, increasing concern that postgrads aren't getting enough of a variance to account for the disparity. There will be some data collection on our end, on how it is being modelled to ensure that if there are 2 students, and one is paying more they are both getting the same amount. Being brought up with director of stud engagement in school of planning. Chris, humanities has been working to phase out all of their co-taught units.

Problem 3. Student coming forward with complaints about a unit.

Survey is finishing up, at research committee and are hoping to roll out the financial allowances as soon as possible.

Interesting results from the survey.

May has completed a skills audit of her Committee, Chris and May will meet about this later.

vii. *International Student Committee President

EC#50/2020

Motion: That the Guild Executive Committee notes the verbal reports given by the members present.

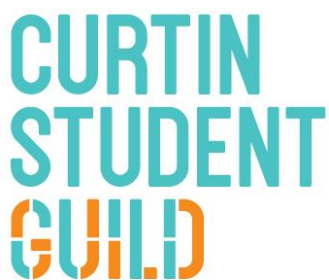
Moved: Lachlan Lee (Secretary)

Seconded: Chris Hall (VP-E)

7. General Business

8. Next Meeting

The next meeting of the Executive Committee will be Thursday the 20th of August at 10:30 am online.



Student Guild of Curtin University

Executive Committee

Meeting #18

To be held at 10:30 am on Thursday

the 9th of July 2020

Location: Presidents Office and Online

1. Acknowledgement of the Traditional Owners:

"The Curtin Student Guild would like to pay our respect to the Aboriginal and Torres Strait Islander members of our community by acknowledging the traditional owners of the land on which the Bentley Campus is located, the Wadjuk people of the Nyungar Nation; and on our Kalgoorlie Campus, the Wongutha people of the North-Eastern Goldfields. We acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region."

Meeting opens at 10:53 am

2. Attendance:

- a. Members Present;
- b. Others Present;
- c. Apologies and Leave of Absence; Jesse Naylor Zambrano
- d. Absent

3. Disclosure of any potential or perceived Conflicts of Interest

- a. Chris is a committee member of EMAS, He will leave the room during this discussion

4. Minutes of the Previous Meeting: **EC#43/2020**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 25th of June 2020, as a true and accurate record of the proceedings at that meeting.

Moved: Lachlan Lee (Secretary)

Seconded: [Chris Hall](#)

5. Matters Arising from the Minutes:

- a. Action List
 - i. Bridge to Extend Safe Spaces Agreement to other Equity Departments [Done all the templates, waiting on replies from Dylan and Star. Ongoing](#)
 - ii. Executive to do their Curtin Extra's [Bridge has started theirs, Rest of Exec, bar Chris, is Ongoing](#)

iii. Lachy to update Acknowledgement of Country Ongoing Minor Amendment

6. Significant Items

a. Guild Executive Verbal Reports

i. President;

Largely focused on Hands Off Our Education campaign, announcement from Dan Tehan to overhaul university fees. This will result in ripping 1 Billion from Universities, we have launched campaign in collaboration with UWA, we have launched a Facebook campaign page and have been putting forward material to both the campaign and Facebook pages. We will be putting out Facebook frame today. We organised a rally for the third of July, it was supported by the WA Greens, the NTEU and the office of Patrick Gorman. There were around 100 attendees. Another rally has been organised for the 18th of July this one will happen at Forrest chase.

Hana has been peripherally organising the ISC and the incoming First Nation representative and has continued advocating for the opt in fail system, waiting on update from Jill on this one.

Almost finished writing a best practice guide for the Student Consultative Committee.

Hana has also completed a few interviews with media.

Action: Hana will take leave.

ii. Vice President – Education;

The data request has been sent to Al Donald, Thank you David Luketina for writing that, for students living in on campus accommodation data, for housing student advisory committee. Request has been denied because the data is held by Uni-lodge we cannot legally access the data. It is an extensive process that is unnecessary, and as such we will have to look at other options. We will be opening the committee next semester and will look at ways for us to connect with Uni-lodge

ASPM is open for feedback until the 31st of this Month. It will go through another review process, and then again next year at the end of semester 1. Implementation will happen next year. Preparing people for next year to look at it.

Chris has sent emails explaining what you need to do in preparation for the meeting. Clearly specifying to reps: do not come if you haven't read it.

Chris has sent out a template for giving feedback on the ASPM, this will make things easier. Chris has all the data from the last time this document was review, 2016. Chris is looking forward to seeing almost all of our office bearers, and some of our general reps at this meeting.

A couple of people have nominated to minute the discussion. However, Chris wants as much contribution as possible. Lachy suggests transcribing after the meeting. Hana suggests butchers' paper.

Hana predicts that some people will not do the pre reading.

Tara Felton will come to present in the first 5-10 minutes and give a general overview of the review process.

Jesse – I could take notes, as this helps Jesse to stay engaged.

Chris suggests amalgamating all of the ideas in a spreadsheet. Chris walks the committee through the structure of the Excel spreadsheet. Chris is excited for the meeting.

Chris has raised a number of issues with Connie, regarding the placement issue. The faculty has told students that they were going to charge them even more because they were having a lot of difficulty finding placements, and this for some reason is the students fault. Chris will

speak to Connie next week about potential ways of broaching the subject.

A lot of issues have come up with the nationwide standardized testing that education students have to go through, this testing is very inaccessible. It was addressed well at Curtin. Jo-Ann has been working with Connie and Jeru, helping with Critical reading and thinking, dissecting large documents. Giving them training and resources, dealing with the student perspective. They have both been receiving complaints and have struggled with finding a perfect solution to student issues. In the future this training could be given closer to the start of their term, around the start of semester 1.

Attended Clubs and societies meeting to discuss Student Partnership Agreement, Chris has received some feedback from clubs, and will put them in the appendix. There was a discussion after the Clubs and Societies meeting about the relationship between clubs and faculties, streamline communications, the discussion wasn't super robust. Developing a how-to guide on how to work with Guild reps.

Jesse – looking at CSLS, established club with a history of being involved. They are sort of Law representatives, but they are working too closely with the Faculty, The president has a vested interest with pleasing the faculty. Clubs are used as representation, but this could be a bad thing.

We are trying to find which clubs are being chocked by their faculties. Clubs are not permitted to perform advocacy. There is a conflict of interest in clubs working this closely with faculties.

Chris is trying to give them as many resources as possible to bring them closer to the Guild. Bridge, it would be good for them to have a resource for them to highlight these issues. It would be good for our academic clubs into a forum to discuss their faculty issues.

Hana – it is important they have this relationship with their faculties, being president of the Chemistry Club gives her a unique perspective. Hana was often reached out to provide basic consultation. Maintain the level of representation without stifling their relationships with faculties.

Not telling clubs what they should do, but pointing where it becomes an ethical issue, between academia and faculty. The guild is non-partisan and protected from the faculties from affecting us.

Jesse- CSLS and I have different perspectives. I have to consult with academic clubs, making it a two way communication channel. WE consult with them; they consult with us. We should set up another clubs meeting, with just the faculty reps. This will be a valuable space.

Clubs and societies meetings had an attendance of 55 people.

This forum will be a one-off consultation, to discuss relationships with faculties. Issues that we have seen to address with them.

CQM is currently under review as well, going through courses committee in a 3-part review, so far no massive changes, only changes to SET that look over the documents, no conflicts with this. Chris is interested in the next 2 sections. We should do a review of what this document should be. Will do a similar forum to the ASPM

Feedback from the Global PVCs on the SPA, feedback from CAS next week. Now that reps and clubs have been reached out to student experience, deans of faculties, it has been widely looked at now. It will not be signed by Deborah Terry, But will be signed in August.

Jesse – Hana, FBL postgrad representative, would have gotten in touch with you, in L&T will be doing an intense review of evaluate, there should be a student rep in the team that will review that.

We will be moving to a new system that is better than eValuate. The way it is implemented is not at all helpful. Staff are avoiding changing anything ahead of this move.

Jesse – did you have any thoughts on this, Hana would recommend that Jesse take over this as the faculty rep.

Review system will have some actual power, more than 2 times a year, working with a traffic light, mid semester and end of semester review, the questions and framework can move into an amber light, if they reach a majority amber light, it gets reviewed by the faculty, if nothing changes and it reaches red light, it must go through SIGNIFICANT Change before it is allowed to accept enrolments.

Bridge - "See how the university likes being put on conditional status."

This may put pressure on UC's for stuff that they might not have direct influence on.

Hana – you have been doing amazing work Chris, you should be proud of yourself.

Meeting with Lincoln today, he has reached out to all of the education VP's.

Chris has a really simple q for university, Why do we fine students?

I want to hear them say that it makes them a profit. Why can't we just pay our parking in full.

Why is the university SO insistent in penalizing the poorest students, now that Curtin runs the finances of parking, there is no reason to fine students.

Bridge can find research that fines are incredibly ineffective to changing behaviour.

Going to be emailing Jon Porter, Curtin COO to answer this question in the minutes.

Every year Curtin students raise the issue with parking.

Hana – stops fines from being so obsessive and reverting back to a reasonable rate for a permit.

iii. Vice President – Activities;

C&S last week was really big, love having them online, they are well attended, I can chair and then realize at the very end that there are 55 people there without it causing any additional stress.

Excited to see what we can do arranging an academic club's forum. Trying to arrange a meeting with AccessAbility to talk about iLecturers, asked for things to add to the best practice guide. They are citing cost concerns as to why they are unable to provide CC's, they have openly admitted they can do it for free, citing accuracy concerns as the reason they do not offer it, why not just provide them on the ground you can turn them on if you need. Chris, this is a good hill to die on, I would do better from CC's.

There exists a paper that concludes that everyone benefits from having closed captioning.

Prepping for O-week next semester and the sundowner, something on at the Tav, pint at happy hour, chill to some live music.

Coming up with ideas for low cost events. In activities committee it was mentioned to do a swap meet with donated items, one with homewares, one for fashion and one for entertainment. Just deciding where we want proceeds to go. Come up with a few ideas so far but Bridge invites any suggestions from executive.

For Furniture back pack beds,

For Fashion : dress for success

For Entertainment: Take This

Take this is a US based charity, if this is an issue.

Stuck on Cute names for the market days.

Jesse – enactus did a similar thing in the community, could have been similar/run through dress for success.

Could reach out to clubs to see if they want to get involved. Bridge has been going through the ASPM document

Next plan, default clubs constitution, it is extremely vague, during the CWC SGM, issues became glaringly obvious. There is nothing in the constitution regarding conduct. Something that helped Hana during her start of Chem Club was finding what was essentially a “how to run the Chem Club” document.

Individual clubs are doing great handovers but without something in the constitution to do proper handovers.

Jesse – As per KPI’s consult with FBL Clubs, a lot of really great feedback, Jesse will be trying to reach out to many clubs.

iv. **Secretary;**

The ISC elections have closed, with the committee members being appointed to the executive roles, and 3 male councillors elected. This will need to be opened again later, once they meet and confirm their appointments.

Lachy has been going through the ASPM and has found many problems, this will be good for the ASPM meeting.

v. *Chair Of the Representation Board; N/A

vi. *Postgraduate Student Committee President

vii. *International Student Committee President

EC#44/2020

Motion: That the Guild Executive Committee notes the verbal reports given by the members present.

Moved: Lachlan Lee (Secretary)

Seconded: Bridge Truell

CLUBS MOTIONS TO BE ADDED

Elite Athlete Student Club Approved

SSAC Approved

WAPPS – Health Sciences Faculty had a physio club they were close with, there was a Therapeutic Students Association, WAPSS tried to start up a physiotherapy specific club. They began operations before being approved, and doing things they weren’t allowed to do. Faculty was unaware about how clubs worked. After being informed they were much more well behaved.

WAPSS Approved.

Constitution Changes

CAMS – Executive agrees with suggested Changes from Clubs officer,

7.2.2 Exec Agrees that it should not be online only

8.2. Undemocratic Process, Potentially exclusionary

9.3.1.2 Voting should only be held online during the length of the meeting

PSYCHOLOGY Student association to be resubmitted

Bridge to Forward PSYCHOLOGY studies to Execs

7. General Business

8. Next Meeting

The next meeting of the Executive Committee will be Wednesday the 23rd of July at 10:30 am online.

Meeting Closes at 12:48pm

MINUTES

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"

2. Attendance:

- 2.1. Members Present; Fatma Sehic, Min D. Chia, Lucy Rohl, Ms Rachel Kogiopoulos, Mr Kenny Lye
- 2.2. Others Present; Lachlan Lee, Jo Boldison, Karen Rennie, David Luketina
- 2.3. Apologies and Leave of Absence; Beatrice Panganiban, Katelyn Colson, Hana Arai
- 2.4. Absent;

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting:

- 4.1. Previous Meeting Minutes –

RESOLVED: FINANCE AND RISK #7/2020

Motion: That the Finance and Risk Committee **approve** the previous minutes of the Finance and Risk Committee held on the 27th of March 2020 (*Attachment 4.1*).

Moved: Rachel Kogiopoulos (Member)

Seconded: Fatma Sehic (Chair)

- 4.2. Any Circular Resolutions – N/A

5. Matters Arising from the Minutes

- 5.1. Action List (*Attachment 5.1*).

There were no items on the action list.

- 5.2. Finance and Risk Committee Work Plan 2020 (*Attachment 5.2*)

6. Items for Decision

- 6.1. Risk Policies and Procedures Review (*Attachments 6.1a-b*)

RESOLVED: FINANCE AND RISK #8/2020

Motion: The committee recommends the Guild Council approves the revised Risk Policy and the Guild President approve the revised Risk Procedure

Moved: Kenny Lye (Member)

Seconded: Lucy Rohl (Member)

6.2. Review of Finance Policy's and Procedures (*Attachment 6.2a-c*)

There were no material changes since previously approved last year, but is included as a standard requirement.

RESOLVED: FINANCE AND RISK #9/2020

Motion: The committee recommends the Guild Council approves the revised Budget Policy and Expenditure and Assets Policy. The Guild President approve the renewed Finance Payments and Invoicing Procedure

Moved: Fatma Sehic (Chair)

Seconded: Rachel Kogiopoulos (Member)

7. Items for Discussion

7.1. Reforecast Budget and Cash Flow (*Attachment 7.1a*)

Karen mentioned that an earlier version of the Reforecast Budget was provided at the last Finance & Risk meeting, however due to the quickly changing situation, this had become outdated. Karen outlined the changes reflected in the new reforecast budget. She then mentioned that since the attached version was created, there have been further amendments after discussions with each of the Portfolio Managers. A range of measures will bring additional savings of around \$150k to reduce the Net Loss before Depreciation and Amortisation to a loss of \$42k. Savings were in the areas of clubs, events and representation, slightly offset by additional student assist grants and increased commercial expenses, as more of the Guild outlets open.

Rachael queried when it was anticipated that campus staff would return to work. The Guild returned to the office this week, with Curtin staff returning next week. It is understood that Curtin are planning for students to be back on campus for the beginning of Semester 2, but not for lectures. The Guild opened an extra outlet this week, and the Tavern will now be opening for lunches on Thursdays and Fridays.

7.2. Business Continuity Plan (*Attachment 7.2*)

David advised that the existing Business Continuity Plan already included pandemic before COVID-19, but has been updated since.

Fatma queried if there was monitoring of government support included and would it be required in the Plan going forward? David advised that monitoring of government communications is taken for granted as part of the Emergency Management Plan.

Kenny queried what happens to public statements and who makes them. Should this be included in the Plan. David advised that only the President can make public statements on behalf of guild and there is an existing policy covering this. If there is an emergency response plan, then this can be changed in that.

Rachael queried why the plan referred to updating the Covid Emergency Response Plan and if we were expecting another one? David responded that the Covid Emergency Response plan is generic with regard to any pandemic and the updating should be considered in this context.

7.3. Data Privacy and Integrity (*Attachment 7.3a-b*)

Fatma queried if the Representation Board Members were covered by any confidentiality like the Office Bearers and Guild Staff. David advised that everyone who is elected signs a Deed that covers confidentiality and they are provided with the Code of Conduct at the start of their term.

8. Items for Noting

- 8.1. Financial Reports for April 2020 (*Attachment 8.1a-d*)
- 8.2. Update on Audit Recommendation Implementation (*Attachment 8.2*)
- 8.3. Changes to SSAF Funding (*Attachment 8.3a*)

9. General Business – N/A

10. Items to be Communicated

David advised that due to the evolving nature of the budget Karen and David have some, perhaps false, confidence that they are close to finalising a revised budget that can be submitted for approval.

Rachael queried if it is better to wait till everything calms down.

David feels that the Guild now has a handle on the Government funding and knows what the University Grant funding and SSAF funding will be. Based on this, it is appropriate to reforecast the budget. Barring unforeseen change, in a week or two a budget should be able to be sent out for recommendation by circular resolution.

11. Next Meeting –

The next Finance and Risk Committee will be held on Wednesday, 15 July 2020 at 12.30pm via video conference.

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"

2. Attendance

- 2.1. Members Present; [Bridge Truell](#), [Clare Metcalf](#), [Jess Adamson-Bourne](#), [Tanya Della-Santina](#), [Dylan Botica](#), [Lucy Rohl](#)
- 2.2. Others Present; Lachlan Lee
- 2.3. Apologies and Leave of Absence; Bec Barendrecht
- 2.4. Absent; Jason Kim

3. Disclosure of any potential or perceived Conflicts of Interest

4. Confirmation of the Minutes of the Previous Meeting

Motion: That the activities Committee **approve** the minutes of the previous meeting held on 9/6/2020 as a true and accurate record of the meeting.

Moved: Hana Arai (President)

Seconded: [Lucy Rohl](#)

5. Matters Arising from the Minutes – None

6. Business on Notice

6.1. Reports

- a) Activities Vice President's Report – tabled
- b) Manager Reports

[Maryanne](#), student engagement is working with student experience for the o-day discord, and has been working on the communication plan for return students, start next week as we have just gotten the extract, this will need to be updated as more enrolments come in.

[Profile](#) what the students can get from activities and support from the guild, push towards reps, offer services, Haven't determined if activities are going to be online or face to face next semester

[Meeting](#) with O-Week team to go over everything, happy and across it. Slightly off topic, Hana, the orientation team has been pushing Val's team to communicate changes in academic policy, Also been busy with Hands Off Our Education campaign, slower than some campaigns. Some students may feel that they aren't affected, as they will be past in 2024 or their fee load will be decreased. It has been packaged smartly by the gov, to segment it across the areas, to prevent a united student voice. There is more and more concern around it from industry and media.

Hana – orientation, what have your communications been like with the Orientation Team to find out they are pushing central? Asked them what they thought the results would be for having an online orientation, wondering what the impact will be. They feel this may not be engaging for students. Worried students won't understand the processes at Curtin. Worried over new student engagement in lectures, as this has a close relationship to retention. Maryanne did raise the feedback we have gotten from students, re: information from UC's being inconsistent, differing channels, students have to stretch across different channels. Harder to be up to date with changes. Raised that this has been discussed at SSAFEAC, there is a disconnect there between intellectual understanding and walking in students shoes. They were very upfront about the difficulties they have been having/lobbying for central communications and have been pushed back on this.

This conversation will be taken offline.

Tanya, from the point of the Tav, went into stage 4 last week, 2sqm per person rule in effect, capacity is 207, once we reach stage 5 (17th of July), We should be looking at a concept from EOSB 2. Tanya suspects that it will go ahead, and will be touching base with Bridge in the future.

c) Events Staff Report

Jess, mostly in written report. Working on O'Day and O week, happy with the early decision to use discord, clear plan of attack and student friendly. Event should be accessible, but we have not done anything like this previously. External partners are able to get involved as well, externals will only be contributing content and giveaways, which will be run by events staff. Difficult to get across to a lot of people, but making progress. Since we are able to run events on campus officially, we are running friendship speed dating in person, one online. Looking forward to getting past the 100 person limit. We have jotted a few ideas for semester 2 down.

Motion: That the activities committee notes the reports

Moved: Hana Arai (president)

Seconded: Lucy Rohl

6.2. Event Evaluation

a) Online event feedback N/A

7. Collaborative Event Planning

Jess – wanting to chat about our events for semester 2 and get some ideas.

One idea is the Preloved stuff market, Name is subject to change (we suck at naming) it will be themed markets, with a wide range of markets. It is a good chance to donate, we know from food parcels that staff are keen to donate, another opportunity for staff and students to donate things they no longer want. Enter and take whatever you like, gold coin donation, which goes to a relevant charity. It could range from one day to a full week, with opportunities to stretch it over a full week.

Lot of capacity to market stuff like this to our departments, would love to come up with a quirky name for it.

Lucy- thinks it's a great idea, with clothing and furniture, would need to make sure its clean, and what would happen to left over stuff?

Jess – there will be some T&Cs, no broken or soiled things. 3 weeks lead in time to sort contributions. We would sort through and get rid of bad eggs. Will arrange for left overs to be donated to a relevant/accepting charity.

Hana – would these be in person?

Jess- we would like to have it in the undercover area, all of these have an asterisk next to them to go ahead. Market open on Tues to Thurs

Hana – you're thinking we could do a couple of these, or the same event with different categories

We were thinking one in August, September and October, with a different theme for each. This will be easier to sort for us. In saying that, we would accept things at the same time, but we are working on ironing out the logistics. Hana is concerned that people will dump the things they don't want, instead of donating for a purpose, which is fine if its not unusable.

Jess – we are concerned with being left with crap that nobody wants, we will make the intention clear that it is for students to use. We re looking to clean our stuff up to contribute to the event.

Bridge – what I like about this, as discussed, we need to look at low cost options for next semester, has a nod to the fact that students will be financially struggling, there will be a need for second-hand stuff.

Jess – obviously we have very little budget left for this year, so we need to have low cost events.

Everyone is happy with this event, Jess is happy to continue moving ahead

Hana – something for a different event, are we holding a club's carnival next semester.

Jess – sort of, it is pinned as something we would like to hold, we would normally run guild games, which we may run, with extra opportunities, we are shying away from calling it clubs carnival, as it will not be the same as previous clubs carnival.

Hana – for Clubs Carnival, what are our biggest barriers for expenses

Jess – we would need infrastructure for Rain/windy conditions, table and coverage for clubs is where the majority of costs come from. Those opportunities that clubs missed out on.

Hana, would like to budget clubs for club's carnival, we can do clubs carnival.

8. General Business.

9. Next Meeting – The next ordinary meeting of the Activities Committee is Tuesday, the 11th of August at 2pm. Documents and motions are to be submitted no later than 2pm on Friday, August 7th to secretary@guild.curtin.edu.au