

President's Guild Council Report

Prepared by: Hana Arai

Covering Dates: 6/1/2020 – 25/1/2020

Submitted to: January Guild Council

1. University Meetings

Date	Meeting	Comments
22/1/20	Introductory meeting with Sean Daley	Manager of Safer Communities and Transport
17/1/20	Curtin Exit Survey Discussion	Met with Curtin Student Experience Team to discuss the efficacy/appropriateness of the current exit survey system.

2. Guild Meetings

Date/s	Meeting	Comments
8/1/20; 22/1/20	Guild Executive	
9/1/20; 23/1/20	Representation Board	
9/1/20; 23/1/20	Higher Ed Media Updates	Weekly meeting with Maryanne to discuss current affairs in Higher Education
21/1/20	Guild Student Experience Department Intro	Familiarising the processes that the Student Experience department deal with and discussing event goals for the year.
22/1/20	Food and Beverage Design Presentation	Presentation of the plans for rebranding of the Guild Outlets.
23/1/20	Portfolio and Exec Monthly Meet-Up	

3. Other Meetings/Activities

Date	Meeting	Comments
6/1/20	Fire Relief Brainstorm	Met with students to discuss how the Guild can contribute to bushfire relief.
21/1/20	Student Partnership Agreement Discussion	Brainstorming what a potential SPA might look like at Curtin and what the Guild can gain from it.

4. Items of Significance

4.1. Indigenous Culture and Solidarity

On the 25th of January, the Guild's Indigenous Department in collaboration with key Indigenous Curtin staff members, Alicia McLean and Cole Farmer, held an 'Indigenous Culture and Solidarity' event at Curtin. The goals for the event were to provide a healing and thought-provoking space for indigenous and non-indigenous students and community members to engage in traditional craft and discourse around January 26th and invasion. Activities included traditional raffia weaving, yarn bracelet/necklace braiding, and sign painting for the Invasion Day rally. We ended with a yarning circle where people were able to share what they learnt and thought about during the day.



The event was relatively well attended (for a Saturday), with around 15 patrons.

4.2. Bushfire Fundraising/Relief Efforts

This was borne from a meeting that was requested by a student who saw an opportunity for the Guild to contribute to the Bushfire Fundraising efforts. After a long meeting, we settled on four main actionable items:

- A fundraising event
- A small social media campaign outlining how individuals can help and promoting the upcoming climate strikes
- Installation of donation tins at Guild Cafes
- A stall at O-Day to promote the Environmental Network and to raise awareness.

So far, the first three items are complete. On the 23rd of Jan we held a 'Beers and Boardgames Bushfire Fundraiser' event at the Curtin Tav in collaboration with Guild Clubs 'Curtin Tabletop' and 'Curtin EXP Share'. The event was a great success raising over \$700 for three charities:

- The Australian Red Cross,
- The GoFundMe 'Fire Relief Fund for First Nations Communities', and
- WIRES

Originally the Australian Red Cross was the charity of choice, however in light of the controversies surrounding the withholding of funds, two more charities were added. Patrons were able to choose on the night which charity they would like to donate to.



4.3. Redundancies in the School of Public Health

On January 15th, the School of Public Health released plans to restructure the school and implement a set of redundancies. The change will see ten senior academic staff removed from their positions with an estimated ~40 postgraduate students affected. We've received testimony from the affected students around how the changes will negatively impact their research and progression and have met with a number of these students multiple times. In a meeting scheduled for the 28th of Jan, we plan to present a few ideas to affected students around immediate direct action.

When any plans have been cemented, all Guild representatives will be notified and invited to participate.

4.4. Building 106F Refurbishments

For a number of weeks, the Guild Offices have been undergoing a refurbishment. There'll be a few alterations to the service provision operations in Building 106F while work is being done.

Student Assist team will be moving to the ground floor and the kitchenette on the ground floor will be made temporarily unavailable. The Equity Departments will also be closed while uni is on break, reopening again before the start of semester.

A new kitchen that has been built and opened between Concept Cafe and The Tav.

5. Travel

5.1. Students of Sustainability

From the 12th to the 16th of October, I was in Western Sydney on Darug country to attend the Students of Sustainability Conference. Students of Sustainability is an annual conference run by the Australian Students Environmental Network, which is an anti-colonial, anti-capitalist network of environmental collectives across Australia.

The conference saw a mixture of student union representatives, environmentalists, and activists from all walks of life come together to discuss environmental and climate justice through an intersectional lens. There was a significant focus on amplifying indigenous

voices and perspectives, and providing insights into the colonial impacts on the destruction of country.

I certainly believe the presidential portfolio benefitted from attendance at the conference. It was an extremely educational and illuminating experience that allowed me to critically analyse my understanding of social structures and their ramifications on the environment. I believe a strong student union must have a strong sense of solidarity with First Nations people and a strong understanding of the multifaceted nature of climate organising.



Kind regards,

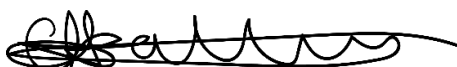
A handwritten signature in black ink, appearing to read 'Hana Arai'.

Hana Arai
President
Curtin Student Guild

<p>PRIMARY KPI: Expand the Course Representative System to encompass all faculties.</p> <ul style="list-style-type: none"> • Provide representative training and induction to all new/incoming representatives. • Push to have participation as a Course representative recognised on the Curtin Extra Certificate.
<p>PRIMARY KPI: Establish collectives for Equity Departments where possible, aiming for at least two.</p> <ul style="list-style-type: none"> • Establish constitutions for each of these collectives. • Allocate budgeted funding for activities and activism to these collectives.
<p>Activism and Advocacy</p> <ul style="list-style-type: none"> • Develop a long term strategy to handle and combat staff redundancies across the university, in collaboration with the NTEU. • Participate in at least one national campaign launched by the National Union of Students • Continue to push the university to declare a climate emergency and to transition away from investments in the fossil fuel industry. • Continue to push for the introduction of gender-inclusive bathrooms on campus. • Push for the introduction of policy calling for Acknowledgements of Traditional Owners in all central and faculty meetings • To set aside at least two hours each week to keep up to date with relevant higher education news.
<p>That the broader public understanding of the Guild’s functions and engagement in Guild initiatives is improved and increased.</p> <ul style="list-style-type: none"> • Feature the Guild representatives in consistent and frequent social media activity, at least once a week. • Provide more opportunities for the wider student body to meaningfully engage in Guild Initiatives (ie. open planning meetings, online polls etc.) • Run at least two events catering specifically to international and/or rural and regional students.
<p>Reintroduce the Life-Hacks classes</p> <ul style="list-style-type: none"> • Either in an online capacity or physically as workshop style classes, ensuring diversity and breadth in the topics covered.
<p>Push for the Closed Captioning of all iLectures, as an opt-out rather than an opt-in feature.</p>
<p>That free breakfasts and lunches are continuously and regularly provided for students throughout the year, aiming for twice a month.</p>
<p>That Clubs HQ be revamped with a new kitchenette and storage for clubs.</p>
<p>That a revised food, beverage, and retail branding strategy by introduced incrementally throughout the year for Guild cafes and outlets.</p>
<p>Representation</p> <ul style="list-style-type: none"> • Attend all meetings to which I have been invited, where possible. • Where it is not possible for me to attend a meeting, endeavor to send a proxy, and always send apologies • Ensure representatives are attending their meetings at a similar rate to 2019.

The following are **11** Key Performance Indicators for **2020**, listed below are potential measures for assessment.

<p>PRIMARY KPI</p> <ul style="list-style-type: none"> • Establish a Student Partnership Agreement.
<p>PRIMARY KPI</p> <ul style="list-style-type: none"> • Ensure that I represent students from Curtin University when I am asked to express our opinions on higher Education matters, and how it affects students. <ul style="list-style-type: none"> ○ Specifically ensuring that efforts are directed to improving assessment design and course work implementation.
<p>PRIMARY KPI (EVENT)</p> <ul style="list-style-type: none"> • 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.
<p>CAMPAIGNS FOR 2020</p> <ul style="list-style-type: none"> • Organise and Participate in a National Union of Students Campaign. • Establish a movement and a campaign with my executive team against the parking situation at Curtin University Bentley. • Fight for the removal of 50% pass requirements on 50% weighted exams. • Continue to execute Rad Sex and Consent Events through 2020.
<p>FACULTY, EQUITY REPS AND STAFF</p> <ul style="list-style-type: none"> • Upskill and Provide learning opportunities for our representative body and Guild Staff when appropriate. • Assist, encourage and work with faculty and equity departments, to increase visibility and awareness of key issues that they are able to address. <ul style="list-style-type: none"> ○ 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.
<p>REPRESENTATION FOR 2020</p> <ul style="list-style-type: none"> • Ensure I Attend all meetings or send proxies as well as report to all boards and committees that I am required to report too. • Endeavour to represent all students across campus, and their thoughts on issues that they may be facing. Particularly those at the Regional Kalgoorlie Campus. <ul style="list-style-type: none"> ○ EVENT: Revive the Rural, Regional, and Interstate student orientation, and strive to make it successful and beneficial to RRI students.



**CHRISTOPHER HALL
VICE PRESIDENT - EDUCATION**

Vice President – Activities’ Report

Prepared by: Bridge Truell

DATE SUBMITTED: 23/1/20

SUBMITTED TO: GUILD COUNCIL (THROUGH SECRETARY)

1. Vice President – Activities’ Diary

University Meetings	
DATE:	MEETINGS & NOTES:
	-
Guild Meetings	
DATE:	MEETINGS & NOTES:
8/1/20	<p>MEETING RE: TOGA</p> <p>I met with Maryanne, Jess, Tanya, Bree, and Ket to discuss plans for Semester 1’s (in)famous Toga party. We discussed ticket pricing and release dates, proposed layout for the event (including an extended portion of the Tav being utilised for the silent disco), ways to market most effectively during O-week, and Ket brought a few themes for us to consider for the digital marketing. The designs she came up with look amazing and I’m really looking forward to kicking the semester off with a bang.</p>
8/1/20 (CURRENTLY REOCCURRING WEEKLY – USUALLY FORTNIGHTLY)	<p>GUILD EXECUTIVE COMMITTEE MEETING</p> <p>Our first exec meeting for the year was brief, Hana discussed the upcoming Guild venue rebranding, the Beers & Boardgames fundraiser and implementation of donation tins & electronic donation options at Guild outlets, and we concluded with clubs renewals & EOIs.</p>
9/1/20	<p>ACTIVITIES COMMITTEE CONSTITUTION DISCUSSION</p> <p>I met with Lachy and Bry to discuss reforms to affirmative action (AA) requirements to increase non-binary/gender diverse inclusion and increasing the equity representation on Activities Committee.</p>
15/1/20 (CURRENTLY REOCCURRING WEEKLY – USUALLY FORTNIGHTLY)	<p>ADDITIONAL GUILD EXECUTIVE COMMITTEE MEETING</p> <p>Additional exec meetings have been arranged for the time being to ensure clubs renewals &</p>

<p>15/1/20</p>	<p>EOIs are being addressed and approved promptly during this peak period.</p> <p>O-DAY STALL PLANNING WORKSHOP</p> <p>This meeting was facilitated by Student Experience and Student Engagement and provided any reps involved with O-Day an opportunity to get some more information, ask any questions, and start planning their stalls and/or activities for the day.</p>
<p>16/1/20</p>	<p>BUSHFIRE FUNDRAISER EVENT PLANNING</p> <p>The Student Experience team arranged a catch-up with exec to discuss plans for our upcoming Bushfire Fundraiser on 23/1 and to see if there was any additional support they could provide. During this meeting we discussed the addition of a raffle and Jess and I went and shopped for some small bits and pieces from GMart and Concept as prizes.</p>
<p>21/1/20 (REOCCURRING FORTNIGHTLY)</p>	<p>CLUBS X VP-A FORTNIGHTLY CATCH-UP</p> <p>Shelley and I have arranged to meet fortnightly for an informal catch up regarding clubs & societies. This time, we discussed budgeting and rostering for upcoming clubs inductions and training. Last year saw the Guild's first Clubs Conference which was met with significantly positive feedback, however many club reps suggested it would've been more effective if held earlier in the year so they could implement the new skills and ideas they picked up, so this year the conference has been pencilled in for April. ALLY training, Respectful Relationships completion, and governance of the Clubs & Societies meetings were also discussed.</p>
<p>21/1/20</p>	<p>STUDENT EXPERIENCE X GUILD EXEC 2020</p> <p>The Student Experience team set this meeting as an opportunity to get to know this year's exec team a little better and discuss what they're there to do, ways they can support us, and the kinds of things we should be contacting them about.</p>

22/1/20	<p>with us to discuss the attributes we as student representatives would desire and value in a new VC. It was a really wonderful opportunity to reflect on the things that represent our university and directions we would like to see it head in future.</p> <p>MEETING WITH SAFER COMMUNITIES TEAM</p> <p>This meeting was set up to introduce us to the head of Curtin Safer Communities Team and learn what they do on campus and ways they can assist us at the Guild.</p>
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2. Significant Developments

3. Media/Student Engagement

4. Travel

5. Other Matters of Note

6. Other:

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

Vice President – Activities Key Performance Indicators (KPIs) – 2020

Bridge Truell

- 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:
 - Ensuring all Guild events are held at physically accessible locations (ie. Easily entered, exited & moved around by people who experience mobility issues, offer Universal Access bathrooms, ideally single floor and if not accessible by lift, etc).
 - 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 within our clubs & societies.
- 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:
 - 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.
- 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.
- 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.
- 5) Our Guild clubs & societies play a huge role in our vibrant and lively campus culture, so this year I will be focussed on supporting them by:
 - 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.
- 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.
- 7) I will aim to bring back Grasslands Music Festival or an event of a similar nature for End of Semester Bash 2020.
- 8) I will aim to increase the affordability of our campus events for patrons, whether it be through ticket prices, food & bev specials, or giveaways etc.

- 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:
- 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 campus events.

Secretary's Report

Guild Council Meeting #2 30/01/20

Submitted – 23/01/20

Hello Members of the 51st Guild Council,

This is the first of several reports you will read from your secretary, I would like to take this time to say thank you all for appointing me to this position, I am working hard currently to do you all, and myself, proud, and to warn you that this report is often going to be very dry. I apologise for this fact, but it is unavoidable. Thank you for sticking with it so far, and by continuing to do so you will gain a thorough understanding (and hopefully an appreciation!) of what my role is and what I spend my time doing. I highly suggest you read all of my fellow executives reports as well, to gain a similarly thorough understanding of their roles.

Please if anything is ever unclear in this report, or you simply wish for further clarification, never hesitate to ask, I am always happy to answer any queries or questions.

I will also note that I will not be in the office next week, as I will be in Melbourne attending the NUS Presidents' Summit, I will be contactable, but my replies may be slow.

Guild Meetings

Date	Meeting and Notes
2/12/19	- George from IT to discuss website changes.
5/12/19	- Catch-up with Finance
10/12/19	- Grok editor and sub editor interviews 1, 2 & 3, Proxy for Hana
16/12/19	- Final interview for Grok editor and sub editor
17/12/19	- Policy to Action meeting with David Luketina
20/12/19	- Initiated CV checks
8/1/20	- First proper Executive Committee meeting
9/1/20	- Representation Board Meeting - Met with Queer Officer Bry to discuss constitution changes - Meet-up to discuss the changes occurring in higher education
13/1/20	- Chat with Slade to update the email groups and representative emails
14/1/20	- Quick chat to discuss the guild welcome session, what it is going to look like. - Meeting with Nika and Chris to discuss leave approvals, resolution to redelegate the power to approve leave.
15/1/20	- Another guild executive meeting to approve more clubs. - O'Day stall planning workshop
16/1/20	- Meeting with Student Experience to discuss goals/structure of Bushfire relief event - Higher ed meet up, had a robust discussion around academic misconduct.
21/1/20	- Introduction meeting with Student Experience team to discuss what the coming year is going to be like

	- Student Partnership Agreement discussion session with the guild exec
22/1/20	- Guild Exec Meeting - Introduction meeting with safer communities
23/1/20	- Representation Board

UNIVERSITY MEETINGS

Date	Meeting
5/12/19	- Pauline Tavani Curtin Extra - Proxy for Hana to Student Engagement Community of interest
11/12/19	- Curtin Extra Committee meeting
17/1/19	- Search lead for VC selection

Finances

For the period ending December 31st, we see generally positive variance in all of the representation divisions, we are currently under budget, with a slight variance from the activities budget, this is due to large events spend in December. However overall using the YTD (which at this point is the full year) we are performing well under budget.

Other Items of Business

Introduction Meetings

Chris and I have booked several meetings with various members of university staff to meet with guild representatives they will most likely come into contact with at some point in the year. So far most of these have been booked and the ones that have come to pass have been fruitful.

Induction Paperwork

CHRIS GRANT, you have not completed any of your induction paperwork at the time of this report being written, as I am currently looking at it, you will be mentioned at guild council if you have not collected and returned it.

CHRISTOPHER GRANT, HANA ARAI, NICOLA GULVIN and KATELYN COLSON, at the time of me writing this report, none of you have completed your CV checks. If they are not done you will all receive a special mention.

I would like to conclude this report with a thank you message, a big thank you to my fellow executives who have supported me throughout this first month of learning the ropes of my new role. I hope to spend the next year supporting all of them the way they have supported me.

Regards,



LACHLAN LEE
HE/HIM [learn about pronouns](#)
SECRETARY
E SECRETARY@GUILD.CURTIN.EDU.AU
T +61 8 9266 2918 M +61 411 752 404
GUILD.CURTIN.EDU.AU

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.

I acknowledge that Curtin University is on the lands of the Whadjuk people of the Noongar nation. This land is stolen land and was never ceded. I pay my respects to their elders past, present and emerging.



Guild Secretary

Lachlan Lee

2020 KPIs

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

Audit the printed documents that were stored in the secretary office.

- 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.

Ensure Secretary council report is submitted on time to each guild council.

- 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.

Monitor the KPIs of equity representatives to ensure they are fulfilling the requirements of their role.

- 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.

Monitor officer timesheets to ensure they are regularly being completed.

- 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.

All payments to be approved in a regular and timely manner.

- 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.

Provide a robust handover for my successor.

- 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.

Meaningfully contribute to the openness and inclusivity of the Curtin Student Guild.

- 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.

Set and enforce an official minimum standard for the handover process.

- 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

Investigate options for clearer communication of allergen information within Guild outlets.

- Provide clear and concise information to patrons in a format where it does not need to be requested.
- Put this information online, so any one can access it.

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

Regards,



LACHLAN LEE
HE/HIM [learn about pronouns](#)
SECRETARY
E SECRETARY@GUILD.CURTIN.EDU.AU
T +61 8 9266 2918 M +61 428 061 475
GUILD.CURTIN.EDU.AU

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KEY PERFORMANCE INDICATORS
Chair of the Representation Board
Jesse Naylor Zambrano

As the Chair of the Representation Board, I have planned to achieve the following:

1. Facilitate productive discussions at Representation Board. This means ensuring everyone gets a chance to make their opinion heard, that discussions are respectful and balanced, that discussions are kept to the point to prevent repetition, and that we keep meetings to a reasonable length.
2. Follow up on ideas and actions raised during Representation Board meetings with the Executive or the appropriate person, and report back to the board at the next meeting.
3. Take an active role in bringing ideas to the Executive Committee, both with new ideas and with contributions to the Guild's existing projects.
4. Establish actions in the Representation Board minutes to keep track of ideas and actions brought up during reps board, and have members report on those actions at the next meeting.
5. Make the role of General Member of the Representation Board more engaging. This could be done by reviewing the responsibilities of the role and potentially opening up the opportunity for members to get more involved if they want to.
6. Launch and successfully run and grow the Environmental Network. This includes running well-attended events, fostering an engaged and active community, and growing the size of the delegations the Guild sends to climate activism events.
7. Help to organise and execute an excellent Guild Welcome to improve the Guild's visibility amongst students.



Student Guild of Curtin University

Executive Committee

Meeting #1

To be held at 3:30pm on Wednesday the 8th of January 2019

In the President's Office

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"

Hana calls meeting to order 3:03 pm wed 8th January

2. Attendance:

- a. Members Present; Hana Arai (President), Bridge Truell (VP-A), Lachlan Lee (Secretary)
- b. Others Present;
- c. Apologies and Leave of Absence; Christopher Hall (VP-E),
- d. Absent

3. Disclosure of any potential or perceived Conflicts of Interest

There are no conflicts on interest.

4. Minutes of the Previous Meeting: N/A

5. Matters Arising from the Minutes: N/A

6. Significant Items

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

Hana Starts by stating we have been back for 3 days and her main focus is on preparation for the refurbishment of the guild offices, mainly focusing on moving people around the office ensuring everyone has a workspace, we will be occupying the bottom floor of the guild and clubs HQ.

The refurbishments will take roughly from the date of this meeting, until close to O-Day.

Hana states she attended a meeting related to reforming the branding strategy for the guild owned outlets with a main focus to increase sales by updating "vibes" of outlets.

This update will produce a new outlet "the lab" which will perform the service of bubble lab and also sell sushi.

Lachlan queried if Sushi me will remain open; the outlet will remain in main

Hana has been focusing on what the guild can do to assist communities struggling through the bushfires currently raging. Hana confirmed an event for the 23rd of January which will be a fundraiser focusing on the bushfires, the event will be a "games night" held in the tavern and the guild will collaborate with Curtin Tabletop and Exp Share, there will be an optional amount donation on entry to raise funds. Hana confirms the event will be between 5pm and 8pm with Tanya providing a happy hour between 5 and 6 pm to increase patronage.

Additionally, the guild will be adding both physical and electronic donation options to all outlets.

At the moment proceeds will be potentially going to the Red Cross

Hana states any donations to the Red Cross are tax deductible.

The guild has been producing social media content relating to bushfires, featuring Hana and Lachy. Hana will be flying to Sydney 11-16th of January to attend the Students Of Sustainability conference. Chris Acting president in her absence, Hana has high hopes for this conference.

Hana has also been working on the guilds orientation session. For the first time ever we will be having a session for two hours to teach students about the guild, what we do, how we can help and how students can get involved. Hana has also been drafting her welcome speech for o-week.

Hana notes there will be an organizing meeting next week for O-Day stall planning, this will be run by Chris and Jess.

- ii. Vice President – Education; N/A
- iii. Vice President – Activities;

Bridge met with Tanya and the engagement team and has begun to plan for semester ones opening event: Toga party. They discussed plans for making a large portion of the tavern a silent disco area, with headphones being given at the door. This comes because of a large amount of feedback from students stating they are not happy with lining up to get into silent disco. Bridge also stated there are plans for a Live DJ on the outside stage. Bridge informed there will be online competitions relating to the event, and that ticket sales would start during O-week, due to poor student patronage before then.

Bridge brings up the email from Shelley relating to club's approval, discussed in a later section.

Hana notes we might need weekly exec meetings to quickly get through club registration

- iv. Secretary;

Lachlan opens stating that most of his time has been spent assisting new reps gaining access to their emails and getting people to complete their induction forms and CV checks, all of which are coming along well.

Lachy says he is also planning to meet with Bry to discuss changing the activities committee constitution and the best way to fix the binary language in all of the committee constitution Affirmative Action requirements.

Bridge expressed interest in joining this meeting.

Action: Lachy to invite Bridge to meeting with Bry regarding committee constitutions.

- v. *Chair of the Representation Board; N/A

EC#1/2020

Motion: That the Curtin Guild executive committee notes the verbal reports given by the members present.

Moved: Lachlan Lee.

Seconded: Bridge Truell

- b. Club Approval
 - i. Club Renewals

The following clubs seek renewal: Vegans at Curtin, Association of Indonesian Postgraduate Students and Scholars in Australia Curtin, Curtin Indonesian Muslim Students Association, Curtin Society of Mechatronic Engineers – CSME, Curtin Tabletop, The

Animation Club (TAC), Curtin C.O.I.N (Collaboration, Opportunity, Innovation, and Network, Australian International Business Association (AIBA) – Curtin University, Enactus Curtin

The executive approves the list of clubs seeking renewal.

ii. New Club Expressions of Interest

The following clubs expressed interest for forming a new club: Curtin Conservation Society, Internation Health Organisation Curtin, Curtin Palestinian Society.

Hana gives a quick overview of each club, all expressions of interest are approved following no dissent from the executive.

7. General Business

8. Next Meeting

The next meeting of the Executive Committee will be on the Wednesday the 15th of January at 9:30 am in the acting President's Office.



Student Guild of Curtin University

Executive Committee

Meeting #2

be held at 9:30am on Wednesday the 15th of January 2020

In the President's Office

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:

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

[Meeting open at 10:03 am](#)

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting: **EC#2/2020**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 8th of January 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. **Action:** Lachy to invite Bridge to meeting with Bry. [Completed](#)

6. Significant Items

- a. Guild Executive Verbal Reports
 - i. President;
 - ii. Vice President – Education;
 - iii. Vice President – Activities;
 - iv. Secretary;
 - v. *Chair Of the Representation Board;

[Chris asks for reports to be moved to next week as the president is absent, and it has only been a short time since the last exec meeting.](#)

7. Club Approvals

- a. Club Renewals [Chris is a life time member of Agriculture](#)

EC#3/2020

Motion: That the Guild Executive approves the renewals, with the club officer's recommendation, all the clubs that have all required documentation, and no issues, discrepancies, or significant changes.

Moved: Chris

Seconded: Bridge

- b. New Club Expressions of Interest

EC#4/2020

Motion: That the Curtin Guild executive committee approves, the following NEW club EOI applications, after their reviews requested by the club's officer.

There is approval from all members regarding AUSJA.

Moved: Chris

Seconded: Bridge

8. General Business

Bridge brings up that ACES and EWB have reached out to them to discuss an informal orientation event, which they will have early in semester or after the engineering orientation event, in order to recruit more members.

Chris reminds everyone that Bec sent out an email for the executive to meet with student experience, Lachlan has little experience regarding student experience, bridge has meet with the student experience team in this capacity previous however is happy to do this again.

Chris asks for any members of the executive committee to express if they are unfamiliar with the portfolios of any staff members, and if they are, he will set up a meeting for introductions and an explanation of the portfolio.

Chris notes that all executive committee members be having meetings with upper university staff members and notes that it would be a good idea to develop three key goals for the coming year that can be expressed the upper staff.

Meeting closes at 10:22 am.

9. Next Meeting

The next meeting of the Executive Committee will be Wednesday the 22nd of January at 9:30 am in the President's Office.