



**Student Guild of Curtin University**

**Guild Council**

**Declaration of Approval of Meeting Minutes**

I declare that the minutes of the Guild Council held on the 28<sup>th</sup> May, 2020 have been approved and are true and accurate.

Signed,

A handwritten signature in black ink, appearing to read "Fatma Sehic".

~~Katlyn Colson~~ **FATMA SEHIC**  
Guild Council ~~Chairperson~~  
**DEPUTY CHAIR**

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 (Chair), Hana Arai, Chris Hall, Bridge Truell, Dylan Botica, Min Dee Chia, Nicola Gulvin, Jason Kim, Beatrice Panganiban, Jesse Naylor Zambrano;
- 2.2. Others Present; David Luketina (Managing Director), Nika Velios (Minute-Secretary);
- 2.3. Apologies and Leave of Absence; Lachlan Lee, Chris Grant;
- 2.4. Absent and Late Apologies; Luke Bronson, Brianna Hodgkinson, Katelyn Colson;

3. Disclosure of any potential or perceived Conflicts of Interest

Nil

4. Confirmation of the Minutes of the Previous Meeting

**RESOLVED/ GC #16-2020**

Motion: That the Guild Council approves the minutes of its meeting held on the 26/03/20 and Circular Resolution #4 as a true and accurate record of proceedings.

Moved: Hana Arai (President)

Seconded: Chris Hall (Vice President – Education)

David noted that Chris Grant has now been absent for two meetings in a row, there are issues in holding your role when missing three meetings in a row. He encouraged that Chris be advised of attendance requirements.

*Action Item – Secretary to advise Chris Grant of the terms of Guild Council and meeting attendance requirements.*

5. Matters Arising from the Minutes

Nil

6. Reports

6.1. President

Hana provided the committee an update since submitting her report:

- A last push towards allowing students to access an "opt in" ungraded fail system is in the works, and that the University has been looking into the eligibility criteria for this; and

- The survey for getting information in regards to the policies implemented across the University has now closed.

Dylan queried the process for appointing an Indigenous Officer and International Student Committee President. Hana responded that when these positions fell vacant, the Guild was in the midst of the transition to online study. She added that the Guild is now able to start looking into filling these positions. David identified that there are two options:

- An autonomous appointment (ie via election), or
- Guild Council appoint someone in an acting role.

He added that 6-months is a notional time where it may be too late to run an election and it could be more appropriate to appoint someone in an acting role for the remainder of the term. He added that it is best to do what is practical in the circumstances. Dylan recognised that some students may not be represented at all, Hana noted that hopefully this can be sorted as soon as possible.

#### 6.2. Vice President – Education

Chris H updated the committee on the following:

- The stress-less campaign started this week;
- Health Science students are not getting the required information around changes to their exams and the turnaround time on information on changes; and
- The University has strict parameters on what can or cannot be said to students prior to any approval or formal correspondence being released.

Chris H congratulated Hana on the results and wins on the Academic Support campaign to date.

In compiling the information for the Student Partnership Agreement, Chris H felt there is not as much information as desired and he intends to prod individuals/academics prior to the close date.

Chris H noted that should Council Members not be able to attend a meeting they need to inform accordingly 24-hours prior to the start of the meeting. He suggested a reminder to be distributed.

#### 6.3. Vice President – Activities

Bridge shared that he has almost finished reviewing the Equality document, converting it to something that is more accessible to read.

Chris commented that the Community of Partners and Best Practice meetings he attends is a forum to discuss ways to work with students and the student cohort. He noted that currently this group is mainly looking at orientation for Semester 2. Chris and Bridge agreed that it would be of benefit for Bridge to also attend the forum.

Hana queried the intention for O-Week for Semester 2 from the Guild's perspective. Bridge shared that O-Week planning is in full swing and the intention is for it to be completely online regardless of the shape (Covid-19 restrictions and requirements) of next semester. The Guild will deliver the social aspect (as normal) and O-day will still be on the Wednesday. The platform utilised is still to be determined; for example Discord could be used where clubs could have their own channel for students to ask

planned to align with the 1 week delay to the academic calendar. The Guild is planning for all eventualities prior to a decision being made; i.e. online or run on campus. Hana also noted that an in person mode of election is a higher financial cost, and Guild Council will decide and approve the process closer to the date.

**RESOLVED/ GC #17-2020**

Motion: That the Guild Council approves the reports.

Moved: Chris Hall (Vice President - Education)

Seconded: Jason Kim (Guild Councillor)

7. Business on Notice

7.1. Risk Policy

Chris voiced that point 3.1 of the policy (under responsibility for implementation and compliance monitoring), is a specific part for Guild Council that all should be aware of. The scope of the policy is quite self-explanatory.

**RESOLVED/ GC #18-2020**

Motion: That the Guild Council upon the recommendation of the Finance and Risk Committee approves the revised Risk Policy.

Moved: Hana Arai (President)

Seconded: Chris Hall (Vice-President Education)

7.2. Expenditure and Use of Assets Policy

**RESOLVED/ GC #19-2020**

Motion: That the Guild Council upon the recommendation of the Finance and Risk Committee approves the revised Expenditure and Use of Assets Policy.

Moved: Hana Arai (President)

Seconded: Chris Hall (Vice President - Education)

7.3. Budgeting Policy

**RESOLVED/ GC #20-2020**

Motion: That the Guild Council upon the recommendation of the Finance and Risk Committee approves the revised Budgeting Policy.

Moved: Hana Arai (President)

Seconded: Chris Hall (Vice President - Education)

7.4. Changes to SSAF Funding.

Chris informed changes are in red, illustrated as tracked changed for all to review. The Guild has been asked to approve these changes. He added the sentiment that the Guild was poorly treated by not being consulted in regards to the SSAF funding changes.

Hana noted (to provide further context) that the University decided last month to charge all students the online rate prescribed for SSAF. This substantially dropped the amount of SSAF funding. This meant the Guild has had to revise all projects and operations relying on SSAF funding.

Fatma queried the level of detail required for the SSAF funding spending from both the Guild and University perspective. Hana shared that the University is required to provide the same level of detail as the Guild.. This includes being able to demonstrate to a sufficient extent the money requested is used for the benefit of students and student support.

**RESOLVED/ GC #21-2020**

Motion: That the Guild Council approves the revised 2020 Student Guild SSAF Proposals and the revised 2020 University SSAF Proposals.

Moved: Hana Arai (President)

Seconded: Chris Hall (Vice President - Education)

8. Minutes of Committees Reporting to the Guild Council

- 8.1. Representation Board – Meetings held on 9/4/2020, 23/03/2020 and the 19/03/2020
- 8.2. Executive Committee – Meetings held on 29/4/2020, 22/4/2020, 15/4/2020, 8/4/2020, 1/4/2020, 25/3/2020 and the 18/03/20
- 8.3. Finance and Risk Committee – Meeting held on 20/3/2020
- 8.4. Activities Committee – Meeting held on 10/3/2020

**RESOLVED/ GC #22-2020**

Motion: That the Guild Council notes the minutes of the boards and committees en bloc.

Moved: Chris Hall (Vice President - Education)

Seconded: Hana Arai (President)

9. General Business.

**Guild Administration Office**

Hana advised that office bearers are now working from the office, those who have a dedicated desk can come to the office, albeit with strict social distancing and sanitising requirements.

**Informal Meeting**

Chris shared there is the intention to have a more general or informal meeting to provide a conversation space for office bearers and councillors. Everyone can ask questions or get more information on certain topics/activities that isn't possible in the format of the committee meetings. Fatma appreciated the idea and added that those who feel disengaged would appreciate this.

10. Next Meeting –

The next ordinary meeting of the Guild Council is Thursday, the 25<sup>th</sup> of June at 6:00pm to be held online. Documents and motions are to be submitted no later than 4pm on Wednesday, June 17<sup>th</sup> to [secretary@guild.curtin.edu.au](mailto:secretary@guild.curtin.edu.au)

**Closed 7.03pm**

Action	Person Responsible
Secretary to advise Chris Grant of the terms of Guild Council and meeting attendance requirements	Lachlan Lee