

**MINUTES OF SRC EXECUTIVE MEETING #3  
OF THE UTS STUDENTS' ASSOCIATION**

**HELD AT 4:15PM ON 10TH FEBRUARY 2015**

**IN THE PRESIDENTS' OFFICE (Level 3, Room 22)  
UTS TOWER BUILDING 1, ULTIMO**

Please note that these are draft minutes that are yet to be reviewed and passed at an SRC meeting.

**Members Attending:** Dean Mattar (President), Jess Xu (Secretary), Max Murphy (Education Vice President)

**Observers:** James Wilson (Vertigo Editor), Gabrielle Hyde-Smith (Vertigo Editor)

*Names marked with an asterisk (\*) indicate people that were present for part of the meeting.*

**Agenda:**

1. Acknowledgement of Country
2. Apologies and proxies
3. Declarations of interest
4. Steph (Marketing Officer) & Designer Contractor Agreements
5. Budget for marketing on Orientation Days / O'Days
6. Vertigo Spending Request
7. UTSSA Email Reimbursement
8. Minimum Notice of Meetings
9. 2015 Schedule of Executive Meetings
10. Social Media Spending
11. Claiming lost Social Media Accounts Facebook
12. Paying the designer for the UTSSA Handbook
13. Paying for the printing for the UTSSA Handbook
14. Other Business

***Meeting Opened: 4.15pm***

- 1. Acknowledgement of Country**
- 2. Apologies and proxies**

Luke Chapman (Assistant Secretary) sent apologies and proxied to Brigida. Since Brigida was not present, the proxy was exhausted.

Brigida Johns (Treasurer) sent apologies and proxied to Dean.

### **3. Declarations of interest**

Jess Xu declared a conflict of interest on Agenda Point 7 regarding reimbursements.

### **4. Stephanie King (Marketing Officer) & Designer Contractor Agreements**

Please see the attached [Contractor Agreements](#).

**Motion:** to accept the Contractor Agreements as attached.

**Moved:** Max

**Seconded:** Jess

**CARRIED**

### **5. Budget for marketing on Orientation Days / O'Days**

Tabled by Jess.

**Preamble:** After speaking with various staff, Collectives, and SRC members, there has been a common thread of interest in increasing the visibility of the UTSSA. The upcoming UTS O'Days at Kuring-gai and City campuses are well attended events. In the past, O'Days have been a huge opportunity to promote the UTSSA Services, Collectives and PERC Clubs. I've been in correspondence to confirm these details:

**Kuring-gai O'Day on 12 Feb - 9am to 4pm**

with 2 shared stalls for all of UTSSA

**Broadway Tower Building (main O'Day) on 18 Feb - 9am to 4pm**

with a stall for each Collective, PERC Club, service (eg. Bluebird Brekkie, Secondhand Bookshop) and other affiliates (Food Co-op)

This year, I want to ensure that the UTSSA presence at O'Days is engaging and support everyone involved with getting any materials, activities, or ideas they have in mind for promoting themselves.

I've been in discussions with Steph (the Marketing Officer), Mariah (Executive Officer), Jessica (receptionist), Dean (President), Max (EVP) and Collectives to see what preparations people think are best for making a splash on O'Day. I was informed by

both Mariah & Steph that we have ample resources to support stall-holders with their ideas for O'Day. These Ideas include:

- pamphlets providing an overview of the services that UTSSA provides (Jessica has been working on these & been asking for them for years!)
  - Caseworkers
  - Peer Tutoring
  - Equipment Loans / Student Survival Service (centre)
  - Legal Office
  - Bookshop
  - Bluebird Breakfast
  - SRC
  - PERC Clubs
  - Collective/Departments
- colour printing of flyers for any Collectives, PERC Clubs and affiliates, especially those who are not featured in the Student Handbook
- colour printing of posters to decorate stalls of Collectives, PERC Clubs and affiliates
- floor stickers with UTSSA branding, placed like footsteps leading people from Tower Building entrance to the UTSSA stall corridor
- Bluebird Brekkie tree set up, with baskets of free fruit
- for Kuring-gai O'Day, some fruit and food that would be available at Munchbar
- Uni Degree price tags on mannequins dressed up in relevant clothing eg. nurses in scrubs, engineers in hard hats
- Stall with activity - match the price tag to the degree
- digital camera & photo printer on the spot with 'My Degree will cost...?' signs

**Discussion:** National (National Union of Students) NUS Education & Queer Officers will be attending the main City O'Day on 18 Feb. It was clarified that there will not be an NUS stall at O'Day, rather the NUS Representatives are expected to be helping at the relevant Collective stalls.

Max spoke about a few education campaigns planned to launch for O'Day. A major project is in collaboration with Get Up! The aim is to get the hashtag #pashPyne to trend by encouraging students to 'Kiss Deregulation Goodbye' at a kissing booth, involving professional photographers.

The other education campaign will be in collaboration with the NTEU to ask the UTS Vice Chancellor Attila Brungs what his stance is on deregulation of uni fees.

**Motion:** to approve an upper spending limit of \$10 000 for various marketing and materials (eg. printing colour posters, flyers, etc.) to come out of the Orientation Budget.

**Moved:** Max

**Seconded:** Dean

**CARRIED**

## **6. Vertigo Funding Request**

Tabled by James Wilson.

Please see attached [funding request](#) & relevant [Vertigo minutes](#).

**Discussion:** There was discussion via email after Luke requested clarification about these requests..

James explained that these are recommendations, and strongly recommended the latter recommendation of eight hundred and eighty dollars (\$880) to cover the next 11 months of expected costs for email addresses.

James has been told by Allison that it shouldn't cost more than \$80 p/month, and since it is a regular cost that will come out her account, along with the 'up to' \$880 in the original recommendation, it would likely not cost more than that, and it would save us a lot of time, and you a lot of time, if instead of having to get it approved monthly, we could get the year approved, and just send Mariah the receipt along with these minutes on a monthly basis rather than have to go to SRC/executive constantly for something that I imagine is fairly uncontentious.

The fallback would be \$80 just for this month, and then we would continue to raise the same motion all year.

Gabrielle informed the meeting of the updated quote for magazine printing for O'Day issues - \$11 264 for 5000 copies.

There was discussion of specifics of different printing costs for magazines and newspaper. Dean provided more clarification to the Vertigo Editors on the different line items in the UTSSA Publications Budget.

The long term costs and budget of Vertigo publications were discussed, with knowledge that the 2014 Audit of UTSSA has not been completed yet. Dean expressed the need to continue this discussion with Vertigo when the 2014 Audit is completed. More options for cutting back costs in Vertigo spending so there is consistency in the publication throughout the year were noted.

There was also clarification on Vertigo's involvement in O'Days - they will be having 1 stall at the City campus O'Day and expressed interest in attending the Kuring-gai O'Day on Thursday.

**Motion 6.1:** to approve the spending of \$11 264 for 5000 issues of the magazine for O-Week.

**Moved:** Jess

**Seconded:** Max

**CARRIED**

**Motion 6.2:** to approve the spending of \$2444 for 5000 issues of the newspaper for O-Week.

**Moved:** Max

**Seconded:** Jess

**CARRIED**

**Motion 6.3:** to approve the upper spending limit of \$880 for the cost of maintaining the Vertigo email addresses, to be paid to Allison Bermingham when the Students Association is presented with receipts regarding email accounts.

**Moved:** Max

**Seconded:** Jess

**CARRIED**

**Motion 6.4:** to approve the spending of up to \$450 to purchase licensing of the Apercu font for the magazine.

**Moved:** Jess

**Seconded:** Max

**CARRIED**

## **7. UTSSA Email Reimbursement**

Tabled by Jess, who declared a conflict of interest on this item.

**Preamble:** The UTSSA Google email accounts involve a monthly fee which is directly charged to a linked credit or debit card. In the past, the monthly fees have been linked to an SRC Exec member's personal card and then reimbursed, which is not ideal.

I am in the process of inquiring as to whether Google can send us invoices for Mariah to pay directly, which would save us the hassle of doing monthly reimbursements. In the

meantime, I have linked my personal debit card to the Google accounts so that we can continue to use the Google emails.

On the 5 Feb, I was billed \$79.16 for the accounts. Please see attached documentation:

[bank account charge screenshot](#)

[billing details linked to Jess Xu](#)

[last billing date](#)

**Motion:** to reimburse Jess Xu \$79.16 for the UTSSA Google Accounts.

**Moved:** Max

**Seconded:** Dean

Jess abstained.

**CARRIED**

## **8. Minimum Notice of Meetings**

Tabled by Luke.

**Background:** Giving members adequate notice of meetings is professional and polite.

**Discussion:** Dean spoke on part 10.3 of the SA Constitution, noting that the 24 hours minimum notice is understood to ensure more opportunity for emergency spending items to be passed through Executive, and not just through Presidential discretion.

There was discussion on the ad hoc nature of Executive meetings.

**Motion:** All future Executive Meetings of the Student Association will be called with a minimum of 2 clear business days notice, given to all members of the Student Association.

**Moved:** Luke

There was no seconder.

**NOT CARRIED.**

It was noted that the President and Secretary will endeavour to provide reasonable notice for all future Executive meetings, to ensure that members are given ample opportunity to participate, with understanding that the time sensitive nature of processing emergency expenditures needs to be taken into consideration.

## **9. 2015 Schedule of Executive Meetings**

Tabled by Luke.

**Background:** I welcome that executive meetings are becoming a regular part of Student Association business. Given the importance of these meetings to the finances of the SA I believe a schedule of planned meeting times for 2015 would be useful. Such a schedule would allow members to more effectively plan their work and family commitments around SA business.

**Discussion:** Dean expressed understanding that Executive meetings were not scheduled in the past as they functioned to address the necessity to process emergency expenditures and other spending that is time sensitive.

Max expressed understanding of Executive meetings are not the democratic forum to discuss policy issues, unlike SRC meetings. His understanding is that Executive meetings are for the day-to-day functions of the UTSSA and requires greater flexibility.

Dean clarified that SRC meetings are the forum for policy-making, and also giving directives to SRC Executive.

**Motion:** That the President and Secretary prepare a schedule for the Executive Meetings planned in 2015. Such a schedule will be presented at the next Executive meeting and adopted via majority executive vote.

**Moved:** Luke

There was no seconder for the motion.

**NOT CARRIED.**

## **10. Social Media Spending**

Tabled by Luke.

**Background:** Many new students will be seeking information about services and events on campus. Having a strong presence on Facebook will be crucial in increasing UTSSA brand awareness amongst new enrolments. The Facebook page "The UTS Students' Association" has just over 1000 likes. This is a good base to grow an even larger audience. Facebook offers a simple to use promotions feature that the UTSSA should use to target new students and grow its social media presence.

**Discussion:** James spoke against this, saying that while advertising the UTSSA is important, it has recently been reported on that the effectiveness of Facebook algorithms is minimal to expanding the audience base. He suggested that instead of mounting a Facebook campaign, it could be more engaging to encourage Office Bearers to speak to new students directly.

Max spoke against this too, with similar concerns to James. He also raised concern about one person controlling this social media campaign.

Jess suggested that there is a more effective option to boost individual posts in the lead up to specific campaigns, or events, which would cost much less than \$700.

**5.08pm - Max left the meeting & quorum had lapsed.**

**5.09pm - Max returned to the meeting & quorum was restored.**

Dean expressed interest in considering this social media campaign but would prefer if Luke provided examples of quotes of costs involved, total possible returns, and other plans of spending \$700 on social media boosts.

**Motion:** To set an upper spending limit of seven hundred dollars (\$700), to promote "The UTS Students' Association" page on facebook (<https://www.facebook.com/UTSStudentsAssociation>). The Assistant Secretary will manage this Campaign that will operate from open week to expiration of funds.

**Moved:** Luke

There was no seconder.

**NO CARRIED.**

## **11. Claiming lost Social Media Accounts Facebook**

Tabled by Luke.

**Background:** The current executive has control of The UTS Students' Association page (<https://www.facebook.com/UTSStudentsAssociation>). There exists a similar page "UTS Students' Association" (<https://www.facebook.com/UTSSA>), this page is currently not controlled by the UTSSA executive. Having two pages damages our social media band and it is also concerning that an unknown entity has the ability to use our brand without authorisation. Consolidating these accounts will resolve brand and security issues.

**Discussion:** There was discussion about talking to previous SA Presidents and seeing whether they are aware of the access details of the now inactive UTSSA Facebook page.

James also suggested contacting Facebook directly to report a page as inactive.

**Motion 11.1:** To endorse all actions of the Assistant Secretary that are necessary to gain control of the UTSSA brand on Facebook and other social media platforms, with the aim of restoring current executive control and brand consolidation.

**Moved:** Luke

There was no seconder

**NOT CARRIED.**

**Amendment proposed to the floor:** The UTSSA Executive instructs the Assistant Secretary and EVP to contact previous UTSSA Presidents to request if they still have access to the inactive Facebook account.

In the event that the password cannot be recovered, Facebook should be contacted to flag the old UTSSA page as inactive.

**Moved:** Dean

**Seconded:** Jess

**Amendment accepted.**

**Motion 11.2:** The UTSSA Executive instructs the Assistant Secretary and EVP to contact previous UTSSA Presidents to request if they still have access to the inactive Facebook account.

In the event that the password cannot be recovered, Facebook should be contacted to flag the old UTSSA page as inactive.

**Moved:** Jess

**Seconded:** Dean

**CARRIED.**

## **12. Paying the designer for the UTSSA Handbook**

**Preamble:** Linda Hoang was chosen as the designer for the 2015 handbook with recommendation from the Executive Officer, Mariah Brown and on the strength of her work as the designer of the 2012 Handbook.

Please see the [design quote as attached.](#)

**Motion:** to pay Linda Hoang for her work designing the 2015 Handbook, to the sum of \$700 dollars as detailed in her quote.

**Moved:** Max

**Seconded:** Jess

**CARRIED**

### **13. Paying for the printing for the UTSSA Handbook**

**Preamble:** The printers for the 2015 handbook was meant to be the UTS printers but they have closed until the beginning of the 1st semester. After receiving many quotes, the decision was made to use Citywide Print as they were both cheap and had a four day turn over period.

Please see the [attached quote](#) & [invoice](#).

**Motion:** to approve an upper spending limit of \$10 000 to be paid to Citywide Print for printing, delivery and shipping charges involved in the UTSSA handbook as detailed in their quote.

**Moved:** Max

**Seconded:** Jess

**CARRIED**

### **14. Other Business**

None were noted.

***Meeting closed: 5.25pm***