

Meeting 17/1 of the UTS Students' Association (UTSSA) Executive held **at 5.30pm on Tuesday 17 January 2017** in the UTSSA President's Office, Level 3, UTS Building 1.

Present:

Beatrice Tan (President)
Luke Chapman (Secretary)
Norma Cooper (EVP)
Lachlan Barker (Treasurer)
James Wilson (Assistant Secretary)

In Attendance:

Tjarani Barton-Vaofanua (ATSI Officer)
Indraneil Banerjee (Overseas Student's Officer)
Bijay Sapkota (University Council)
Taylor Ficarra

Apologies:

AGENDA

- 1. ACKNOWLEDGEMENT OF COUNTRY**
 - 2. APOLOGIES AND PROXIES**
 - 3. DECLARATIONS OF INTEREST**
 - 4. MINUTES OF PREVIOUS MEETING**
 - 5. REIMBURSEMENT FOR PRESIDENT TO ATTEND NUS 2017 PRESIDENT'S SUMMIT**
 - 6. BYO DEVICE WITH CAPPED REIMBURSEMENT POLICY FOR EXECUTIVE MOBILE PHONES**
 - 7. REIMBURSEMENT FOR VERTIGO EMAIL AND NEWS CONFERENCE**
 - 8. RENAME THE ACTIVIST SPACE THE UTSSA BOARDROOM**
 - 9. GENERAL BUSINESS**
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The meeting commenced at 5:31pm.

1. ACKNOWLEDGEMENT OF COUNTRY

The Chair acknowledged the Gadigal people of the Eora Nation and their elders past, present, and future as the traditional owners and custodians of knowledge upon whose land the University now stands. The Chair extended this respect to all Aboriginal people present at the meeting. The Chair also acknowledged that the Aboriginal peoples of this land were subject to a racist, genocidal and unreconciled dispossession which continues to this day, but that they retain a strong connection to the land despite it, sovereignty was never ceded.

2. APOLOGIES AND PROXIES

All member of the executive were present, so no apologies or proxies were received.

3. DECLARATIONS OF INTEREST

Luke Chapman declared an interest in agenda item 6 “BYO Device with capped reimbursement POLicy for executive mobile phones”.

Beatrice Cabal declared an interest in agenda item 5, “Reimbursement for President to attend NUS 2017 President’s Summit” and agenda item 6, “BYO Device with capped reimbursement POLicy for executive mobile phones”.

Norma Cooper declared an interest in agenda item 5, “Reimbursement for President to attend NUS 2017 President’s Summit” and agenda item 6, “BYO Device with capped reimbursement POLicy for executive mobile phones”.

4. MINUTES OF PREVIOUS MEETING

- Executive Meeting held 8 December 2016

Before passing the minutes James Wilson ran through the action points from the previous meeting.

Beatrice clarified that the executive officer had informed her that obtaining a UTSSA credit card with joint signatories was not an option and that a single signatory was preferable. Until a UTSSA card is acquired it will not be possible to transfer the google account payments.

Lachlan Barker has ordered the power packs for distribution on O’Day. Norma Cooper has made good progress with the O’Day Handbook. Collectives will makes their own pamphlets for the day. Lachlan Barker will need to follow up on acquiring lollies for the bags.

Beatrice Tan noted that Vertigo has had to move their publication date forward, the USB sticks have arrived and that KeepCup stock will be counted before more is ordered. Beatrice also noted that swipe access has been updated and keys were found for the old EVP office but Norma Cooper will still require a key for their office. There has also been no progress in recovering the Instagram account.

James Wilson notified the meeting that he has sought quotes from three suppliers to purchase condoms for distribution on O'Day. James is yet to hear back from central Park about any possible O'Day promotions.

Lachlan Barker has found that water bottles can be ordered from a supplier for O'Day and will follow this up.

MOTION E17/1

That the minutes of the meeting held on 8 December 2016 be accepted as a true and accurate record of proceedings.

Moved: Lachlan Barker

Motion Carried

5. REIMBURSEMENT FOR PRESIDENT TO ATTEND NUS 2017 PRESIDENT'S SUMMIT

Rationale: Beatrice has paid the cost of the conference out of her own pocket. Full reimbursement should be given as the Presidents Summit should be a three-day long conference that facilitates growth, skill building and knowledge sharing. It is hoped that by attending this conference, Beatrice learns new skills which will enable for the more effective management of the UTS Students' Association.

Norma has paid the cost of the conference out of her own pocket. Full reimbursement should be given as the Presidents Summit should be a three-day long conference that facilitates growth, skill building and knowledge sharing. It is hoped that by attending this conference, Norma learns new skills which will enable for the more effective management of the UTS Students' Association.

James Wilson questioned why NUS does not pay for the cost of their OBs to attend their conference and Norma Cooper clarified that her ticket was subsidised by NUS.

MOTION E17/2

That Beatrice Tan, the 2017 President of the UTSSA, is reimbursed \$500 for the cost of the Presidents Summit and that Norma Cooper, the 2017 EVP of the UTSSA, is reimbursed \$150.30 for the cost of the Presidents Summit.

Moved: Luke Chapman

Motion Carried (James Wilson abstained from the vote)

6. BYO DEVICE WITH CAPPED REIMBURSEMENT POLICY FOR EXECUTIVE MOBILE PHONES

Rationale: In the past UTSSA executives have had access to business mobiles for organising and work related matters. The Executive Officer has identified cost concerns with excess usage charges and repair and replacement costs related to this arrangement. An alternative option is for executives to use their personal mobile phones and arrange for their own phone service which they can then claim a reimbursement for.

Motion E17/3

That the UTSSA will reimburse the President, Secretary, and EVP for the cost of their mobile phone service for their term in office with expense capped at \$80 per month per person.

Moved: Luke Chapman

Motion Carried

7. REIMBURSEMENT FOR VERTIGO EMAIL AND NEWS CONFERENCE

The Vertigo editorial team submitted the following requests for approval of reimbursement to the Secretary.

Vertigo Emails

As explained to Beatrice in an email dated 19/12/16 we are currently operating 14 email accounts as a trial to better divvy up all the communications we receive. While this has been successful in recent weeks, we do acknowledge that there's a chance that some of the accounts may become redundant throughout the year. Each account costs \$5.00 per month and over the year this will total \$770.00 Therefore, we are only seeking reimbursement until April, where we can close any unnecessary accounts and update you on payments we need to cover us until November.

As such we hope to be reimbursed \$280.00 at this point in time.

Motion E17/4

That the UTSSA will reimburse Vertigo \$280.00 for the cost of their email system.

Moved: Luke Chapman

Motion Carried

NEWS Conference

NEWS Conference is an annual conference that all major student publications, including Vertigo, attend annually. This is to teach us editing skills, as well as allow us to network with the other publications. It falls on 30 and 31 January this year.

Eight of our editors will be landing on the 29th and returning on the 31st. Two editors will be returning the next day for their own reasons, and naturally won't be requesting cover their accommodation on this last night.

The 10 return Jetstar tickets total **\$1,487.10**, being the cheapest flights we could source.

We will be staying at Space Hotel (coincidentally matching our first theme!) during our stay. This was the most reasonably priced hostel within close proximity of the site of the conference. We are only staying two nights and leaving the evening of the final conference day to save the SA further expense.

The 10 beds at Space Hotel total **\$996.00**.

Altogether, we kindly request that the SA reimburse us a total of **\$2,763.10**.

Luke Chapman noted that the conference attendees would also be out of pocket for the cost of travel to/from the airport and that they should be reimbursed for this as well.

Motion E17/5

That the UTSSA reimburse members of the Vertigo team attending NEWS Conference in full for the cost of flights, accommodation, and travel to/from the airport with an upper spending limit of \$3,000.00.

Moved: Luke Chapman

Motion Carried

8. RENAME THE ACTIVIST SPACE THE UTSSA BOARDROOM

Preamble

The term 'Activist Space', is not the official function on the Activist Space, in most cases SRC, Executive, Collective and Reps-Elect meetings are held in this room as opposed to campaign workshops. Campaign workshops and organizing certainly take place and can continue to take place in this space, however as the primary purpose of the Activist Space is a 'meeting room' we should rename the room the 'board room' to reflect this purpose

In 2017, UTSSA will be attempting to rebrand itself as a professional organization that caters for the needs of all students and uses it's SSAF for the betterment of student's life on campus. Renaming the Activist Space the board room will ultimately fall in line with the executive's broader strategy of making UTSSA more professional.

Platform

The Activist Space will be renamed 'UTSSA Boardroom'.

Actions

1. All future Executive, SRC, Collective and Reps-Elect meetings called will refer to the Activist Space as the 'UTSSA Boardroom'.
2. The UTSSA Executive will pay to have the Activist Space relabelled as the 'UTSSA Boardroom'.
3. All future UTSSA publications will refer to the Activist Space as the 'UTSSA Boardroom'.

James Wilson questioned the costs and whether it was worth purchasing new signage with the possibility of the office moving due to the redevelopment of building 2. Beatrice clarified that the UTSSA is currently unsure about movement.

Luke Chapman raised concerns about expense noting that the Activist Space is a more appropriate name for the UTSSA as it acknowledges the activist nature of the association.

The President passed the Chair to the Secretary

Motion E17/6

That the Activist Space will be renamed 'UTSSA Boardroom'. All future Executive, SRC, Collective and Reps-Elect meetings called will refer to the Activist Space as the 'UTSSA Boardroom'. The UTSSA Executive will pay to have the Activist Space relabelled as the 'UTSSA Boardroom'. All future UTSSA publications will refer to the Activist Space as the 'UTSSA Boardroom'.

Moved: Norma Cooper

Motion Rejected

9. GENERAL BUSINESS

Bijay Sapkota asked if the UTSSA were affiliated to the Bijay are we affiliated with the Council of International Students Australia (CISA). Indraneil Banerjee clarified that we were affiliated in 2015. Lachlan Barker said that a motion was passed to affiliate in 2016 but was unsure if the affiliation processed was completed.

Motion E17/7

That the Secretary and Overseas Student's Officer will contact CISA to request information about the affiliation process and receive a quote for the cost of affiliation to be presented at an executive meeting.

Moved: Luke

Motion Carried

Motion E17/8

That the UTSSA Executive Officer acquire a credit card for the UTSSA

Moved: James

Motion Carried

Beatrice Tan and Lachlan Barker said that they will follow up with the Executive Officer about financial reports for each meeting.

Motion E17/9

That the President will work with the Executive Officer to create an audit of all office spaces and rooms the UTSSA operates and creates a report for councillors.

Moved: Luke

Motion Carried

Meeting closed at 6:10pm