

# MINUTES OF SRC MEETING #2 OF THE UTS STUDENTS' ASSOCIATION

HELD AT 5:30PM ON 6<sup>TH</sup> FEBRUARY 2015

IN THE ACTIVIST SPACE (Level 3, Room 18),  
UTS TOWER BUILDING 1, ULTIMO

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

**Member Attendance:** Dean Mattar (President), Jess Xu (Secretary), Jake Witchard (SRC Councillor), \*Charlene Humphries (Australian Indigenous Officer), \*Max Murphy (Education Vice President), Sarah Mulhearn (Wom\*n's Officer), Lawrence Warren (Broadway Campus Convenor), Aaron Ngan (UTS Council – Undergraduate Student Rep), Sashin Ranasinghe (SRC Councillor), Mohamed Rumman (SRC Councillor), Aaron Colley (Broadway Campus Committee Rep), Fabian Vergara (SRC Councillor), Luke Chapman (Assistant Secretary & Markets Campus Convenor), \*Tracy Tang (Overseas Student Officer), \*Jennifer Pham (SRC Councillor), \*Brigida Johns (Treasurer)

**Observer Attendance:** Kate Alway (PRU Convenor), \*James Wilson (UTS Vertigo Editor), \*William Beattie (UTSSA Caseworker & Solicitor), \*Mayank, Locky

***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. Passing of Minutes from Previous Meetings
  - 4.1 Clarification of Reps Elect
  - 4.2 16-1-15 SRC Meeting #1
5. President's Report
6. Secretary's Report
7. Treasurer's Report
8. Wom\*n's Officer Report
9. Queer Officers Report
10. Reimbursements for NUS delegates to National Conference
11. Council of Australian Postgraduate Associations (CAPA) Affiliation
12. Postgraduate Representatives Union (PRU) Spending
13. National Union of Students (NUS) Presidents' Summit report back

14. UTSSA Email accounts
15. Rules of Order
16. Transfer of email
17. Textbook Equity Scheme
18. Date of payment for members who have submitted timesheets
19. Deafblind Camp Reportback
20. Kuring-gai Munchbar
21. Other Business

***The Chair opened the meeting at 5.47pm***

**1. Acknowledgement of Country**

The Chair, Dean Mattar, acknowledged the Gadigal people of the Eora Nation.

**2. Apologies and proxies**

- Madeline Clouston (SRC Councillor) proxied to Aaron Ngan
- Ben Jackson (Kuring-gai Campus Convenor) proxied to Tracey Tang
- Melanie Wilson (Postgraduate Officer) proxied to Mohamed Rumman
- Sam Howes (SRC Councillor) proxied to Aaron Colley
- Abhishek Loumish (UTS Council – Postgraduate Student Rep) proxied to Akshay Raj (SRC Councillor). This proxy was not valid until Akshay Raj entered the meeting at 6.42pm.
- Akshay Raj proxied to Fabián Vergara. This proxy was exhausted when he entered the meeting at 6.42pm.
- Ellyse Harding (Markets Campus Committee Rep) proxied to Fabián Vergara. This proxy was not valid until 6.42pm, as Fabián was holding Akshay Raj's proxy until he entered the meeting.
- Brigida Johns (Treasurer) proxied to Luke Chapman. This proxy was exhausted when Brigida entered the meeting at 7.09pm.

**3. Declarations of interest**

- Luke, Fabian, and Tracy declared a conflict of interest on Agenda Item 10
- Max declared a conflict of interest on Agenda Item 4.1 & 10
- Dean declared a conflict of interest on Mobile Phone Policy, to be tabled in Other Business.

***5.55pm – Mayank entered the meeting.***

***5.57pm – Jennifer entered the meeting.***

#### **4. Passing of Minutes from Previous Meetings**

##### **Clarification of Reps Elect**

William (UTSSA In-House Solicitor) gave legal advice on matters that arose from Reps Elect (aka 2015 SRC Elect meeting on 28-11-14). These matters included:

- SRC Membership – UTS Council student member traditionally has 1 vote (this has since been extended to 2, 1 vote for each of the UTS Council student members), Academic Board student rep (currently vacant), 10 Councillors, 3 Executive, 4 autonomous Officers, 3 Campus Committee Representatives, creating a total of 26 possible votes
- Expiry of SRC membership positions is 7 Dec.
- Reps Elect
  - purpose of having an earlier meeting (before the term begins, straight after the SRC elections) is to fill out a functioning Executive.
  - Nothing to say you have to ratify minutes
  - Tied vote for Assistant Secretary – convention allows the President a casting vote.
  - Dean using his casting vote to elect Luke Chapman for Assistant Secretary position.
- President – Chairperson, ‘Captain’s call’ when deemed necessary, part 10.8.9 – to keep the UTSSA moving with SA Constitution objectives
- Proxies have been a convention
- William suggested we produce a policy on Standing Orders, to add to existing policy, and create general guidelines for the organisation
- Ex-officio membership is not outlined in the SA Constitution

***6.07pm – Mayank left the meeting.***

***6.08pm – James left the meeting.***

***6.09pm – Mayank re-entered the meeting.***

There was discussion about the nature of Campus Committees being inchoate, due to the issue of alerting Faculty Student Reps of their eligibility to membership.

***6.10pm – James re-entered the meeting.***

William clarified that the complexion of the SRC was transitional at the time of Reps Elect, with reference to part 9.2 of SA Constitution. He re-stated that it is valid convention for the incoming SRC to hold an internal election (after SRC elections, before they come into official term) to fill the Executive.

There was discussion about the possibility of the SA Constitution overriding convention, with clarification from William that the Expiry clause (part 9.2) spills all prior positions – doesn't stop SRC from having Repts Elect.

In regards to the request from previous SRC meeting for the SRC Exec to seek independent legal advice, it was clarified that it is not within the objectives outlined in SA Constitution for SRC to seek further advice when legal clarity has already been provided.

William suggested that in the absence of personal funds or capacity to seek independent legal advice, any queries or challenging legal positions on this matter should be written as a report and presented to the SRC.

**6.23pm – James left the meeting.**

**Motion 4.1:** to take the RO Report back, with Luke Chapman elected Assistant Secretary (with Dean's casting vote), Max elected as Education Vice President (EVP), no challenges on DSP, and no challenges on Budget Committee

**Moved:** Aaron

**Seconded:** Max

**CARRIED**

### **JUMPED TO AGENDA POINT 12 - TIMESHEETS**

Jess clarified that structure of timesheets as outlined in recent By-Law changes (carried through the 2014 SRC) has been set up. However Mariah (Executive Officer) has raised concerns and is not processing stipends and honorarium changes as the new By-Laws are yet to be legally validated by William.

Luke raised the possibility of Fair Work claims if the SA is not paying people.

William understood that the By-Laws have partly been given effect in the Collectives budgets. He stated that the issue of backpaying stipends is complicated and important to discuss in relation to a review of stipend payments under Part 8.4 of recent By-Law changes.

**6.31pm – Tracy & Max left the meeting.**

**6.33pm – Tracy re-entered meeting.**

**6.34pm – Max re-entered the meeting, and Charlene left the meeting.**

**6.37pm – Charlene re-entered the meeting.**

The idea of interim payment of stipends was floated.

Dean's proposed a course of action for the SRC Executive to sit down with Treasurer, and plan of process of paying people honorariums of positions that are certain. Dean said that any disputes over Collectives supplying paperwork and documents regarding stipends should be taken to the Executive.

**6.41pm – Akshay Raj entered the meeting.**

Aaron Ngan suggested that in future, amendments to draft minutes could be emailed to the Secretary ahead of the meeting.

**Motion 4.2:** to approve the 16-1-15 SRC Meeting #1 minutes with amendments:

- change 'on bloc' to 'en bloc' throughout document
- correct '8-1-14 SRC Exec Meeting #1' to '18-12-14 SRC Exec Meeting #1' in motion 4.5
- correct '14-1-15 SRC Exec Meeting #1' to '14-1-15 SRC Exec Meeting #2' in motions 4.7 and 4.8
- amend motion 4.4 to read censure motion on p. 3
- amend 'vertigo' to 'Vertigo' on p. 5
- amend 'wom\*n's' to 'Wom\*n's' on p. 6
- amend 'proxies' to 'proxied' on p. 7

**Moved:** Sarah

**Seconded:** Aaron

**CARRIED**

## **5. President's Report**

Please see President's Report attached

**Motion 5.1:** to accept all reports in agenda points 5-9.

**Moved:** Lawrence

**Seconded:** Jennifer

**CARRIED**

## **6. Secretary's Report**

Please see [Secretary's Report attached](#)

## 7. Treasurer's Report

Please see [Treasurer's Report attached](#)

## 8. Womn's Officer Report

Please see [Womn's Officer Report attached](#)

## 9. Queer Officers Report

Please see [Queer Officers Report attached](#)

Akshay Raj noted a conflict of interest for reimbursements to NatCon.

**The Chair called for (\*) starring Agenda Points to be discussed, with motions in non-starred Agenda Points to be passed en bloc.**

**Motion:** for non-starred motions in Agenda Points 12 & 19 to be moved en bloc.

**Moved:** Max

**Seconded:** Jennifer

**CARRIED**

## 10. Reimbursements for NUS delegates to National Conference (\*)

**Motion:** clarifying that NUS delegates and observers are to be reimbursed in full, according to the 5/11/14 SRC Meeting - motion 6 NUS NatCon:

Motion: Approve registration, accommodation and economy flights spending for 7 delegates with 1 observer each and 3 media observers to attend NUS National Conference

Moved: Andie

Secunder: James

**Carried.**

**Moved:** Jess Xu

**Seconded:** Akshay Raj

**CARRIED**

Please see [attached document detailing NUS National Conference delegates and observers.](#)

Brigida is providing documents & relevant information for reimbursements for observers:  
Divina  
Paul

### **11. Council of Australian Postgraduate Associations (CAPA) Affiliation (\*)**

Kate to speak on this.

Please see the following attachments:

[Letter to CAPA Affiliates](#)

[CAPA Affiliation Invoice](#)

[CAPA Discount Form](#)

**Motion:** to pay CAPA affiliation fees \$16 009.97.

**Moved:** Sarah

**Seconded:** Luke

**CARRIED**

### **12. Postgraduate Representatives Union (PRU) Spending**

Relevant [PRU minutes attached](#)

**Motion 7.1:** to approve \$500 spending from the PRU budget for their Welcome event planned for March 13.

**CARRIED en bloc.**

### **13. National Union of Students (NUS) Presidents' Summit report back (\*)**

Dean Mattar attending as UTSSA President. Luke Chapman participated as a member of the Secretariat.

Luke delivered a report:

- 'Australia Needs a Brighter Future' – targeting specific parents of year 10-12 students
- Luke encouraged people to like the Facebook page
- Option to affiliate to the group 'Brighter Future' – access to research and survey
- A strawpoll was conducted to feel out interest for contacting the group to come in for more info

Aaron suggested that a written report or description of Brighter Future project / campaign with more information could be distributed.

Dean delivered a report:

- Putting together a substantial reportback
- Updated Facebook page to promote the NUS National Day of Education
- Passed on posters regarding the pay gap for women students to Wom\*n's Officer

**7.09pm – Brigida entered the meeting.**

**7.10pm – Charlene & Jake left the meeting.**

#### **14. UTSSA Email accounts (\*)**

Luke Chapman requested Jess Xu, the Secretary, provide a list of names and groups that have access to gmail accounts registered under the UTSSA domain.

<u>EMAIL</u>	<u>PERSON/PEOPLE WITH ACCESS</u>
<b>Assistant Secretary UTSSA</b> assistantsecretary@utsstudentsassociation.org	Luke Chapman
<b>Director of Student Publications</b> dsp@utsstudentsassociation.org	Azal Khan, Nick Rowbotham, Rebecca Brediceanu, Tracey Kumar
<b>Disability Department</b> Disability@utsstudentsassociation.org	??
<b>Education Department</b> education@utsstudentsassociation.org	Max Murphy
<b>Environment Department</b> Environment@utsstudentsassociation.org	Meaghala, AJ
<b>Ethnocultural Department</b> ethnocultural@utsstudentsassociation.org	Jennifer Pham
<b>Haymarket Committee</b> haymarket@utsstudentsassociation.org	Luke Chapman
<b>Indigenous Department</b> indigenous@utsstudentsassociation.org	Charlene Humphries
<b>International Department</b> international@utsstudentsassociation.org	Tracy Tang, Mayank Teria, Nidhi Baweja
<b>Kuring-gai Campus</b> kuringgai@utsstudentsassociation.org	??



<b>Mariah Brown</b> eo@utsstudentsassociation.org	Mariah (Executive Officer)
<b>Postgraduate Department</b> postgraduate@utsstudentsassociation.org	Melanie Wilson
<b>Queer Department</b> queer@utsstudentsassociation.org	Lawrence Warren, Callum Lee
<b>Secretary UTSSA</b> secretary@utsstudentsassociation.org	Jess Xu
<b>Treasurer UTSSA</b> treasurer@utsstudentsassociation.org	Brigida Johns
<b>President UTSSA</b> president@utsstudentsassociation.org	Dean Mattar
<b>Welfare Department</b> welfare@utsstudentsassociation.org	Jess Xu
<b>Women's Department</b> womens@utsstudentsassociation.org	Sarah Mulhearn

Tracy – noted that better organisation of passing over the UTSSA email accounts is needed, and suggested the International

**Preamble:** The Google accounts for all the UTSSA emails cost \$79.16 a month, and are linked to Andie Yates' (former Secretary) debit card.

Shortly before the SRC terms switched, Mariah suggested that Andie contact Google and ask them to invoice the association for a year's subscription so that no one would have to pay by card. However, Andie forgot and apologises for taking no action.

On the 6th of January, Andie was billed \$79.16 for the accounts. Please see attached documentation:

[Google Invoice](#)  
[billing details linked to Andie Yates](#)  
[bank account charge screenshot](#)  
[last billing date.](#)

**Motion 9.1:** to reimburse Andie Yates \$79.16 for UTSSA Google accounts and (ensure this information is CARRIED onto Mariah so Andie is paid.)

**Moved:** Sarah

**Seconded:** Jess

**CARRIED**

The Secretary, Jess Xu, has followed up by linking her personal card to the Google accounts & domain registration costs. Jess is requesting an invoice from Google so a linked card is not required.

### **15. Rules of Order (\*)**

Popular rules of order – succinct guide on how to operate and run meetings. Suggested we can use UTSSA funding to buy copies of this rule of order.

Dean actioned Aaron to email out inviting and informing members of progress on Standing Orders working group.

Aaron stated that the Standing Orders Working Group will deliver a report at the next SRC Meeting.

**Motion 10.1:** That the UTSSA Executive & Standing Orders Working Group study Robert's Rules of Order (RONR) 11<sup>th</sup> ed and develop a timetable for its implementation as the parliamentary authority for the UTSSA. Such a timetable shall include the incorporation of RONR into the Constitution as the recognised rules of order.

**Moved:** Luke

**Seconded:** Aaron

Jennifer abstained.

**CARRIED**

### **16. Transfer of email**

Tabled by Tracy.

### **17. Textbook Equity Scheme (\*)**

Tabled by Brigida.

**Preamble:** By the time Textbook Equity Schemes (TES) is set up for SA it may be too late to benefit students and may only be able to get it up and running for second semester. In the meantime, a fantastic initiative to assist students through existing TES scheme and branding our name (UTS Students' Association) on the assistant funds, further increasing publicity and knowledge of the SA among all faculties of the university.

Dean wanted clarification on whether the SA would loan the textbooks to the relevant Schemes, to be returned upon establishment of our own SA scheme.

Aaron wanted clarification on which schemes already exist, and when there would be a report . Where's the money going? What proportions of money going to? Report of data.

LSS – 5 years running – survey

BSS – only up for 2 years

Brigida thinks that funding should be allocated

Mohamed inquired about the privacy of students involved in these schemes.

Jess inquired as to whether the money goes directly to the different student

**7.37pm – Lawrence left the meeting.**

**7.42pm – Lawrence re-entered the meeting.**

**Motion 11.1:** resolve an upper spending limit of \$1500 for Semester 1 and \$1500 for Semester 2 to purchase textbooks for any existing Textbook Equity Schemes in UTS, while the SA is still setting up their own TES.

This will be carried out on condition that Each Society will provide receipts documenting financial information regarding the purchase of textbooks, to be provided to the Treasurer of UTSSA. The Treasurer will remain in contact with UTSSA to provide any documents in relation to the scheme.

The Treasurer will provide reports to the SRC regarding the progress of this scheme. This scheme will be reviewed at the end of each semester.

Brigida declared a conflict of interest on this agenda point.

**Moved:** Mohamed

**Seconded:** Sarah

Brigida abstained.

**CARRIED**

## **18. Date of payment for members who have submitted timesheets (\*)**

Tabled by Luke.

**Motion:** to allocate funding for the payment of the Wom\*n's Officer, Treasurer, Assistant Secretary, Secretary, Queer Officer, Enviro Officers, Ethnocultural Officers, with an upper spending limit set by the SRC Executive.

**Moved:** Aaron N

**Seconded:** Aaron C

Luke, Brigida, and Max abstained.

**CARRIED**

## **19. Deafblind Camp Reportback**

Following up from SRC 2014 meeting on 5/11/14, Jeff Vongmany attended a Deafblind Camp in Perth as a volunteer with support from then SRC, on the condition that Jeff delivers a report to the SRC about their experience upon their return. Please see the [attached report](#).

## **20. Kuring-gai Munchbar (\*)**

Kate (PRU Convenor) tabled this item.

**Preamble:** Kuringgai campus misses out on everything. Especially now that the campus is winding down - even services like the bar and the childcare centre have closed down. There is very little food available on campus - barely anything for people with dietary requirements. There has been little representation over the last decade, which also means little support for the transition between campuses.

Last year, I undertook to open the Kuringgai office of the Students' Association every week of term time, even if I was just sitting there alone. And so I did. Every tuesday I opened the door and sat there. I organised the office and the archives. I got to talk to a bunch of people over the weeks, telling them about the Students' Association, its services, its collectives, its history. I directed plenty of people to the bookshop website, but ultimately, not many people come to talk to someone sitting alone in an office.

In second semester, Andie Yates and I got the Munchbar going. We gave out fruit, yoghurt, soy yoghurt and biscuits - a small, independent version of Bluebird Brekkie. The budget was \$100/week, and I went shopping and drove it all over every tuesday. It took a few weeks, but people finally realised there was no catch. They started talking to us, finding out more about the Students' Association and thanking us profusely. Two friendly faces and some free food made the highlight of many people's weeks. Eventually we were in such demand that we got our budget raised to \$200/week and got Woolworths to deliver, because we needed more food than I could carry.

We fed hungry students, we educated people about the Students' Association, we opened the office, we talked to people about their problems and generally engaged students as the Students' Association should. Because of the Munchbar, many Kuringgai students feel more like part of a community, and will be coming to the city campus already knowing who we are and what we do.

I think the project was a great success in 2014, and should be carried on in 2015. We have all the supplies we need except for our regular food budget and a bit more printing. I'd request we authorise a \$200/week budget to continue the Munchbar for 2015.

**Motion:** to authorise a \$200/week budget to continue the Munchbar at Kuring-gai Campus for 2015.

**Moved:** Luke

**Seconded:** Raj

**CARRIED**

There was discussion about the logistics of who would run the Munchbar, whether the Kuring-gai Campus Convenor would be involved, and how the food supplies would be purchased. There was concern about the reimbursement system.

Dean and Brigida will look into the possibility of getting a pre-paid card for the UTSSA to resolve the issue of weekly reimbursements.

## **21. Other Business**

### **Mobile Phone Policy**

Max & Dean declared a conflict of interest on this item.

**Preamble:** The Students' Association has previously provided

**Moved:** Brigida

**Seconded:** Sarah

Max & Dean abstained.

**CARRIED**

### **SA Budget**

Aaron wanted clarification on when a Budget report would be delivered to the SRC.

Dean clarified that the auditors have just finished their work and will forward any information about this to Brigida (Treasurer).

Brigida reported back about an unofficial meeting of the Budget Committee, and will send out a record of this meeting. From the preliminary report and review of previous audits, the SA has been in surplus.

***The Chair close the meeting at 7.55pm.***