

AGENDA

1. Acknowledgement of Country
2. Apologies and Proxies
3. Declarations of Interest
4. Office Bearer Reports
5. Vertigo Budget
6. General Business Guidelines
7. General business

ATTENDANCE

NAME	STUDENT NUMBER	POSITION
Sam Silcock	13539578	President
Miranda Crossley	12571030	Secretary
Erin Dalton	12876114	Education Vice-President
Aidan O'Rourke	13548641	Assistant Secretary
Harrison White	13589015	General Councilor
Melodie Grafton	13537651	General Councilor
Mansingh Jatav	13080965	Overseas Officer
Bella Forti	13036165	Women's Officer
Mariah Brown	n/a	Executive Officer

29-02-2020 MINUTES

Meeting opened at 7:00pm on the 29th of February at 2020

1. Acknowledgement of Country

President delivers Acknowledgement of Country

2. Apologies and Proxies

Tallulah Watson-Moyle proxies to 1. Aidan O'Rourke

Aidan accepts

Kurt Cheng proxies to 1. Aidan O'Rourke

Aidan declines

Jeylan Riza proxies to 1. Miles Carter and 2. Melissa Sukkarieh

Proxy lapses

Juneyt Cihan proxies to 1. Miles Carter

Proxy lapses

Ahmad Mohamed proxies to 1. Melissa Sukkarieh and 2. Harrison White

Harrison accepts

Apologies from **Melissa Sukkarieh**

Miles Carter proxies to 1. Melissa Sukkarieh and 2. Melodie Grafton and 3. Miranda Crossley

Melodie accepts

3. *Declarations of Interest*

No declarations of interest

Procedural motion to accept January minutes as true and accurate representation

Moved by: Erin Dalton

Seconded by: Aidan O'Rourke

Motions passes unanimously

4. *Office Bearer Reports*

President delivers office bearer report (encl.)

Education Vice President delivers office bearer report (encl.)

Secretary delivers office bearer report Secretary (encl.)

Assistant Secretary delivers office bearer report (encl.)

Women's Officer delivers officer bearer report (encl.)

Treasurer office bearer report(encl.)

Motion to accept the report as read

Moved by: Aidan O'Rourke

Seconded by: Erin Dalton

Motion passes unanimously

Welfare office bearer report(encl.)

Motion to accept the report as read

Moved by: Aidan O'Rourke

Seconded by: Erin Dalton

Motion passes unanimously

5. *Vertigo Budget*

Brief discussion in support of voting up the proposed Vertigo budget

Motion to approve the proposed budget for 2020, to the upper spending limit of \$129,282.69

Moved by: Erin Dalton

Seconded by: Miranda Crossley

Motion passes unanimously

6. *General Business Guidelines*

Background and preamble given by Aidan O'Rourke (enc.) The platform for this motion being that motions pertaining to big expenditure and UTSSA policy should not be moved in General Business.

Action point is that general business motions be limited to:

1. Motions to reimburse staff;
2. Collective reimbursements;
3. Discussion.

Amendment:

In instances of urgency that cannot be dealt with at the next SRC, the SRC with a two thirds majority may;

- i. Empower the executive to deal with the matter,
- ii. consider the matter at the present SRC

Motion to accept the amendment:

Moved by: Aidan O'Rourke

Seconded by: Erin Dalton

Amendment passes unanimously

Motion to action that all general business motions be limited to:

1. **Motions to reimburse staff;**
2. **Collective reimbursements;**
3. **Discussion.**

In instances of urgency that cannot be dealt with that the next SRC, the SRC with a two thirds majority may;

- i. **Empower the executive to deal with the matter,**
- ii. **consider the matter at the present SRC**

Moved by: Aidan O'Rourke

Seconded by: Erin Dalton

Motion passes unanimously as amended

7. General business

7.1. Queer Collective Reimbursement

Motion: To reimburse Frankie Dayrit \$38.50 for badge making costs, \$49.70 for O'day welcome event food. (Total: \$88.20)

Moved by: Erin Dalton

Seconded by: Melodie Grafton

Motion carries unanimously

7.2 Welfare Collective Officer bearers

Motion: That the Collective recognises Ahmed Ferkh and Fatma Elgamal as the Welfare Collective's 2020 Office-Bearer and Convenor respectively and that the SRC should endorse the same.

Moved by: Aidan O'Rourke

Seconded by: Melodie Grafton

Motion carries unanimously

7.3 Welfare Collective Pay

Motion to discuss Welfare Collective Pay in general business

Moved by: Aidan O'Rourke

Seconded by: Erin Dalton

Motion carries unanimously

Motion: That the SRC pay Ahmed Ferkh half the full stipend for his work as Office-Bearer commencing December 3 2019, the day after he was elected at the first SRC meeting. The Collective also declares that Fatma Elgamal receive the other half of the stipend for her work as Convenor of the collective which commenced on 29 January 2020 following her election at this meeting.

Moved by: Aidan O'Rourke

Seconded by: Erin Dalton

Motion carries unanimously

7.4 Enviro Collective Reimbursements

Motion to reimburse Hollie Cheung \$120 for a ticket to Students of Sustainability

Moved by: Erin Dalton

Seconded by: Miranda Crossley

Motion passes unanimously

Motion to reimburse 33.40 to Josh Hernandez for Enviro and Queer Collective O'Day Stall lollies.

Moved by: Erin Dalton

Seconded by: Miranda Crossley

Motion passes unanimously

Discussion

Melodie enquires about any regulation on how and when collective minutes can be distributed as the ethnocultural officer, has not released minutes that recognise Melodie as Convenor.

ACTION POINT:

To ask the ethnocultural officer to supply Ethnocultural collective minutes by the next executive meeting

Meeting closed 7:29pm

Presidents Report

February is one of the busiest months in the calendar for the Students' Association yet everything has run relatively smoothly for us. I started off the month with attending the NUS Presidents' Summit in Melbourne which was hugely relevant to my role and allowed me to connect more with the wider student movement across the country. The conference had sessions on everything from SSAF legislation to how to run effective campaigns, overall allowing me, and I'm sure Erin and Aidan, a much greater understanding of how to run the SA effectively in the broader context of how student unions work across the country.

One of the most impactful sessions was with journalist Nina Funnel in which she discussed her ongoing campaign against Bettina Arndt and since the session the Students' Association Executive has passed a motion to condemn Bettina Arndt and demand that she be stripped of her Order of Australia. Just on Thursday the 27th of February an article was published by the New Matilda regarding a letter produced by the NUS Women's department which I signed on behalf of the Students' Association. These moral stances are extremely important for our organisation in ensuring that we are able to stand together with other organisations to ensure our principles are given more widespread coverage and attention.

In terms of the orientation period the Students' Association has been having stalls outside the Great Hall during welcome events in which we have been able to engage with many new students whilst they are having their lunch break. I have personally felt like that this opportunity has presented a much greater ability for the SA to spread our brand and engage with new students when they're most interested in all the different facets of University life. Additionally, even looking at social media's reaction to our long lines and presence at O Day, it is quite apparent that we've had a successful orientation period in engaging students with the organisation. For Clubs Day I think it is worth attempting some new approaches to further the point we're at and I am hoping to have a strategy plan set up for O Day which will allow us to push the engagement of the student body with the SA to new heights.

In terms of engagement I'm very pleased with the first issue of Vertigo which I think seems to be on a track to be quite in tune with the SA in what we are trying to communicate with the student body. The Vertigo team has been able to improve a lot on the past performances of the student magazine and I thank them on making many of the improvements that the exec team and myself had suggested. Vertigo is an essential arm of the Students' Association and through making more magazines like the last one it shows much potential for wider student engagement with student issues.

Additionally, in the last month I addressed with the exec team an ongoing issue which has been the lack of regulation of collectives and a large amount of murkiness regarding the rules that should be laid down for a collective functioning. Working with the exec team we developed collective rules which we hope to bylaw which are able to establish a more functional system of collectives relating to the SA.

Also, as talked about in the last SRC meeting we will be having procedures to amend our constitution of a few errors since it was passed last year – this will be occurring in the March meeting. I'd like to thank all of our student representatives for your great work in the last month marking the establishment of our Association in the new year with force and ensuring the important continuation of our practices.

EVP Report

Over the past month, I've been working on finalising the handbook, which was completed and sent to our printer 2 weeks ago. After everything was submitted, I have been working on planning for my campaign around compulsory lecture recordings here at UTS. I have been given a hand-over covering the groundwork that has already done, and I'm finalising my initial campaign plan to take to the first meeting of the Education Collective. Returning to the handbook, the printed copies arrived on Monday morning and I'm very pleased with the final version all things considered. On O'Day, we handed out at least 1200 copies, which I am hugely satisfied with. I also received over 30 direct sign-ups to join the nascent collective for the year, and I welcome any further interest from any other members of Council, Collectives, and anyone else. Once we've had a Collective meeting, I'm planning on bringing my plans to the NTEU branch as well as meeting with UTSSA Staff prior to bringing them to the university.

Besides the handbook and my campaign, I've been working on trying to assemble some additional material to go to the lawyers for establishing our Bylaws. Once they have provided us with the Bylaws, they will be going to the Bylaw Review Committee. After any edits and additions have been agreed upon, I'm hoping that council will be able to approve these Bylaws and finalise the structures we need in order to continue functioning as an effective and well-governed student organisation. As always, if you have any questions or concerns, or wish to be further involved, please talk to me in person or get in contact with me at education@utsstudentsassociation.org.au.

Thank you,

Erin Dalton

Secretary Report

I have experienced a great learning curve working as secretary over the past month. Of course, it has been challenging coming up to scratch with all the tasks required each month. But as I, and all of council gain confidence in coming months, I'm certain we will be pushing to help make the Students' Association the best it can be.

O'Day was exciting and rewarding to be a part of. Seeing so many new faces coming into their first years at UTS was a humble reminder of why we are here and why we all signed up to be on council. And that is, not for self-interest, but that is for student welfare. I had numerous meaningful conversations with students and while many students didn't know about the UTS Students' Association before chatting to them, they all left with an insight into the things we offer (particularly excited about Blue Bird Brekkie and Night Owl Noodles). A big thank you to all that helped out on the SA stall and of course to the different collective members and office bearers who, despite the long day, always seemed chirpy and positive.

Apologies for tonight's meeting being held at such an inconvenient time, there was a miscommunication with regards to motions passed at the last SRC meeting. I very much intend to never have another Saturday night meeting!

I look forward to Semester 1 and I want to remind everyone that you should always feel free to get in contact with me about any issues you may have.

Treasurer's Report

February started as a pretty quiet month but as O'Week and O'Day loomed, things got busier.

The team and I met with Vertigo a couple of times and workshopped their budget for the year. I have enjoyed developing a relationship with them through this.

A couple of times, I was on the O'Week stall for the UTSSA and talked to many first-year students about what we can offer them.

O'Day was long and tiring but brought me a lot of joy, especially when I had genuine conversations with students about the Association. I said to one who asked about what it is like to have a role in the UTSSA that it is really rewarding to represent change on campus. I remember being at all the O'Week events in first-year and taking in as much information about university life as I could, and so I really tried to encourage that same hunger in the students I met.

Assistant Secretary Report

I have participated in a number of initiatives in my capacity as Assistant Secretary since my last report in January.

Firstly, and notably I attended the NUS President Summit in my capacity as Assistant Secretary in Melbourne. This was an exceptional opportunity to learn from experienced student unionist and learn about how UTSSA can assist the NUS in broader national campaigns which can help students across the country including students at UTS.

Secondly, I was present and contributed to a number of Executive meetings which largely dealt with budgets and other duties which are required of the Executive. I'm pleased to report that the executive have worked well together and have, in my opinion, shared visions for the future of council.

Thirdly, I assisted other council members and the Executive team at Oday, where I assisted in the distribution of student handbooks and giveaways. I believe that our efforts as a team were successful and we should be happy with the number of people who signed onto our mailing list. It was encouraging to see our collective office bearers and convenors on stalls bringing in the next generation of activists and concerned students.

Lastly, in the coming month I will begin to compile a policy booklet starting with an attempt to collect motions and policies moved this year and last year at council meetings and executive meetings. The challenges in this include finding the policies and minutes given that there are some missing from the website and as far as I'm aware no drive accessible to all members of council which contain copies of policies and minutes solely for the purpose of viewing and reference. I will be contacting fellow executives for assistance commencing the second week of March.

Wom*n's Officer Report

This February WoCo has been working very hard to promote ourselves, increase visibility and be active in our online spaces; regularly using our mailing list, updating our Facebook page and groups, and our Instagram. We have also been planning a lot of events, we held our second event of the year earlier this month which was another banner paint, to complete the banner of our logo which we started at the previous event, we had great turnout and even a new member came. We completed the banner while talking about ideas and plans for the year ahead, and organising O Day.

We also took the initiative to create an anonymous feedback survey which we have widely promoted, to give us a great idea of what our members want from the collective. We have received a lot of feedback which we will be using to shape events and meeting content from this point.

O Day was also a great success with 118 new member signups, we spoke to many new students, whom seemed very excited about our upcoming events and the collective itself, we are now in the process of following everyone up and adding details to our mailing list and database.

We have two events coming up next week: a welcome event, and we will also be attending the International Wom*n's Day march and celebrating together afterward; on top of those our regular weekly meetings will be starting on the 10th of March.

Welfare Officer Statement

Have you ever experienced this. You're in a rush. You're about to leave the house, you take your wallet and keys with you, but you can't seem to find your phone anywhere. So you look for it on your cabinet top, tear apart your bed sheets, and rummage through your drawers. Turns out, it was in your pocket the whole time.

UTS is a great university to study in, because there are plenty of services available to support students, but some students don't know where to look. Caseworkers are one of these great services that UTS Students Association provides. However, in casual conversations with caseworkers, they report increases in clients right around the end of the year, because that's when all students receive their academic exclusions. Academic Exclusions are hard to appeal, and if they knew about caseworkers before then, such things could've been prevented.

To combat this our experienced collective member Mehmet Musa suggested that we should run a 'Meet your Caseworkers' barbeque event in the week following O'Day, so that new students could become familiar with the Caseworker service earlier in their studying period. While I was on spiritual retreat for the past three weeks, the collective's newly appointed Convenor Fatma El-Gamal worked tirelessly to organise the event. In the future, our collective is committed to raise awareness of other services that students so desperately need, so that no student is left behind.

The Meet your Caseworker's BBQ will be held on Wednesday 6/03/2020 from 12-2pm. I hope you all can attend.

General Business Guidelines Motion

Preamble:

Currently the UTSSA SRC has no real guidelines about what can and cannot be moved in General Business. The SRC has had a long tradition of allowing general members to submit motions to the Secretary up to 24 hours before the SRC meeting. There is no point to submitting motions to the Secretary to view if the same motion can be moved without notice in General Business and undermines the requirements for notice in the Constitution. In many other bodies, the General Business section is often limited to discussion or follow ups for the next meeting.

Platform: Motions pertaining to big expenditure and UTSSA policy should not be moved in General Business.

Action point:

General business motions be limited to:

1. Motions to reimburse staff;
2. Collective reimbursements;
3. Discussion.

Vertigo Motion Budget

1.0 Our vision The 2020 Vertigo team believes in creating an engaging, inclusive and an environment that celebrates its students and their work. We hope to create a platform that encourages, elevated and inspires students to showcase their work and potentially, have their work as a part of a publication for their first time.

This year, we hope to engage and incorporate a larger percentage of UTS students spanning across all degrees. To make this a reality, we have incorporated more workshops and allocation to social media along with a deeper focus on VertigoTV. We hope that having a wide range of platforms will ensure we appeal to more people and cover all types of mediums.

This budget reflects our values and the necessary expenses to achieve these goals. The events and products outlined will help elevate Vertigo in 2020 by creating a high quality magazine and unique events. All expenses are relevant to the brand and help create an experience for UTS students.

2.0 Magazine 2.1 Why 6 volumes UTS has two compulsory teaching sessions comprising of the autumn and spring semesters. Hence, 6 volumes would be a balanced number of magazines to be produced annually. There would be a split 3 volumes per semester to ensure students are provided with engaging content and thus, the magazine will stay relevant in the eyes of the student body. This number has been used in previous years of Vertigo and has proven to be successful.

2.2 SOS Printing SOS printing has been involved in the printing processes with Vertigo since 2015. Their services have been highly recommended by the previous editorial team due to their experience, flexibility, price and fast paced service. SOS Printing has also worked with Queer Vertigo in the past, demonstrating that they are well versed in processes of printing and working with a student run publication. Furthermore, our team has been in contact with SOS Printing and were highly satisfied with their willingness to help, knowledge in technical aspect of printing and fast responses. The SOS office is located in Alexandria, which is located close to UTS grounds making them a convenient option too. Their turn around is 1-2 weeks to complete all printing, which is extremely fast. Based on all the benefits, SOS Printing is the best option for the UTS Vertigo 2020 team.

2.3 Paper type and quality 2020 Vertigo team hopes to provide the student body with a high quality, accessible and aesthetic magazine in which UTS students are proud to be published in. The paper type of a magazine reflects the overall quality and appeal of the brand, which we hope to upkeep this year. The brand image and overall magazine will determine if the student body will want to have their work published, thus paper quality should not be compromised. The team talked to Marlene at SOS who provided us with the most inexpensive paper type that will not compromise on quality.

2.4 Distribution Volume 1: 4000 copies We have chosen to print 4000 copies for our first issue as it is released on O'Day and based on previous years, is the most successful in distribution. The previous editorial team also printed 4000 copies which was proven to be successful as we don't have any extra copies of volume 1 left in our office. The team hopes to distribute 2000-2500 copies on O'Day, with the rest being distributed across the university on stands, for the students who were unable to attend O'Day. A larger number for issue 1 is necessary as it spreads awareness of the brand and allows for an increased interaction for the rest of the year.

Volume 2-6: 3000 copies For the remaining issues, we have allocated 3000 copies for each. Our vision for this year is to reach a larger portion of the student body and believe 3000 copies can accommodate this change. The 2019 team has printed 3000 copies and although there are some left over, we believe that by gaining more awareness and interaction amongst more degrees, we will be able to distribute more than the previous year.

3.0 Admin and Office Essentials 3.1 Vertigo Domain and Google Drive The Vertigo domain and Google Drive are used for storage of all documents so they can be shared amongst the team members. The domain gives us access to the current submission, admin and editorial inbox whilst also having emails that give access to students and administration personal. These are necessary expenses every month and have been used by all previous teams. Our Google Drive storage has had to be increased, since we have exceeded the free amount of storage.

3.2 Trolleys Due to the large quantity of magazines and the many stands that are spread across the campus, more trolleys are a necessity. They will allow for easier, quicker and safer distribution. With a team of 10 people, the distribution process is able to be dispersed if trolleys are bought.

4.0 Social Media Social media plays a huge role in reaching Vertigo's audience. Sponsored posts will enable us to reach both existing and new students, hence helping our vision of inclusivity flourish. Although organic social media growth is ideal, it is unlikely that the true potential is reached this way. Sponsored posts are also essential during our submission periods and for events. Moreover, the previous team used sponsored posts in social media and based on our insights, this has proven to have increased follower count and engagement incredibly. However, we have cut down our required budget for social media by half in comparison to last year.

We have allocated a minimal \$50 per volume which includes the promotion of our submission periods, events (e.g. launch and wrap party, workshops and open mic night), the library exhibition where separate submissions are required etc.

With a more prominent focus on building the brand with more engaging content such as VertigoTV, we hope to build an entire platform for more accessibility and participation. Vertigo is built from its students. The more students that are engaging with the Vertigo brand, the more variety we have in both our online content and the magazine.

5.0 Events Events are an important part of celebrating a new Vertigo team and spreading more awareness of the magazine. The launch and wrap parties are used to showcase a new team and our first contributors while the wrap party is essential in celebrating with our contributors and new students who have enjoyed the magazine. We will host these events at Freda's in Chippendale, which is a very close by and accessible option for events. Both the O'Day and Clubs day are UTS events which help the team interact with UTS students. We hope to distribute tote bags (already available). This also includes screen printing materials which we want to use to print our masthead on the tote bags and t-shirts. This is a cheaper alternative to ordering custom made items with our masthead. The open mic night allows students to have a platform to showcase their work amongst those who have similar interests. The incentive of food and drinks at each event are provided by us to attract a wider audience and are included in the budget. The info night allows us to connect with potentially new Vertigo team members, and inform them of the election process for Vertigo.

The pricing allocation for each event is given below.

6.0 Workshops Workshops are a great way to include a wider range of students to our events. We have decided to have a collage zine, 35mm film photography and comic workshop, suitable for beginners and anyone willing to join. This will give students an opportunity to learn a new skill that is relevant to Vertigo and the magazine. Providing students with free food and the relevant materials will ensure more involvement. These prices are subject to change based on the number of students wanting to attend.

7.0 Miscellaneous
7.1 Fonts Fonts are a crucial element for magazines to elevate their aesthetic and differentiate themselves from other publications. Over the years, the Vertigo magazine has relied on free fonts that have resulted in the visuals becoming standard and expected. Fonts are required to create a more exciting and appealing magazine, which aligns with our vision for 2020. We have based our allocation of \$1200 for fonts based on a 40% reduction of the 2019 budget, which was \$2000 for fonts, and the current purchases made for Volume 1 this year. Fonts can start at \$100 and reach up to \$500, therefore

their prices and the allocation for each volume can vary. However, based on the \$1200, we have an average of \$200 for each volume.

7.2 Colour Pre-proof Colour pre-proofs are necessary to ensure the magazine does not have any errors prior to printing high quantities of the final copy. The colour pre-proof allows both editors and designers to check if the magazine is legible and the colours are displayed correctly.

7.3 NEWS Media Conference The NEWS Media Conference is held annually in Melbourne. It is specifically made for editors and designers of tertiary student publications, hence will teach the team about how to manage the coming year. The event was highly recommended by the previous team.