

Minutes of the January Meeting of the UTSSA 27^h January 2020.

Attendance:

- Aidan O'Rourke (President)
- Erin Dalton (General Secretary)
- Camille Smith (Assistant General Secretary)
- Sabrine Yassine (Welfare Officer)
- Luna Manandhar (International Officer)
- Abdul Kandil (General Councillor)
- Eshna Gupta (Womens' Officer)
- Jared Turkington (General Councillor)
- Jeylan Riza (General Councillor)
- Juneyt Cihan (University Council Representative-Undergraduate)
- Lina Min (General Councillor)
- Melodie Grafton (Cultural Diversity Officer)
- Zebadiah Cruickshank (Indigenous Officer)
- Nick Allison (General Councillor)
- Peter Mumford (Postgraduate Officer)
- Ruby Smith (General Councillor)
- Hawa Mohammad (General Councillor)
- Mehmet Musa (General Councillor)
- Cal McKinley (Queer Collective Convenor)
- Damien Nguyen (Observer)
- Miles Carter (Observer)
- Christina Markovska (Staff)
- Biljana O'Connor (Staff)
- Evlin Dubose (Director of Student Publications)
- Angela Jin (Vertigo)
- Rachel Percival (Vertigo)

Agenda:

1. Opening of Meeting
 - 1.1. Election of Deputy Chair
 - 1.2. Acknowledgement of Country
 - 1.3. Attendance, Apologies and Proxies
 - 1.4. Declarations of Interest
2. Confirmation of Previous Minutes (Attached)
 - 2.1. Executive Business (Attached)
 3. Matters Arising from the Minutes
 - 3.1. Ratification of the Director of Student Publications
4. Correspondence
5. Office Bearers' Reports
 - 5.1. President
 - 5.2. General Secretary

- 5.3. Assistant General Secretary
- 5.4. Education Officer
- 5.5. Welfare Officer
- 5.6. Women's Officer
- 5.7. International Students' Officer
- 5.8. Indigenous Students' Officer
- 5.9. Postgraduate Students' Officer
- 5.10. Cultural Diversity Officer
- 5.11. Accessibility Officer
- 5.12. Queer Students' Officer
- 5.13. Environment Officer
- 6. Business Arising on Notice
 - 6.1. Operational and Procedural Business, Stipends and Reimbursements.
 - 6.1.1. Vertigo Business Case
 - 6.1.2. Vertigo Website Development
 - 6.1.3. Bylaw Changes (Attached)
 - 6.1.4. UTSSA Audit (Attached)
 - 6.1.5. UTSSA Policy Booklet (Attached)
 - 6.1.6. Enviro Collective Motions (Attached)
 - 6.2 Other Business on Notice
- 7. General Business
 - 7.1. Expressions of Interest for Finance and Policy Review Committees
- 8. Close of Meeting

Minutes:

1. Opening of Meeting

Meeting opened 6:36pm

1.1. Election of Deputy Chair

General Secretary elected as deputy chair unopposed.

1.2 Acknowledgement of Country

Delivered by Aidan.

1.3 Apologies and Proxies

4 apologies, Will, Roweena, Ellie, Ursula. Will proxies to Erin, who accepts, Roweena proxies to Melodie, who accepts, Ellie proxies to Camille, who accepts, and Ursula proxies to Sabine, who accepts.

1.4 Declarations of Interest

None

2. Confirmation of Previous Minutes

Minutes for the November SRC meeting and the Executive Meetings on the 17th of December and 19th of January tabled.

Motion to accept minutes of the previous meetings.

Moved: Erin

Seconded: Camille

Motion carried unanimously.

3. Matters Arising from the Minutes

3.1 Ratification of the DSP

Arising from December Executive Meeting. Evlin was elected as acting DSP, pending ratification by council.

Motion: To ratify Evlin Dubose as the Director of Student Publications.

Moved: Melodie

Seconded: Jeylan

Motion carried unanimously.

4. Correspondence

Aidan: Has received correspondence from NUS and CAPA. Firstly, from Zoe Ranganathan, National President of NUS, as an introduction as well as national report from NUS. Presidents' Summit will not be going ahead this year due to COVID, instead online version. CAPA, reaching out to establish relationships with President and Postgraduate Officer.

5. Office Bearers' Reports

5.1. President

Aidan: Summarises his report for council.

Motion: Accept report as read

Moved: Peter

Seconded: Nour

Motion carried unanimously.

5.2. General Secretary

Erin: Summarises their report for council. Suggests reports be accepted en bloc after all have been delivered.

5.3. Assistant General Secretary

Camille: Reads her report to council.

5.4. Education Officer

Procedural Motion: Reports of absent OBs be taken as read.

Moved: Erin

Seconded: Peter

Motion carried unanimously.

5.5. Welfare Officer

Sabrine: Summarises her report for council.

5.6. Women's Officer

Eshna: Reads her report to council.

5.7. International Students' Officer

Luna: Reads her report.

5.8. Indigenous Students' Officer

Zebadiah: Reads his report.

5.9. Postgraduate Students' Officer

Report not received.

Peter: Looking to set up a meeting with CAPA, wishes to re-engage with national peak body.

5.10. Cultural Diversity Officer

Melodie: Summarises her report for council.

5.11. Accessibility Officer

Position vacant.

5.12. Queer Students' Officer

Cal: Asks that report be taken as read.

5.13. Environment Officer

Report taken as read.

Motion: To accept all office-bearer reports en bloc.

Moved: Melodie

Seconded: Eshna

Motion carried unanimously.

6. Business Arising on Notice

6.1.1 Vertigo Business Case

Aidan: Purposes of Business Case is to present justification of Vertigo budget, as well as visions and plans for year.

Rachel: Outlines the business case to council, including desire to print Vertigo issues, since it is important for engagement. For online issues, proposes printing ~100 copies, to go to editorial team and contributors, for resume/interview purposes. Outlines Vertigo website quote process.

Nick: Were the themes meant to flow out of each other?

Rachel: Themes are stand-alone.

Eshna: Was talking to previous members of the WoCo regarding Women's Vertigo, will this be happening?

Rachel and Angela: Unaware of WoCo Vertigo edition, but happy to work with Eshna. Unsure as to logistics behind it.

Erin: Suggests tabling WoCo Vertigo discussion to next SRC meeting.

Motion: To accept the Vertigo Business Case.

Moved: Erin

Seconded: Sabrina

Motion carried unanimously.

Aidan: Vertigo has 3 budgets presented. Maximum, middle, minimal. Budget was attached to email. Recommends that minimum be accepted. Believes that minimal version is most appropriate, given costs to Association and direction of Executive.

Emlin: Asks what the differences are between each budget option.

Angela: Mid 5 volumes, min 4.

Aidan: Thinks minimal budget most closely matches direction that UTSSA should take.

Rachel: Asks question regarding 75k being not considered unreasonable as noted in Executive. Costs lower than previous years. Why not support maximum spend?

Aidan: Notes that budget costs exclude website redesign, UTSSA not prepared to print 2k copies of magazine when there are very limited number of students on campus considering wastage. By printing 1st edition gives kickstart to semester and fills stands, driving engagement.

Rachel: Issues 1 and 4 printed as per Exec, but potential re-evaluation for 5 and 6 clarification.

Aidan: Clarifies that 1 and 4 will be printed, with the possibility of 5 and 6 also being printed as per discussion in Exec.

Emlin: Thinks printing as many issues as possible within feasibility for UTSSA is very important. Drives new student engagement, publishing opportunities for contributors.

Miles: How can non-printed issues be better circulated to students?

Motion: That the proposed minimum spend be accepted as the 2021 Vertigo budget.

Moved: Erin

Seconded: Camille

Motion carried, Eshna abstained.

6.1.2 Vertigo Website Development

Aidan: Documents were sent with agenda. Current Vertigo website is broken and requires rebuilding. 3 quotes presented.

Jeylan: Are website maintenance costs considered over time?

Erin: Quotes should include maintenance costs.

Rachel: Summarises. Freelancers ~25k, maintenance cheap, Rachel likes them because of comparable experience in the past. Whitehat ~40k for scratch, ~20k for template. Rachel does not like them because maintenance is very expensive, based off Wordpress. Bigfish ~29-30k. Agency made UTSSA website. Trusted, maintenance 1k pa.

Biljana: Thinks Rachel's summary is broadly correct. If we go with Bigfish, hosting cost would be merged with that of the UTSSA site. Freelancer is cheap, but only reliant on 1 guy, also \$90 per hour for further work.

Erin: Website costs are large expenses which should last for several years, personally prefer Bigfish given efficiency and integration, as well as proven reliability.

Aidan: Agrees with Erin regarding Bigfish. Asks Biljana about her thoughts.

Biljana: Wordpress is potentially more likely to break down, therefore be less effective long term. Freelancers use JamStack CMS for their platform. Bigfish is proven already and we have agreements regarding allowable downtime etc already. Freelancers are unsure where server is hosted, which may be issue with UTS IT requirements. As such cannot capture student information in any way. Bigfish hosting is in Sydney, therefore NSW laws relevant, same as UTS.

Rachel: Thinks JamStack is fine to use. Concerns with Bigfish relate to content migration quote. Do not want the Vertigo team to have to migrate content across as time-consuming process.

Aidan: Because Bigfish is cheaper than Whitehat, and content migration is one-off, does not see issue paying for it.

Erin: Can Bigfish do content migration?

Biljana: Yes, they can. Does not believe that content migration is necessary. Vertigo would have to do training for site anyway, but since only a limited number of articles must be migrated.

Rachel: Happy with manually migrating if only ~10 pieces of content are being migrated. Does SRC have opinions?

Aidan: Thinks it is up to Vertigo.

Evlin: Suggests way more than 10 pieces, given networking opportunities etc, as students point to website. Suggests going back 2 years for migrated content.

Rachel: Thinks Evlin raised a good point.

Biljana: Suggests that site has been broken for a year or more, therefore simpler. May be cheaper.

Erin: Suggests approving Bigfish quote, as well as \$2800 upper spend for content migration.

Motion: Approve Bigfish quote, with 2.8k upper spend.

Moved: Erin

Seconded: Camille

Motion carried unanimously.

6.1.3 Bylaw Changes

Aidan: Reads motions as submitted. First motion that amendments are considered en bloc. Second that they be agreed to.

Procedural Motion: That A1-9 be considered en bloc.

Moved: Camille

Seconded: Melodie

Motion carried, Eshna abstained.

Mehmet: Asks regarding casual vacancies of President etc.

Aidan: Explains that there is a possible issue of cascading resignations in the current form.

Erin: No time limit on interim.

Aidan: An amendment would be welcome.

Amendment to A7: Insert "until either the By-Election is declared, or the term of office expires." before the end of the first sentence of section 5.5 – Amenable to mover.

Melodie: Question regarding A9 and Exec approval.

Aidan: Clarifies that this is in line with other by-laws.

Melodie: Asks if collectives have budgets? (Smart ass tone)

Aidan: Notes that by-laws already explain this.

Damien: Asks if UTSSA has current funding agreement.

Aidan: Notes that we currently do not.

Eshna: Is confused about how expenditure for Orientation.

Aidan: If you spend money for the Collective based on the minuted decisions of Collective meeting, and then spend that money, go to exec to ask for reimbursement, provide minutes of meeting approving expenditure, as well as receipts as proof.

Melodie: Asks when we will have a funding agreement.

Aidan: Will update SRC when we know when an agreement will likely be made.

Melodie: Asks for concrete timeline.

Aidan: Indicates this is typically middle of year, but that to provide a concrete timeline when there is none would be lying to council.

Melodie: Asks when exec meetings occur, asks if it is codified.

Aidan: Explains it is ad hoc, with 48 hours' notice and minimum of 3 members of the Executive present.

Melodie: Asks if the section of By-Laws will apply to SRC meetings as well as Executive Meetings.

Aidan: As per usual procedure, but for Exec these must be followed to a T.

Motion: That the amendments be adopted.

Moved: Erin

Seconded: Camille

Motion carried unanimously.

6.1.4 UTSSA Audit

Aidan: Audit happens every year. Ensures UTSSA is complying with bylaws and constitution, as well as financial summaries etc.

Motion: To approve the invoice for the 2020 Audit

Moved: Ruby

Seconded: Peter

Motion carried unanimously.

6.1.5 UTSSA Policy Booklet

Aidan: Provides context of policy book as a product of a motion from last year. Responsibility of Assistant General Secretary to update moving forward. Cover page and formatting will vary.

Motion: To accept the policy booklet, and to add a cover page

Moved: Camille

Seconded: Sabrina

Motion carried unanimously.

6.1.6 Enviro Collective Motions

Melodie: Has made amendments alongside Miles and Damien.

Erin: Points out that spending on food is not possible as per instructions from Activate.

Motion: \$40 promotional FNORD

Moved: Melodie

Seconded: Eshna

Motion carried unanimously.

Aidan: Notes that for next motion, food will be dropped. Asks why 30 posters?

Damien: Posters will be given to other stalls as well for further promotion.

Biljana: Ensure that UTSSA branding is prominent so that it is not confused with Activate. Brand guidelines indicate that all material should go through Aidan and/or Biljana for approval.

Aidan: This is motion to approve costs, but posters themselves must still be approved as clarification.

Motion: \$25 for posters only FNORD

Moved: Melodie

Seconded: Eshna

Motion carried unanimously.

Melodie: Last year Enviro had a great campaign distributing seeds to members. Thinks it's a great initiative.

Damien: Since we cannot do food, really good way to engage new signups. 100 bucks gets 30 students. Thinks it is exactly what Enviro is about.

Biljana: How are you capturing student details?

Damien: QR code leading to google form.

Biljana: That's fine, but website also.

Damien: 2 QR codes, 1 to website.

Aidan: Will send email later to all OBs with stall with clear instructions, as well as ideas. Biljana will send on Monday.

Motion: \$100 seeds motion FNORD

Moved: Melodie

Seconded: Ruby

Motion carried unanimously.

Aidan: Notes amended version, which is the one that will be considered. Amendments highlighted. Aidan has issues with Secretary having access to emails even if indirectly by Mailchimp. Secretary should not have membership lists full stop.

Melodie: Asks if anyone has experience with Mailchimp.

Damien: Both Rowena and Anna have access to Mailchimp now. Enviro happy to negotiate.

Erin: Clarifies that individual members cannot negotiate on behalf of the Collective.

Aidan: Further clarifies that council must agree and collective must then agree, else motion must be resubmitted.

Aidan: Issue with treasurer. Spending is a direct responsibility of Convenor. Cannot create an informal position handling spending which has a person not able to be held accountable.

Melodie: Intention of treasurer is to just track the progress of spending across budget.

Aidan: Understands this, but that is still the responsibility of the Convenor. Does not feel comfortable with the position at all.

Damien: If we agree to changes, but then later want treasurer, can it go back to council.

Aidan: Yes. Social media manager position looks fine but would want an amendment to require the Collective's authorisation alongside that of the OB and Convenor. Asks if authorisations from collective are per post or event or what.

Damien: Clarifies that person is authorised by the Collective for each event etc and delegated to a specific person.

Aidan: Happy with remaining 2 positions as written.

Motion: Informal positions, except that last dot point from Secretary struck out. Entire position of treasurer. Add (Provision regarding collective direction) to Social media. FNORD

Moved: Melodie

Seconded: Erin

Motion carried unanimously.

7. General Business

7.1 Expressions of Interest for Finance and Policy Review Committees

Aidan: Expressions of interest are required for Finance Committee and Policy Review Committee. If interested, send email to Aidan or Erin for more information. Next meeting will contain elections for both committees. Finance Committee works with General Secretary on draft budget and finances. Policy review committee looks at policy, bylaws, regs, submits to council to consider these policies. Both are 3 general members.

Erin: Rebranding of UTS Student Legal Service to UTSSA Legal Service.

Procedural Motion: To discuss this item in General Business.

Moved: Erin

Seconded: Eshna

Motion carried.

Aidan: Motion is to rebrand service to feature UTSSA, considering we pay for service and it is not clear to others. Motion will also include costs.

Biljana: Total content is 1500-2000, some of which would have been incurred anyway in terms of Oday printing etc.

Motion: That the UTS Student Legal Service be rebranded to the UTSSA Legal Service, and an upper spending limit of \$2000 for associated costs be approved.

Moved: Erin

Seconded: Peter

Motion carried unanimously.

Eshna: When will Handover day be done?

Aidan: Now that Invasion Day, Handbook etc are largely done, some time in Feb, ideally in person. If it needs to be a couple of sessions, should be possible to facilitate. Handover day will explain

information regarding how to run collectives, governance frameworks etc, skill and knowledge sharing. OBs will be emailed regarding availabilities. Preferably before O-Day, but if issues, then will be after.

Melodie: Wants to help organise alongside executive.

Aidan: Executive will discuss, then Melodie may be brought in.

Peter: Asks about in person SRC meetings.

Erin: Ideally soon, but Room 318 has limited capacity etc, will do ASAP when restrictions permit. Keeping an eye on the situation, and hybrid meetings may be possible sooner. Will keep council updated.

8. Close of Meeting

Meeting closed 8:45pm