



**2016 S.A. General Committee Meeting  
The Loft Meeting Room  
Monday 7<sup>th</sup> November 2015**

**Present:** Ashely Carvalho, Remi Rodari, Ana Ferreira Manhoso, Monique Ryan, Derek Nguyen, Daniel Ta, Rebecca Smith, Gagan Singh, Macy Gregson, Darcy Harwood, Ashani Jeyadevan, Esther Power, Ashwin Rajendra and Seth Wolff.

**Apology:** Jodilee Tangarorang, Madison Boot, and Aidian Woodthorpe.

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## Opening

Ashley opened the General meeting of the Student Association at 1.29pm

## Agenda Items

### **1. Passing of last minutes**

Ashley motions to pass the minutes.

Darcy seconds this motion.

The motion is unanimously approved and passed.

### **2. Paper 1: Club Affiliation Requests**

Ashley proposes that we look at the following applications.

Ashley states that normally Derek (Clubs Director) would present any club affiliation requests however due to Derek being elected only last week and hence being unfamiliar with the process, Ashley will present these applications.

#### **2.1 Res Life ROOS Application**

Ashley reads out the application to the council.

Ashley opens a discussion to the council by saying that any club is good for the Student Association and that this club seems to be catered to the students who would be open to more events than usual. For example, the student residences. Rebecca follows this by saying that she thinks it is a great idea.

Rebecca motions to accept the application.

Remi seconds this motion.

The motion is unanimously approved and passed and so the application will be forwarded to Student Services.

## **2.2 MindHive Application**

Ashley reads out the application to the council.

After mention of the funding requests, Gagan clarifies that they are not necessarily applying for this funding directly from the Student Association. Ashley follows from this and notes that if the application is passed, the council can adjust the funding for this club and factor it into the grant.

Monique, Daniel, Ashwin & Gagan leave the room for the duration of the council discussion/debate.

Ashley opens the discussion by saying that she thinks it is a great idea.

Esther questions the motive behind them being a club because they executed similar events last year without being a club. Ashley responds by saying that being a club would mean they would receive \$500 from the Student Association which would help them.

Esther agrees. Darcy asks how they will raise their money (if they are only given \$500, granted that their funding application requests \$2020). Ashley states that fundraising is up to them as a club, and that only \$500 is given to all clubs. Remi follows this by giving PAANDA as an example of a club that consumes a lot of campus life and space by their own fundraising and charges for events, and so Remi questions how MindHive would be able to financially sustain themselves as a club without any additional funding as he fears that if they are granted additional funding through factoring their requests into the grant, existing active clubs such as PAANDA will be at a disadvantage. Remi follows on from this to say that he feels as though their application is requesting a significant amount of funding for what just seems like a collection of ideas. Ashley responds to this by saying that this meeting is only approving the affiliation of the club, and not the funding requests. Rebecca states that the club seems to serve as an extension to mental health week. Esther and Ashley expand on how the club could provide potential help with events and promotion of mental health week, and how the affiliation would be a good idea. Derek suggests that the funding consideration should be taken and discussed separately, following their affiliation. Remi states that he is resistant to give his approval for the affiliation if there is a possibility of any rejection or question of the Student Association grant from the university, if it includes their funding request. Ashley states she understands his statement and follows it by reiterating that they are only entitled to \$500 from the Student Association, along with every other club, and they will most likely have to fundraise the rest of their money themselves.

Esther motions to accept this application.

Seth seconds this motion.

The motion is unanimously approved and passed and so the application will be forwarded to Student Services.

## **3. Paper 3: Discount Program Consideration by Vice President**

Remi opens this discussion by informing the council that the discount program commenced last year (last term of office, 2015). He goes on to state that the Student Association has been invited to join and combine with the discount programs from other universities across WA (UWA Murdoch ECU & Curtin etc). Remi states that they would like us to participate in their program, and so Remi's motion is to consider and approve this combination.

Esther asks for clarification that the other university discount program lists are larger than ours. Remi confirms this clarification, he goes on to state that there is a sign up sheet online for their program, however if this motion is passed, we as a council will learn about it in further detail during tomorrow's retreat day. Remi briefly explains the discount program

initiation process within UWA as an example for everyone's understanding. It is estimated that there will be about 70,000 students participating in the joined program across all universities. Ashley states that we have to bear in mind that Notre Dame estimated approximately 1000 students to join the program however we got 200. Esther and Rebecca state that the program needs to be marketed better and the list of businesses needs to be more accessible to students.

Remi states that this agreement will enhance our relationship with other universities and a benefit of this will be better marketing. Rebecca asks for clarification that the multiple discount programs will coexist, Ashley responds by stating that they will not coexist, it will be one discount program. Remi says it is important that we acknowledge that other universities value our discount program enough to negotiate the combination of it to theirs. Gagan asks how much they charge for their program. Remi follows with this response; because technically all Notre Dame students are automatically a part of the Student Association, we would charge a premium of \$20.00. Remi explains that this premium is still covering our costs. Other university students do receive their discounts for free, so there might be contractual issues when we get into further negotiation, so if we aren't able to charge for discount program then we may not be able to consider the offer, unless we can decide if we're willing to allow the program to be free of charge for Notre Dame students too. There are no costs that need to be covered for the Student Association, the premium was purely for revenue purposes. Ashley asks the council if they are okay with giving the discount program to students for free. Esther says it would be better if they paid as the students might then feel more obliged to use the program and its benefits. Ashani suggests that we make it cheaper, Ashley responds by saying that she thinks \$20 is an acceptable amount due to the discounts that members receive from Student Association events. Remi reiterates that there are no costs (excluding advertisement printing) that need to be covered, so he would be happy to give the program to students free of charge, but we can also include a premium membership where students are charged for those discounts plus Student Association event discounts. Derek suggests that we need to heavily look at marketing for this program if it is to proceed. Ashley agrees. Ashley states that she thinks it is irrelevant how much we charge the students, the debate lies on whether or not we should charge students at all.

Remi motions to approve this negotiation.

Esther seconds this motion.

The motion is approved unanimously and passed. Ashley states that we will be discussing the program tomorrow in further detail.

#### **4. Paper 2: Cert IV in Work Skills by AIT Transfer by Academic Director**

Monique opens her discussion by reading through her proposition. Monique emphasises that it is a nationally accredited certification, and it is beneficial for students with no work experience. Monique runs through the costs as outlined in her paper. She emphasises that the Student Association will receive a 20% portion of each payment.

Initially Monique states that the costs are too high and she realizes they are not affordable for our students, so she asks the council if a reasonable cost can be discussed or reached between us, so she can then return to the AIT for further negotiation. Ashley reiterates the benefits of the program, but agrees that the high costs are the issue. Monique agrees with Ashley. Ashley states that we have to look at both a) what price people are willing to pay and b) If it is possible to receive enough student engagement to begin with.

This program would run during semester two, so we would need heavy marketing - Ashley asks the council if they think we could recruit 20-30 students in order for the program to be

able to run, and the council is hesitant. They compare recruitment numbers with other club events and programs. Monique states that this program could provide potential for students that are not studying for their ultimate career path, who are not sure about what they want to do. Ashley says she thinks everyone agrees that would be good to have it at University, however the lack of student engagement would impede its success. Ashley then proceeds a discussion on what an acceptable price would look like. Monique states that she was told the costs might be subsidised by the program however we would need to approve it before knowing if and how this would happen. Ashley states that \$800 per unit is reasonable if it was to run in future years, where we could guarantee better student engagement.

Monique motions to consider the offer.

At the end of discussion the council decides not to pursue any future negotiations with the AIT in regards to this offer, Monique to contact them about this.

Remi leaves at 1.55pm

### **5. Endorse Remi & Ana onto the National Student Board**

Ashley explains what the National Student Board is to the council. Ashley has nominated Remi and Ana to be the two student representatives on the board.

Ashley motions the endorsement.

Rebecca seconds this motion.

The motion is approved unanimously and passed.

### **6. Endorse two student representatives to the Student Affairs Committee at Notre Dame**

Ashley explains what the Student Affairs Committee is to the council, she then opens the floor for nominations. Ashley states student space is a topic that is always discussed within this committee, and so she strongly suggests that Gagan nominates himself as the Environmental director, to be on this board.

Ana nominates herself.

Darcy nominates herself.

Gagan nominates himself.

Ashley finalises the endorsement by saying all nominations are approved. (Ashley and Remi are automatically a part of the Student Affairs Committee.

### **7. Assignment of sub-portfolio council members**

Ashley goes through each portfolio role and gauges interest. Ashley then proceeds to assign the following General Council Members to portfolios:

Events – Madison Boot

Academic – Aidan Woodthorpe

Environment – Ashwin Rajendra

Publicity – Ashani Jeyadevan

Sport – Seth Wolff

Welfare – Esther Power

Ashley states that essentially, when times are busy for the association, this arrangement is so the portfolio holders have that council member for support. However those General Council Members are still entitled to help and be involved in any aspect of the Student Association council. We will be emailing all the sub committees out to all students to gauge interest in involvement within each portfolio. Ashley states once we have done that, each sub-committee should be having their own meetings at least once or twice a semester. Ashley to send emails.

## Closing

Ashley Carvalho closed the meeting at 2.08pm

## General Meeting Papers

Certificate IV in Work Skills by Australian Institute of Technology Transfer

**Paper submitted by: Monique Ryan**

The council is asked to endorse the following recommendation:

To consider the offer by the Australian Institute of Technology Transfer to propose Certificate IV in Working Skills for Notre Dame students.

### Background:

The Australian Institute of Technology Transfer (AITT) has offered Notre Dame University students a discounted Certificate IV course in Working Skills for Career Enhancement and Management, which is nationally accredited. It is aimed at providing workplace experience and skills for students through a number of different training sessions in a semester.

### Modules:

The course is separated into three modules over a semester that take two days each to complete. The modules have four particular training topics each that are covered. Upon completion of every module, the student is awarded a nationally accredited certificate. Students can elect to choose certain modules but will be given a certification of completion rather than the accredited Certificate IV.

### Cost:

SINGLE DISCOUNT MODULE COST (p/p)	TOTAL FEE (per person)	DISCOUNTED OFFER FOR NOTRE DAME	REFERRAL FEE FOR STUDENT ASSOCIATION
\$450	\$1 500	\$1 250	\$250

The proposed discounted cost by the AITT for Notre Dame students and the 20% portion of the payment given to the Student Association. Students do not have to complete all three modules and can pay the amount over three payments.

From the previous meeting with the AITT, however, the cost was agreed to be unrealistic for university students. An affordable fee has been asked to be discussed.



## **General Meeting Papers**

Agenda Item title: Club affiliation requests

**Paper submitted by: Ashley Carvalho on behalf of Derek Nguyen**

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To be discussed: whether the Student Association

### **Background:**

The Student Association, as per the 2015 Club Guideline (the 2016 Council is yet to have passed a 2016 Club Guideline and so we are using the 2015 guideline) is required to consider applications for Club affiliation on campus.

### **Subheading 1: MindHive application**

- The application is attached

### **Subheading 2: Res Life ROOS application**

- The application is attached



**Proposed club/society/association name:**

MindHive

**Primary applicant:** Gagandeep Singh

**Phone:** 0411 951 914

**Email:** 20141215@my.nd.edu.au

**Supporting applicant:** Monique Ryan

**Phone:** 0449 859 897

**Email:** 20141079@my.nd.edu.au

**Type of club:**

- School based
- **Special interest ✓**

**Purpose and objectives:** The purpose of our club is to function as a network of students that promote mental health and wellbeing. We will act to advocate, inform and educate students on the accessibility of appropriate university, local and national resources. Our objective is to connect student across all schools to reduce mental health stigma and promote a positive perception within the Notre Dame Community. We are also looking for an opportunity to promote current university support services such as counselling, volunteer network, sport and recreation, campus ministry as well as other clubs and societies.

**Description of planned events and activities:**

We hope to run A program that run regularly as an interactive platform to provide opportunities for students to engage and discuss various mental health topics. Within this we hope to host events and activities that promote healthy living and wellbeing (Mindfulness session, yoga, therapy dogs, music and art). Each event will focus on a particular aspect of mental health and wellbeing.

**Anticipated funding or costing requirements for the establishment and operation of club (if applicable):**

The running of the events for appropriate promotional materials, activities and catering will cost \$70 a week. This will come to \$1820 for the 26 weeks of the



## Affiliation Application

university year. We would also like an initial start up cost of \$200 for a banner, advertising material and a stand for O'Day. The total amount we are applying for is \$2020 for the year.

### **Projected membership:**

There is no membership cost, and this club is open and available to all students

We are looking at a membership of initially 30-50, but hopefully this will expand as the year continues.

### **Proposed Executive:**

President: Gagandeep Singh

Telephone number: 0411 951 914

Email address: 20141215@my.nd.edu.au

Student number: 20141215

Vice President: Daniel Ta

Telephone number: 0424 202 128

Email address: [daniel.ta1@my.nd.edu.au](mailto:daniel.ta1@my.nd.edu.au)

Student number: 20141208

Secretary: Ashwin Rajendra

Telephone number: 0434930754

Email address: [20140252@my.nd.edu.au](mailto:20140252@my.nd.edu.au)

Student number: 20150252

Treasurer: Megan Sanderson

Telephone number: 0438986145

Email address: [megan\\_sanderson@live.com](mailto:megan_sanderson@live.com)

Student number: 20090876

By signing this application for affiliation, I am undertaking that the (insert name of club) will reflect the Objectives of the University and abide by the General Regulations of the University of Notre Dame Australia, the procedures as stated in the Club Guidelines and all Student Association regulations and requirements.

Failure to adhere to any of these will result in disbandment of the club by the Student Association.



Gagandeep Singh

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Affiliation applicant

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Student Association President

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University representative

## Res Life ROOS (Representation of our Students)

### Mission Statement

We are founded upon the ideals of being a voice, to elevate community involvement, and to build relationships with residential students through events.

### Values

We are an association with integrity in our leadership and advocacy. We value being an open place where people can bring their concerns. We are a resource to plan events, build relationships through participation and enjoyment, and to promote community spirit. We strive to have good communication and cooperation with other university programs and leaders.

### Strategy

Our short term vision is to focus our efforts on the residents who live on campus at Notre Dame, Fremantle to make their experience at the university more valuable and memorable. Our long term vision is to build a reputation for the Res Life ROOS as being a program that involves the residents and plays an integral part of the University of Notre Dame, Fremantle. Our objectives are to host at least two small events and one large event each semester. We would provide an opportunity for residents to give feedback and ideas and see changes implemented to Res Life.



**Proposed association name:** Res Life ROOS (Representation Of Our Students)

**Primary applicant:** Ashley Wilson

**Phone:** 0467256729

**Email:** 20150852@my.nd.edu.au

**Supporting applicant:** Chelsae Currie

**Phone:** 0894330106

**Email:** Chelsae.Currie@nd.edu.au

**Type of club:** interest based

**Purpose and objectives:** We are founded upon the ideals of being a voice, to elevate community involvement and to build relationships with residential students.

**Description of planned events and activities and anticipated funding or costing requirements for the establishment and operation of club (if applicable):**

Ice cream crawls: get ice cream and topping at each residence hall

- Vanilla ice cream (3x 4L tubs) \$4.19 each
- Chocolate ice cream (5x 2L tubs) \$4.00 each
- Sorbet (1x 1L tub) \$4.70 each
- Carmel, chocolate, strawberry, butterscotch sauces (2x each flavour) \$2.92 each
- Sprinkles 2x \$5.05
- Crushed Oreos 2x \$2.97
- Crushed peanuts 1x \$3.30
- Chocolate chips 2x \$4.61
- Whip cream 3x \$4.00
- Cherries 2x \$4.00
- Grand Total cost: \$109.19



Beach BBQ: have lunch at the beach

- Sausages 5x \$7.00
- Potato chips 5x \$2.50
- Pretzels 3x \$2.80
- Tomato sauce 2x \$1.50
- BBQ sauce 2x \$1.50
- Mustard sauce 2x \$3.00
- Grand Total cost: \$67.90

**Projected membership:** All on campus Residents

**Proposed Executive:**

President: Ashley Wilson

Telephone number: 0467256729

Email address: 20150852@my.nd.edu.au

Student number: 20150852

Vice President: Makena Strand

Telephone number: 0420752443

Email address: 20153680@my.nd.edu.au

Student number: 20153680

Secretary: Teagan Dallimore

Telephone number: 0478076878

Email address: 20150869@my.nd.edu.au

Student number: 20150869

Treasurer: McKenzie Ervin

Telephone number: N/A

Email address: 20153666@my.nd.edu.au

Student number: 20153666



By signing this application for affiliation, I am undertaking that the Res Life ROOS will reflect the Objectives of the University and abide by the General Regulations of the University of Notre Dame Australia, the procedures as stated in the Club Guidelines and all Student Association regulations and requirements.

Failure to adhere to any of these will result in disbandment of the club by the Student Association.

Ashley Wilson

25-09-2015

Affiliation applicant

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Student Association President

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University representative