



General Council Meeting

ND42 John Paul II Meeting Room

19 Feb 2020

Minutes written by David Stokes

Attending

Olivia Trahair (President)

Maneesh Kelly (Vice-President)

Thomas Desmond (Treasurer)

Grace Cuddihy (Clubs Committee Chair)

Saheb Aneja (Ordinary Council Member)

Erin Basile (Ordinary Council Member)

Liam Martin (Welfare Director)

Georgia Collie (Proxy)

Jarvys McQueen-Mason (Proxy)

Attending via proxy

Stephen Beirouti (Events Director)

Thomas Desmond (Treasurer)

Apology

Skye Huggins (Assist Director)

Joshua Scardina (Sport & Health Director)

Umberto Gargaro (Academic Committee Chair)

Absent



Opening

Olivia opened the General Council Meeting of the Notre Dame Student Association on 19 February 2020 at 6:12PM.

Agenda Items

1) Acknowledgment of Country/Silent Reflection

Olivia reads through the acknowledgment of country. The Council observes a 30 second silent reflection.

2) Passing of last meeting's minutes

Motion		
<i>To approve the minutes from 6 February 2020 as an accurate representation of what occurred at that meeting.</i>	Moved: Olivia Seconded: Grace	In favour: 7 Against: None Abstentions: Georgia, Tash.
The motion is passed.		

3) Proxies/Apologies

Motion		
<i>To accept the apologies of Skye Huggins, Josh Scardina and Umberto Gargaro.</i>	Moved: Olivia Seconded: Maneesh	In favour: All Against: None Abstentions: None
The motion is passed.		

Motion		
<i>To approve Georgia Collie and Jarvys McQueen-Mason as proxies.</i>	Moved: Olivia Seconded: Charlotte	In favour: All Against: None Abstentions: None
The motion is passed.		



4) President's Update

i. O-Week debrief

Olivia thought that the parade was one of the most successful, saying the route allowed people to see enough of Fremantle whilst still being short enough given the heat.

There were issues with visibility of the crowd given the use of banners but that was quickly solved by using less banners and holding them lower. The starting and finishing points made the parade easy to set up,

When scheduling the music we didn't think about whether the biggest act should be at the beginning or the end. The start could be the best so that the music starts off strong, but also in the middle would mean that the most people were there. This could be affected by what time the actual festival starts, maybe start it a bit later. Also maybe provide shade for onlookers of the music to improve comfort (umbrellas, sails etc.) but keep obscuring the vision in mind. Performance by students during the highest traffic does however promote student engagement.

The keep cups were a massive success and seeing them around uni is beneficial. Should we order more? The fact that they disappeared so quickly and were so popular could support the idea of buying more. We should make the distinction between cups that are for students and those that are for staff. On one hand not giving staff the free keep cups makes sense as we are a student association, but also staff are part of our relationship with the uni. Maybe have more restriction to staff having them, maybe for a small price or less frequently. Having more would allow for giveaways throughout the year. They create a large volume of traction on social media.

Whilst the marquees were great for shade, they did obstruct the walkway significantly. However the use of them meant there was no heatstroke incidents, allowed students to interact more with clubs and other stalls by way of gaining shade. The stall-occupants were definitely grateful for the shade as were the students when they were chatting with them. Pushing them back further onto the curb is an option as long as the walkways are not completely obstructed.

Whilst the free food promoted a huge amount of engagement, we needed more to individually talk to students about regarding individual departments. More engagement from councillors regarding what to present to students as they passed the stall would have allowed for more individualised conversation to occur with students and increase engagement. More signage was definitely needed to promote multiple aspects of the stall. Maybe having time-specific allocations of the stall to



allow there to be more specific councillors on-call to discuss that aspect with students. Maybe having all of the NDSA in one area/table to allow all councillors in the same area but being able to fit would be a problem. Discussion to the uni to redirect traffic to different areas could be beneficial. Maybe some representation of what the NDSA is on a large poster or something similar to avoid the question 'what is the NDSA?' Signage on the whole for the day was below average.

Having the festival over three days was definitely conducive to student engagement, as the events were more spread out and allowed for councillors to be more energetic when they're there. It also allowed the uni to put more on for the three days. But the three-day format does allow for higher attendance as people are more likely to be free for three days as opposed to five.

Tash noted that from an environmental standpoint we should be wary of printing off a lot of flyers for signage and advertising. More bins and hydration stations would really promote student engagement and wellbeing on the day especially given the heat at that time of year. There was also a large volume of plastic cups scattered on the ground around the uni from the distribution of drinks from other uni departments which was disheartening. The cost factor of using different cups would need to be assessed.

Grace exits at 6:50PM

ii. SES Staff Member

As-read.

iii. City of Fremantle Meeting

Contact with the Council regarding the Sustainability Fair should be made. Remainder as-read.

iv. Student Affairs Committee

As-read.

5) Vice-President's Update

i. O-Week Debrief

As-read.

ii. Meeting with Student Services



Student services would like us to share and promote their corona-virus-related information on social media etc.

Grace re-enters at 6:52PM.

We have been asked to go around and give talks to first year classes in place of Student Services regarding university information for the NDSA-portion of the talk. The floor is open to any councillor(s) who is available or keen to participate in this. Grace was approached for her history and archaeology schools, but we will send out schedules and timetables to the council to gauge interest. The more variety in councillors speaking the better.

iii. Transition survey

Students are being asked by the university to complete a transition survey to see how students are feeling about their transition from high school to university and have been asked to promote it and handle giveaways.

6) Secretary's Update

i. Council Meeting Procedure

Constitutional requirements regarding attendance are that all councillors are permitted to miss five meetings in total during their term, two of which can be an apology or absence, three of which must be proxy. Some councillors are approaching their limit already.

When unable to attend meetings, the proper documentation must be sent through. Even if there are no updates to be given, a 'no update' agenda item should still be permitted. Additionally, responding to outlook calendar invites simplifies the process.

ii. Device-free meetings

Beyond reading along with the agenda, device use should be at a minimum during council meetings to ensure proper engagement with the meeting's content. Ideas to combat this could include going with printed agendas, but for obvious environmental reasons this is not ideal. However engagement would improve.

Another idea could be projecting the agenda onto a screen for the council to see.

7) Environment Director's Update

i. Prindiville Hall Developments



Prindi hall requires more cloths in the kitchen. Two options would be a paper towel dispenser or cloths that can be washed. Another option is chucks, as the cleaning of tea-towels and cloths etc. would be very difficult to get regularly cleaned.

JARVYS exits at 7:04PM.

If we make sure there are chucks always in the kitchen, we could have a poster saying 'is this chuck gross? Chuck it!'

Student response to the bio-pak cutlery has been really positive, but there is some student confusion regarding where the find replacements.

Some small succulents could be purchased from Piccolo's in Fremantle to brighten up areas of Prindiville. However the Environment budget needs to be monitored closely.

JARVYS re-enters at 7:06PM.

Having a bookshelf in Prindiville for books and boardgames. We could buy one but could also move bookshelves even from councillors' houses. Callouts can be put out to gather interest and/or donations from students.

An idea for activities in Prindiville could be having options for students to propagate their own plants in pots with cut-offs and seedlings. Grace and Tash can work together to make this happen.

To replenish blankets and cushions then op-shops can be visited. There are a number in Fremantle near each other that can be browsed. One concern would be hygiene and cleaning.

The photo-board in Prindi can be updated with photos that have been printed already. OCM's and Environment can co-ordinate to figure out a day when them and maybe other councillors can help put them up.

The exercise and sport science laboratories will be approached in a meeting with Olivia regarding their use of plastic cups to transition to paper.

8) Welfare Committee Chair's Update

i. Wellness Week preparations

Meetings have been set up with Campus Ministry and Student Services and both are very eager to get into their commitments. Counselling was eager to pay for a coffee



cart to come into uni at their own expense, with vouchers being given out upon engagement with counselling staff.

Clubs have been met with regarding the Clubs Fair on Wednesday.

Wednesday Wellness Week festival could also include live music which would be the main attraction.

Liam is reluctant to hire a petting zoo, but perhaps having RSPCA dogs to come down could be a better idea. There are services that bring down animals that need to be loved and are up for adoption, which Grace suggested have gone really well before. The council as a whole are happy to spend more money to have a more morally sound attraction for wellness week.

Having live music in Prindi would also be popular with students if it was relaxing and suited the atmosphere of the day. Having study abroad students engage actively with the welfare department has been really promising and rewarding.

The happy hour event went well. Liam met with students from international orientation and student services representatives for lunch. Lots of study abroad students engaged well with NDSA. Liam did have an impromptu speech to give at the event.

Liam's meeting with Tom Gourlay was productive and they expressed eagerness to engage with NDSA and Wellness Week.

The meeting with Andrew Duirs from Counselling was constructive and he expressed eagerness to be involved with NDSA, wellness week and other events.

ii. **Mental First Aid Training**

There will be a mental first aid training day for new councillors and committee-members to take, with up to twenty people being able to take the course. The date will be confirmed at a later date.

9) Sport & Health Director's Update

As-read.

10) OCM's Update

As-read.

11) Clubs Director's Update



i. Feedback from Clubs regarding O-Week

The feedback from the Clubs was very positive regarding O-Week, with comments made regarding the shade provided, the overall teamwork, engagement, physical help in setup and the atmosphere of the day.

ii. Feedback from West End regarding audio

The performance on O-Week was late but also the treatment of the West End society performing on the day was quite patronising and unpleasant, discouraging the performers. Discussion can occur with Student Services as well as from West End to hopefully make some positive changes for a future event. We could look at hiring different companies.

The shade for the stage was also set up in a non-conducive manner for performers.

iii. Workspace Applications

A number of workspace applications have also been received by Grace to be discussed for passing now.

Liam exits at 7:36PM.

Liam re-enters at 7:39PM.

There are four applications received for workspaces in the clubs space. Applications have been received from Young Christian Workers, Bible Fellowship, Club 46 and Teach Learn Grow. There are around seven spaces left, and not all clubs have applied for a space yet. Teach Learn Grow's Application had difficulties with distribution so passing their space is adjourned until next week. Film Society are expected to be applying soon but have not as of yet. The workspace allocation is on a first-in-best dressed basis unless there are problems with the applications.

Grace noted that Club 46 have not had a workspace before, and their new President is very enthusiastic and active in the role. There were no issues amongst councillors for the allocation of three workspaces.

Motion		
<i>To allocate a workspace for Young Christian Workers in Prindiville Hall.</i>	Moved: Grace Seconded: Natasha	In favour: All Against: None Abstentions: None.
The motion is passed.		



Motion		
<i>To allocate a workspace to Bible Fellowship in Prindiville Hall.</i>	Moved: Grace Seconded: Jarvys	In favour: All Against: None Abstentions: None.
The motion is passed.		

Motion		
<i>To allocate a workspace to Club 46 in Prindiville Hall.</i>	Moved: Grace Seconded: Maneesh	In favour: All Against: None Abstentions: None.
The motion is passed.		

12) Events Director's Update

The event was a success, but a better DJ and fewer seats would have promoted more standing interaction between students.

The event ran at a \$1900 loss (approximately), which was higher than usual but the event was very successful at roughly 150 attendees.

13) General Business

Chucks can be acquired at \$10/roll (of 60) or \$24/roll (of 60) for biodegradable ones. Whilst biodegradable is desirable, the expense is probably not worth it given we are already going up from paper towels.

NDSA has received an email regarding Multicultural Market, asking for expressions of interest from councillors and anyone else. This is something that OCM's could handle and help arrange. It would happen on Wednesday 18th March.

Shopping for the office will be delayed for this week due to availabilities.

Many thanks to Liam and Tom for cleaning the office space on behalf of everyone. Cleaning the space is something all councillors can do in their spare time in the office.

Closing

Liv officially closes the general council meeting at 7:50PM.



Confirmation of Minutes:

By signing below I, OLIVIA TRAHAIR, confirm that these minutes are a correct and accurate reflection of the meeting dated 19/02/2020.



Signed: Olivia Trahair, President