



**2016 S.A. General Committee Meeting
The Loft Meeting Room
3rd June 2016**

Present: Ashely Carvalho, Remi Rodari, Ana Ferreira Manhoso, Jodilee Tangarorang, Madison Boot, Seth Wolff, Daniel Ta, Ashani Jeyadevan, Ashwin Rajendra, Esther Power, Macy Gregson, Darcy Harwood.

Apology: Gagan Singh, Monique Ryan, Derek Nguyen

Absent: Tom Anderson-King, Aidan Woodthorpe.

Opening

Ashley opened the General meeting of the Student Association at 9.31am

Agenda Items

1. Passing of last minutes

Daniel puts forward the motion to approve last meetings minutes. Seth seconds this motion, the motion is passed and the minutes have been approved.

2. Approving proxies

Ana states that there are no proxies to be declared or approved.

Darcy arrives 9.34am

3. Paper 1: Club Affiliation Application by President

Ashley introduces this club affiliation application for the students of liberty. Ashley reads out the application as outlined in her paper. Ashley has asked them to consult the liberal party club in regards to any potential clashes of constitution, they have responded by saying that they do not want to be exclusive to the Liberal political club, but that their club will be more based on a forum of values and opinion. The council states that this club seems like a very specific and particular

special interest. Ashley reiterates that it is not a political based party. The council unanimously approves the affiliation of this club. Ashley will ask for some more information before sending the application to Student Services, including more information and stating how they're different from the liberal club.

4. Paper 2: Admissions System Reflection by President

Ashley explains the admissions system agenda that was raised at the last National Student Board meeting with Ana and Remi. She explains that they are having to move towards a ranking system due to the influx of applicants at Notre Dame. Ashley asks the council about any positive or negative experiences that they have had in their interviews when enrolling to the university. Madison states that she thought it was great that she was interviewed by the dean of the school, and she loves that students are friends with their lectures and tutors, and it is what makes Notre Dame different to other universities. She states that the increase of student population this semester was definitely felt by the current students. Council members state that we do not want to become elitist; therefore we do not want to increase our ATAR or academic cut off, so we still think interviews should be more important. Darcy states that the overall strength of Notre Dame is that they see a person as a whole not just academically; she believes it should stay that way.

5. Paper 3: Clubs Party Reflection by Events Director

Darcy asks the council to reflect on the event. Ashley suggests that we should try and organise it when Student Association council members are available. The law awards night was on the same night so we missed out on having their association present. That week was very assessment heavy so Ashani suggests making the event earlier. Ashley suggests that we check in with general timetabling and assignment loads for the club students, in future. The venue was great, timing was great and the food and drinks were great. Madison suggests hosting the event after exams; council members think that most students will go away. Madison suggests hosting it on a weekend; the council doesn't think that would work as well for attendance.

6. Paper 4: General Ball Update by Events Director

Darcy runs through her paper as outlined. Darcy asks the council to invite more people to the Facebook event. Darcy confirms the ticket prices. In those prices we have factored it in that council members will be paying half price tickets, unless the Student Association are losing a large amount of money, council members will be asked to pay full price.

Ashley asks that we put up ball posters after this meeting.

Darcy states that her and Ashley have consulted the design board at the Hyatt, and they have come back to us with a mood board, which she shows to the council. The mood board had inspiration décor for Oscars theme. We will wait to see what the costs will be for their décor assistance. Darcy runs through the photography options. Ashley states we should keep our options open.

7. Paper 5: Wellness Week 2 Progress by Welfare Director

Daniel runs through his paper and updates the council on his progress with the bookings and payments for wellness week two. Ashley asks if we can involve all clubs on one of the wellness day as a clubs expedition or pop up stalls. Madison agrees; and thinks it will be good exposure for clubs. Daniel to contact clubs. Ashley asks Darcy to contact the musician that we had at the cocktail party for wellness week.

8. Paper 6: Potential Sponsors by Vice President

Remi introduces his paper, by running through where majority of our revenue comes from, being the university. He states that he would like to look at sponsorships, so that we can obtain more money to play around with to provide for the students. Remi talks about the different packages that we can develop. Remi then asks the council who they would like to approach and get involved. Daniel suggests travel agents for students, Ashley suggests religious communities, Ashani suggests food sponsors. Seth suggests the Dockers Football Club.

9. Paper 7: Food Trucks by Ashani Jeyadevan and Ashwin Rajendra

Ashani and Ashwin introduce their paper and state that they had a meeting with Student Services. It was agreed that the food trucks were a complete success, not only for students but for staff as well. Ashani suggests an adjustment in timing, from 11.30am - 2.30pm to 11am – 2.30pm. The food trucks sold out quite quickly, so they will better anticipate their sales for next time. Ashani states that the food trucks need to alternate days so as to not affect sausage sizzles and fundraising capabilities of clubs. Ashwin suggests having the food trucks two days a week at the start of the semester, and wind it down to one day a week towards the end of the semester when less students are on campus. Ashley states that having the trucks on different days shouldn't affect clubs sausage sizzle. Student Services suggested two trucks throughout the whole semester, the council agrees that this will be a bit of an overkill. Ashwin begins to talk about what we should charge the food trucks, and tells the council about how many food

trucks other universities deal with. Ashani and Ashwin will look into the costs and charges and collate options for comparison. There is quite a long process involved in getting the food truck permits approved on campus, so we do not want to have too many of them, however Student Services are happy to do a lot of the booking process for us, despite the initiative being brought by the Student Association. Ashani suggests club stands at the food trucks along with musicians or students busking. Ashley suggests Ashani and Ashwin coming to orientation day semester two clubs meeting and bringing this up and inviting them. Ashwin suggests Student Association investing in small café tables and chairs, as Student Services don't have many. Ashley thinks that Student Services should pay for these, however she will look into it and liaise with them. Student Services have also suggested that if we make profit from the food trucks then we should consider funding other seating or activities to coincide with the food trucks. Ashani and Ashwin to meet with them again, the council all state that they are happy with the progress and the communication bond we have developed with them since the beginning of the year.

10. Paper 8: Ball Photobooth by Ashani Jeyadevan

Ashani introduces her paper and runs through the options she has provided, however she needs to know what the budget will be for this item. The council suggests having the Photobooth for the latter half of the ball (4 hours). Ashley suggests that \$1000.00 is the budget for the Photobooth. Ashani asks the council for preferences, the council votes on the first one "Memory Booth Perth". Ashani motions to hire this Photobooth set-up, Esther seconds this motion. The motion is passed. Ashani to contact them and follow through with getting an invoice for 8pm – 12pm (4 hours).

11. Paper 9: Student Area Recommendations by Environment Director

Ashley introduces Gagan's paper and states that this will need to be submitted to the Vice Chancellery soon. Ashley states that the university architect will be looking into extending the stairs around the brick wall up to the Loft and will also install a Lift. The council step out to have a look at the space – after some discussion Ashley then asks the council to contact her with ideas and she will compile them all onto paper. She suggests forming a design committee for those who are particularly interested in being involved with this project. The following people have expressed interest: Ana, Daniel, Esther, Gagan, Ashani, Ashwin and Madison.

12. Paper 10: General Update by Publicity Director

Macy runs through her statistics as outlined in her paper.

13. General Business

Ashley reminds the council about the two free tickets competition, that we are all allowed to enter, and are eligible to win.

Ashley informs the council that we will have a cross campus meeting with the Sydney Student Association on the 21st June at 4.30pm. We have booked the Vice Chancellor's conference room to use their conference facilities. We will have a council meeting at 3.30pm beforehand and then meet with them. Majority of the council can attend this meeting.

Ashley also addresses general resignations to the council once she leaves for exchange. She runs through the vacancies that will occur. Remi also informs the council that he will be resigning today and it will be affective as of two weeks. Ashley informs the council know that Ana will be taking on the role president in the council. Jodi will still remain treasurer. Ashley states that the current executive have approached council members who they would like to take on vacant roles. Daniel was asked to be Vice President and Macy was asked to be Secretary. Ashley informs the council that these positions can be contested and that we will all vote on them at our next meeting, to be affective July 1st. She also lets the council know that this may mean that Publicity Director and Welfare Director positions will be vacant, as well as general council members without portfolio, which will have to be opened to the general student population. Ashley and Ana will complete an action item sheet for all council projects and tasks to be completed before Ashley leaves.

Madison thanks all council members who will be leaving.

Closing

Ashley Carvalho closed the meeting at 10.30am

General Meeting Papers

Agenda Item title: Club affiliation application

I propose that we discuss whether to approve or not approve the affiliation of 'students for liberty Notre Dame' club

Paper submitted by: Ashley Carvalho on behalf of Derek

Things to note:

- There will be physical copies of the application at the meeting due to it being physically handed in rather than emailed.
- I asked the applicant, Lee, to expand on the objectives of the club and this is what he has done in the paragraph below

Students for Liberty

"Students for Liberty Notre Dame exists to promote and share the ideas of individual liberty amongst students at Notre Dame. We believe the core principles of liberty, also called classical liberalism or libertarianism, are private property and individual rights; freedom of association, thought, speech and religion; voluntary exchange and the free enterprise system; and the rule of law, peace, limited government, and low taxes. We intend to promote these ideas through meeting and discussing them, holding events to stimulate debate and by running a book club focusing on libertarian ideas."

- Written by Lee Herridge (Primary applicant)

General Meeting Papers

Agenda Item title: Admissions system reflection

Paper submitted by: Ashley Carvalho

Background:

- The university is currently re-evaluating the admissions system and will be conducting a review from April – September of this year.
- Ultimately the aim of the review is to ensure that the admissions system, as a process of the University, is consistent with the Objects of the University, continues to recognise the strengths of prospective students and complies with the requirements of the new Higher Education Standards that come into effect on 1st January 2017.
- The current admissions system at Notre Dame is effective and the philosophy and approach has been developed to reflect the University's context of Catholic faith and values. However, whilst adept at assessing whether someone meets the minimum admission criteria it was not designed to rank candidates. The Uni is now in a position in a number of courses where applicant demand exceeds capacity and thus all people who meet the entry criteria cannot be offered a place. The current approach (with the exception of Medicine and Physiotherapy) does not establish a rank order of applicants. Thus, the uni wants to review the system and transfer to a ranking type system for applications.

Your input:

- I ask you to reflect on your own application process for Notre Dame as well as anyone else's that you know of, and provide feedback, whether good or bad.
- I ask you to also think about practical ways to ensure efficiency and fairness in a ranking based admissions process



General Meeting Papers

Agenda Item title: Clubs Party Reflection

Paper submitted by: Darcy Harwood

Positives:

Negatives:

What were we missing:

Advice for next year:

Consider: Venue, food, drinks, timing, advertising, door system, music, costings, ect.

General Meeting Papers

Agenda Item title: General Ball Update

Paper submitted by: Darcy Harwood

General Ball Information

- Tickets go on sale 5pm 17th June (Last day of exams)
- Facebook advertising going strong (still would like to get numbers higher before tickets are released)
- Ask that all Council members please invite all their friends to the event
- Ticket Pricing is confirmed:
 - \$125 for discount program members
 - \$135 for non-discount program members
 - \$1250 for a table of 10
- Currently working with the Hyatt Design Team and seeing what they can offer us in terms of decorations/theme.

Photography

Received an email from Blacklight Photography (they were the photographers last year)

Prices are as follows:

1. Full Evening Location studio: \$319.95
2. Full Evening Roaming Photographer: \$179.95
3. Full Evening Location Studio & Roaming: \$449.95



Recommendation: Full Evening Roaming Photographer (possibly 2)

- This is the first photographer company we have spoken to
- Was the Council happy with these photos last year?
- Should we look for other options?

General Meeting Papers

Agenda Item title: Wellness Week 2 progress

Paper submitted by: Daniel Ta

Background

Wellness Week 2 development has stagnated at this current point in time due to upcoming exams. I will put in all the agreed payments for the bouncy castle and table games at the convenience of the executive team and the arrangements for the ball once everyone's exams are finished.

The singer is currently being organised but payment will probably be closer to the date. The free sausage sizzle will also only be paid for closer to the date.

I've pre-emptively booked Prindiville Hall and Bateman Courtyard for Wk 6 for 6/9 – 9/9.

I will try and involve more clubs in the next Wellness Week. By and large, there will be a similar amount of mental health organisations that should be coming but with different focuses this time. The ones I've got my eye on are Beyond Blue, Smarter than Smoking and Reach Out.

I will be coming in during the holidays to help the Counselling Department develop the Mental Health Advocacy Program.



General Meeting Papers

Potential Sponsors

Paper submitted by: Rémi G. Rodari

The council is asked to brainstorm potential sponsors to be involved in a partnership with the student association in order to add a source of revenue separate from the university or event.

Background:

Other societies/groups receive funding through sponsorship and it gives them the ability to have a greater independence from the university. The executive believes that it is an essential part of the future of the SA especially if we want to increase or reputation and standing at Notre Dame.

Additional Information

We have been approached by UniBank, other potential sponsors could be firms, businesses, financial institutions etc.

They would be able to sponsor an event, have their brand associated with ours, have naming rights with the SA or be a sponsor on the website.

Other ideas are also welcome.

General Meeting Papers

Paper submitted by: Ashwin Rajendra and Ashani Jeyadevan

Food Truck Meeting

On Wednesday we met with Student services to discuss the continuation and changes proposed following the successful trial of food trucks on campus.

Here are the main points raised with conclusions made during said meeting:

1. Update on Trial

All vendors keen to return. Not charged during trial. Positive feedback from staff and students, note that some concern over price and hygiene of some food trucks.

2. Items for Discussion:

Do we continue hosting food trucks?

Yes

How often do we host?

During semester only. Not during study breaks or exams.

Twice a week – Tuesday and Thursday. Not to be run on Wednesday.

Note, no food to be served by clubs/offices while food trucks are operating. May impact fundraising capabilities of clubs.

No coffee/tea to be sold by food trucks.

Need to check availability – note Multicultural Day on Tuesday 13 September.

How many should we host at any one time?

Peak times – i.e. first four weeks of semester – host two vans

Off peak times – i.e. later in semester or when education or nursing students are not on campus – host one van. Note Nursing has eight week semester, should schedule with this in mind.

Agreed to vary the food trucks that we invite so there is a wide variety of foods presented throughout semester.

Consider dessert food trucks, or smoothies – consider weather at the time.

What are the ideal times/dates/weeks of semester to host?

Covered above.

Times during the day are 11am to 2.30pm. Allows students leaving a class at 11.15am to get service, and those finishing at 2.15pm to get service.

Do we charge?

Yes – amount to be based on rates charged at other universities.

DM to contact unis for this information

Format - What other events/initiatives/opportunities can we tie in with food trucks in the courtyard to enhance the student experience?

Great opportunity for clubs and offices to promote their activities while the food trucks are operating, as long as they are not serving food.

For example – PAANDA set up a stall to promote play, NDVN to promote volunteering opportunities Music to be played. Consider live/acoustic music/buskers – fund from charging food vans.

3. Any other suggestions or considerations (general ideas not related to food trucks)?

More bins required when food trucks operating.

Café tables worked well – need to purchase more – SA to discuss purchasing some.

Responsibility for setting up space each Tues/Thurs.

Responsibility for coordinating the food trucks – SA to consider running them. AR and AJ to provide details of what is involved.

4. Summary

For Student Association to discuss and provide further feedback/input.

Point for the council to consider

Timing of trucks

- Proposed time of 11:15pm to 2:15pm Tuesdays and Thursdays
- Clubs fundraising sausage sizzles may have to decrease in frequency/ suffer lower turn outs
- Possibility of club stand presence during food truck times (given they do not sell food)

Are we to take over responsibility of organising trucks?

- Communication aided by SA social media/ facebook presence
- huge time commitment
- consider logistics of checking in with trucks before and after set up
- regulations and protocol to be met prior to allowing truck on campus (current food permit, public liability insurance)

Purchase of more café tables

- Tables worked well with set up of food trucks
- Consider the purchase of additional tables
- Is this a worthwhile investment?

General Meeting Papers

Paper submitted by: Ashani Jeyadevan

Ball Photobooth Hire

Given that our theme is Oscars, I have chosen and provided quotes for some photobooths that fit the vibe and atmosphere we aim to create at the ball.



Memory Booth Perth

Modern Booth Specs

- White Gloss Panels
- Elegant Slim Line Design
- Modular Height Adjustable (Great for kids events)
- 15" Side Screen (View images from the event on a slideshow)
- High Resolution Canon DSLR Camera
- 22" Touch Screen Monitor
- Fit up to 15 people in one shot!
- Black & White, Colour or Sepia Photos
- Video Messaging
- Social media integration available with Facebook & Twitter, or Email

Prices

2 hours: \$497

3 hours: \$697

4 hours: \$797

5 hours: \$897

Red Carpet entrance is an addition \$100

Package inclusive of –

- Large range of backdrops (red, white, black, hessian, silver, gold, white lace).
- Professional booth attendant.
- Delivery and pick up.
- Unlimited photo prints and video messages.
- Optional 2 print layouts:
 - 2" x 6"
 - 4" x 6"
- Customised prints with event details including names, date or logo.
- A huge range of humorous and theatrical props.
- All photos and videos on a USB.



Photosnap

- Can fit up to 15 people
- red carpet, bollards (\$99 extra)
- red/ black curtain
- Social media integration
- Unlimited sessions
- Attendant
- Video messages
- Copy of all images
- Customized prop table

Prices

2 hours: \$499

3 hours: \$699

4 hours: \$899

5 hours: \$1099 → includes Guest book, social media kiosk and inclusive of red carpet, billards and ropes



Kiss and tell Photobooths

Vintage booth and open booth

- Free delivery
- Attendant
- Unlimited prints
- Digital copy
- Premium prop box
- Video messages
- Custom strip design
- (Does not include red carpet)

Prices

2 hours: \$399

3 hours: \$599

4 hours: \$977

5 hours: \$ 999 → includes Guest book and social media station

Council to decide on:

- Time requirements for the booth(s)
- Consider having 2 booths?
- Curtain colours
- Size required
- Design wanted, from above options
- Possible extras: Photo album, custom backdrop, custom themed prop table, red carpet entrance with ropes and bollards, social media station (allows guests to upload photos straight onto social media), guest book
Note: these extras will add additional charges
- How much money are we willing to spend on photobooth hire?

General Meeting Papers

Agenda Item title: Student Area Recommendations

Paper submitted by: Gagandeep Singh

Background: I have created a short tabular list of recommendations to be made for student space. I propose that the student association reviews and develop these suggestions for presentation to the university.

Proposed suggestions to create increase student space availability on campus.

Description of space proposed	Rationale for need, including planned student usage (times, numbers, specific groups, etc.)	Approximate size and type (e.g. square metres, open/closed space, office, lockable, etc)	Short/Medium or Long term?	Campus (Fremantle, Sydney, Broome)
Malloy Courtyard – ND2 <ul style="list-style-type: none"> Addition of umbrella shades to tables or a shade sail 	<ul style="list-style-type: none"> Lack of protection from rain and sun (not usable in both peak winter and summer) 	Open Space courtyard	Long Term	Fremantle
Bateman Courtyard – ND15 <ul style="list-style-type: none"> Addition of 2 permanent table tennis tables adjacent to St Terasa windows Addition of umbrella shades to tables or a shade sail 	<ul style="list-style-type: none"> Lack of protection from rain and sun (not usable in both peak winter and summer) Recreation use of table tennis court from 10-2, possible longer 	Open Space courtyard	Long Term	Fremantle
Carolyn Tannock Courtyard – Between ND42/ND19 <ul style="list-style-type: none"> Addition of 2 tables with benches Make entrance noticeable Cleaning up 	<ul style="list-style-type: none"> Lack of protection from rain and sun (not usable in both peak winter and summer) More students know about it To become usable space for about 10 students 	Open Space courtyard	Long Term	Fremantle

<p>Drill Hall Courtyard –ND25</p> <ul style="list-style-type: none"> • Addition of umbrella shades to tables or a shade sail • 2 more tables with benches 	<ul style="list-style-type: none"> • Lack of protection from rain and sun (not usable in both peak winter and summer) • Can be more readily used as student space for lunch and breaks • Sits approximately 20 	Open Space courtyard	Long Term	Fremantle
<p>The Loft, upstairs Prindiville – ND3</p> <ul style="list-style-type: none"> • Disability access • Regulation stairs 	<ul style="list-style-type: none"> • To be available to anyone with disability • Dangerous having current stairs 	Open lounge/recreation area	Long Term	Fremantle
<p>Club Office Area – ND3</p> <ul style="list-style-type: none"> • Open plan office space • Removal of walls and use of cabinets for safe storage 	<ul style="list-style-type: none"> • Facilitates more clubs as well as integration and communication between clubs 	Closed Office space	Long Term	Fremantle
<p>Education Courtyard – ND36</p> <ul style="list-style-type: none"> • Addition of umbrella shades to tables or a shade sail • Room for 4 more tables and benches 	<ul style="list-style-type: none"> • Lack of protection from rain and sun (not usable in both peak winter and summer) • Benches set apart quite a bit, some room to include more seating for students between classes and on lunch break • Sit about 20 students 	Open Space courtyard	Long Term	Fremantle
<p>Prindiville Hall</p> <ul style="list-style-type: none"> • Raised tables for couch area 	<ul style="list-style-type: none"> • Area currently restricted to sitting only, requires raised table to work/eat on 	Separated areas with tables and couches area	Long Term	Fremantle
<p>P&O Hotel Courtyard – ND5</p> <ul style="list-style-type: none"> • Addition of umbrella shades to tables or a shade sail • 2 benches may be added • Bins need to be more to side 	<ul style="list-style-type: none"> • Lack of protection from rain and sun (not usable in both peak winter and summer) • Not currently being used effectively, could be used for student space at lunch and during breaks • Could sit up to 15 students 	Open Space courtyard with well in centre	Long Term	Fremantle
<p>Nursing Foyer - ND43/200</p> <ul style="list-style-type: none"> • Addition of couched area in the free space 	<ul style="list-style-type: none"> • Currently not being used, could be used to sit 10 -20 between classes throughout the day and possible a place to sit to study or eat 	Small sized open room	Medium Term	Fremantle



General Meeting Papers

Agenda Item title: General update

Paper submitted by: Macy Gregson

Facebook statistics: 26 May - 1 June

Likes:

Total – 2492

Page Views:

Total – 110 (76% decrease)

Reach: 2049

Post engagement: 350

Instagram statistics

Followers:

Total – 344