

Student Guild of Curtin University

51st Guild Council

Circular Resolution #4

Issued 31/3/2020

CIRCULAR RESOLUTION #4/2020

Voting Open from 3pm on 31st of March 2020 to 3pm on 2nd of April 2020

For: Beatrice Panganiban, Luke Brosnan, Briana Hodgkinson, Bridge Truell, Jason Kim, Lachlan Lee, Chris Hall, Fatma Sehic, Hana Arai

Motion: Passes

RESOLVED #4/ Circular Resolution GC #2/2019

Proposed Motion: Annual Financials

That the Guild Council:

- a) Notes the audit report and opinion;
- b) Authorises the President and General Secretary to certify that:

In the opinion of the Guild Council:

- i. The Statement of Profit or Loss and Other Comprehensive Income and Statement of Cash Flows are drawn up so as to give a true and fair view of the performance of the Guild for the year ended 31 December 2019;
 - ii. The Statement of Financial Position is drawn up so as to give a true and fair view of the state of affairs of the Guild as at 31 December 2019;
 - iii. The Guild has complied with the Australian Accounting Standards – Reduced Disclosure Requirements, the *Curtin University Act 1966* and the *Australian Charities and Not-for-Profits Commission Act 2012*, and
 - iv. At the date of this statement there are reasonable grounds to believe that the Guild will be able to pay its debts as and when they fall due.
- c) Recommends to the Annual General Meeting that it adopt the Audited Financial Statements of the Student Guild for the year ending 31 December 2019.
 - d) Recommends to the University Council that it note the Audited Financial Statements of the Student Guild for the year ending 31 December 2019.

Background:

At its meeting of 27 March 2020, the Finance and Risk Committee recommended that the Guild Council:

- a) Notes the audit report and opinion;
- b) Authorises the President and General Secretary to certify that:

In the opinion of the Guild Council:

- i. The Statement of Profit or Loss and Other Comprehensive Income and Statement of Cash Flows are drawn up so as to give a true and fair view of the performance of the Guild for the year ended 31 December 2019;
- ii. The Statement of Financial Position is drawn up so as to give a true and fair view of the state of affairs of the Guild as at 31 December 2019;

Moved: Hana Arai (President)

Seconded: Lachlan Lee (Secretary)

- iii. The Guild has complied with the Australian Accounting Standards – Reduced Disclosure Requirements, the *Curtin University Act 1966* and the *Australian Charities and Not-for-Profits Commission Act 2012*, and
 - iv. At the date of this statement there are reasonable grounds to believe that the Guild will be able to pay its debts as and when they fall due.
- c) Recommends to the Annual General Meeting that it adopt the Audited Financial Statements of the Student Guild for the year ending 31 December 2019.
- d) Recommends to the University Council that it note the Audited Financial Statements of the Student Guild for the year ending 31 December 2019.

President's Guild Council Report

Prepared by: Hana Arai

Covering Dates: 16/4/2020 – 21/5/2020

Submitted to: May Guild Council

1. University Meetings

Date	Meeting	Comments
22/4/20; 29/4/20; 6/5/20; 13/5/20	COVID-19 LSE CI Sub Group	Providing the student voice in the transition to and from online learning.
23/4/20	Students as Partners Community of Practice	Regular network meeting
28/4/20	SSAFEAC	Approving the allocation of SSAF to projects for semester 1
30/4/20; 4/5/20	Students as Partners Project Meeting	
1/5/20	VC and Guild President Regular Meeting	Raised a number of academic and financial issues students are facing
4/5/20	Global Positioning Committee	
5/5/20;	Directors of Student Engagement Meeting	Worked on the Course Representative/Student Consultative Committee Project
8/5/20	Director of Student Experience Meeting	
14/5/20	Retention Taskforce Meeting	
19/5/20	Academic Board Executive	

2. Guild Meetings

Date/s	Meeting	Comments
22/4/20; 29/4/20; 6/5/20; 20/5/20	Higher Ed Meeting	
7/5/20	Portfolio Managers Update Meeting	

22/4/20; 29/4/20; 6/5/20; 13/5/20	Guild Executive	Switched to weekly meeting during the work-from-home period. Have now returned to fortnightly meetings.
21/5/20	Activities Committee	Debriefing of recent activities and raising new ideas

3. Other Meetings/Activities

Date	Meeting	Comments
23/4/20; 6/5/20	Meeting with Curtin VP CR	
24/4/20; 1/5/20; 8/5/20; 15/5/20	Faculty Rep Catch-Up	
24/4/20; 4/5/20	Curtin Calling – Pulse Check Survey	
7/5/20	Class Scheduling Meeting with Neville Hiscox	
8/5/20	Council of International Students Australia Roundtable	Participating in a national discussion forum touching on International Student Issues
11/5/20	Academic Campaign Discussion	
12/5/20	Humanities SCC Discussion	Working with Humanities Fac Rep and the Faculty Director of Student Engagement
14/5/20	eQuality Discussion	
15/5/20	Semester 2 Orientation	

4. Items of Significance

4.1. Academic Support Campaign

This month, the Guild has submitted the petition to the Vice Chancellor and the Senior Executive Team of the university. As a reminder, the petition was calling for an opt-in ungraded fail system, course fee reductions, and HDR extensions, and collected around 5250 signatures at the time of submission. The petition signatures were accompanied by a letter from the president.

A few days later, the VC responded negatively to the petition on all three demands by way of a letter. Both the letter sent to the VC and the letter received have been published either on the website or Facebook for transparency. Our stance at this stage is not one of resignation, but of encouraging continued pressure.

This week, the Guild released a survey asking for students' personal experience with the assessment policies that have been introduced with the intention of supporting students through the pandemic. This was in response to a number of reports that the policies have been applied inconsistently across the university. We will close the survey soon and present the findings to the university.

We are constantly updating students with new information, particularly regarding decisions that are being made by the university, and the Guild effort in advocating for them. The FAQ page on our website is comprehensive and being kept up to date. Additionally, this month we posted a Q&A story with the Guild President, to personify the campaign a little more.

Finally, last week myself and the presidents of the UWA Student Guild, Murdoch Student Guild, and ECU Student Guild, sent a joint letter to the state Minister for Education and Training, Sue Ellery, calling for the introduction of International Student support in WA, akin to that introduced in Victoria. We have received no response from her office as of yet.

4.2. Orientation Sem 2 and Activities Calendar

O-Week for Semester 2 will be being held completely online. What this means is that the Guild is needing to find new ways of facilitating the same activities we are known for during O-Week online. We will still be looking to host (or co-host) O-Day, Friendship Speed Dating sessions, the Official Welcome, Guild Insider Tours, and other fun events throughout the week. Some will be pre-recorded, some presented live, and some interactive. The Guild's Student Experience team is exploring options for online platforms.

Regarding the activities calendar: the larger, in-person events that we usually host are obviously no longer viable due to both public health and financial restrictions. Additionally, a portion of the budget allocated to activities this year has been diverted to emergency relief for students. This means events like Pasar Malam, the Guild Ball, and the Tav Parties will not be going ahead. While we will not be seeing as many physical events this year, we will be continuing our scheduling of consistent online events such as quiz nights, movie nights, workshops and interactive seminars, giveaways etc.

4.3. Social Media Regime

Recently, we've seen a significant increase on the engagement on our social media posts. This is true for both the serious campaign material and the more lighthearted and uplifting posts as well. The Student Engagement team is taking advantage of this with a consistent social media posting regime that covers a range of relevant material for students. Of course, the Guild's advocacy efforts and upcoming events are covered in detail, but in addition, we're also posting things like 'How-to's', lists of helpful apps and good podcasts, referencing tips, and giveaways.

4.4. Emergency Student Support and Funding

The Guild is continuing to provide emergency relief for students in the form of financial grants and food packages, as well as laptop loans. At this stage, our Student Assist team

has been servicing around 100 students per week, most of which are international students. Additionally, Student Assist has been helping students in Curtin bursary applications and academic disputes.

Recently, we have received generous donations from a number of external bodies such as Vinnies, the Curtin Youth Alumni Foundation, which has allowed us to continue our services at the magnitude we are.

The Guild has also been made aware of a number of issues with the way Curtin's bursary is being granted. We know that part-time students are automatically receiving less, that English Language Bridging and gateway students were being excluded, and that the housing support grants are only accessible by students living in on-campus accommodation. So far we have been able to get ELB/G students access to the fund, but are still working on the rest.

4.5. First Grok Issue of 2020

The first issue of Grok is due to be released very soon. The issues will be published in an online format. As per usual, I submitted a president's address. I've been given some hints at the themes this year and it sounds very exciting. I encourage all the reps to check it out.

4.6. Working from home

As per the recommendations from the state government, staff have returned to the office to work, maintaining strict hygiene and social distancing regulations.

4.7. Respect.Now.Always Annual Report

The R.N.A project was one that the university took up in 2018 after the Change the Course Survey was released by the Australian Human Right Commission. The Annual report for 2019/20 will be going to Academic Board this month, featuring a segment on the work that the Guild has done on the Respectful Relationships module.

5. Travel

N/A

Kind regards,



Hana Arai
President
Curtin Student Guild

Guild Council Report

Christopher Hall (He/Him)

2020 – Vice President Education



OH HEY, CHRIS

Education Vice-President-ing is a tough job. Chris makes sure all of the university's academic policies and procedures are in the best interests of the students.

Chris Hall | Vice President - Education

Pronouns: He/Him

educationvp@guild.curtin.edu.au

Guild and University Meetings:

Date: 2020	Prominent Meetings:
13 th April	<ul style="list-style-type: none"> - Faculty Representatives Meeting. - Meeting with NUS Ed Officer.
15 th April	<ul style="list-style-type: none"> - Higher Education Meeting.
16 th April	<ul style="list-style-type: none"> - April Guild Council.
17 th April	<ul style="list-style-type: none"> - Weekly Faculty Representatives Meeting.
21 st April	<ul style="list-style-type: none"> - University Health and Safety Meeting. - Curtin Extra Meeting with the Guild Secretary.
22 nd April	<ul style="list-style-type: none"> - COVID19 Learning and Student Experience Meeting. - Higher Education Meeting.
27 th April	<ul style="list-style-type: none"> - Friendship Speed Dating Discord Release. - Faculty of Humanities, Incidental Fees Meeting.
28 th April	<ul style="list-style-type: none"> - Student Services and Amenities Fees Expenditure Committee. - Diversity and Inclusion Working Party Follow-up Meeting.
29 th April	<ul style="list-style-type: none"> - Higher Education Meeting. - Guild Executive Meeting. - COVID19 Learning and Student Experience Meeting.
30 th April	<ul style="list-style-type: none"> - Clubs Officer Meeting. - Students as Partners Project Discussion with DVC-A. - Digital Social Media Discussion*
1 st May	<ul style="list-style-type: none"> - Weekly Faculty Representatives Meeting.
4 th May	<ul style="list-style-type: none"> - Environmental Action Network NDA Banner Release*.

	<ul style="list-style-type: none"> - Student Partnership Agreement Review Meeting. - Students as Partners Meeting.
5 th May	<ul style="list-style-type: none"> - Courses Committee. - Directors of Student Engagement Meeting. - eQuality Guide meeting with VP-A.
6 th May	<ul style="list-style-type: none"> - Higher Education Meeting. - COVID19 Learning and Student Experience Meeting. - Meeting with University VC Corporate Relations.
11 th May	<ul style="list-style-type: none"> - Learning and Student Experience Meeting. - Academic Campaign VC Response Meeting.
12 th May	<ul style="list-style-type: none"> - Talk Campus Mental Health Apps Review.
13 th May	<ul style="list-style-type: none"> - Guild Executive Meeting. - COVID19 Learning and Student Experience Meeting. - Stress Less Campaign Mapping*
14 th May	<ul style="list-style-type: none"> - Social Media workshop with PSC President. - Curtin University Council.
15 th May	<ul style="list-style-type: none"> - Weekly Faculty Representatives Meeting.
18 th May	<ul style="list-style-type: none"> - Return to Office, Budget Meeting. - Online COVID19 Training.
19 th May	<ul style="list-style-type: none"> - Student Engagement Meeting and Presentation on the Student Partnership Agreement. - Faculty of Humanities, Incidental Fees Meeting 2*.

Items of note (*); Highlighted Parts Address Feedback from Council.

Environmental Action Network – School Strike 4 Climate Promotion:

This month the Environmental Action Network worked with and promoted the School Strike for Climate Digital Livestream. Following up from the Earth Day promotion, we started promoting the digital strike.

Our promotion of the event reached 1.6k people and included new graphics as well as a Facebook frame for our students and representatives to use. Overall the promotion was smaller due to our limited capacity to promote in person which usually does get us a larger number of students involved. But I am really impressed with the line-up of speakers and performances for the live-stream event.



Stress Less Campaign:

Although this campaign is now exactly how I envisioned it due to our online shift, I am very excited to share all of the amazing things we have coming up for our new and improved (and extended) "Stress Less Campaign". Previously known as Stress Less week, this event was held each semester to relieve some of the anxiety and stress around the completion of final assessments and exams. The main reason I have decided to extend this event to a campaign is because of the wide breadth of students who we do not usually capture in our previous activities. Thanks to our amazing Digital and Student Engagement teams, we have been able to add a number of events, prizes and even a branding style to the campaign.

Some of the events we are providing are:

- Faculty Rep Videos on their Number #1 Study Tips (Instagram);
- Publishing of the Equity Space Murals on the Equity Facebook Pages with a study and stress less hamper giveaway for each page (Facebook);
- Video Promotions and Competitions such as room decorating, crafts and more! (Facebook and Instagram, Prizes include Bunnings and VISA Vouchers);
- Comedy Night Livestream and Quiz Meisters Event (Tavern Facebook);
- Catering Packages for Students, Giving away fresh food packs and 20 packs of Guild Doughnuts (Facebook and Instagram);
- Live-Stream with Perth Zoo feeding animals;
- Faculty Representative Study Hours and Student Assist Advise Spotlights (Discord, Facebook)

The overall visual approach of the event is to not only include the graphics but have a common naming thread for all the events from March 25th to June 12th.

"Competitions to Stress Less"

"Activities to Stress Less"

"Advice to Stress Less"

I would like to thank all the staff for their involvement and participating in this campaign, involving their events that they had planned and creating such an exciting roster of activities.

Academic Support Campaign:

Over the past two months the academic campaign has taken many twists and turns, I would like to send out my absolute appreciation to Hana Arai for her significant work in this campaign and fighting through many of the university staff and many meetings that I have been a part of, demanding more answers and results for students.

The short version of the timeline of events since the demands were posted include;

1. The extension of the petition over the Easter break and social media push for student feedback.
2. Getting the opt-in for pass students.
3. Open letter and consultation with HDR and PHD students on scholarships and student conditions.
4. Closure of the Petition at 5,229 signatures and letter to the Vice Chancellor.
5. Response to the VC letter and launch of the student "Fair Go" Survey.
6. Letter from all WA Guild Presidents to the State Government.
7. Posing of campaign wins so far and announcement of the next steps which includes the survey and the recent establishment of the UniLodge Rent Relief Segment.

See the current campaign wins post and the fair go survey here:

CAMPAIGN WINS

- ✓ Assessment Extension Self Determination
- ✓ Reduction of late assessment penalties
- ✓ Two week census date extension
- ✓ Additional tuition free week
- ✓ Opt-in ungraded pass system
- ✓ Exams replaced with other assessments
- ✓ Consultation through undergraduate and postgraduate feedback surveys

CURTIN STUDENT
GUILD

WE WANT TO KNOW IF YOU'RE GETTING A FAIR GO!

Complete our survey let us know if you're being given the flexibility you deserve with assignments.



CURTIN STUDENT
GUILD

We're still working on:

- 👉 An opt in ungraded fail system.
- 👉 Evidence that the measures put in place for HDR students is working.
- 👉 Continued financial support for our most vulnerable students.

This survey is to help the Guild understand if students are being provided with flexibility when they apply for extensions, request leniency from late penalties and whether unit coordinators are accepting self-certification (no medical certificate required).

Student Assessment Manual:

Myself and Jo-Ann (Student Assist Manager) have been working on a Guild Assessment Policy Guide. As the current long-winded documents that describe student progress, misconduct and assessment policy are far too inaccessible, this document we have created will become a permanent resource on our website and available for students to download and live preview. The project is ready for review and will be ready for semester two students. This will also prove to be a very valuable resource for Student Representatives to include in their handover training and refer to throughout their term.

This manual is a compilation of policy and procedures relating to assessment and the academic progress of students at Curtin University. The Guild has developed this Assessment Policy Guide to help you understand the nitty gritty of your academic life at Curtin University.

The Contents of the Assessment Manual Document Include Details on:

- (✓) Assessment Design and extensions
- (✓) Exams and extensions
- (✓) Academic Misconduct

- (✓) Reviews and Appeals
- (✓) Special Consideration CAPs
- (✓) Assessment Tips
- (✓) Useful Contact Information

UniLodge and Student Housing:

Recent Reports of International Students being held in their rental contracts even after having to leave Australia because of the COVID19 Pandemic to return to their families have come to light. This is extremely disappointing from UniLodge and from Curtin University. We want UniLodge and the University to guarantee secure housing for students living on campus and provide rent relief. Statements and a social media promotion have gone out about the issue with an almost immediate response from many international students raising their own concerns about the future. This is just in its infancy and will progress into the Future. The Executive are working along side student assist to discuss the way forward.



Student Partnership Agreement:

I am almost at the end of having the Student Partnership agreement fully written. It is currently in circulation through a number of University staff for extensive feedback and review, all due on the 3rd of June. I am looking forward to what will come from this process as I was finding some particular areas difficult to extrapolate, this included;

- Defining Partnership at Curtin; Including the Student Voice Australia Best Practise Guides and the Reporting Framework of the Document including some of its governance.

I have also been advocating through Jill Downey, each faculties Deans and the chair of Academic Board Dale Pinto on working to remove exams for semester 2, 2020 and forever into the future (except where exam conditions are required for accreditation of the course) This would mean we would move to a more authentic form of open book assessment that provides students with real world applications and far less anxiety around the final assessment period. The deans are currently working with Jennifer Howell at a teaching summit to who I have also advocated this proposal too, for the first time, a Guild Representative (myself) will be included in

the summits feedback report chain for extensive review. I will keep council members informed of the process going forward and hoping to achieve amazing results for students.

We recently also polled students on our social media around the issue. The summary follows;

What do you prefer? Exams OR Open Book Assessments?

Facebook Poll: 775 votes, 17% Exams, 83% Open Book

Post Reach: 7,070

Post Engagement: 1,568

Student Incidental Fees:

Over the past two months I have been meeting with many of the deans from each of the Faculties and some schools to discuss incidental fees for semester one. This stemmed from me receiving a few student inquiries on Incidental Fees. Incidental Fees for each unit are designed to transfer material costs from the university to students. If students and staff are unable to utilise these materials or services, then there is no justification for charging these fees. Areas of concern were around not limited to:

Fine Art Studio Materials; Drawing Materials and Studio, Any Design related materials where the production of built projects or garments are required to which students would not be accessing on campus and purchasing out of their own expenses/home materials (Fashion, Architecture, Fine Arts). PPE for laboratory or construction students who are studying from home that may be charged.

I gained clarification that these fees were submitted to students 2 weeks before notice of campus lockdown which is quite unfortunate. Many of these fees were communicated to students and were provided with other options from home with discounts applied, pickup of resources in packages were also provided for students. After consultation with Nicola Slatter from Humanities which was one of the largest affected groups from the incidental fee changes in online learning, we have established a refund system for students, discounts, communications around these options, as well as credits for semester two.

The biggest concern is that when students do not pay these fees, they can have a sanction applied to that unit and are not able to view their results. I have come to agreements with schools that these sanctions will be removed this semester. This is a great result, especially from the faculty of Humanities with such a number of students who were concerned. I am still working with other schools to have these final discussions about what is being done for semester two.

Social Media Resources and New Workflows for Representatives:

I want to thank our Student Engagement Team and Jess our events manager for their support and cooperation in meeting with me to establish a number of collated resources for our representatives in managing and producing their own social content. The Guild having a number of documents and guides that aren't very accessible produces barriers to information for our representatives. A streamlined document and task management reporting system inside the web-app Trello has been utilised. This has shown to be very affective with the Faculty and Equity Representatives to not only keep their projects on track but have them consult with our professional staff more in the lockdown and not fret from trying new things.

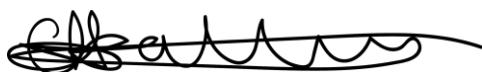
Some of the collated information includes;

- How to make online Content – content scheduling, digital graphic reference guides, and posting new types of content.
- Graphic and Digital Request forms for more short-term requests.
- Online Event and Content Idea lists and resources for inspiration.
- Links to our policies, publications and guidelines.
- The creation of a Guild Canva account with custom made templates for the Reps to use on their own social media.

With the amazing launch of the Discord server, the new events brought up from our faculty reps, as well as the social media launches from both our ISC and PSC, I think the Guild has adapted and grown much stronger in the online world since the COVID19 online learning shift. I am excited to see these platforms stay even on return to campus and engage our online students and community more than ever before.

Thank you for reading my report.

Social Distancing Regards,

A handwritten signature in black ink, appearing to read 'Chris Hall', with a long horizontal flourish extending to the right.

**Chris Hall,
2020 Curtin Student Guild VP-E.**

Vice President – Activities’ Report

Prepared by: Bridge Truell

DATE SUBMITTED: 26/5/20

SUBMITTED TO: GUILD COUNCIL (THROUGH SECRETARY)

1. Vice President – Activities’ Diary

University Meetings	
DATE:	MEETINGS & NOTES:
28/4/20	<p>GENDER EQUITY, DIVERSITY AND INCLUSION COMMITTEE (GEDIC)</p> <p>This was my first opportunity to attend a GEDIC meeting, and it was a wonderful opportunity to meet the committee members and hear about the initiatives they’ve been working on.</p>
Guild Meetings	
DATE:	MEETINGS & NOTES:
29/4/20 (REOCCURRING FORTNIGHTLY)	<p>GUILD EXECUTIVE COMMITTEE MEETING</p> <p>During this meeting, we discussed the recent study hour event run through the Guild Discord which was extremely successful. During Hana’s report she discussed the huge milestone that had just passed of the Save Our Students petition reaching 5000 signatures and continued previous discussions around pushing for opt-out rather than opt-in closed captioning for iLectures (a topic that has obviously become even more relevant during this period of online only study). Chris gave us an update on the Student Partnership Agreement which is still coming along nicely and mentioned that the university plans to review its current staff & student mental health plan over the next two years and he is currently collaborating on this.</p>
13/5/20 (REOCCURRING FORTNIGHTLY)	<p>GUILD EXECUTIVE COMMITTEE MEETING</p>
21/4/20	<p>MAY ACTIVITIES COMMITTEE</p> <p>This Activities Committee was the first we’ve run online, and gave us the opportunity to update the committee with how our online events are going, how the processes for running them works, get some feedback on online events committee members had attended, and discuss the possibility of implementing a dedicated brainstorming</p>

	session in the agenda for future Activities Committee meetings.
Other Meetings/Events/Club Interactions	
DATE:	MEETINGS & NOTES:
22/4/20	<p>PRESIDENTS MEETING – FACULTY OF BUSINESS & LAW CLUBS</p> <p>This was my first opportunity to sit in on the FBL Presidents meetings that Shelley usually attends on behalf of the Guild. I had met a majority of the club leaders through our Clubs & Societies committee meetings previously, but met a few new faces and got the chance to promote the Clubs MEGA Challenge to a few clubs who hadn't heard about it or gotten involved yet. These meetings are incredibly well run and provide an amazing resource for both clubs and faculty staff and I'd love to see these kinds of meetings start to spread to other faculties.</p>
30/4/20 (REOCCURRING FORTNIGHTLY)	<p>CLUBS X VP-A CATCH-UP</p> <p>During this meeting, Shelley and I discussed the previous week's FBL Presidents Meeting. Shelley decided now that I am attending these meetings that she will just review the agenda and send me with any notes on her behalf in future. We also discussed ways to better support our clubs with running Discord events so Shelley let me know that she planned to attend some that were coming up to see what kind of issues may arise and avenues for support.</p>
1/5/20 (REOCCURRING FORTNIGHTLY)	<p>EVENTS X VP-A CATCH-UP</p> <p>This meeting provided a welcome catch-up with Jess where she discussed plans for O-Week Semester 2 and the potential online platforms the Orientation & Transition team are looking into to run it. I suggested that we could use the End of Semester Bash as a test run for whichever platform we end up choosing and then using mid-year break to workshop any issues that arise from it.</p>
7/5/20	<p>CWC COMMITTEE MEETING</p> <p>Shelley, Bec and I met with some of the committee members from the CWC to discuss</p>

<p>11/5/20</p>	<p>their upcoming Special General Meeting (SGM). I'll be serving as Returning Officer for this meeting and will report back once it's complete (currently waiting until after exams).</p> <p>CWC SGM DEBRIEF</p> <p>Shelley, Bec and I met up to debrief regarding the CWC SGM and discussed some vague plans for altering the generic clubs constitution to reduce the likelihood of some of the issues that have arisen here from happening in future. Will provide further detail once the SGM has been held.</p>
<p>14/5/20</p>	<p>EQUALITY PROJECT MEETING</p> <p>After beginning to work on a document to address the changing equity and accessibility needs of our new online social and study spaces with the other Exec and Equity Reps, I held this meeting to discuss the project, get feedback and input from other reps, and work out how we'd like to project to progress. We were lucky enough to have Jo-Ann sit in on this meeting to provide the Student Assist perspective on the specific needs of online students and those who may have additional accessibility needs. I'm currently working on restructuring the document, looking into some additional resources that came up during the meeting and whether I might be able to incorporate them into the guide, and adding more information about specific ways to increase online accessibility and shifting away from a focus on "things people shouldn't be doing" to what they should be doing.</p>
<p>15/5/20</p>	<p>SEMESTER 2 O-WEEK PLANNING</p> <p>O-Week planning for Semester 2 is kicking off so Hayley from Orientation & Transition arranged this meeting to discuss what's currently underway and start planning with the Guild and Curtin Stadium. They're currently looking into options for online platforms and are going to keep us updated. The campus tours this year will take the form of pre-recorded video tours, with a new format that will see our four Faculty Reps taking over some of the faculty specific areas of campus that</p>

<p>19/5/20 (REOCCURRING FORTNIGHTLY)</p>	<p>were previously covered by the university tours, and will feature a fifth Guild tour that will cover outlets and other features on campus related to the Guild that aren't covered by the Fac Reps tours.</p> <p>CLUBS X VP-A CATCH-UP</p> <p>Finally back in the office, Shelley and I were able to have our meeting in person, and discussed doing up a template for SGM and that I will contribute parts based on election practices for confidentiality, doing up a communication for clubs to let them know that even though some social distancing restrictions have been lifted (ie. gatherings of up to 20 people allowed), room bookings and campus gatherings are still unlikely to be allowed until Sem 2, the possibility of adding a clubs channel to the Guild Discord server, ways to promote the new Online Event Proposal form for clubs, and the inter-club collaboration challenge in level 2 of the Clubs MEGA Challenge.</p>
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2. Significant Developments

- Semester 2 O-Week to be run entirely online despite classes returning
- Guild Insider Tours to be pre-recorded and split into four faculty specific ones run by each Fac Rep and then a general Guild one that will cover outlets and anything the faculty tours don't cover.

3. Media/Student Engagement

4. Travel

5. Other Matters of Note

6. Other:

- a. Leave:
- b. Higher Duties: Nil

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Secretary's Report

Guild Council Meeting #6 28/05/20

Hello again, distant Members of the 51st Guild Council.

It has been a long time since I have seen you all, I hope you are all staying well.

Guild Meetings

Date	Meeting and Notes
21/4/20	- Curtin Extra Discussion
22/4/20	- Executive committee
29/4/20	- Executive Committee
30/4/20	- Meeting with Clubs Support to discuss club's approval process
6/5/20	- Guild Executive - Higher Ed meeting
11/5/20	- Campaign Response discussion
13/5/20	- Executive Committee
14/5/20	- eQuality Meeting
20/5/20	- Higher Ed Meeting - Finance and Risk Committee

Other Items of Business

First Year Committee Elections

I am looking forward to reopening the elections for these positions soon, and introducing them to their faculty representatives.

Timesheets

I have the Office Bearers sending me in their timesheets every fortnight to ensure they are being filled out, and that office bearers aren't working too much.

Food Package Deliveries

We've been doing some incredible work with these, please if you have a mode of transportation and are comfortable doing so, please put your name forward and come hand some of these out.

Regards,



LACHLAN LEE
HE/HIM [learn about pronouns](#)
SECRETARY
E SECRETARY@GUILD.CURTIN.EDU.AU
T +61 8 9266 2918 M +61 411 752 404
GUILD.CURTIN.EDU.AU

I attend my office on Tuesday through to Thursday from 9am to 5:30 pm each week, outside of these times I may be slow to reply or unavailable.

I acknowledge that Curtin University is on the lands of the Whadjuk people of the Noongar nation. This land is stolen land and was never ceded. I pay my respects to their elders past, present and emerging.



Student Guild of Curtin University

Representation Board

Meeting #5

To be held at 6pm on Thursday the 9 April 2020

Minutes

Meeting opened
6.04pm

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"

2. Attendance:

- 2.1. Members Present; Erin Russell, Bry Jagoe, Lucy Rohr, Fatma Sehic, Hana Arai, Chris Hall, May Majimbi, Jesse Naylor Zambrano, Star Castillo, Jeru Sundar, Connie Martelli Ben Grassi
- 2.2. Others Present; Maryanne Shaddick, Jo-Ann Naidu
- 2.3. Apologies and Leave of Absence; Clare Metcalf
- 2.4. Absent Dylan Botica, Luke Gibson

3. Disclosure of any potential or perceived Conflicts of Interest. Fatma artificial machine intelligence Fatma is studying that unit.

4. Minutes of the Previous Meeting:

4.1. Previous Meeting Minutes:

- 4.1.1. Meeting from the 23/3/20
- 4.1.2. Meeting from the 19/03/20

Motion: that the Representation Board **Approves** the minutes of the previous special meeting on the 23/03/20 and the meeting on the 19/03/2020 as a true and accurate record of proceedings. March 23 minutes moved by Bry Jagoe and seconded by Chris Hall. 19 March minutes moved by Fatma Sehic and seconded by Ben Grassi.

5. Matters Arising from the Minutes – N/A

6. Items Not for Discussion N/A;

7. Reports

- 7.1. President – Verbal Report. Hana Arai updated the committee on the academic and financial support campaign which so far had attracted 4308 signatures. Hana advised the committee that the Guild had signed on to the NUS campaign. Hana noted that 360 food packages or vouchers had been provided to students and 35 laptops were out on loan. Progress was being made on the course reps system. Hana said she was hoping to get student consultative committees up and running by start of next semester. There was free parking until May. Bry congratulated

Hana on food package initiative. Erin Russell asked about the university's response to calls for course fee reductions and initiatives to assist international students. Hana said Curtin was allowing international students to decrease their study load but it was not budging on student fees. Hana said we must continue to push that issue. Chris said we can think about mobilising students who can write to VC

- 7.2. Vice President – Education – Verbal Report. Chris reported that the Guild was keeping the pressure on Curtin. He said that many students were struggling and that the Guild was replying to many student concerns and working with Student Engagement to answer queries and get information out as quickly as possible. Chris reported working on articles for the Queer, Accessibility and Women's departments for Grok. Chris updated the committee on the Student Partnership Agreement. HDR/PHD issues were raised in a meeting with Valerie Raubenheimer. Chris said he was looking into IRIS Invigilation. There was a lot of student misconceptions about IRIS. Committee members were invited to message Chris for reports. Looking to establish a new rep – an online rep. Chris invited committee members to register to deliver food packages.
- 7.3. Faculty of Business and Law Representative – Not Submitted. Report to be circulated tomorrow. Jesse reported that the 2020 Course rep system meeting very productive. She was organising virtual events including a movie and board game night. Working on Discord. Polled students about how they were managing in the new online environment. Hana commented that COVID-19 had enhanced our ability to connect with students online.
- 7.4. Faculty of Sciences and Engineering Representative – tabled. Fatma reported that she was moving toward more digital engagement. She said that virtual study groups were valuable. Fatma spoke of Discord which could close the social barrier. Fatma thanked Bry for their Discord template. Fatma said she wanted to draw attention to assessments that were designed for a physical environment not online. Not all assessments had adapted well to online environment.
- 7.5. Faculty of Health Sciences Representative – As tabled.
- 7.6. Faculty of Humanities Representative – Not Submitted. Connie outlined the meetings she attended. She said that online events were essential and discussed online music events. Chris said Guild was hoping to progress the Fair Trade campaign.
- 7.7. International Students Committee President – Not Submitted. A letter of resignation had been received from Amelia Nguyen as she was no longer studying at Curtin.
- 7.8. Postgraduate Students Committee President - tabled. May advised that she as working on HDR student concerns regarding their ineligibility for Job Seeker. She reported on several meetings with faculty heads and the DVC.

- 7.9. Queer Officer – Not Submitted. Distributed tomorrow. Bry reported that they transitioning into online space effectively. Set up Discord server for Queer department with 55 members. Running Games nights. Looking at things such as Minecraft. Bry said that Discord encouraged people to help each other. Some people still missing out – they may not have the correct technology. Looking at low band with options. Bry said that some members who are self- isolating with queer phobic family members and that they were being referred to support services. Online spaces will continue after COVID-19.
- 7.10. Women's Officer – Submitted. Star reported her involvement in food parcel delivery and Grok articles. She said that she was interested in Discord for the women's department. Star left the meeting at 7pm.
- 7.11. Indigenous Officer – Not Submitted
- 7.12. Accessibility Department Officer – as tabled.
8. Student Assist – Verbal Report. Jo-Ann spoke about the food parcel program and hardship applications to Curtin. She said that Student Assist was still seeing some students regarding academic concerns about extensions. Jo-Ann said that Unilodge was offering one week free rent then students had to pay.
9.
 - 9.1. Higher Education Developments – Verbal Report

Chris moved that the committee accepted all reports. Fatma seconded the motion. Motion passed.

10. Items for Discussion and Resolution

10.1. Support for students in on-campus accommodation

Motion: The Curtin Student Guild will **defend** students' right to housing during the crisis, and will **demand** Curtin University commits to the following until the end of the year:

- A moratorium on rent
- No evictions from student housing
- Removal of study requirements for students living in on-campus accommodation

The Curtin Student Guild will **contact** students in on-campus accommodation to advise them of their rights and of the Guild's position.

The Curtin Student Guild will **publish** these demands on Guild social media accounts.

Erin spoke to this motion. Chris seconded this motion. NUS demands include housing. Curtin was offering some housing support. A one off subsidy and other support. Chris said some capital projects would be deferred until next year. Hana spoke in favour of motion. She said that the Guild did not currently have contact details for students in housing. Lachlan was working with Tara to receive info about students in housing. Motion passed

10.2. The Curtin Student Guild stands for the increase and extension of welfare payments

Motion: The Curtin Student Guild **calls** on the Morrison Government to increase all Centrelink payments beyond the flagged increase, in light of the scale of the healthcare and economic crises.

The Curtin Student Guild **recognises** that these increases were necessary before the current healthcare and economic crisis and calls on the Morrison Government to make the increased rate permanent.

The Curtin Student Guild **calls** on the Morrison Government to extend Centrelink payments to migrants, including international students, and to include people on the disability support pension and carer payment in the increase.

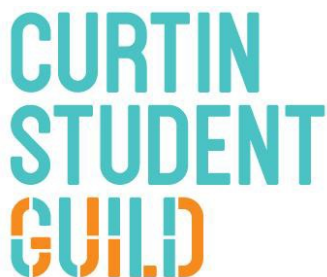
Moved by Erin. She spoke of the problems with the Morrison package specifically for international students. Fatma seconded the motion. Chris spoke to this and spoke of the new NUS website. Important to align with NUS. Motion passed.

11. General Business. There was discussion that semester 2 was likely to be pushed back by one week. Erin spoke of NTU reaction to threat of sector job losses.

12. Next Meeting

The next meeting of the Representation Board will be Thursday the 21st of May at 6pm Online.

Meeting closed 7.47pm



Student Guild of Curtin University

Representation Board

Meeting #4

To be held at 6pm on Monday the 23 March 2020

AGENDA

Meeting open
6.05pm

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"

2. Attendance:

- 2.1. Members Present; Jesse Naylor Zambrano, Erin Russell, Lucy Rohl, Fatma Sehic, Jeru Sundar, May Majimbi (6.10pm), Star Castillo, Bry Jagoe, Dylan Botica (6.32pm) Hana Arai, Lucy Rohl
- 2.2. Others Present; Maryanne Shaddick, Jo-Ann Naidu
- 2.3. Apologies and Leave of Absence;
- 2.4. Absent Luke Gibson, Ben Grassi, Clare Metcalf, Alexandra Pannel, Amelia Nguyen

3. Disclosure of any potential or perceived Conflicts of Interest

4. Items for Discussion and Resolution

- 4.1. Information gathering surveys of student experience.
- 4.2. The Guild's role in maintaining community across our collectives
- 4.3. Broader political discussion of the union as a political body in these times.

Hana Arai said it would be helpful to get feedback on how students are responding to COVID-19 changes. May Majimbi said it was important to use language that did not make students feel their feedback would modify the outcome as this was not necessarily the case. There was discussion about the importance of the survey as online learning could be of less quality than face to face teaching. There was discussion about how end of semester examinations would be handled

Erin Russell said the university was not responding to the crisis appropriately. There was a discussion about Curtin's response. Erin Russell said it has been too slow. Curtin had left it too late to put material online and labs were still operating. She said that treatment of staff was an issue. Hana Arai said that tutors and unit coordinators were moving as quickly as they could. Erin said they should shut everything down. May said the Guild must respond taking into account the sector as a whole. Erin Russell said the Guild should criticise Curtin because it was our job. There was debate about the benefits of a campaign criticising Curtin for not acting earlier. Jesse Naylor Zambrano said criticise Curtin for what it had not yet done. The library should not be open. We could get action that would benefit people. May said the library should cap the

number of students in library as per Government guidelines. This ensured people without internet access had a place to access resources. Bry said if the library shut down it would affect disadvantaged student. Bry said we should support staff. Erin said more should be done and that so many institutions had a business as usual policy. Hana Arai asked the committee what we want from the university.

Erin Russell spoke to extending the census date until end of semester. There was discussion about extending the census date. Hana said the potential financial impact would make casual staff very vulnerable. Bry Jagoe spoke to the issue of whether extending the census date will make academics jobs more vulnerable. Dylan said they can apply for special consideration withdrawal. Bry Jagoe said it was a realistic demand. Hana Arai said it should be discussed with NTU. Erin Russell she said the Guild should demand that university staff receive paid leave amid a total shutdown. Jesse closed discussion. **Action. Meet with NTU.**

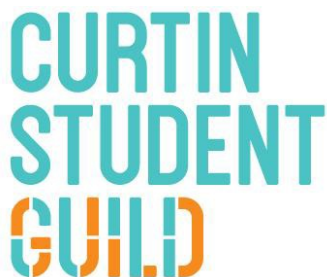
Erin Russell said all classes should be moved online now. Jesse Naylor Zambrano said every unit that could go online would go online. Units where this was not possible would be considered on a case by case basis. There was discussion about demanding all labs and tutorials should return to normal after crisis and not stay online. Erin said 100% of SAFF should be given to the Guild. May said we needed to focus on what was feasible. Erin Russell asked about rental accommodation. Erin proposed rent on campus housing should be suspended. Bry Jagoe said Curtin Counselling should be available by video or email. Grades should be a pass or fail. There was a discussion about parking and the merits of waiving parking fines. Bry said we should not encourage students to be on campus. May recommended making demands to the university about a few critical things rather than having a laundry list. Jesse Naylor Zambrano said choose critical demands. May asked would there be any downsides to a pass/fail change? May spoke of circumstances for post grad students. There was a discussion about recommendations to look at casual staff who were also students or open up a pool of money for PHD students to compensate for their loss of jobs. There was a discussion about how post graduate students could apply for stipends, scholarships etc.

Jesse Naylor Zambrano asked how we could use our position to become more empowered at a political level. There was discussion about Guild publishing content about self-sustainability, how to tips, working from home, studying online etc. There was discussion about how to provide mutual aid via a Facebook group and how the Guild could use its position to reinforce a sense of community. Bry Jagoe talked about building a Discord server recommending it would be a good thing for Faculties and Equity groups. Bry offered to assist in setting this up. Guild had a role in fostering campus spirit. Get clubs involved in online spaces. Call to discuss Gov't response in next meeting.

5. General Business N/A

6. Next Meeting

The next meeting of the Representation Board will be Thursday the 9th April at 6pm via Webex



Student Guild of Curtin University

Representation Board

Meeting #4

Thursday the 19th of March 2020

AGENDA

Meeting opened 6.10pm

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"

2. Attendance:

2.1. Members Present; Fatma Sehic, May Majimbi, Erin Russell, Luke Gibson, Star Castillo, Clare Metcalf, Chris Hall, Lachlan, Hana Arai, Dylan Botica, Jesse Naylor Zambrano, Bry Jagoe, Connie Martelli, Lucy Rohl

2.2. Others Present; Lachlan Lee, Maryanne Shaddick, Jo-Ann Naidu

2.3. Apologies and Leave of Absence; Ben Grassi, Alexandra Pannel, Amelia Nguyen

2.4. Absent

3. Disclosure of any potential or perceived Conflicts of Interest. No

4. Minutes of the Previous Meeting:

4.1. Previous Meeting Minutes:

4.1.1. Meeting from the 20/02/20

Motion: that the Representation Board **Approves** the minutes of the previous meeting on the 20/02/2020 as a true and accurate record of proceedings. Moved Chris Hall.

Seconded Erin Russell. Motion passed.

5. Matters Arising from the Minutes – N/A

6. Items Not for Discussion N/A

7. Reports

7.1. President – Verbal Report

Hana reported on speaking at the International Women's Day event, a video made for the Respect Now Always campaign, an interview with Grok about the increasing corporatisation of universities, participation at the recent climate strike and beach clean-up. As well Hana updated the committee on how COVID-19 was impacting Guild operations and the processes being put in place. Student Assist capacity was being increased. Food packages to those in need were being increased. The Guild was looking for student representatives to volunteer to deliver food packages. There was an increased pool of funding for hardship grants. Hana also spoke to a list of demands presented to the University including an extension of the census date to 3 April and academic leniency. Erin talked about the response to Gov't action. She asked about Guild support for employees. Chris Hall clarified the situation with regard to

casual staff and what support the Guild was offering. Hana met with the NTU representative at Curtin today. The Guild would make demands of State and Federal Government. Chris said an email would be sent to committee members with the NTS demands. Luke Gibson asked whether there was any thought being given toward the Guild election. Jesse said this was an important issue for Reps Board to consider.

- 7.2. Vice President – Education. Chris Hall said that every unit would have an online alternative. He reported that the student well-being and mental health app was almost complete. As well, Chris reported 14 new schools had been added to special access program. The committee was notified that Cheyenne Conway had resigned as Indigenous Officer. The Indigenous Officer would now be known as First Nations Officer. Chris said that preferred name process had been amended at Curtin. Now students had more autonomy in terms of pronouns. Bry Jagoe said this a great achievement.
- 7.3. Faculty of Business and Law Representative Jesse added a few comments to her tabled report. She said that she was focusing on student engagement, planning content for the Business and Law Facebook group and informing students of deadlines. Jesse reported on the Faculty of Business and Law disciplinary panel.
- 7.4. Faculty of Sciences and Engineering Representative Fatma Sehic added to her tabled report that she was developing content for the faculty Facebook group.
- 7.5. Faculty of Health Sciences Representative – Not Submitted
- 7.6. Faculty of Humanities Representative – Connie Martelli reported that the introduction of open majors which would be beneficial to students by allowing for more flexibility. Connie reported on her KPI of promoting arts and music a Curtin and a Fair Trade awareness campaign. Chris Hall explained open degrees means more choice in double degrees. Students could choose between the list of Business and Humanities degrees. Chris Hall said he would provide more information to members.
- 7.7. International Students Committee President – Not Submitted
- 7.8. Postgraduate Students Committee President – Not Submitted. May Majimbi held elections for the committee. She also spoke about the School of Public Health redundancy issue and its impact on students.
- 7.9. Queer Officer – Submitted. Bry Jagoe said Guild O Day was a success with the DIY promotion pins very popular. A lot of people were getting involved in the Facebook page and group. They had received some queries about Queer friendly housing. Bry said Pride in Park was a success. Bry said that the space in the new Queer department was substantially smaller than the previous one and it was hard to host events. First meet and greet was cramped. This could be intimidating for new members. Bry also reported in the lack of frosted windows in new Queer space. Bry said students needed to feel that they could not be outed and requested. There was a discussion about using Clubs HQ for events. The new pride flags had arrived. Bry spoke of meeting with queer staff and other associates. Discussed safety and health of our community. Bry discussed the formation of Queer steering Group to have a consistent approach going forward and formalising the role of the ally network into paid positions. Bry discussed having queer topics in the curriculum. They said that the queer community would be under increased stress with COVID-19.
- 7.10. Women's Officer – Not Submitted. Star Castillo spoke about International Women's Day and increasing engagement on digital channels. Star noted that she had resigned from Curtin Women Business. She also spoke about expanding networks for the women's department, creating a student safety survey and meeting students and women's officers of other universities.

- 7.11. Indigenous Officer – Not Submitted..
- 7.12. Accessibility Department Officer – Dylan Botica added to his tabled report. He discussed an online campaign to promote Curtin access plans saying it was important to get support on and off campus if students needed it. Dylan spoke about getting extra material from tutorials as some people found online difficult. Chris asked if Dylan had heard anything about closed captioning. Dylan said there was a meeting to talk about it but it got postponed. Dylan confirmed that there was capability at Curtin to do this.
- 7.13. Student Assist – Verbal. Jo-Ann Naidu said that Student Assist was seeing students via email and phone. Food parcels were ready to go. Jo-Ann reported that the university had approached the Guild to expand the laptop loan program. Erin Russell wanted to know what other measures would be introduced. She asked about the introduction of emergency loans. Jo-Ann said the hardship grant could assist students in a range of areas. There was a discussion about the merits of a grant versus a loan.
- 7.14. Higher Education Developments – tabled report. Chris Hall asked that we benchmark and report back on what other universities were doing to help students with COVID-19. Maryanne Shaddick said she would action and report back.
- Bry Jagoe moved to pass the reports. The motion was seconded by Fatma Sehic. The motion was passed.

8. Items for Discussion and Resolution

- 8.1. Ban Guild office bearers from being involved In Club Committees moved by Luke Gibson. There was discussion stemming from an incident with regard to an acoustic music club involving Guild representative Connie Martelli. The Committee heard that there was nothing that prohibited any Guild office bearers from starting a club. However Guild officers could not log time spent on club business. To clarify the committee was told that Guild officers could not use paid time to work on club business. Many people were involved in club committees. This strengthened relationship between Guild and clubs. However Guild office bearers must keep at arm's length in terms of club due diligence. An office bearer must declare their club involvement. It is everyone's personal decision to be involved in a club. Connie Martelli submitted all appropriate documentation to Guild. Fatma Sehic said we should not be banned from being involved in club committees. Bry Jagoe asked why Luke thought there needed to be a ban. Luke said there was precedent elsewhere. Erin Russell said she did not agree with the motion. Dylan Botica said that the motion did not stop office bearers being on committees just not in the positions of President, Treasurer or Secretary. Dylan Botica said he knew of instances where an office bearer used Guild time getting sign-ups for Club. Jesse Naylor Zambrano said that she found that there were processes to ensure no conflict of interest. Connie Martelli said that it was part of her KPIs to promote music and arts and forming a club seemed appropriate. She said that her intention was to fulfil my KPI.

The motion was seconded by Dylan. A secret ballot was conducted. The motion was defeated.

9. General Business COVID-19

Erin Russell requested a political discussion about COVID-19. She said that the government response was inadequate. Chris Hall recommended setting up a separate COVID-19 meeting to look at our response to Government. **ACTION. Set up COVID-19 meeting next week.** Meeting closed at 8.11pm.

10. Next Meeting

The next meeting of the Representation Board will be Thursday the 9th of April at 6pm via WebEx. This may be postponed or moved online due to the current COVID-19 Pandemic.



Student Guild of Curtin University

Executive Committee

Meeting #12

To be held at 9:30 am on Wednesday

the 29nd of April 2020

Online, using Webex Digital Conference software

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"

[Meeting opens at 12:22 pm](#)

2. Attendance:

- a. Members Present; [Hana Arai](#), [Chris Hall](#), [Bridge Truell](#), [Lachy Lee](#), [Jesse Naylor Zambrano](#)
- b. Others Present;
- c. Apologies and Leave of Absence;
- d. Absent

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting: **EC#31/2020**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 15th of April 2020, as a true and accurate record of the proceedings at that meeting.

[Clarification in the minutes around review of Clubs EOI](#)

Moved: Lachlan Lee (Secretary)

Seconded:

5. Matters Arising from the Minutes:

- a. Action List
 - i. Hana will request the data collected from the survey regarding the transition to online learning Ongoing, waiting on meeting
 - ii. Bridge to Discuss with equity representative's online accessibility Ongoing [Chris and Bridge to meet up to work on the areas that Chris pointed to improvement](#)
 - iii. Lachy to work with Chris to contact Unions to request information regarding operation changes/financial statements to determine funding needs. [Ongoing will send draft to Chris after meeting](#)

6. Significant Items

- a. Guild Executive Verbal Reports

i. President;

Launch of discord server, something that was a big step for the guild, Fac Reps and Chris, driving the launch of first event. There is a Study Hour event today. Study hour went great, Jesse did more work this morning than in the last 2 weeks. Quite a number of things to work on, going to: Close petition at end of week and present open letter. We have reached 5000 signatures, Hana has been thinking of working with other presidents in WA, writing to education minister of WA to lobby her to introduce international student supplements, similar to the measures in Victoria. Mid semester season, wanting to put out graphics on social media to clarify rights, appeal processes, apply for further assessments ETC. Putting something out on how to opt into CC's in iLecture. Hana would like to see this become an opt out process. There has been an issue in the disconnect between stud engagement and student experience team, interesting dynamic has been introduced with events moving online. Will have to work on how the two departments interact. Hana to organise meeting for end of week ACTION. Hana will be organising Portfolio Managers meeting ACTION, for an update on what everyone else is doing. Major fast paced stuff coming to a lull, everyone is wondering what we are doing next. We are going to be Sending out an email to international student regarding special withdrawals, as Student Assist flags them as potentially unaware that they can have their fees refunded under special withdrawals as the University has not provided this information very clearly.

ii. Vice President – Education;

Chris has been working on the SPA, getting his head around the massive document, today will work on transcribing information from the best practice step up principles from Student Voice Australia Chris will be putting them in the SPA to be used as benchmarking tools, to do an audit of all projects in the universities that involve students as partners, and benchmark them for best practice, already know most of the projects, but the benchmarking will be difficult this will help us see where we sit as an institution, stronger engagement, recognition and collaboration. Chris hopes this will become an encouraging tool to bring everyone to an outstanding level. The SPA has become a very comprehensive document and will come out for feedback soon. Chris is working with Student Assist on a Student assessment and progression manual, to make a friendlier and more readable version. Environmental Action Network movie night was meant to be last night, Chris is thinking of rebooting that, NDA has been changed to a digital strike action: to update event to match the change in scope of event. Working with faculty representatives individually, making sure they are comfortable with their projects and what they are doing. Discord was huge success glad that the work paid off. Chris is reaching out to Cheyenne to make a handover, for when the First Nations position is filled. Chris has set up a meeting with Jess to meet with events team, corporate relations, and the faculty and equity representatives' team, to streamline the information on Trello boards. Slow on our mainstream channel to push events, main events. There is a Movie night coming up. On the welfare side of portfolio, student and staff welfare and mental health strategy is going under review, this will be a 2-stage review for a 5-year strategy, Chris is already being consulted, this hasn't been updated since 2014, which is too long ago. Gender Equity, diversity and inclusion meetings to work on. Working with Bridge on accessibility guide. Jesse commends the attempt to streamline planning processes. Hana – accommodation post that needs to go out which needs to be done soon. Recently had a SSAFEAC meeting to discuss SSAF proposals going forward, universities struggling with their SSAF, sitting with Senior Executive Team about what is happening with our funding. Chris points out that we have a lot of document creation going on, and urges everyone to make sure that it passes by Chris if it is under his profile, unless it is going to

training, handover or does not correlate to something professional staff are doing, then the document will lose its value very quickly. This is very particular because of faculty representatives change in roles, with discord/Facebook pages. Living document throughout the year to be developed, for it to be turned into a handover document came out of events being run, what worked/what didn't to share the experiences.

iii. Vice President – Activities;

Bridge has been working on the accessibility Guide, will meet up with Chris to discuss where improvements are possible to be made. Bridge would like to know any areas Curtin is doing well at already. Once we give it to equity representatives, they will have more to add to it. Friendship speed dating went really well. Chris questions – the movie night that the guild is doing, flat earth movie night, where did that come from and did he know that was being planned. Bridge found out from Hana. Chris will bring up with events team getting Bridge in more meetings with events team. Jesse is sending calendars to everyone.

iv. Secretary;

Lachy reached out to David to get an idea of when we might be going back into the office. Expecting an official email later. Suggested that we might be able to go back into the office soon. Lachy notes that faculty representatives are accumulating a lot of TOIL, Fatma has accumulated nearly 2 weeks, which is not allowed. She has been asked to take leave. Lachy looked at the timesheets of the representatives, he noticed that one of the reps put something ambiguous in the timesheet slot. Action: Lachy will reach out and find out what is being billed. Lachy had a student reach out to query about the maker space, as the student has received several emails, once a week for the last month and is concerned about the volume. Hana has met with the person who is sending the messages and confirms that this is not a bot message. Lachy has emailed George about what things can be added to the Website, particularly around menus for each of the menus. There is a graphic request already in progress for the new menus, Chris suggests reaching out to F&B to see if they would be able to add that.

v. *Chair Of the Representation Board;

Very proud of the Faculty Representatives working together.

EC#32/2020

Motion: That the Guild Executive Committee notes the verbal reports given by the members present.

Moved: Lachlan Lee (Secretary)

Seconded: Jesse Naylor Zambrano (Chair of Representation Board)

b. Club EOI

POSTPONED For discussion with Clubs officer.

EC#33/2020

Motion: That the Curtin Guild executive committee approves, the following NEW club EOI applications, after their reviews requested by the club's officer.

Moved: Bridge Truell (Vice President – Activities)

Seconded:

7. General Business

Chris raises that universities are putting out statements about moving completely online. This creates an extreme amount of work for staff. What they are doing is both online and

internal, all Lectures will be fully online. We need to have a strong stance that lectures need to resume. Hana thinks that the guilds perspective of online content should be allowed online, should always have iLecture, workshops tutorials and laboratories are harder. Hana would like us to return to face to face education

Jesse saw Excellence in Teaching Awards was mid may last year, there was a discussion recognising teachers and the amount of work they are putting in. Wants to ensure that excellence in teaching awards is still on the radar.

Hana speaks to this and notes that it was delayed because the ways it been done is from, mid the year before to mid this year but it is being moved to a full year (2018-2019-2020) format.

Had a meeting with Clubs presidents in FBL, clubs are struggling in the same way faculty representatives are. Jesse believes there is a potential for sharing of information potential. Communication planning with Bridge, Bridge was in the same meeting. More consistent follow up on the guild representative side of things.

8. Next Meeting

The next meeting of the Executive Committee will be Wednesday the 6th of May at 9:30 am online.

Meeting closes 1:40 pm



Student Guild of Curtin University

Executive Committee

Meeting #12

To be held at 9:30 am on Wednesday

the 22nd of April 2020

Online, using Webex Digital Conference software

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"

Meeting begins at 9:40 am

2. Attendance:

- a. Members Present; [Hana Arai](#), [Chris Hall](#), [Bridge Truell](#), [Lachlan Lee](#), [Jesse Naylor Zambrano](#).
- b. Others Present;
- c. Apologies and Leave of Absence;
- d. Absent

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting: **EC#26/2020**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 15th of April 2020, as a true and accurate record of the proceedings at that meeting.

Moved: Lachlan Lee (Secretary)

Seconded: [Bridge Truell \(Vice President – Activities\)](#)

5. Matters Arising from the Minutes:

- a. Action List
 - i. Hana will request the data collected from the survey regarding the transition to online learning [Ongoing, waiting on meeting, we have data from our own survey, which has now closed with 2048 full completed responses.](#)
 - ii. Bridge to Discuss with equity representative's online accessibility [Ongoing, finishing document as we are speaking, proposal document. Document is meant to be collaborative.](#)
 - iii. Lachy to work with Chris to contact Unions to request information regarding operation changes/financial statements to determine

funding needs. Ongoing, Ed officer believes nus will be ok, chris suggests setting up calls with presidents.

Action: Hana to email Sam Roberts requesting minutes from the NUS National Executive.

6. Significant Items

a. Guild Executive Verbal Reports

i. President;

We were all on leave. Meet again with the ISC who are working on action points, looking to make a video, to call for international student to participate regarding why international students are struggling and why they need course fee decreases. Chris commends the social media post put out by ISC recently.

ii. Vice President – Education;

Working on Student Partnership Agreement, which is hard to do alone, Chris might send it round for feedback. Currently deciding aesthetic design. Currently talking to digital engagement team about using the murals as the new Facebook banners because we have the digital graphics with commission, Bree has brought up that the Indigenous Department Facebook page needs to be renamed, and a statement as to why that has been done. SSAF for trimesters hasn't been figured out, the first trimester has been given a discount, but the second has not. Reached out to people to figure out what is happening, including Ian Callaghan, who has included Jill Downie in the discussion. Chris and Lachy have been discussing Curtin extra for representatives. O-day evaluation was done, huge congratulations to Bec and team, especially jess, as the event was amazing.

iii. Vice President – Activities;

Bridge has been working on the project proposal, really interesting, can't wait to show everyone. Clubs and Societies massive success, with 33 attendees including 3 guild people, engagement was good. Bridge was impressed with club initiatives and the different ways clubs have explored to deal with the lack of face to face meeting/events. The Clubs News channel on the website is remaining well updated, if any clubs have questions, please direct them to there. The 2020 Clubs Mega Challenge is looking exciting. Bridge is glad they were able to launch that during the C&S meeting.

iv. Secretary;

Lachy has been working on Curtin Extra with Chris, encouraging reps to fill out the forms, Lachy has logged onto the coordinator page and has sent an email to the unpaid reps to encourage them to start filling out the form. Chris suggested to look into getting the modules we already do with the guild accredited, lachy will look into this. Chris and Lachy discussed how to change the appointment of Secretary so that it occurs before the start date of the job, making handover a less messy process, however David has knocked back the suggested changes, Lachy will attempt to find a way that works. Lachy notes that the potential Minecraft server has gotten lots of interest in the faculty facebook page and is looking forward to this going ahead.

v. *Chair Of the Representation Board;

EC#27/2020

Motion: That the Guild Executive Committee notes the verbal reports given by the members present.

Moved: Lachlan Lee (Secretary)

Seconded: Hana Arai (President)

- b. Standing Invites for the ISC and PSC Presidents into the Executive Committee

EC#28/2020

Motion: The Executive Committee will send **standing invitations** to the International Student Committee President and the Postgraduate Student Committee President to attend meetings of the Executive Committee until the Guilds face to face operations resume.

Moved: Hana Arai (President)

Seconded: [Chris Hall \(Vice President – Education\)](#)

- c. Club Renewals

EC#29/2020

Motion: That the Guild Executive approves the renewals, with the club officer's recommendation, all the clubs that have all required documentation, and no issues, discrepancies, or significant changes.

Moved: Bridge Truell (Vice President – Activities)

Seconded: [Lachlan Lee \(Secretary\)](#)

- d. Club EOI

EC#30/2020

Motion: That the Curtin Guild executive committee approves, the following NEW club EOI applications, after their reviews requested by the club's officer.

Moved: Bridge Truell (Vice President – Activities)

Seconded: [Jesse Naylor Zambrano \(Chair of the Representation Board\)](#)

[Concerns around the links that Curtin Uni Students for Climate Justice has to national organisations, this will be confirmed next week.](#)

7. General Business

8. Next Meeting

The next meeting of the Executive Committee will be Wednesday the 29th of April at 9:30 am online.

[Meeting closed at 10:09 am.](#)



Student Guild of Curtin University

Executive Committee

Meeting #11

To be held at 9:30 am on Wednesday

the 16th of April 2020

Online, using Webex Digital Conference software

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"

Meeting opens at: 9:45

2. Attendance:

- a. Members Present; [Hana Arai](#), [Chris Hall](#), [Bridge Truell](#), [Lachlan Lee](#), [Jesse Naylor Zambrano](#)
- b. Others Present;
- c. Apologies and Leave of Absence;
- d. Absent

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting: **EC#24/2020**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 1st of April 2020, as a true and accurate record of the proceedings at that meeting.

Moved: Lachlan Lee (Secretary)

Seconded: Chris Hall

5. Matters Arising from the Minutes:

- a. Action List
 - i. Chris to finish SPA brief after the meeting [Done](#)
 - ii. Hana will request the data collected from the survey regarding the transition to online learning [Ongoing, waiting on meeting](#)
 - iii. Bridge will report back to Exec regarding their iris experience [test is not until 23rd](#)
 - iv. Bridge to ask lachy to do a vague agenda for C&S [Done](#)
 - v. Bridge to Discuss with equity representatives online accessibility [Ongoing, Vague Proposal is being done. Getting on top of it today or tomorrow](#)

- vi. Lachy to work with Chris to contact Unions to request information regarding operation changes/financial statements to determine funding needs. [Ongoing](#)

6. Significant Items

a. Guild Executive Verbal Reports

i. President;

Hana has been working on her Council Report, meeting with Directors of Student Engagement, Faculty Representatives and Chris with the discussion centering around the course representative's system. There have been different stages of progress from each faculty, Business & Law is ahead of everyone else. Everyone is keen to get something going by beginning of semester two, with some people wanting to start this semester, Hana spoke to 2 student journalists.

Weekly faculty representative meeting, there was a discussion around online safety, a student posted a question on a faculty Facebook page regarding the return of marks, comments started to become accusatory, instead of helpful, Starting to work on having processes in place if online bullying starts to become a problem on these pages.

ii. Vice President – Education;

SPA brief is done, has been sent around for circulation to feedback group. At the Representation board meeting, Chris seconded both of Erins motions.

The NUS has taken a position on both of the subject matters, contacted Valerie Raubenheimer, regarding what we are doing in the housing space.

Fatma has been working on the discord, deciding what bots are being used.

Chris attended a Learning and Student Experience meeting, there are concerns in the PHD and HDR space, raised from May, Chris got a standard placating response and accordingly Chris been doing quite a bit of work there. Meeting with May next week to see if anything has improved.

Chris attend the Course representative meeting, in which he thought the discussion from the faculty representatives was really good and that faculties were working together well.

Chris brought up conversations with Science and Engineering, bringing up student consultation for HDR students as well. Faculties are willing to get on top of that. We now have a designated person to call at Curtin Connect, for postgrad research students to call to raise concerns and ask questions instead of going to supervisors. Not sure if this person is on all the time.

Grok have confirmed they are writing the articles that Chris put forward.

iii. Vice President – Activities;

Bridge has been busy with Uni work, will be meeting with Shelley this afternoon/tomorrow morning for clubs and societies meeting to discuss where they're heading.

Bridge has drafted a Vague proposal to give to equity representatives, to get their minds juicing.

iv. Secretary;

Apologies from Lachy as he has been absent a fair amount last week, however the assignment is finished now. A reoccurring report reminder has been sent out to all office bearers who submit a report, and an extra reminder ahs been put in place for people who are repeat offenders.

Had a meeting with the Science and Engineering representative and a concerned student regarding staffing.

v. *Chair Of the Representation Board;

EC#25/2020

Motion: That the Guild Executive Committee notes the verbal reports given by the members present.

Moved: Lachlan Lee (Secretary)

Seconded: [Bridge Truell](#)

7. General Business

[Chris sent through digital request to have the climate protest. Chris will get our one up first, and then band together with original organisers.](#)

8. Next Meeting

The next meeting of the Executive Committee will be Wednesday the 23rd of April at 9:30 am online.



Student Guild of Curtin University

Executive Committee

Meeting #10

To be held at 9:30 am on Wednesday

the 8th of April 2020

Online, using Webex Digital Conference software

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"

Meeting opens at 9:37 am

2. Attendance:

- a. Members Present; [Hana Arai](#), [Chris Hall](#), [Bridge Truell](#), [Lachlan Lee](#)
- b. Others Present;
- c. Apologies and Leave of Absence; [Jesse Naylor Zambrano](#)
- d. Absent

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting: **EC#21/2020**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 1st of April 2020, as a true and accurate record of the proceedings at that meeting.

Moved: [Lachlan Lee](#) (Secretary)

Seconded: [Bridge Truell](#) (VP-A)

5. Matters Arising from the Minutes:

- a. Action List
 - i. Hana to expand initiatives for international students.
[Hana had meeting with Christopher Turn, Digital engagement officer, working on projects, statement responding to Scott Morrison comments on international students.](#)
[Hana has written up a statement encouraging international students to stay](#)
[Hana has a list of new initiatives](#)

- ii. Chris to work on SPA brief, Consider calling a workshop Chris has considered the workshop, finished the brief, very last table is being added. will be finished after this meeting
- iii. Chris to develop a Colour Scheme for the SPA, better than UWA's DONE
- iv. Chris and Hana, make a decision on what to do with the empty First Nations Position Ongoing
Chris notes it will be difficult to hold an autonomous election. Change the email address to have an automatic reply, and to forward queries to the president.
- v. Hana to investigate the Guild "Tick Tock". This has been abandoned as it wont be needed.
- vi. Lachy to Follow up on Training Modules Done

6. Significant Items

a. Guild Executive Verbal Reports

i. President;

Last week Hana submitted a motion to amend the universities policy about changing grades to a pass, to include the fail element currently, if you pass you can have an ungraded pass appear on an academic transcript, can choose after the marks are received this doesn't apply to failing grades. Students will want to protect their CWA, Hana is trying to move an amendment to the item, so far there have been 3 votes against. If this fails, Hana will bring to the VC, and if this fails the discourse will become public.

Hana has been working closely with the faculty representatives, with starting up a discord, meeting with Maryanne, Joanne, and George from IT, Happy to proceed with creation of a discord server, will have 1 discord with 4 channels which will have a bot sorting you into the channels, this will avoid repetition of channels.

Update: the university is trailing a Student engagement/communication where they call whole demographics one at a time, starting with high-risk students, for example, first years, students not on good standing. This will work as a retention exercise, to support vulnerable students. There have been 750 students called so far

Curtin has been distributing a survey to all students through faculties regarding the transition to online learning.

Action: **Hana will request the data collected**

Working on FAQ section, which is live on the website.

petition was put out last week, 3837 signatures as of right now, which has been quite valuable in advocacy efforts Hana has Caught wind of rumours to extend HDR scholarships, Valerie has stated it is on their radar.

Gotten Fatma involved in writing response to the parking suggestion. Fatma has begun drafting the response. It will be a challenge to make sure the faculty and equity representative maintain engagement. They may need to receive additional support, Hana has been delegating tasks to faculty representatives. Jesse doing some research on how to write to a landlord/real estate agent to request a rent decrease. A spreadsheet has been made for faculty representatives to send questions to us, this way things won't get lost in messages.

Hana has scheduled a Meeting for Thursday to finally pin down Directors of student engagement to engage them in the course representatives system. They all seem keen in individual conversations but need to get them involved in a communal space.

ii. Vice President – Education;

Not too much has changed besides the SPA, Chris has been working heavily on it Chris has been checking in with May, spoke about a number of concerns about Post Graduate students. University has told them to continue with business as usual, May drafted an Email, which was sent to key guild staff and then sent on to Gary Alison, Hana and Chris had a meeting with Valerie regarding the email and it was sent to the VC, Hana interjects that she and Chris met with Valerie yesterday, brought up amendment to the pass/fail motion.

Chris will forward Post graduate Student Committee letter to executives in its final state. Courses committee has produced a new masters of audiology coming in through health sciences and humanities, have offered a version prior, but now have the only accredited version in WA,

Chris has been putting a lot of work into the Discord, Automatic feed for Maryanne, every time a new post from Facebook comes through, it will post on the discord.

Mini audit of all PHD and HDR courses, reports were done by Litech and Julie Bruner, manager of curriculum transformation. Great PowerPoint of what is good/bad and a comparison to the market, which will be provided to representation board. Got Grok to pick up Equity reps articles, Star handed hers in this morning, after a large amount of assignments

Jesse made a spreadsheet to help the fac reps schedule content for Facebook pages.

Online testing has had a huge amount concerns over IRIS, Chris is getting clarification over why the university is using it so vigorously.

Multiple Students concerns over the computing units that had a badly done test online, not uploading assessment, uploading it late, one test uploaded an answer key instead of test, Online test was published 2 minutes before submission time. Fatma is talking to UC's currently.

Hana wants the university to only use IRIS for invigilated accredited exams. Chris is finding the fine line between where it is necessary vs stopping people from being able to do assessments.

Bridge to report back on their IRIS experience.

Executive opinions, Bridge, IRIS not likely improved that before the end of semester Hana suggests a user guide, but we would need to know the fixes.

Chris thinks that it is a minimal version of the problematic software other universities have. Could get Grok to write an article on IRIS

Fatma and Chris have been working on a survey for the online transition

iii. Vice President – Activities;

Busy with assignments, arranging a meeting with Jess regarding events stuff, who is busy with food parcel stuff. Just sent an email yesterday afternoon, working closely with Shelley to work out ways to support clubs, C&S next week on Thursday

Action: **will ask Lachy to do a vague agenda**

It will act as a rap session, hopefully some direction on which areas need to be addressed Doing Parcel drops, has been fun.

Hana queries if doing digital accessibility research is a possibility, Online spaces can be made more accessible, for example: Image descriptions, Closed Captions, Content

Warnings, could be used for distribution to clubs/events team,

Action: Bridge to Discuss this with Dylan. Possibly work with the other equity representatives

How to correctly Acknowledge Country in zoom meetings is another idea, Chris suggests that the NUS may have a best practice guide for this.

Bridge is trying to think of stuff to do, activities spreadsheet is going well, getting time to sit down and dedicate to this kind of stuff.

iv. **Secretary;**

WASM update: they are putting together activity packs, which are an incredible idea, information has been passed on to those who can assist them

Lachy asks execs to please highlight Prophix questions, so that way they wont be missed.

Lachy encourages everyone to get involved with food deliveries, it has been a cathartic experience. Mural invoices have been sent through.

v. ***Chair Of the Representation Board; N/A**

EC#22/2020

Motion: That the Guild Executive Committee notes the verbal reports given by the members present.

Moved: Lachlan Lee (Secretary)

Seconded: Bridge Truell

b. **Union Affiliation Fees**

Exec need to decide what is classed as necessary for the unions, CAPA already asking for affiliation fees, NUS is not running NatCon, and are not running at a deficit, CAPA requests 11K, UATSIS \$1K – 4K, David's suggestion is for the Guild to pay 50% of the appropriate budgeted fees.

50% sounds fair as we are losing half of our SSAF this semester, Hana suggests an analysis of their operations,

NUS UATSIS and CAPA requesting for their financials, lachy to liaise with Chris, and then to contact unions and ask for a description of their activities and how they have changed/conferences and physical events, what they are doing to adjust.

EC#23/2020

Motion: The Executive Committee Consider the proposed Union Affiliation Fee Payments

Moved: Chris Hall (VP-E)

Seconded: Lachlan Lee (Secretary)

7. **General Business**

8. **Next Meeting**

The next meeting of the Executive Committee will be Wednesday the 15th of April at 9:30 am online.

Meeting closed on the 10:59



Student Guild of Curtin University

Executive Committee

Meeting #9

To be held at 9:30 am on Wednesday

the 1st of April 2020

Online, using Webex Digital Conference software

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"

Meeting opens at: 12:40.

2. Attendance:

- a. Members Present; All present
- b. Others Present;
- c. Apologies and Leave of Absence;
- d. Absent

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting: **EC#19/2020**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 25th of March 2020 and the 11th of March 2020, following a correction, as a true and accurate record of the proceedings at that meeting.

Moved: Lachlan Lee (Secretary)

Seconded: Jesse Naylor Zambrano (Chair of Representation Board)

5. Matters Arising from the Minutes:

- a. Action List
 - i.

6. Significant Items

- a. Guild Executive Verbal Reports
 - i. President;

Hana's most significant development at the moment is calling on the university to implement steps to support students in terms of academic progression, two of our demands have already been met. Moving forwards there will be no requirement for medical certificates, removing late penalties where possible, free parking until May and the removal of exams where not required for accreditation purposes.

Hana gives a quick update on the SSAF situation, yesterday Chris, David and Hana met with David Menarry, the Vice Chancellor and the DVCA, to talk about the change to SSAF, there had been no meaningful communication until that point. They discussed why they were reducing it, the arguments made by the university were not largely compelling, however since the meeting was only 30 minutes long Hana was unable to rebut the points. VC pointed to student hardship, an argument that was ultimately flimsy, and the transition to online space, as the online quality will drop. There was no mention to reducing the amount of course fees, despite this. Negotiations with the university will continue.

Job keeper package came out, this will cushion the blow to the guild.

We have also received 3 months of rent relief, we are asking the university to guarantee that we will receive the same amount of funding we would have received, 1.5 million. We are asking that in the next 2 years we receive a higher amount of SSAF, to help pay for our current projects, which have already been pushed back due to lockdown,

We have 3 main sources of income, commercial, which we have projected to have a 700K loss, SSAF which has been halved, and the Grant, which totals roughly 600K, Hopefully we can get a response today.

An update on our emergency support services, we have given out 207 parcels of food for students, 40 of which were deliveries, we have lent out 40 laptops and we are still getting applications, most of which are from international students, Hana would like to focus on this as international students are unable to return home and are receiving less aid, losing jobs, and having visa troubles, stuck in a foreign country, having to pay full rate fees and living expenses, without a source of income.

ACTION: Hana would like to expand our initiatives,

Chris notes that now that they are online, they are losing out on the Australian teaching experience

Followed up with Lincoln regarding the NUS campaign, did not consider contacting embassies, but will now start doing this in conjunction with NUS welfare officer.

Need to get fee reduction for international students, this will provide benefits in real time for international students, Not just SSAF reduction.

Hana wants to prioritise fee reduction and petition media today.

Doing a lot of digital engagement, which is great to see, Execs to make Spotify playlists, Going to continue working on the inherent requirements initiatives throughout the year, The university wants to establish soft requirements for every single course, so student understand what they will need to do to pass. There are concerns around accessibility requirements if these are implemented. In cases of accreditation to help students be informed regarding the course requirements, instead of students going in to a course lacking crucial knowledge.

University is interested in student opinion regarding this initiative.

Constantly in discussions with the university, getting updates on the COVID situations

Note: one case that was dealt with last week, a faculty member contacted Hana regarding a student who was in a large amount of strife, being kicked out of home due to cultural misunderstanding of how COVID spreads.

Student was sleeping rough, faculty enquired if we are able to secure emergency accommodation for students in a bad situation. Uni lodge has emergency housing for \$600 fortnight, Hana contact safer communities, who are incredible and secured free housing for this student.

ii. Vice President – Education;

Working on the Assessment progression, lots of similar meeting to Hana.

Happy with faculty progress, only 2 cases so far where assessment weightings have been changes, nothing over 50%, Leia has been stood down currently, due to the offices shutting. Academic board was last week, May raised issues over the Postgrad rules, Academic board froze out May over a lack of understanding over a document, this will be dealt with. May is now on Uni council and can bring up PHD extensions up again. Chris will discuss KPI's with May soon.

Faculty representatives submitted study tips which went out in a huge post.

Articles for GROK have been submitted to Chris, Chris has made graphics for the articles, which were done very well. Chris is happy with the equity representative's effort in the articles.

Hana commends Chris on his engagement with Faculty and Equity Representatives. Chris comments that the Faculty reps have done a great job of self-sustaining. Bridge assisted with articles.

Workout videos were published, these were done well by Execs who submitted one.

Petition going out, Facebook frames have been made to be put up on Facebook profiles and shared to fac rep groups.

ACTION: Start working on the Student Partnership agreement, having project brief completed this week Chris might get an Executive workshop or ask Maryanne to weigh in on how to write the actual agreement.

Chris needs to choose a colour scheme for it.

ACTION: it must be better than UWA's

ACTION: Hana and Chris need to decide what to do regarding the empty First Nations position.

iii. Vice President – Activities;

All that has changed since last exec, Bridge has met with Shelley yesterday, running first online Clubs & Societies meeting soon, even if it just becomes a complaint forum, this is good as no one is currently contacting the Guild, this will hopefully engagement most of the clubs. Clubs conference has been cancelled, potential for a stripped back online personal development series, a lot of webinars are available through UniHub, meeting up with Bec and Shelley to discuss moving the clubs challenge online. Points will be based on the usage of online services available to clubs. Response to the clubs challenge last year was great, so Bridge is keen to push for this.

Met with Shelley and the people from Faculty of Business and Law, and Haley Davis from Careers in ways in which we can assist clubs in the digital space. Online catchup with guest speakers and such meeting with faculty representatives to target academic clubs specifically and can use faculty channels to contact clubs. Shelley looking at online consultation time, for clubs to ask questions about, online Mock committee meeting video, how to run meetings online. Potential to extend to annual general meetings if it comes to that point. Film and digital engagement workshop was sent out, before major shut down occurred.

ACTION: Hana proposition: Guild Tik Tok, we may already have one

Jesse wants to encourage the idea of the club's challenge.

Hana thinks we should encourage the clubs to make their own digital engagement servers, such as discord.

Chris encourages everyone to get their flu shots.

iv. Secretary;

Reach out to DTS to discuss potential concerns over the IRIS system, got a reply that addressed most of the concerns, however there was a lack of clarity over what would happen if the internet dropped out during a test.

PSC has reached out, have been given the how to guide for webex meetings.

WASM Update, most of their executive will be staying in Kalgoorlie, food is difficult to source.

Chris raises to reach out to Nika over the training modules.

v. *Chair Of the Representation Board;

Jesse Has not a lot to report on but is happy with the efforts of the executive.

EC#20/2020

Motion: That the Guild Executive Committee notes the verbal reports given by the members present.

Moved: Lachlan Lee (Secretary)

Seconded: Jesse Naylor Zambrano (Chair of representation Board)

7. General Business

Hana has a question, Leia being stood down, is she being payed in advance? Chris answers that: Yes, she is being paid for material costs, and the full amount for the digital artwork and 50% of the labour.

8. Next Meeting

The next meeting of the Executive Committee will be Wednesday the 8th of March at 9:30 am online.



Student Guild of Curtin University

Executive Committee

Meeting #7

To be held at 9:30 am on Wednesday

the 25th of March 2020

Online, using Webex Digital Conference software

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"

Meeting opens at 9:49 am after Technical Difficulties.

2. Attendance:

- a. Members Present; All present
- b. Others Present;
- c. Apologies and Leave of Absence;
- d. Absent

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting:

- a. Previous Meeting Minutes

Clarification of report designs of murals is almost all done

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 8th of January 2020 as a true and accurate record of the proceedings at that meeting.

Moved: Lachlan Lee (Secretary)

Seconded:

5. Matters Arising from the Minutes:

- a. Action List

6. Significant Items

- a. Guild Executive Verbal Reports
 - i. President;

Hana has done a film interview with Grok, the interview was on a story the politics sub-editor is running about the increasing commercialisation of universities, Maryanne was pivotal in helping through the process of a video interview.

Hana gives an update on The Students as partners initiative, Student Voice Australia working group has disbanded, Curtin has formed a new students as partners community of practice group, Student Partnership Steering Committee, the membership includes Directors of Student engagement, Chris and Hana, with eyes on including more reps. Hana is hoping it

will be a productive space, particularly for implementing the course representative system. Jill's plan on a page which included students as partners has produced several mini projects under this banner which aim to encourage student partnership, all of the smaller projects mentioned in previous minutes are being monitored by the Committee.

The Guild has been having issues with room bookings, Hana Bec and Shelley met with the people in charge of room bookings to discuss the processes put in place. There was a productive discussion, with room bookings being processed faster, and a clearer line of communication.

Hana participated in a climate process, Hana spoke at the protest, stating that it was a privilege, and that the protest was successful, however there was reduced attendance due to fears over COVID-19.

Hana attended the beach clean up at Cottesloe, and thanks Chris for organising the event. Hana is looking forward to more events like this.

More meetings with Valerie regarding the university response to COVID-19, Hana states that the demands the Guild has issued have all been met, however clear communication have not been sent out regarding Academic Leniency.

Note: Hana to contact whoever is in charge of late withdrawal, for criteria matrix, clear concise communication of what constitutes an impact.

Interviews for the new elder in residence have been completed, happened on the 18th, the job title has been changed to Noongar Cultural Advisor.

Hana has been speaking with Humira a lot, the manager of student engagement from the faculty of humanities, how the course representative system in the online space. Hana thinks it unlikely people will be able to create a full committee during the pandemic.

Hana has been meeting with Julie Howell every few days to touch base and to have more frequent updates. The NUS campaign has been forwarded to Julie Howell.

Curtin Student Advisory Committee was held yesterday.

Chris wants to congratulate Hana on her speech at the climate protest, it was the best speech he has heard at a climate protest.

Food package system progresses, there is a concern about our resources this will be left in the hands of student assist.

Social Media has been very active, particularly on more politically oriented posts, International one is more contentious, but still very active.

ii. Vice President – Education;

Chris has been the point person for being in a large array of meetings for faculties, won't go into detail with what has changed Chris will circulate document that covers this section of the report, this will be attached to the minutes.

Chris has been sitting on Learning & Teaching meetings, to discuss how to move online, led by Jill Downie. Faculties have been fairly consistent. The Faculty of Science and Engineering very quickly changing over. University still deliberating how the tuition free will affect the number of exam weeks. Working with faculty representative to email their PVC's every few days with a new request, keeping a flow of communication.

The last week saw a huge win from Hana and Chris, Hana used the Demands to pressure the university to act with regards to COVID-19, which resulted in the census date to be pushed back by a week. Jill Downie claiming that the special withdrawal process, would be used so that student wellbeing could be checked on, following this

Hana and Chris stormed the VC's office, following a robust and compassionate discussion, Hana showed her skills as the people president to direct change. Chris complimented Hana on Rejigging the spirit of student unionism.

Chris offers a commendation to the Chair of Reps for holding the special meetings for COVID 19 and robust digital chairing.

Chris notes that there is a huge student experience spreadsheet for planning events while campus is closed, Faculty representatives are formulating study tips for not being physically present at Uni, alongside a know your student rights post. Equity representatives writing articles for GROK. Bridge was helpful in formulating questions. Chris circulated the question list. Postgraduate students are stable at the moment, largely autonomous. General representatives to start working on a log, for us to push for a change once this is over. Jesse responding to information gathering which we need to start doing immediately, Hana has concerns over advocating for things to stay the same after COVID, to discourage face to face classes, citing that it can be an issue for many students who struggle to learn online.

Lecture exams and tests have been uncovered.

Bridge, as someone who has done online study before, keeping up with the process throughout, a lot of the things that are positive will present first, things that are bad will present later. Not having face to face study presents its own accessibility concerns. Online students stand to gain, as more students will be online, more ability to highlight issues.

Hana was discussing with Tony Snow the review of eValuate, Tony had concerns if it is relevant, Hana suggest changing it to be relevant to online study, with a focus on things like "how good was the communication".

iii. Vice President – Activities;

Still in isolation after returning from leave. Adapting to working/studying from home. Trying to work out how to activities without a physical presence.

The person who hosted Clubs leadership Conference, has gotten back to us regarding shifting clubs leadership conference online.

Bridge has been going through the spreadsheet to add to ideas and come up with new ones. Chris suggests adding Bree to meetings with Student Experience.

iv. Secretary;

Hours have been affected due to working at home, Exec to follow up with a KPI meeting to reassess how we are achieving our goals.

First Year Committee elections have completed, with three candidates elected.

Follow up with Melinda to offer additional assistance from Bentley.

v. *Chair Of the Representation Board;

EC#18/2020

Motion: That the Guild Executive Committee notes the verbal reports given by the members present.

Moved: Lachlan Lee (Secretary)

Seconded: Jesse Naylor Zambrano

b. 2019 to 2020 Role Transition Review

Hana feels like her given/received handover could have been better. Need to give a better run down of the current situation, remember the nuances, who is an ally, how to prepare yourself for the coming year.

7. General Business

8. Next Meeting

The next meeting of the Executive Committee will be Wednesday the 1st of March at 9:30 am online.



Student Guild of Curtin University

Executive Committee

Meeting #7

To be held at 9:30 am on Wednesday

the 11th of March 2020

In the President's Office

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"

Meeting opens at 8:57 am

2. Attendance:

- a. Members Present;
- b. Others Present;
- c. Apologies and Leave of Absence; [Bridge Truell](#)
- d. Absent

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting: **EC#15/2020**

- a. Previous Meeting Minutes

Motion: That the Guild Executive Committee approves the Minutes of the Meeting on the 8th of January 2020 as a true and accurate record of the proceedings at that meeting.

Moved: Lachlan Lee (Secretary)

Seconded:

5. Matters Arising from the Minutes:

- a. Action List
 - i. Chris to Discuss with Hana Academic Exemptions for Striking Students [done](#)

[Jon Yorke reluctant to send out OCC due to governments advice regarding mass crowding.](#)

- ii. Chris to Follow up with Hana Regarding UOR. [Done](#)

6. Significant Items

- a. Guild Executive Verbal Reports
 - i. President;

Hana attended the International Women's Day event on Tuesday and notes that it was quite successful, She gave a short speech the event had an attendance of roughly 180 people. Hana has been working on the Guilds response to the COVID – 19, and has taken part in two, two hour meetings, with a focus on mapping out risks associated with the situation, there is a two phase plan being mapped out, with incrementally rising intensity. Professional staff are preparing to be more flexible in their role. The Guild needs to meet with the university to coordinate response. Hana filmed a video with the university around the Respect. Now. Always campaign, discussing available services and Curtin's zero tolerance response to sexual assault and harassment.

Hana also had a recent interview with a journalism student regarding the upcoming climate strike, and another interview with grok regarding the increasing corporatisation of Universities.

Hana has been talking with faculties about the course representative system.

The Guild has been having many issues with room bookings, which is managed by student's service office, they have been difficult to work with, with clubs struggling to book rooms for their events, there is a meeting scheduled for tomorrow.

Hana has been coordinating with the Aboriginal Student Placement Officer, who is a student at Curtin, they will be sitting in on the Elder in-Residence interview panels.

There has been an issue with iLectures, some lecturers have decided not to record their lectures, the Deputy head of school said these classes are held in a facility without iLecture equipment, however the students in the class claim that other classes in the same room are able to be recorded.

Action follow up on this situation.

Dale Pinto has been elected to chair of academic board

ii. Vice President – Education;

Chris has been doing lots of planning on the Curtin Environmental Action Network with many events coming up, including a beach clean-up, a movie night at the tavern, with a focus on positive messaging and a BBQ, which has been pushed back, where students can make little terrariums with native Australian plants, Chris has reached out to indigenous sovereignty organisations to talk at the climate workshop. Chris notes for the committee that Ket has made some really outstanding graphics for this network.

University has recently put in some changes regarding ATAR intakes, a larger pool of high schools will be applicable to circumstantial boosts to their ATAR. When students enrol to university and have to do the English language proficiency test, some are recommended to do an additional workshop, there are two levels, recommended and required, with a sanction being placed on students who are required to do it again, as opposed to a fail grade.

Cheyenne will be resigning from her role as indigenous representative, due to personal circumstances, she will be writing a handover and recommending a list of candidates to reach out to for running in the election.

Chris is investigating the Blackboard preferred name process, preferred names aren't coming up, resulting in dead names being used.

Jennifer Howell is working on a report from all of the faculties, for all of their 50% weighted assessments with 50% pass fail required, with a focus on getting rid of them.

Murals designs are almost all done.

iii. Vice President – Activities;

iv. Secretary;

Lachy starts by discussing the pile of belongings taking up space on the couch, noting that the secretary's boxes take up the bulk of the mess, with plans to move them shortly. Lachy raises that the electing a housing advisory committee would be a bad idea, due to the large number of international students who aren't currently living in housing due to COVID-19, with potentially vulnerable groups completely missing out on representation, Chris suggests that executive resolve to move the election. PSC ballot is complete, with two candidates elected. First year Committee nominations are nearly complete as well, with only 1 received, Chris suggests extending the nominations period. Executive committee moves to camera
Executive committee moves out of camera.

v. *Chair Of the Representation Board;

EC#16/2020

Motion: That the Guild Executive Committee notes the verbal reports given by the members present.

Moved: Lachlan Lee (Secretary)

Seconded: Chris Hall (VP-E)

EC#17/2020

Motion that the Executive committee rescinds the requirement for the Housing Students Committee to be sit until such a time as it is appropriate to elect the committee.

A. If it reaches the second semester and no committee has been elected the secretary will distribute the housing survey for noting.

Moved: Jesse Naylor Zambrano (Chair of the Representation Board)

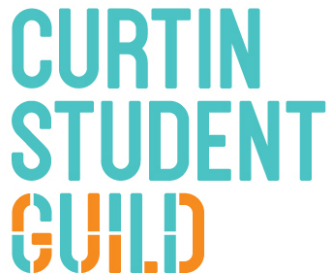
Seconded: Chris Hall (VP-E)

- b. 2019 to 2020 Role Transition Review Moved to next week
- c. Clubs Officer workload – The executive notes that the workload surrounding clubs has increased exponentially, and casual assistance is required for the Guild to continue its club operations.

7. General Business

8. Next Meeting

The next meeting of the Executive Committee will be Wednesday the 25th of March at 9:30 am in the President's Office.



Student Guild of Curtin University

Finance and Risk Committee - Meeting #3

To be held at 12:30pm on Wednesday the 20th of May 2020

Video Conference

AGENDA

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"

2. Attendance:

- 2.1. Members Present; Fatma Sehic, Beatrice Panganiban, Min D. Chia, Katelyn Colson, Lucy Rohl, Ms Rachel Kogiopoulos
- 2.2. Others Present; Lachlan Lee, Hana Arai, Jo Boldison, Karen Rennie, David Luketina
- 2.3. Apologies and Leave of Absence; Mr Kenny Lye
- 2.4. Absent;

3. Disclosure of any potential or perceived Conflicts of Interest

4. Minutes of the Previous Meeting:

4.1. Previous Meeting Minutes –

RESOLVED: FINANCE AND RISK #7/2020

Motion: That the Finance and Risk Committee **approve** the previous minutes of the Finance and Risk Committee held on the 27th of March 2020 (*Attachment 4.1*).

Moved:

Seconded:

4.2. Any Circular Resolutions – N/A

5. Matters Arising from the Minutes

5.1. Action List (*Attachment 5.1*).

There were no items on the action list.

5.2. Finance and Risk Committee Work Plan 2020 (*Attachment 5.2*)

6. Items for Decision

- 6.1. Risk Policies and Procedures Review (*Attachments 6.1a-b*)
- 6.2. Review of Finance Policy's and Procedures (*Attachment 6.2a-c*)

RESOLVED: FINANCE AND RISK #8/2020

Motion:

Moved:

Seconded:

7. Items for Discussion

- 7.1. Reforecast Budget and Cash Flow (*Attachment 7.1a*)
- 7.2. Business Continuity Plan (*Attachment 7.2*)
- 7.3. Data Privacy and Integrity (*Attachment 7.3a-b*)

8. Items for Noting

- 8.1. Financial Reports for April 2020 (*Attachment 8.1a-d*)
- 8.2. Update on Audit Recommendation Implimentation (*Attachment 8.2*)
- 8.3. Changes to SSAF Funding (*Attachment 8.3a*)

9. General Business

10. Items to be Communicated

11. Next Meeting –

The next Finance and Risk Committee will be held on Wednesday, 15 July 2020 at 12.30pm in the Guild Boardroom.

Student Guild of Curtin University

Activities Committee - Meeting #2

To be held at 2:00 pm on Tuesday the 10th of March 2020

Location: The Bridge (106F).

1. Acknowledgement of the Traditional Owners:

"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"

2. Attendance

2.1. Members Present; Bec Barendrecht, Hana Arai, Maryanne Shaddick, Clare Metcalf, Lucy Rohl

2.2. Others Present;

2.3. Apologies and Leave of Absence; Bridge

2.4. Absent; Jason Kim, Dylan Botica, MinDee Chia, Jess Bourne

3. Disclosure of any potential or perceived Conflicts of Interest

4. Confirmation of the Minutes of the Previous Meeting

Motion: That the activities Committee **approve** the minutes of the previous meeting held on 11/02/2020 as a true and accurate record of the meeting.

Moved:

Seconded:

Passed

5. Matters Arising from the Minutes – None

6. Business on Notice

6.1. Reports

a) Activities Vice President's Report

b) Manager Reports

Maryanne; for Toga Party the social media engagement was good, 1200 in attendance at the event. More than 1000 tickets sold online, at O'Day a very successful digital campaign with high open rates with new to Curtin targeted media, 60-70% open rate. We have 1500 new likes on our Facebook page, 25% of those being new to Curtin. 1200 new follows on the Instagram. Engagement with our faculty Facebook groups was very positive. 1700 website views looking at clubs and cafes over the Orientation

week. The Womens day event was successful in attendance and social media. Social media is working very well, we are happy with this new digital result.

Clare asked how many registrations were available for the Womens day breakfast, the catering was at 100 but the registrations was capped at 180, this is because some people register and do not attend. The registration was closed due to capacity being reached.

Bec: Clubs officer Shelly is very busy at the moment, please be patient as there are 120 re-registering clubs. Room bookings who are a department of Curtin have Beene problematic to work with, declining many bookings and being very reluctant to work with us. This is now being escalated with the dead of this department, to fix the issue. In the past this team has been more flexible with us, for some reason now many decisions are being made around policy that we do not have access to or we don't think exist. Many club related matters are being delayed and this is quite urgent to be fixed.

Tanya: Comedy night is in a couple of weeks, all of thee registrations are filled, this is above capacity so we will see how it plays out. The comedy lounge do run the registration for us, so we do have a framework on thee priority of the event, new performers and curtin students get first preference.

Hana asked Tanya how the brand transition is going for the Tavern. Tanya responded in saying that it is quite easy and many little things still need to develop but overall it is working quite well.

c) Events Staff Report:

Bec on behalf of Jess: The semester 1 events calendar is looking to be firmed up but will changed depending on COVID19. Dates are still being set and week by week checking what the recommendations are and how we need to adapt. Most events are ready to go as long as business is carrying on as usual. The Week 4 deadline was set for proposing moderate to large semester one events. Come end of week 4 we will know what he rest of the semester looks like.

Clubs carnival will now be in the creative quarter as the lower Henderson is a construction zone. Sideshows and clubs will be present still. The team is happy with the layout for next Wednesday from 12-2 pm and a quiet 30minutes will happen.

The event wrap-up for O'Day is being finalised, there was one health incident with someone fainting, security and saint johns responded very quickly. 1300 attendees is the suspected number, many atendees did attend O'Day much earlier than the 11am start. Some feedback has been collected form internal debriefs. The full evaluation will be circulated.

Motion: That the activities committee notes the reports

Moved: Hana Arai (president)

Seconded:

6.2. Event Evaluation a) Toga Party

Toga party was the second event where tickets were sold online. EOSB 2, being the first with roughly 600 sold for that event

1030 tickets sold for toga with roughly an extra 200 sold at the door. Tanya has not yet seen what the conversion is. people collected headsets on the way in, 800 odd headsets distributed, 13 headsets stolen, \$1000. none returned on a no q's asked basis,

Went QUITE well, Silent Disco, Cpt Morgan promotion, very active, large engagement, forcing people to be active for prizes.

Hana says that it was very successful, "one of favourites" due to larger attendance, part of orientation planner showing benefit. Hana would like to see stats from orientation team, Tanya liked having it back during O-Week, promotion during Oday more successful,

Hana liked the silent disco being in the larger area, people will gravitate to the beer garden, reducing the number of people Waiting for headsets,

Tanya pickup point was inside the silent disco area, reducing the "removal" from the event, roughly no more than 30 people in the line for waiting, regular check ins with the beer garden to collect headsets

Clare asks about patrons moving to the Silent Disco from the Beer Garden and whether there were set hand in points Tanya clarifies that there was no set hand in points but there were regular collections of headsets from within the event.

Maryanne queries if this was a good idea to be kept in O-week, there was a general consensus to have it during O-week.

Tanya wants to raise that the same night of End Of Semester Bash 1, Tones and I will have a concert run at Metros Fremantle with roughly 500 capacity, Tanya wants the table to be aware that this could clash with our event.

Hana queries financial success of the event, Tanya puts out that the SSAF did Buoy the event slightly, we put in 32,000 in this event and this will be replicated across 3 events,

queries net profit of the event, and how much SSAF was actually used, Tanya suggests that the money spent would be a question for Karen.

Clare queries the Profit line of the event, and if the profit is our money to spend and is no longer tied to SSAF.

Maryanne queries Beverage, sales Tanya says they were average, and not as good as predicted, mainly due to late arrivals, Predrinks and difficulty moving people in a short timeframe. Clare raises that the wait for drinks was noticeably long, which impacted purchasing of the drinks, Tanya clarifies that the press of people never reached more than 5 deep, Bec theorises that people who are better at getting bar service could have been increasing the wait time. Clare suggests increasing sell time, but recognises this would be difficult, Tanya suggest increasing number of bars.

Clare queries the effectivity of the toga making stall, not seeing many people in coloured togas, SOMEONE said they were contacted by many students RE stall Lachy supplies that the largest amount of fabric supplied was white fabric

Dylan Calls in

- Many positive comments about the quiet space, but many people weren't aware of where it was. Bec states this was noted in an internal debrief
- Music was being played by stalls during Q30
- Bec raises that if anyone raises it, to speak to student experience so the stall can be shut down. This is disappointing behaviour, and can follow up after the fact if the identity of stall holders is known
- "cool"

Tanya would like to mention, trying to aim at 50/50 split at the end of the night between both entertainment areas, this was achieved at this toga.

8. General Business.

Clare raises the QD meet and greet, great turnout, many people raise an issue with the size of the QD, with not a lot of people being able to fit in the space, and meet and greets being moved to another location. Clare would like to see the events advertised on the Guild page (in the stories). Hana suggest clubs HQ, or any venue, Bec will follow up with Bry/Dax.

9. Next Meeting – The next ordinary meeting of the Activities Committee is Tuesday, the 14th of April at 2pm, in the Bridge. Documents and motions are to be submitted no later than 2pm on Tuesday, April 7th to secretary@guild.curtin.edu.au