

**UNIVERSITY OF WOLLONGONG UNDERGRADUATE
STUDENTS' ASSOCIATION 2005**

**2nd WUSA Council Meeting - Minutes
5pm, Monday 28th February
Kemira 3/4, Unicentre (11) Building, UoW**

Present:

Ben Coughlin (President)
Catherine Blakey (Hon. Secretary)
Sally Atkinson (Education Campaign Coordinator)
Kristen Kalkman (Media Coordinator)
Anthony Kneipp (Welfare Coordinator)
Justine Linsley (Womyn's Representative)
Belinda Parker (Environment Officer)
Sanjan Reddy (General Representative)
Averil Manners (General Representative) – departed 6.32pm
Karlee Jones (General Representative)
Michael Andrews (General Representative)
Sumedha Lyer (General Representative)
Michael Meurer (General Representative) - arrived 5.40pm
Kate Biffin (General Representative)
Tim Canosa (General Representative) – departed 6.07pm
Adam Rounsley (General Representative)
John Mann (General Representative)
Jemma Scott (General Representative)
Tracey Smallgood (Queer Representative)

Observers:

Natalie Peters (WUPA Activities Officer)
Ben Jones (2004 President, NUS Delegate 2005)
Jim McGuire (UoW Undergraduate Student and WUSA member)

MEETING opened 5.10pm

1. Apologies

05/CM02/01

Catherine Blakey/Justine Linsley

It was moved that WUSA accept the apologies of Amy Parish (General Representative), Andrew Tibbetts (Indigenous Representative), James Hollman (Hon. Treasurer).

CARRIED unanimously.

2. Minutes of the Previous Meeting

05/CM02/02

Averil Manners/Anthony Kniepp

It was moved that WUSA accept the minutes of the 11th, 12th and 13th WUSA Council Meetings of 2004 (04/CM11, 04/CM12, 04/CM13) and the 1st WUSA Council Meeting 2005 (05/CM01).

CARRIED unanimously

4. Correspondence

- Resignation of Trent Tyler (Events)
- Returning Officer's (Matt Williams) Report regarding the WUSA casual vacancy election
- Indigenour Officer 2005 WUSA budget (Andrew Tibbets) – tabled (Attachment A)
- Letter from NOWSA – tabled
- Letter from URAC proposing WUSA subsidized self-defence classes – tabled. NB: WUPA found it cheaper to organize off-campus self-defence classes, please see WUPA Womyns Officer, Natalie Peters for details

3. Business Arising

Ben Coughlin congratulated Mariam Talabani and Tracey Smallwood as WUSA's new International Students' and Queer Representatives respectively. As the only nominees they were elected unopposed for the positions. As no nominations were received for International Students' Representative or Disabilities Representative these two positions continue to be casual vacancies.

05/CM02/03

Catherine Blakey/Sanjan Reddy

It was moved that WUSA declare the position of Events Co-ordinator vacant and that it be advertised accordingly, along with the positions of International Students' Representative and Disabilities Representative, with Sue Bollinger as the returning officer.

CARRIED unanimously

5. Standard Operations Business

05/CM02/04

Catherine Blakey / Sanjan Reddy

It was moved that WUSA offer redundancy to Matt Williams in the permanent position of research and advocacy officer, with 4 weeks notice (effective April 1st) as per the Enterprise Bargaining Agreement. Furthermore Matt shall be called upon to compile a report and training manual regarding the tenancy and university research to be compiled in his time remaining. Budget line: strategic assets and spending.

CARRIED
For 14
Against 0
Abstained 4

It was discussed that should WUSA advertise in the future for a Research and Advocacy position that it offers an excellent opportunity to employ students on a project basis.

Michael Meurer arrived 5.40pm

6. President's Report

05/CM02/05

Averil Manners / Justine Linsley

It was moved that the president 's report be accepted (Attachment B).

CARRIED unanimously

7. Representatives' Reports

Karlie Jones, General Representative: The O-week BBQ organized in conjunction with Oxfam community aid abroad raised \$210 over two days. The UoW Oxfam club were very appreciative.

Anthony Kniepp, Welfare Representative: The new childcare subsidy system has been established and added to the website, however as yet no undergraduate students have claimed the subsidy.

Sally Atkins, Education Representative: Sally attended the Education Policy Review Subcommittee. One pertinent issue discussed was the enrolment status of lapsed students. If students fail to enroll without having declared a leave of absence, they will automatically declared to be a lapsed student and their status as a student shall be terminated. This includes the termination of there student webmail account. Another matter discussed was re-defining take home examination to an assignment. Sally is conveyning the first Education Meeting on Tuesday at 1pm at the WUSA AusStudy BBQ.

Sandjan Reddy, General Representative: WUSA is entering a lunchtime team in the mixed Basketball competition. Games are on Fridays at 12.30 – 1.30pm, and each team needs at least one of the minority gender on the court. So far Sanjan Reddy, Ben Coughlin and Kate Biffin have signed up. If you'd like to join please speak to Sanjan.

Tracey Smallword, Queer Representative: The Unicentre has cut the WUSA Safe Sex Fairies free tickets for the Garden Party to just two, and Tracey and Bianca will be taking on these roles on Thursday. However, WUSA does not have any condoms for distribution.

8. General Business

05/CM02/06

Catherine Blakey/Sumedha Lyer

It was moved that WUSA reimburse Colin Salter \$84.30 for the cost of bike repair spares. Receipts have been provided. Budget line is Environment.

CARRIED unanimously

05/CM02/07

Justine Linsley/Anthony Kniepp

It was moved that WUSA endorse the correspondence drafted by the WUSA President to NUS requesting clarification in regard to obligations and transparency of NUS fees. (see ATTACHMMENT C)

CARRIED unanimously

05/CM02/08

Averil Manners/Adam Rounsley

It was moved that WUSA approve the payment of \$1215, increased from \$1000, to Building and Grounds for the construction of a WUSA promotion sign. Three external quotes all have been higher. Budget line is to be O week.

CARRIED

For 17

Against 1 (Sanjan Reddy)

Abstain 1 (Catherine Blakey)

There was concern raised that the blackboard may block a path, be vandalized and is too expensive.

05/CM02/08

Catherine Blakey/Averil Manners

It was moved that WUSA endorse a constitutional change allowing the newly elected members from the Annual General Election to take office one month after the announcement of election results (amend 4.6.2 constitution). This transition period is designed for new representatives to become familiar with the responsibilities their position entails. It is to prevent a period of instability and inexperience and will be helpful with the possible introduction of VSU. It also moves WUSA into line with other student associations such as WUPA. During this period of transition the incumbent representative will retain full authority.

TABLED

Changing the constitution is a difficult procedure, and some of the alleged requirements discussed were the collection of 500 students' signatures, the approval of the University Council, and a referendum, firstly for which regulations governing a referenda must be written and passed by both WUSA and University Council.

Tim Canosa left 6.07pm

05/CM02/09

Sally Atkinson/Karlee Jones

It was moved that WUSA send a letter in response to the University Council's decision to increase HECS fees by 25%. It should include WUSA's abhorrence at the way in which the meeting was held before the beginning of session with little notice given, or concern shown, to students. This letter will be publicly advertised.

CARRIED unanimously

05/CM02/10

Anthony Kniepp/Sanjan Reddy

It was moved that WUSA consider the relocation of the bookbank to the front area of the WUSA offices to increase bookbank space and awareness. It is hoped that by relocating the bookbank that WUSA will gain better use of its prime real estate near the Duckpond. It will also help end students walking right through the offices to get to the Bookbank and increase WUSA's advertising and marketing opportunities.

CARRIED
For 11
Against 0
Abstained 7

This is to explore whether it is viable, current approximate cost is \$5000. This can be planned, so that it will be done during a session break. There are outstanding issues such as access to the back storage rooms and toilet facilities, and where the other offices such as the relocation of the Tertangala office (Media Co-ordinator and staff) and General Managers Office.

05/CM02/11

Sanjan Reddy/Anthony Kniepp

It was moved that WUSA release \$275 daily hire to UniCentre for a Data Projector from event coordinator budget line.

WITHDRAWN

The idea of WUSA screening movies on the lawn was raised. However, the cost involved is considerable, and other hiring avenues such as the UniAV should be explored. Otherwise the cost of purchasing a data projector is estimated at approximately \$2000, with the bulb being the biggest ongoing cost. Furthermore there are copyright issues involved with any screening. Viewing a movie outside could be problematic, and maybe saved for inside venue on a rainy day. Other ideas raised were to involve creative arts students, maybe organizing a short film festival. These ideas will be further developed for the next WUSA meeting.

05/CM02/12

Catherine Blakey/Justine Linsley

It was moved that WUSA accept the new budget for 2005 as proposed by the honorary treasurer.

TABLED

05/CM02/13

Sanjan Reddy/ Sumedha Lyer

It was moved that WUSA release up to \$338.25 to 'I Love Banners and Signs' from the advertising budget line for a 1.5m by 3m "WUSA" banner. This will be double sided with a logo on one side, and services on the other. This banner will be used for when there is a band playing, BBQs, etc.

CARRIED
For 13
Against 3
Abstain 2

05/CM02/14

Justine Linsley/Anthony Kniepp

It was moved that WUSA approve the installation of a car pooling survey on the WUSA website by Jeff Gilmore and if necessary approve the IT management of a working car pool system. This is in direct response to the number one issue of student concern: Parking.

CARRIED unanimously

The website will contain a disclaimer regarding any possible WUSA liability.

Averil Manners departed 6.32pm.

05/CM02/14

Catherine Blakey/Justine Linsley

It was moved that WUSA release \$180 from the training budget line to reimburse Jeff Gilmore for the costs of training undertaken on 3rd & 4th of February. Reciepts have been provided.

TABLED

05/CM02/15

Sanjan Reddy/John Mann

It was moved that WUSA release up to \$104 be to 'Copy Me' from the advertising budget line for a sign to be placed outside the WUSA Bookbank and Offices.

CARRIED
For 10
Against 1
Abstain 6

This created considerable of debate about A1 WUSA signs, in all the windows with A1, and the possibility of stenciling wusa signs.

9. Further Business

05/CM02/15

Anthony Kniepp/Adam Rounsley

It was moved that WUSA reimburse Anthony Kniepp for \$44 BBQ supplies from the Welfare Budget line and \$84.90 for office supplies (printer materials) from the Office and Administration budget line. Receipts have been provided.

CARRIED
For 15
Against 0
Abstain 2

Meeting closed at 6.45pm.

Signed as a true and accurate record

_____ / ____ / _____

(Chairperson)

Explanatory Notes:

- **Motion Coding**

The coding for motions consists of four important pieces of information:

1. Year (i.e. 05)
2. Type of Meeting (i.e. CM = Council Meeting)
3. Meeting Number (i.e. CM01 = Council Meeting No. 1)
4. Motion number (i.e. 01, 02,25....99, etc) .
 - The order of motions is determined by the order in which the Hon. Secretary receives them. Motions that were not dealt with at a previous meeting will be put first on the agenda at the next meeting unless otherwise determined by the meeting.
 - Example: 05/CM01/01

In the Year 2005, Council Meeting number 1, Motion number 1.

ATTACHMENT A: INDIGENOUS DEPARTMENT BUDGET

WUSA BBQ for Indigenous students.

Approx. \$60 per week for 25 weeks.

- Meat	approx. \$ 34	
- Salads	approx. \$ 18	
- Rolls	\$ 8	approx. \$1500.00

National Reconciliation week. (26th May – 3rd June.)

(Includes Sorry Day 26th May, & Mabo Day 3rd June.)

- Ceremony / dancers	\$150 (set performance price)	
- Film and Speaker(s)	\$100	
- Food	\$ 50	approx. \$ 300.00

NAIDOC week, (3rd July – 10th July.)

Yet to be planned.

- Facilitate event (such as concert or film night) or group trip to Sydney events.		approx. \$ 500.00
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GARMA forum. (Mid-August.)

- Contribute towards the attendance of 1 delegate to attend the pinnacle of national Indigenous events. Total costs for attendance is \$2100, Including travel, rego and accom.		approx. \$1500.00
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Indigenous Uni Games. (Mid-September.)

Team of 15. Rego & Accom. costs may have increased.

- T-shirts	approx. \$435	
- Rego & Accom.	approx. \$750	approx. \$1185.00

Miscellaneous.

To cover unanticipated costs. Receipts will be provided. **approx. \$ 15.00**

APPROXIMATE TOTAL: \$5000.00

ATTACHMENT B: Presidents Report



University of Wollongong Undergraduate Students' Association
Building 11
University of Wollongong
Northfields Avenue
Wollongong NSW 2522
Phone: 02 42214201
Fax: 02 42214233

FEB 2005 President Report

Hi everyone,

The month of February has seen WUSA successfully commence the University year. This month was dominated by the running and preparation of O week, the continuation of the search for a General Manager and the parking issues faced by students on campus.

STAFF

A position description for General Manager was created and advertised internally as stipulated in the current EBA. Interest was expressed by a member of Staff however the member did not fit the essential criteria advertised.

After two weeks of advertisement a new advertisement was created and is currently advertised on various websites and newspapers. Applications close 11 March.

Staff hours have been reviewed and Jeff Gilmore has been put on 4 days a week for a total of 24 hours to combat a back-log of work.

Negotiations with the research officer have been completed. His position of a full time research officer is redundant and costly with the impending effects of VSU. A fixed term casual position would be more appropriate and possibly save the association \$20 000 pa. Mat Williams has agreed to a redundancy, which is still subject to council approval.

The current EBA is still under review. This is a mammoth job which will possibly take months to arrive at completion. See me for further clarification.

Again at this stage I would estimate three quarters of my time is taken up with staffing issues so the issue of attaining a GM is one of paramount importance. A GM responsible for office management will hopefully bring responsibility, accountability and enable more of my time to be spent on student issues and concerns.

STUDENTS

- WUSA t shirts, cards, and pamphlets are now here. WUSA signs are in place. Quotes have been given by Building and Grounds to construct a portable sign. This is awaiting Council approval. Banners are being looked at by Sanjan.
- The WUSA Councils HECS submission was unsuccessful. At this stage no further action has been taken.
- Two speeches were given to audiences of up to 1000 people promoting the need for student associations.
- An interview was conducted and recorded with the VC regarding his official stance on VSU. This is to be published in the next issue of the Tertangala.
- A transport working group was attended in which WUSA has been given the task of finding alternative solutions to the parking problems faced by students. See me for further information on this. A meeting will be held on Wednesday 3rd of March for all interested reps.
- Ask me day volunteers are needed from 12 to 2 on Wednesday 9th and Thursday 10th of March to promote WUSA.
- O week went well. Approximately 2500 showbags were handed out. Both the pamphlets, cards and show bags all received positive feedback. Thanks for all those reps who were able to help out.
- A draft budget was prepared with the Treasurer which is to be submitted to Council.
- Wall Planner negotiations have stalled. The Councils position was presented to WUSA and no feedback has been received.
- An investigation has commenced into our obligations in regard to VSU and also the accountability of the organization. This organization is ultimately responsible for fighting VSU. A letter has been drafted requiring Council approval to be sent to NUS asking for clarification.
- A car-pooling website has been created and is currently being updated and an article was published in the Mercury on the parking problems with relation to the University.
- A rebate system for subsidizing Student Parents for Kids Uni is also currently operational.

This report has been a very brief report on the majority of issues which have been addressed during the month of February. A lot of staffing issues surrounding pay, hours, union meetings, holidays etc were omitted. This past month it has been difficult to contact a lot of reps due to holiday commitments and not checking their WUSA email accounts. I would invite all reps and members to become pro active this year in all WUSA events and look forward to receiving as much help as possible from every one of you during my term as President of WUSA.

Yours faithfully

Ben Coughlin
2005 WUSA President

ATTACHMENT C: WUSA letter to NUS President



University of Wollongong Undergraduate Students' Association

Building 11

University of Wollongong

Northfields Avenue

Wollongong NSW 2522

Phone: 02 42214201

Fax: 02 42214233

Dear Felix,

As the President and the acting General Manager of an Undergraduate Student Association which is a financial member of the National Union of Students, I am requesting clarification on the following concerns. A major concern for the Wollongong Undergraduate Student Association is the transparency of NUS and the efficacy of the spending of NUS membership fees. WUSA is requesting an itemised breakdown of the way in which the annual fee of approximately \$52 000 (based on \$5 per member) is accounted. Furthermore, in light of budgetary concerns regarding the impending introduction of VSU, we request information on whether or not this annual fee is a legal contract and if not, whether the amount is negotiable.

After numerous requests for this information to the NUS General Secretary in 2004, WUSA has decided that they will not approve the payment of NUS membership fees without clarification.

I look forward to your prompt response.

Regards

Ben Coughlin
Wollongong Undergraduate Student Association