

UNIVERSITY OF WOLLONGONG UNDERGRADUATE  
STUDENTS' ASSOCIATION

6th Executive Meeting  
11:30am Monday 15 October 2007  
Room – WUSA Office, Bld 11

Meeting Minutes

**Meeting opened at 11:32am**

**Present:**

Elizabeth LARBALESTIER (President)  
Matt BARDEN (Honorary Secretary)  
Callum BLANCHARD (Honorary Treasurer)  
Nick ROUEN (Education Campaigns Coordinator)  
Adam KNOBEL (Media Coordinator)  
Chris MONNOX (General Representative)

**Also present:**

Jason HART (Advocacy & Research Officer)  
Robyn DEBBES (Office Administrator)

**Discussion Point One**

*Inappropriate behaviour and the misuse of WUSA resources*

On behalf of the WUSA staff, Jason Hart raised concerns with the Executive about drunken behaviour in the WUSA Office, broken furniture, vomiting, spray-painting and the misuse of the space. This is unprofessional, bad workplace practice and contrary to University policy.

Adam Knobel stated that a lot of this behaviour had taken place in the Media Office. Condoms have been left on desks and in draws, disturbing a number of students and Council Members. The walls of the Media Office have been spray-painted, a computer chair has been broken and bottles of alcohol have been left laying around the office. Adam stated that the WUSA Office had smelt like a pub. The fact that the space is used by students from cultures where drinking is inappropriate also means that this behaviour is culturally insensitive and alienating.

Elizabeth LARBALESTIER stated that, if it is Representatives acting in this manner, and they can be identified, then there should be some form of reprimand. If it is not Representatives then they are still responsible for allowing their friends to mistreat the office in this way.

Robyn DEBBES suggested that WUSA consider replicating the University's policy on this issue.

The Executive resolved to send an email out to all Representatives and to discuss the issue further at the next Council Meeting.

### **Discussion Point Two**

*Staff Report from Jason Hart (Advocacy & Research Officer)*

Jason Hart requested that staff be updated on all decisions regarding their future employment as soon as possible and expressed that he felt it would be inappropriate for him to be present during those discussions.

Currently, Jason is working with the Wollongong University Postgraduate Association (WUPA) Advocacy Officer to develop a confidential database of advocacy cases so that a statistical analysis of advocacy issues can be made and presented to the University. This will help to improve the advocacy service that both associations offer and help to highlight important issues and trends. WUPA has agreed to cover the hardcopy costs of the project and WUSA shall develop the database. Jason Hart to talk with WUSA IT Officer, David Moodie, about the project.

Jason has also researched the Internet quotas of other Universities and will submit a report on this research to the next Council Meeting.

*- Jason Hart left at 11:44am -*

### **Discussion Point Three**

*Amending the WUSA Budget to accommodate projected costs*

Robyn Debbes and Callum Blanchard to meet this afternoon to work on the Budget. Changes will be presented to the next Council Meeting.

### **Discussion Point Four**

*Special General Meeting, Wednesday 17 October*

Matt Barden presented the motions that he had received for the 2<sup>nd</sup> Special General Meeting (SGM). There are a number of motions to change the WUSA Constitution and Regulations. Concerns were raised regarding some motions.

There are too many motions (more than ten) so the method used at the last Council Meeting (secret ballot) would be impractical in this situation.

Adam Knobel and Matt Barden both suggested that quorum for the SGM be considered 60 Members. There is currently no quorum set for an SGM, but there is a motion to the Meeting to set quorum at this number.

The Executive resolved that quorum for the SGM shall be 60 Members or ten percent of Members (whichever is fewer).

Facing concerns about the logistics of holding the SGM and reaching (and maintaining) quorum, the Executive further resolved that WUSA would endeavour to reach quorum at the time and place set for the SGM and, failing that, hold a speak-out on important student issues at that time and reschedule the SGM.

### **Discussion Point Five**

#### *Funding Proposal*

Elizabeth Larbalestier presented a confidential draft of the WUSA Funding Proposal for the 2008 Academic Year. The Executive read through the proposal and resolved to propose any alterations or suggestions as soon as possible. The Executive further resolved to hold a 'Brainstorming Session' about the Funding Proposal in the near future (SEE DISCUSSION POINT NINE).

### **Discussion Point Six**

#### *Book Bank*

The future of Second-hand Book Bank was discussed. The Book Bank was closed two years ago and WUSA still possesses many books which it needs to sell.

It was suggested that WUSA investigate a way to run the Book Bank at cost or give away the books which it now owns.

Issues surrounding the location and staffing of the Book Bank were raised.

The Executive resolved to hold a 'fire sale' outside the WUSA Office on Wednesdays, to set up a 'committee' of interested Council Members to look into the future of the Book Bank and to contact the Careers Service about possibly developing a 'Univariate' project around the Book Bank.

### **Discussion Point Seven**

#### *Front office and the front desk*

Robyn Debbes expressed concern that, since the front office has been rearranged, she can no longer see students waiting at the desk or see whether the front desk is being staffed.

Executive members expressed that they were generally happy with the new layout of the front office but resolved to move the front desk to be in sight of Robyn's desk.

### **Discussion Point Eight**

#### *MOU with Illawarra Committee for International Students (ICIS)*

The WUSA Council has resolved to create an MOU with ICIS regarding their use of the WUSA Office. Elizabeth LARBalestier asked whether the Executive would be happy for an initial draft of the MOU to be written. Adam Knobel suggested that the MOU be postponed until decisions about the future use of the WUSA Office space had been made.

The Executive resolved to create a Working Group to consider the issue.

### **Discussion Point Nine**

#### *Working Bee*

In relation to the discussions about the Funding Proposal, Book Bank, WUSA Office and MOU with ICIS, the Executive resolved to hold a Working Bee on Thursday 18 October at 10:30am in the WUSA Office to discuss these issues further.

Robyn Debbes suggested that the Working Bee also consider what projects Robyn might be able to work on throughout the quieter periods of the Summer Recess.

### **Discussion Point Ten**

#### *Audit*

Robyn Debbes informed the Executive that WUSA is now only waiting for the Auditors to approve their reports and will soon be able to present them to the Council. Robyn is encouraging the Auditors to complete the process before the end of the Session so that this year's Council can 'sign-off' on the Audit.

### **Discussion Point Eleven**

#### *"Dissemination"*

Some Council Members, notably Anthony Strik (International Students Representative), have recently expressed concerns that there is a lack of communication between the Executive, the Council and the Staff.

The Executive is given the responsibility of managing the day-to-day business of WUSA and all Council Members are welcome to attend these weekly meetings.

Elizabeth LARBalestier pointed out that it is appropriate that the Executive makes decisions and then takes those decisions to the Council to be approved.

Robyn Debbes suggested that a weekly/fortnightly newsletter could be produced for Representatives. It could outline upcoming events and give information about the progress of different projects.

### **Discussion Point Twelve**

*Staff Report from Robyn Debbes (Office Administrator)*

Robyn is currently working on compiling Budget reports for the Council, Reconciliation, BAS, Trustees and recording un-presented Book Bank cheques.

*- Robyn Debbes left at 12:21pm -*

### **Discussion Point Thirteen**

*Advocacy Officer Position in 2008*

Elizabeth Larbalestier stated that any decision made needs to be made responsibly, maturely, and with the best interests of undergraduate students in mind.

The Executive read through a list of Terms and Conditions from the University for funding an Advocacy Officer position in 2008. Although WUSA and WUPA have been conducting joint negotiations with the University, WUPA has already responded to the Terms and Conditions and stated that they accept them. The Executive expressed concern with some aspects of the Terms and Conditions, especially that WUSA and WUPA would be under-represented on the selection panel and that the Advocacy Officer would be employed by only one of the associations. Concerns were also raised about the University's suggestion that the position could be out-sourced to a consultancy firm and that the employee may be placed on an AWA.

The Executive resolved to reply to the University's Terms and Conditions expressing their concerns about these issues.

The Executive further resolved to send a letter to Jason Hart and to the entire WUSA Council about this decision.

*- Callum Blanchard left at 12:42pm -*

### **Discussion Point Fourteen**

*Front Desk Staff*

Jacq Dollard (Front Desk Staff) has expressed confusion about the period of her employment contract.

The Council hired Jacq for the duration of Spring Session. The Executive resolved to interpret this as meaning that Jacq was to keep the position until the end of the exam period.

The Executive resolved to write a letter to Jacq Dollard to inform her of the decision.

The Executive contemplated whether there was justification to hire Front Desk staff throughout the Summer Recess. No clear decision was reached.

**Discussion Point Fifteen**

*IT Support Staff*

The Executive resolved that the IT position should be part-time instead of casual and that the current employee, David Moodie, should be offered first refusal of this position.

**Discussion Point Sixteen**

*National Union of Students (NUS) Affiliations*

The NUS Affiliations Committee recently made the decision that WUSA was to pay unreasonably high affiliation fees, claiming that WUSA was comparable to the UTS Students Association. WUSA has appealed the decision.

The Executive has resolved in the past that we will not pay more in affiliation fees than we did last year and that, given the financial situation of WUSA, a significant fee waiver would be appropriate.

**Discussion Point Seventeen**

*Membership prize voucher update*

Competition winners who requested Unishop vouchers have now been given their prizes. WUSA is waiting for the Trustees to sign a cheque to buy Myer vouchers for those who requested them.

**Meeting closed at 1:03pm**