

**UNIVERSITY OF WOLLONGONG UNDERGRADUATE
STUDENTS' ASSOCIATION**

10th WUSA Council Meeting

Thursday September 18th 2008
Room – WUSA Office

Meeting Minutes

Present:

Brendan Cook (President) - **Chair**
Nicholas Kafer (Honorary Secretary)
Luke McGregor (Honorary Treasurer)
Hailey Sutton (Women's Representative)
Allison Jeffers (Media Coordinator)
Rebecca Nash (Queer Representative)
Sarah Woodcroft (Events Coordinator)
Martin Laird (Disabilities Representative)
Tim Rouen (External Students Representative)
Annie Zhou (International Student's Representative)
Catherine Garner (General Representative)
Toby Kell (General Representative)
Geoff Pidcock (General Representative)
Mark Putvinas (General Representative)

Observers: James Tier, Stef Greenshields (later General Representative), Robyn Debbes (WUSA Staff/RO)

MEETING OPENED AT 5.50pm

08/CM10/01

PROCEDURAL MOTION

Nicholas Kafer

It was moved that this meeting suspend standard operating procedures and move to Elections.

CARRIED unanimously

08/CM10/02

PROCEDURAL MOTION

Luke McGregor

It was moved that Robyn Debbes be appointed Returning Officer for these elections.

CARRIED unanimously

Elections

Election of members to casual vacancies:

1. General Representative (×1)
Nominees: Stef Greenshielfs and Rowan Kmetyk
STEF GREENSHIELDS WAS ELECTED.

1. Apologies

08/CM10/03

Hailey Sutton/Nicholas Kafer

It was moved that WUSA accept the apologies of Nathaniel Kennedy (Co-Indigenous Representative), Nyssa Murray (Co-Indigenous Representative), Kirri Piper (General Representative), Skye Parsons (General Representative), Chris Monnox (Global Solidarity Officer), Charly Lindsay (General Representative), Patrick Kennedy Bates (Education Campaigns Coordinator) and Jess Di Blasio (Welfare Coordinator)

CARRIED unanimously

2. Minutes of the Previous Meeting

08/CM10/04

Luke McGregor/Catherine Garner

It was moved that WUSA endorse the Minutes from the 9th WUSA Council Meeting and 7th WUSA Staff Meeting (see Attachment **A**), with minor spelling amendments

CARRIED
For 13
Against 0
Abstained 2

3. Business Arising

Nil.

4. Correspondence

Nil.

5. Standard Operations Business

Steff Greenshielfs was elected to fill a casual vacancy on the WUSA Council.

08/CM10/05

PROCEDURAL MOTION

Luke McGregor

It was moved that this meeting suspend standard operating procedure and listen to Representatives' Reports after General Business.

CARRIED
For 12
Against 1
Abstained 2

6. General Business

08/CM10/06

PROCEDURAL MOTION

Nicholas Kafer

It was moved that Motions 08/CM10/07, 08/CM10/08, 08/CM10/09 and 08/CM10/10 be moved on bloc.

CARRIED
For 10
Against 3
Abstained 2

08/CM10/07

Luke McGregor/Nicholas Kafer

It was moved that WUSA approves funding of \$147.00 for the BBQ held on 3/9.

Budget Line: BBQ Budget Line

CARRIED
For 12
Against 1
Abstained 2 (T. Kell)

08/CM10/08

Luke McGregor/Nicholas Kafer

It was moved that WUSA approves funding of \$213.55 for Chinese Cultural Day 4/9.

Budget Line: BBQ Budget Line

CARRIED
For 12
Against 1
Abstained 2 (T. Kell)

08/CM10/09

Luke McGregor/Nicholas Kafer

It was moved that WUSA Council releases \$426.95 to pay for Cambridge Consulting invoice 158845 dated 26th July 2008 for insurance premium - policy period 9/5/08 to 9/5/09

Budget line: Workers Compensation

CARRIED
For 12
Against 1
Abstained 2 (T. Kell)

08/CM10/10

Nicholas Kafer/Martin Laird

It was moved that WUSA release up to \$800 for an Indigenous BBQ.

Budget Line: Indigenous Collective.

CARRIED
For 12
Against 1
Abstained 2 (T. Kell)

08/CM10/11

Sarah Woodcroft/Hailey Sutton

It was moved that WUSA release up to \$800 for the WUSA 60s party, which is the official party of the 1968 conference being held on October 2nd 8pm-12pm at Wollongong Tennis Club Beaton Park.

Budget Line: Events Collective

Room hire-\$150
Bus and driver- \$250
university to the tennis club and then from the Tennis club into Wollongong.
Raffle- up to \$120
10x 60s c.d's, basket, wrapping and raffle tickets
Prizes- up to \$150
fancy dress prize and competition prizes
Decorations- up to \$150
Materials, paints, food coloring, funky light bulbs, candles, candle holders and cardboard
Entertainment- \$80 for DJ

South Coast Labour Council have donated \$100, and some Trade Unions may also be donating more.

Tickets will be \$10 at WUSA/\$15 at the door (non-members) and \$5 for WUSA members.

CARRIED
For 14
Against 0
Abstained 1

08/CM10/12 PROCEDURAL MOTION
It was moved that WUSA hear the Emergency Motions.

Luke McGregor

CARRIED
For 14
Against 0
Abstained 1

08/CM10/13 Emergency Motion Nicholas Kafer/Luke McGregor
It was moved that the WUSA Council empowers the WUSA Executive to determine working hours for Jacq Dollard and WUSA office hours over summer session. Council directs the Executive to make this decision within 14 days of Council Meeting 10, and to inform both Jacq and Council of the outcome.

CARRIED
For 14
Against 0
Abstained 1

08/CM10/14 Emergency Motion Nicholas Kafer/Luke McGregor
Council releases up to \$750 to pay Registries Ltd to conduct a referendum alongside the elections to amend WUSA's Constitution. The referendum will implement the amendments approved in Council Meeting 9.

Given that a petition has been presented to the Honorary Secretary with more than 10% of WUSA membership calling for such a referendum, Council is required by s. 6.3.1. of the WUSA Constitution to implement this.

The Council shall, on the requisition in writing of not less than ten (10) percent of members of the Association, in which the stated purpose of the requisition is a referendum, hold a referendum of members of the Association.

Budget line: Office Administration – Referenda

CARRIED
For 11
Against 1
Abstained 3 (T. Kell)

08/CM10/15

PROCEDURAL MOTION

Catherine Garner

It was moved that discussion of Motion 08/CM10/16 cease and the motion be put to vote.

CARRIED
For 8
Against 7
Abstained 0

THE MOTION WAS PUT.

08/CM10/16

Emergency Motion

Nicholas Kafer/Luke McGregor

It was moved that the WUSA budget be amended by Council to account for the following changes to budget lines in recognition of the need to make the Association's financial situation more sustainable (see Attachment **B**). The Council further recognises the need to offset any future unallocated expenditure by reducing current allocations, or by sourcing external funding.

Council acknowledges that financial motions must specify a budget line which is relevant to the nature of the event or project to be undertaken. Council affirms that this is an important step in ensuring that WUSA remains transparent and accountable to our membership and to the Association's financial trustees.

CARRIED
For 8
Against 3
Abstained 4 (T. Kell)

7. President's Report

Council was given the opportunity to direct questions to the President.

8. Representatives' Reports

08/CM10/17

Nicholas Kafer/Catherine Garner

It was moved that WUSA accept Representatives' Reports.

CARRIED unanimously

Catherine Garner presented an oral report to the Council on her committee activities – which included discussion on student plagiarism and an upcoming review of UOW's e-learning systems. Catherine also mentioned that the next NSW QSN (Queer Students Network) meeting will be hosted in Wollongong.

MEETING CLOSED 6.45pm

Signed as a true and accurate record:

Brendan Cook
Chairperson

Nicholas Kafer
Hon. Secretary

Explanatory Note:

Motion Coding

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

1) Year (i.e. 06)

2) Type of Meeting (i.e. CM = Council Meeting)

3) Meeting number (i.e. CM06 = Council Meeting No. 6)

4) Motion number (i.e. 01, 02...25...99, etc)

Example 08/CM06/01

In the year 2008, Council Meeting number 6, Motion number 1.

Attachment A

7th Staff Meeting

4th September 2008

Meeting Notes

Present:

Brendan Cook – President

Jacq Dollard – Front Desk Receptionist

Robyn Debbes – Office Administrator

Siobhan Christian – Advocacy Officer

The meeting commenced at 11.00am.

1. Leave approvals for Staff

Robyn confirmed she is listed as supervisor for WUSA staff for the purposes of the university payroll system, and for any other payroll/staffing issues relating to leave, etc.
Action: Robyn to assist Jacq with completing leave application on web kiosk for carer's leave recently taken.

2. Advocacy

Siobhan confirmed she would be working at wusa office on Tuesday and Thursday from 10am to 2pm. For students waiting to see Siobhan when she is in consultation with a student, their name should be written on drop sheet.

Siobhan left the meeting at 11.15am.

3. Office hours during summer

Executive and Council need to decide on office hours during summer session and allocate jobs to Jacq during this time. Brendan confirmed he would submit this request to Exec at next Exec meeting.

Action: Brendan to discuss with Executive - office hours during summer session and jobs for Jacq during the period.

4. Bookbank

Jacq confirmed she will submit a Bookbank report at Council meeting 10. Brendan confirmed he will table Bookbank Consignee form prepared by Jacq at Council meeting 10.

Action: Jacq to table Bookbank report at Council meeting 10.

Action: Brendan to table Bookbank consignee form at Council meeting 10.

5. Staff Evaluations

The meeting discussed staff evaluations and Robyn confirmed she will seek information from UOW web site to assist with preparing the Evaluation form.

Action: Robyn to source staff evaluation information from UOW web site.

6. JCC Meeting

Jacq confirmed she is preparing the Agenda for JCC Meeting on 11th September.

Action: Jacq to prepare Agenda for JCC Meeting 11/9/08.

7. Council Rep Handout

Robyn advised she is creating a handout to give to council reps elected at Council meetings. The handout will instruct Reps to contact Robyn to gain office key and alarm code, phone pin and instructions on what Reps need to do when purchasing goods for wusa campaigns.

Action: Robyn to complete Rep handout .

The meeting closed at 12.30pm.

Attachment B

Budget Line	From	To	Change
Staff - Office Administration Officer	40 000.00	35 000.00	-5 000.00
Staff – IT Support	10 000.00	7 500.00	-2 500.00
Staff – Office Admin Support	1 000.00	0	-1 000.00
Discretionary Spending – Strategic Assets & Spending Purchases	5 000.00	1 000.00	-4 000.00
WUSA Advertising	3 000.00	1 000.00	-2 000.00
Office Administration – Stationary	700.00	400.00	-300.00
Office Administration – Paper & Toner	2 600.00	2 000.00	-600.00
Office Administration – Solicitor’s Fees	2 000.00	0	-2 000.00
Office Administration – Accountant Fees	1 500.00	500.00	-1 000.00
BookBank	10 000.00	1 500.00	-8 500.00
NUS	6 000.00	2 000.00	-4 000.00
Events	3 000.00	2 000.00	-1 000.00
Collectives – Education Campaigns	1 500.00	500.00	-1 000.00
Collectives – Welfare	1 500.00	500.00	-1 000.00
Collectives – Environment	1 500.00	750.00	-750.00
Collectives – International Students	1 500.00	750.00	-750.00
Collectives – External Students	1 500.00	500.00	-1 000.00
Collectives – Disabilities	1 500.00	500.00	-1 000.00
Collectives – Unallocated	7 500.00	6 000.00	-1 500.00
<i>President – Superannuation</i>	<i>179.59</i>	<i>700.00</i>	<i>520.41</i>
<i>Staff – Frontdesk</i>	<i>15 000.00</i>	<i>17 000.00</i>	<i>2 000.00</i>
<i>Office Administration – Sundry Expenses</i>	<i>900.00</i>	<i>1 300.00</i>	<i>400.00</i>
<i>O-Week</i>	<i>1 093.65</i>	<i>1 154.65</i>	<i>61.00</i>
<i>Office Administration – Referenda</i>	<i>0</i>	<i>750.00</i>	<i>750.00</i>