**EXECUTIVE MEETING**

**Date: 3/12/20**

**Time meeting opened: 3:05pm**

**Attendees: Sophie, Madhu, Jin (late), Meg, Maddie (late), Christian**

**Apologies:**

**Minutes Taker: Meghan**

**Time meeting closed: 4:01pm**

AGENDA ITEMS

1. Acknowledgement of country
2. Apologies and administration
   1. Confirming last weeks minutes
3. Declaration of confidential agenda items
4. Portfolio Reports
5. University Committees
6. Sorting out meeting times
7. Communication with SRC
8. Gen Rep Vacancy interpretation
9. Sharepoint
10. Executive & Staff Leave
11. WHS & Roster
12. EAP Reminder
13. Close of Meeting

MINUTES

**Agenda Item 3: Portfolio Reports**

**Madhu**

* Academic Board meeting - agenda item to come
  + Lot of massive changes were passed
* Setting up reps with their relevant committees
* Attended the RRU Working Group
* Starting to reach out to Department Officers
* Organising training for department officers with Michael and Eleanor
* Starting to organise the JCOS vacancy - process needs to be restarted by working with Meg
* Draft budget was submitted and explanation of where our funds are going to Ian
  + This is open to changes if question or issues arise
  + Notably, there is the addition of a paralegal
* University Council meeting tomorrow
  + This is relevant because there will be a protest happening tomorrow morning with respect to course cuts
* Some minor NUS things are popping up

**Christian**

* This week:
  + Committee calendar - let Christian know the dates of any relevant committee meetings
  + Trainings for exec + department officers
  + Trying to get all training completed before O-Week so that we can get the O-Week Coordinators trained as well
* Next week:
  + I’m setting up some projects I’ll be working on with the IHC
    - MOU
    - Residential Hall WG
  + Retreat

**Jin**

* Trustee handover for the bank is now sorted
* Jin and Christian will be able to start authorising transactions soon
* Organising department finance training
* Merch discussion was had

**Sophie**

* SEEF on Wednesday
  + Sorting out a handover for Rania
* Organising documentation for the O-Week Coordinator employment

**Maddie**

(Madhu filled in for Maddie because Maddie was travelling)

* Trying to get an event up and running for the protest tomorrow morning
  + Eg: getting media organised
* Event will start at 8:45am protesting cuts to the Art and Design school

**Meg**

* Currently setting up the Slack so we can all stay in touch yay. Slack invites have been sent out so please join.
* This week I’m sorting out a few things: Disputes Committee induction, release of old election results, Gen Rep vacancy interpretation (more below)
* Sat on the Class Allocation project meeting with Susan - Marlow will be joining me on this in future

**Agenda Item 5: University Committees**

* Academic Board - Madhu noted that some serious cuts were made to CECS.
  + This has been deeply disappointing but Madhu will be working with the CECS reps to make sure students are not disadvantaged
* RRU Working Group - the report written by Jin and read by Lachy at the last SRC particularly about the CRCC counsellors no longer being accessible
  + Working to make sure that this report being addressed remains an agenda item and point of concern in future
  + Christian is particularly working on training offered - Madhu highlighted some concerns about SR trainings
* SEEF - Sophie highlighted changes were discussed about trying to change the way that people apply and encourage people to use it
  + Rania didn’t receive a handover so was not able to attend but she will be on the mailing list from now on and will be at the next meeting in March
* Meg attended the Class Allocation Project meeting which was really positive
  + Marlow was working so was not in attendance but has bene filled in by Susan
  + Maddie has now been looped into this communication because her feedback is wanted
* Beyond SELT - Yasmin will be sitting on this
* Madhu to reach out to TLDC about getting Maddie looped into these meetings
* Kambri Reference Group - Sophie and Jin will be attending this next Monday

**Agenda Item 6: Changing Meeting TIme**

* Meg highlighted need to change the meeting time to Thursdays/Fridays
* Locking in Thursday 3-4.30pm for the foreseeable future until summer ends

Action Items: Meg to lock in a permanent Zoom call for this time slot.

**Agenda Item 7: Communication with SRC**

* Trying to set a strong SRC relationship from the start so that everyone feels involved
* Madhu encouraged everyone to reach out to everyone individually, particularly the departments, so that we can make everyone feel supported
  + Eg: asking about how they could use your support, how often they would like communication with you etc
* Mentor/mentee relationships - Madhu suggested moving away from this kind of language because we are all equal directors
  + All Exec to meet with their assigned reps once before the end of the month to try and check in with where they’re at
  + Trying to check in at least once a month with your reps from this point forward
  + Maddie, Meg and Jin thought this was a good idea and a good way of building relationship within the SRC
  + Madhu suggested these should be individual catch ups
* By consensus, the new name for the mentor/mentee relationships is Buddies

Action Items: All Exec to contact their buddies for an individual catch up; Exec to reach out to other SRC members (particularly Department officers) for a chat

**Agenda Item 8: General Representative Vacancy**

* This is gen rep we need to allocate to fill the casual vacancy
* Meg has found Taylor’s draft interpretation, happy for Sophie or Maddie to do it with Michael’s assistance
* Sophie: Happy to do it as long as Maddie is happy with me to do it

Action Items: Meg to contact Sophie to formally divulge responsibility for the interpretation and contact Michael to let him know that this has happened.

**Agenda Item 9: Sharepoint**

* Meg: Up to the consensus of the team, but one of the things I ran on was to have a secure storage system for documents and files like sharepoint. I have concerns about the security of the google drive but understand people may need to use it for their individual situations but wanted to get thoughts
* Sophie: Happy to upload the documents to sharepoint, just might use google drive for my own use first with O week coordinators etc
* Madhu: I think it’s a great idea, would be more secure
* Maddie: I agree,
* Meg: instead of individual representatives having to handover their information, this would be linked to emails and so institutional knowledge would be better and more naturally preserved
* Jin & Sophie: I think this would make it easier if everything was also in the same spot

Action Items: Meg to follow up with Eleanor about using Sharepoint and what the staff are currently doing.

**Agenda Item 10: Staff Leave**

* Updates will be given weekly but will be confidential
* Timesheets - Exec preferred the Excel spreadsheet system
  + Sophie suggested that we might try the Clockify for a week
  + Madhu wants to go with the Excel spreadsheet system and would prefer that after hours work is not completed as much as possible

Action Items: All Exec to fill out their timesheets

**Agenda Item 11: Roster and WHS**

* Office capacity is 12 people
* Looking at a 6 rep/6 staff split - including Department staff and O-Week Coordinators
  + Maximum number of days you can be in the Office is 3 or 4 days depending on the role
  + We are due for a review of these protocol but the University needs to be rescheduled
* All hours to be done in the office next week but over the summer 7 hours in the office and 7 hours at home works perfectly
* WHS briefing is being given by Hassan on Tuesday
  + Wiping down desks before and after shifts must occur
  + Social distancing
  + Don’t hug people in the office
  + Don’t share food and cutlery
  + Send yourself an email at the end of the day keeping track of where you were at work
  + When accessing the bathrooms, go through the BKSS door and back the other way
  + Don’t come into work if you are sick! Also, let Madhu, Eleanor and Hassan know if you develop any symptoms
  + Monitor the room capacity limits
* Doing a spring clean on Friday 1-5pm

Action Items: All Exec to come in for the Spring Clean

**Agenda Item 12: EAP**

* Posters around the office for accessing EAP
* Exec to email Student Assistance Officers or Madhu about accessing it if you have any problems

**Agenda Item 13: Exec Retreat/Training**

* Is booked and will be fun!
* Madhu reaching out to a previous President Ben Gill to talk about training on conflict resolution