EXECUTIVE MEETING 08.01.2025

AGENDA & MINUTES

Date: 8th January 2025

Time Opened: 12:09pm

Attending: W. Burfoot, V. Gangarapu, S. Gorrie, H. Oates, H. O'Brien, R. Paton, and K. Rosenberg

Apologies: None

Previous Meeting's Minutes

Private: [PRIVATE] 20241218 ANUSA Executive Meeting Agenda.docx

Public: DRAFT [PUBLIC] 20241218 ANUSA Executive Meeting Agenda.docx

Time Closed: 12:57pm

AGENDA ITEMS

Acknowledgement of country

Administration

a. Accepting the previous meeting's minutes
b. Declaration of conflicts of interest
c. Executive decisions since the last executive meeting
d. Declaration of confidential agenda items

Portfolio reports

ANU Committees

WHS/EAP reminder

Matters for Discussion

- Constitutional Changes
- Space improvements before academic year begins

Matters for Decision

- ANUSA Volunteer Program
- SEEF fast-track grants
- Club provisional affiliations

1. **Acknowledgement of country**

W. Burfoot: Acknowledges on whose land we are meeting.

Those on Zoom acknowledge the land they are on.

2. **Administration**

   a. Accepting the previous meeting's minutes

Accepted.

   b. Declaration of conflicts of interest

Noted.

   c. Executive decisions since the last executive meeting

None.

   d. Declaration of confidential agenda items

Noted.

3. **Portfolio reports**

President - W. Burfoot

Recent: BKSS Interviews, Comms Interviews, CCG writing my Welcome article, Constitutional Changes working with Sam,

Upcoming: Grad lawyers interviews

Other:

H. Oates: Are we sharing the strategic plan early this year?

W. Burfoot: Using more for engaging with the University, may publish in Newsletter later in the year.

Vice President – V. Gangarapu

Recent:

Finished BKSS interviews, finalizing the last team member.

Admin and I have started working on first-aid training. WIP: lifeline accidental counsellor, mental health FA, SRCC & SAMSSA and BKSS food trainings.

Met with Hayden and Ben from admin before shutdown to discuss BKSS's budget.

Conducting interviews for the Comms Officer role.

Met DSA, ISD, Ed, and Welfare. We discussed challenges with EAPs, ECAs & the ANI list. Discussed policies for the year and ways to support disabled and international students more effectively.

AICD correspondence with Hannah.

Wrote my page on the BKSS for the course guides. Working with Seungbin to write a page for international students too.

Upcoming:

Catch-ups with the Queer* Officer, International Officer, Indigenous Officer, and Disabilities Officers over the next couple of weeks.

Planning a workshop on Indigenous cultures with ISD, BIPOC and Indigenous dept. Meeting with the officers soon.

Other:

Education Officer – R. Paton

Recent: Met with ISD, DSA, Welfare, and VP to consult on shared educational goals for the year EAPs, ECAs, ANI, Emailed Geoff Hinchcliffe about the working party for simple extensions. Making template for the graphic design for the Crash Course Guide. Spoke to HDR rep about resources to help explain to postgraduate and HDR students what ANUSA is.

Upcoming: Meeting with ISD and DSA and SAT to talk further about considerations for EAPs and ECAs. Also meeting with ISD to help with specific goals about ISD in the educational advocacy space. Working with Kiera to finalize the Crash Course Guide.

Other:

Treasurer – H. O'Brien

Recent: Had meeting with Bee from Admin and Vaish about BKSS budget. Had meeting with Liana regarding Slack payment issue, has since been fixed and hopefully resolved and should be no more issues. Finished my submission to the crash course guide. Ethical Sponsorships Committee round 2 completed.

Upcoming: Making a list of future approved stall holders for market day (to assist during Bush Week/Future years). Need to make BKSS budget spreadsheet. Want to hold induction meeting with Department Treasurers!!!!

Other: Took Leave Thursday 2nd and Friday 3rd of January

Welfare Officer – K. Rosenberg

> *Recent: Had a meeting with Gen Reps Isabella Coombs and Kiana Levy around changing the due date of RRU module, ed meeting with Vaish, Rosie, and Matilda, spoke on goals for this year regarding education. Working on editing submissions for the Crash Course Guide.*
>
> *Upcoming: Due date for submissions is Friday of this week (10/01), Editing and formatting MUST be finalised no later than (27/01)*
>
> *Other:*

Clubs Officer – H. Oates

> *Recent: Lots! O-Week Club Pitch Grants sorted. Calendar coming along nicely, had meetings with IAC, Griffin yesterday. Some time on club disputes. In addition to O-Week stuff, also drafted changes for SEEF Terms of Reference & finalised the volunteer program (both are matters of discussion). Wrote clubs article for Crash Course Guide. Ethical sponsorship Committee round 2.*
>
> *Upcoming: O-Week work continuing, working out how to filter out ANUSA events from Rubric/QPay to make an O-Week Clubs Calendar. Big deadline is 20th January for FoCs. Monday Moose planning.*
>
> *Other:*

General Secretary – S. Gorrie

> *Recent:* Gov Review -- pulled together Constitutional Changes that were already drafted into a list. Created a tracker of all changes to see where it's at. Begun drafting some of the changes (re Disputes). Working with Michael on already drafted and future changes in these areas, including SRC code of conduct (aiming for SRC 1).
>
> Provided some advice to the Queer* Officer. Ensured all meeting/ Exec minutes that ought to be uploaded were correctly uploaded to the website. Sourced two current reps to be new mods on the New @ ANU group.
>
> *Upcoming:* Scheduled meeting for Department consultation/co-design process on Governance Review. Organised a meeting with International Officer to discuss potential ISD constitutional changes.
>
> *Other:*

4. **ANU Committees**

None to report.

5. **WHS/EAP reminder**

Noted.

6. **Matters for discussion**

Constitutional Change Process

W. Burfoot: Changes are in progress. Encourages Exec to attend consultation sessions broadly and submit things/ ideas to the changes that the Exec supports.

Space improvements before academic year begins

W. Burfoot: Needing to acquire more furniture for ANUSA balcony, desks for office, and BKSS furniture.

7. **Matters for decision**

ANUSA Volunteer Program

Preamble: See plan that was circulated via email. Seeking to adopt the role descriptions, training requirements etc. Until SRC1, where they can be formalised as policy of the Association. Plan from now is to organise branding, setting up the spreadsheet with Admin, and adapting volunteer handbooks from previous O-Weeks to better suit our needs.

Motion: That the Executive approve the Volunteer Program Implementation Plan.

Mover: H. Oates

H. Oates: Difficult to get volunteers at the moment outside of O Week. The plan seeks to improve the how ANUSA keeps a list of potential volunteers and is able to organise volunteers for things outside of O-Week.

Passes unanimously.

SEEF Fast-track grants

Preamble: Drafted some preliminary changes to the SEEF Terms of Reference to allow for grants <=$250 to be 'fast-tracked' by the SEEF Administrator, allowing for a turnaround of less than a week. This won't solve the problem we're facing of slow approvals (only ~5% of SEEF grants are worth this much) but it will help while we work out a better system than the PARSA legacy architecture that is SEEF.

Motion: Add the following to the SEEF Terms of Reference after Section 28 and renumber subsequent paragraphs accordingly:

29. The Clubs and SEEF Administrator shall prioritise processing of grants valued at A$250 or less ('fast-track grants').

30. Fast-track grants shall be considered for approval or denial by circular to board members within three working days of application.

Mover: H. Oates

H. Oates: Allows for smoothing out of the very few and smallest grants, within the existing/old architecture of SEEF from PARSA. This will help speed up the approvals process for these small-sized grants.

Passes unanimously.

Provisional Affiliations

Preamble: Executive must approve provisional affiliation of Clubs and Societies.

Motion: The following clubs shall be approved for provisional affiliation to ANUSA:

- ANU Clash of Clans Society

Mover: H. Oates

Passes unanimously.