

# Clubs Council Executive Meeting Agenda/Minutes

3-2-2020

[BKSS]

Meeting Opened: 6:00pm

Chair: Jacob Howland

## 1. Acknowledgement of Country

I acknowledge the official custodians of the land on which we meet, the Ngunnawal and Ngambri people. I pay my respects to their elders, past, present, and emerging, and acknowledge their ongoing connections to the land, skies and waters of this region. I recognise that sovereignty was never ceded, and that this stolen land always has been and always will be Aboriginal land.

## 2. Attendance and Apologies

In Attendance:

Chair: Jacob Howland

Secretary: Jordyn Gibson

Communications Officer: Ezabell Kong

Affiliations Officer: Niam Foxcroft

Branch Officer – Arts and Performance: Marni Mount

Branch Officer – Faith and Religion: Celeste Sandstrom

PARSA Rep: Claire Zhu

Apologies:

General Officer: Kimon Vakkas

Absent:

Funding Officer: Tanay Kapadia

Community Officer: Charlotte Henderson

Branch Officer – Discipline: Heather Johnston

Branch Officer – Special Interest: Harry Vinter

Branch Officer – Political: Alex Conneely

Branch Officer – Humanitarian, Advocacy and Social Justice: Josh Yeend

Branch Officer – Culture and Language: Cian Muenster

General Officers: Nan Chen, Ian Huang

PARSA Rep: Apoorva Raghubanshi

ANUSA Reps: Sophie Kim, Maddy Wang

### **Procedural motion to move item 7.1 to be discussed**

Mover: Jordyn

Passes unanimously

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## 3. Declaration of Conflicts of Interest & Confidentiality

### 3.1 Jacob Howland

- Former member of ANU Debating's executive (2019)
- Clubs Council funding officer 2019
- Griffin Hall Members' Association Exec 2019

### 3.2 Celeste Sandstrom

- Women's Revue Executive (2019-2020)

### 3.3 Niam Foxcroft

- RRRS Communications Officer (2020)
- Unilodge Rescom involvement (2018-2019)
- Clubs Council Executive member (2018-Current)

### 3.4 Claire Zhu

- N/A

### 3.5 Jordyn Gibson

- ANU Debating Society president 2019, committee member 2020
- Personal conflict of interest with ANUSA education officer

### 3.6 Ezabell Kong

- RRRS Social Officer
- Unilodge rescom and SR

### 3.7 Marni Mount

- Law revue exec
- NUTS
- Founder of Shakespeare Society
- Former ANU Debating Society
- Griffin Hall Members Association Executive (2017)
- Former employee of Kambri @ANU and contract may have a clause preventing negative statements being made

### 3.8

ACTIONABLE: Fill out CoI spreadsheets with any conflicts that arise

## 4. Actionables Arising

### 4.1 N/A

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## 5. Budget and Process Reporting

5.1 N/A

## 6. Portfolio Reports

### 6.1 Chair's Report

- Largely completed handover from Ebe
- Have had meetings with ANUSA President and office manager, as well as with PARSA reps and President
- ANUSA provides a number of useful services, including legal advice and student assistance that can be particularly useful to CCE members. Legal advice can cover questions that may arise in your roles - unless you feel you are incurring a personal risk, likely best to arrange a meeting with Jacob and/or Jordyn and the ANUSA lawyer to discuss this.
  - We also have a desk in the ANUSA offices that all CCE members can use
  - We are also able to book ANUSA meeting rooms if you want to hold meeting with clubs, admin assistants, etc. Email [sa.admin@anu.edu.au](mailto:sa.admin@anu.edu.au) to book these.
- Onboarding meetings with casual vacancy appointees are in the process of happening

### 6.2 Faith and Religion Branch Report

- Have contacted previously affiliated clubs with introduction and plan for the year, including setting up an interfaith week. So far responses have been minimal (only 2 replies/13 clubs), and this is despite extensive social media promotion.

### 6.3 Affiliations Report

- Reaffiliations have been opened from December and will be open until after O-Week. This is potentially problematic as the ANUSA Social Officer has suggested only affiliated clubs will be able to have market day stalls
- Currently there are 29 clubs that have completed the reaffiliations request, but am anticipating a large influx closer to the deadline.

### 6.4 PARSA Representative Report

- As part of PARSA portfolio, role includes communicating with cultural clubs
- Able to help Clubs Council liaise with PARSA.

### 6.5 Secretary's Report

- Haven't been up to much yet as it is the summer break.
- I've made a new interpretation on the Affiliation Policy - trustees of clubs must be university students with valid u-numbers
- Friday Week 2 will be the first CCM of the year.

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- Jacob: Taylor sent me the ANUSA meeting schedule so we will have to organise around that.
- Date to be contingent on the ANUSA meeting schedule.

ACTIONABLE: Finalise CCM1 date and arrange room booking

## 6.6 Communications Report

- Have contacted Kate about website design
- Completed affiliations graphics for re-affiliations and policy changes
- Working on funding factsheet with Charlotte

## 6.7 Arts and Performance Branch

- Will be sending group email to previously affiliated clubs
- Working on being appointed to ANU Theatre Awards selections board
- Creating a calendar of ANU clubs' theatre events for the year
- Will begin negotiating with Kambri on theatre facility availabilities

## 7. Items to Discuss or Decide

### 7.1 Motion to suspend standing orders, insofar as they;

- Impose limits on speaking times,
- Require each speaker to be explicitly called upon by the chair,
- Impose restrictions on the speaking order,
- Prevent the discussion and debate of items other than by reference to a motion, and
- Require the movement of procedural motions.

Mover: Jordyn Gibson

Secunder: Niam Foxcroft

Passes unanimously

### 7.2 Training for CCE members (Jacob)

- Had meeting with Lachy and Eleanor on this, resulted in a general, but tentative offer to provide training to CCE members, if they are able to (noting they have a very limited pool of money, so highly expensive training is unlikely to be a possibility)
- Some scope for first aid and mental health first aid, but that is on the more expensive side of things
- Anything that can be delivered in-house would be particularly feasible - this can include communications training (internal and external) and other forms of teamwork training
- Jordyn: I think it would be good to get Mental Health First Aid training. In my role and Jacob's we experience potential situations where we need to use MHFA. The other one is disclosure training.
  - Celeste: I believe Lachy talked about Disclosure Training?

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- Jacob: You should be able to sign up for disclosure training through the link on the poster Lachy sent (see the Slack for this)

**ACTIONABLE:** Check graphic in Slack, sign up for training you believe would be useful

- Jordyn: I found retreat last year very useful. It was good to know the Gen Reps and Department Heads. There's been some talks about holding a mid year retreat - I think we should push for more than 2 people to go as it would be useful for everyone.
  - Jacob: I went to the mid year one last year, but no-one I know went to the one at the start of 2019. Our quantity of invites is generally very inconsistent (has ranged to no one being invited to all named officers being invited). Likely that by mid-year there will be less interest from gen reps, etc., so greater scope to get all named officers to attend, possibly able to extend it to non-named officers
  - Jacob: will also work on making sure we're included in other ANUSA social events to facilitate networking etc.

## 7.3 Re-affiliations update (Niam)

- Currently there are a minimal number of applications, expecting massive last-minute influx. Have also set it to close before CCM1 in order to have certainty about who should be there.
- Will need to discuss with Sophie around who is able to have a stall on market day. Current policy seems to be only currently affiliated clubs, which is effectively no clubs
- Some interest in establishing new clubs
- Meeting with Jordyn after this meeting to discuss reaffiliations process
- Jordyn: I'm potentially able to discuss this with Sophie over the weekend
- Celeste: What are your plans for reaffiliations? I'm able to help with this.
  - If anyone's interested in this, we're able to find jobs for you and would love help
  - Jordyn: agreed that there's lots everyone can help with for these!

**ACTIONABLE:** Meeting to clarify what clubs are eligible for free market day stalls

**ACTIONABLE:** Niam and Jordyn to arrange affiliations sessions

## 7.4 Email system (Ezabell)

- Hard to understand how Ji had previously arranged this, but it seemed to involve an enormous quantity of folders. Current system is to forward relevant emails to officers and notify them on Slack about it.
- Jacob: Generally best to reply from sa.clubs in order to minimise the quantity of email accounts in play. My experience as a funding officer was that the more emails that were used, the more confused clubs became about who to contact for given issues.
- Jordyn: Maybe if you can make folders in the main account and move emails to them instead of forwarding them to our personal email?

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- This looks like a good idea
- Niam: Agreed that unity of communication is likely best, and then we don't have to CC in sa.clubs all the time. Also make sure to include the person who sent the original email in the forwarded email so that we can just 'reply all'.
- Jacob: Does everyone have access to sa.clubs and their particular account?
  - Marni: I don't yet
  - Jacob: Should check next time you get the chance if this has changed, if not I'll contact Eleanor.

**ACTIONABLE:** Everyone to ensure they have access to their relevant emails and contact Jacob if this is not the case

## 7.5 Website design working group (Ezabell)

- Prior to Ebe's resignation, we had planned to work on the website design and follow on from the work from last year. Given Ebe is now gone, is anyone interested?
  - Jacob: I'm interested in this.
  - Marni: Which platform is the website hosted on?
  - Ezabell: We want to move it to a more prominent place on the ANUSA website.
  - Marni: Is the ANUSA website on wordpress or...?
  - Jacob: It's on a proprietary platform, and only Kate is able to edit it. That creates some issues as we are completely dependent on ANUSA staff to work on it, which means this will probably be a very slow process. Hopefully we can begin work on this after O-Week with Kate (she's unlikely to have capacity before then).
  - Ezabell and Jacob to meet separately to discuss this
  - Ezabell: Would be good to get a general officer on board to look after this.

**ACTIONABLE:** Anyone interested in working on this project should contact Jacob or Ezabell

## 7.6 Varekai presentation (Ezabell)

- Varekai is a first year program at UniLodge, and they'd like us to provide a presentation on clubs and societies on the 12th of February. If anyone has any thoughts on what would be good to mention here, please contact Ezabell.
  - Marni: Potentially running through branches to provide overview of types of clubs?
  - Niam: First-years get overloaded with leaflets etc. so those are probably minimally useful. Usual facts (e.g. number of branches, examples of clubs, number of clubs) should be helpful enough.
  - Marni: There were over 20 student productions last year!
  - Jacob: We should probably focus on the clubs and not on clubs council
  - Niam: Varekai is typically focused on counselling services, institutions of university (which are typically uninteresting) so would be good to focus on fun aspects of clubs and market days

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## 8. Funding Items

8.1 N/A

## 9. Other Business

9.1 N/A

## 10. Recall Actionables

10.1 **Everyone** to fill out CoI spreadsheets with any conflicts that arise

10.2 **Jordyn** to finalise CCM1 date and arrange room booking

10.3 **Everyone** to check graphic in Slack, sign up for training you believe would be useful

10.4 Meeting to clarify what clubs are eligible for free market day stalls

10.5 **Niam and Jordyn** to arrange affiliations sessions

10.6 **Everyone** to ensure they have access to their relevant emails and contact Jacob if this is not the case

10.7 **Anyone** interested in working on the website update should contact Jacob or Ezabell

## 11. Meeting Close

Meeting Closed: 7:16pm