**EXECUTIVE MEETING MINUTES**

**Date: 14/01/21**

**Time Opened: 3:00pm**

**Attendees: Sophie, Maddie, Christian, Meg, Madhu and Jin**

**Apologies:**

**Minutes taker: Meghan**

**Time Closed: 4:19pm**

AGENDA

1. Acknowledgement of country
2. Declaration of confidential agenda items
3. Apologies and administration
	1. Confirming last week’s minutes
	2. Executive and staff leave
4. Portfolio Reports
5. University Committees
6. O-Week
7. Handover
8. WHS & EAP Reminder
9. Close of meeting

MINUTES

**Agenda Item 3: Apologies and admin**

**Agenda Item 4: Portfolio Reports**

**Madhu**

* Student Partnership Agreement
* SIG Collaboration for EA Experiment
* ANUSA’s WHS Plan for February
* Disabilities Officer and JCOS Vacancy
	+ Madhu has started chatting with Zoe Adams about organising the appointment of an interim DSA Officer
* RRSWG Planning for year with Christian, Avan and Claire
* AICD Training for Executive – no dates yet
* Conflict Resolution Training for Executive – no dates yet
* Policy & Advocacy Training for certain Dept Officers + Executive
* Governance training for ANUSA Representatives on Committees
* PARSA Collaborations for year ahead
* Executive PDs preparation - to happen once a quarter
* Department Officer catch ups
* Coursework Scholarships Audit Feedback
* Staff Planning Day (January 19th)
* UA Copyright challenges
* Other admin and internal responsibilities

**Christian**

* MHFA for week of 8-12 Feb
	+ Any clashing dates?
* First Aid for 5th Feb, please fill out!
* Still catching up with buddies
* Will start to plan for retreat right after week 6
	+ Any clashing dates?
* Working with Madhu and Avan and IHC on RRU strategy for coming year
* Still need committee dates if you have any
* Volunteer coordinator applications are out now!
* Working with Kambri to make Universal Lunch Hours happen
	+ Want people’s opinions
* Attended O Week stakeholder meeting and the social team in any other ways that are needed
* O Week presentations as an agenda item

**Jin**

* O-Week
	+ Sponsorship negotiations with Lifeblood, Bank Australia and Depop
	+ Art coordination with Ben, Maddy and Maddie for ideas on decorations
	+ Looking over procurements and costs for O-Week now
	+ Coordinating with Erin about sponsors moving forward
* Merchandise: chose the winner, now in process of negotiating the final design, and have informed all the unsuccessful candidates.
* Misc Money Stuff:
	+ Looking into term deposits now (primarily MeBank) to invest our surplus
	+ Coordinating SSAF agreements and corresponding with Ian and Anastasia about getting our first instalment
	+ Helping Liana with documents she needs for the audit
* ANUSA Business
	+ Will be compiling a list of business ideas to pass by the SRC
	+ Then will commission a TAG review to tell us what is lucrative
* Helping out Departments with their finances and bank things (and finding out a lot of people have not been,,, following the finance regs,,,, yoink)
* Also corresponding with Clubs about QPay Union and finance training pre O-Week
* Have met all my buddies except for one!
* Fun things:
	+ Looking into a vending machine for ANUSA
	+ Sorting out bus things to potentially getting a new bus!
	+ Starting to plan BKSS set up for the year.

**Sophie**

* Doing O-Week:
	+ Coordinators have worked 47 hours each and they have 110 left each
	+ Draft budget has been finalised but just waiting on merch and market day quotes – noting market day usually cost recovers
	+ Have met with Christian regarding his work (thank u very much) and my o week coordinators met with Jin and Maddie regarding theirs (thank u very much) and Jin and I will talk about other sponsorship stuff next week (thank u again)
	+ Market Day is going. Meeting with Geraldine next week for a site walk, then moving to approve the COVID safe plan. Also liaising with clubs to close that EOI, Erin and Jin working on the other stakeholder meetings
	+ Volunteer coordinator applications are out – Christian is in charge of all of that and have briefed him so won’t be able to report much on it but I have faith
	+ Trying to organise a meeting with departments – last week fell through but will organise for this coming week – to talk about Department Fete and also how to improve department engagement for O-Week
		- Still waiting on a bunch of Department events for the calendar and also needing to catch up with Luca – will do next week
	+ Had a very productive meeting with the stakeholders and got a lot of progress done – only a couple of events cut and a couple of events that need a bit more of a grind
* Meeting with Sarah Walker to discuss SEEF stuff – as a side note SEEF has been handed over to Rania
* Did Dep Ed interviews with Maddie
* Meeting with some of my buddies next week
* Priority at the moment is merch – finalising merch comp winner design after Jin and I were elected judges, and also looking to finalise O-Week design for other pieces of merch to order next week
* Will organise Department Social Induction next week as well

**Maddie**

* Joint ed meeting with Eve (PARSA)
* Art coordinator
	+ Met with Jin, Ben and Maddy for art coordinator stuff for O-Week
* EdCom
	+ Applications for EdCom closed last week and I was extremely excited to have received 10 applications
	+ Sophie and I have been holding interviews today to determine which candidates are the best for the job and what they can bring to the table in terms of the future of activism for EdCom
	+ Interviews will finish tomorrow at 10:30am and I will be discussing with Sophie the projected outcome. I hope to decide on the successful candidates by the middle of next week
* Alan Tudge and his entry as Education Minister
	+ Still need to confirm with Michael if the open letter is okay to be sent out
	+ Will make a petition soon for ANU students to sign once this is passed by Michael
	+ I will also be getting in touch with the media about how this action is extremely detrimental for students = fee hikes etc
* Protestor kit
	+ I have put a hold on the protestor kit reading for the moment as I am working on the Invasion Day collab and EdCom
	+ I will get back to this hopefully by the end of this week; I would like this to be done hopefully by the end of O-Week
	+ I hope to put these resources in place after O-Week with future protests
* Collab for Invasion day with the Indigenous department and the Environment Collective
	+ I have been working with Luca and Katch to run both a virtual and in-person event
	+ We will be holding a walk-over to the main protest in Garema Place and outside Parliament
	+ Online we will be holding 7 days of Invasion day info which will include: why one shouldn’t celebrate invasion day, books to read by Indigenous authors, local Indigenous businesses to support, the harms of performative activism, acknowledging country through tagging the traditional name on Instagram for example, etc.
	+ This will be launching on the 19th of January and I will be posting on the ANUSA Facebook so these events and virtual things for people to do can gain more traction

**Meg**

* Finished consultation with Departments and have a first draft to be circulated of my motion approval process. Am also developing a plan for the Department Governance training and working with Departments on that
	+ Governance training will occur at different times for the different departments based on when their executives are elected
* Have an initial first draft of the meeting calendar for the year. Working with Kate to develop a fun graphic of the calendar to share. Will also be developed in hard copy, written format so that it is accessible for all.
* Planning governance infographics (particularly about the standing orders) to be ready for SRC 0
* Planning SRC 0 – trying to figure out the best way to make an introduction to meetings approachable
* Have assisted with the JCOS and DSA vacancies
* Have been able to meet with most of my buddies
* Timetabling Committee meeting next week
* Working on Disputes submissions

**Agenda Item 5: University Committees**

* Nothing to report

**Agenda Item 6: O-Week/Market Day (Sophie)**

* + Concerns about a price increase of market day stalls for ANU Stakeholders due to increased costs this year with COVID compliance and a change of venue. Last year regular stalls were $100
	+ Some ANU organisations felt that they hadn’t anticipated an additional increase in fees and wanted to know what the money was being used for
	+ Sophie wanted to know Exec thoughts on how much ANU stakeholders should be charged
	+ Jin felt that the lowest that should be charged is $150 – this is because the economic situation is completely different to last year and the work going into making the day happen is significantly more
	+ Madhu agreed with Jin and also noted that we should consider the benefit that the ANU Stakeholders in question would bring to the occasion and students or have brought to ANUSA in the past – ie: waiving the fee should be decided on a case by case basis
* Sophie has also had questions about the particularities of SSAF funded organisations – they have received free stalls in the past but this year would be charged $250 this year eg: PARSA, Woroni and Observer.
	+ It was agreed that offering some discount for both Woroni and Observer would be the best option considering the additions they make to the day and the value they bring to the student community
	+ Sophie felt that if people contested the funds she would be able to reconsider on a case by case basis
* PARSA have requested two stalls so Sophie is debating only charging them for one
	+ This is because we are trying to build a better relationship with PARSA and they typically supply resources
	+ The Exec came to the view that it would be best to test the waters by charging for one stall and making adjustments based on the response and the peculiarities of PARSA’s situation

Action Items: Sophie to stick to charging ANU Stakeholders but offering a discount for most certainly Woroni and Observer and potentially other stallholders where requested; PARSA also to be charged; Sophie to continue working with Ben and Madeleine on finalising the O-Week design by next week/ Madhu to follow up with Kate about this;

**Agenda Item 9: Draft Meeting Calendar (Meg)**

* SRC on July 26 to be swapped with the CRC because of a clash with Bush Week

Action Items: Meg to finalise the meeting calendar and work with Kate on its release

**Agenda Item 10: Handover**

* Madhu suggested working for 5-10mins every week on a handover
* Sophie felt that it could be better to do this at the end of events/ months so that there would be more to write about

Action Items: Exec to think more about how they’d like to approach the handover process.

**Agenda Item 11: WHS & EAPs**

* Hassan has sent out updated WH&S information pertaining to COVID
	+ Everyone to make sure they are continuing to comply with these procedures eg: keeping a record of where we have been each day and emailing it to yourself
* EAPs – refer questions or concerns to Emily or Hassan
* Everyone to take care of themselves!!!

Action Items: Madhu to enquire about whether those from hotspots that have now been removed from the ACT list still have to quarantine before coming into the office.