**EXECUTIVE MEETING**

**Date: 11-10-21**

**Time Opened: 2:09pm**

**Attendees: Jin, Christian, Jin, Sophie**

**Apologies: Madhu, Maddie**

**Minutes Taker: Meg**

**Time Closed:**

AGENDA ITEMS

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. Meeting action items/ meetings coming up
7. Handover
8. WHS/EAP reminder
9. Other Business
10. Elections

MINUTES

**Item 1: Acknowledgement of country**

**Item 2: Declaration of confidential agenda items**

**Item 3: Apologies and admin**

Motion to approve last week’s minutes (located in the folder)

Mover: Sophie

Seconder: Christian

Outcome: Passes

**Item 4: Portfolio Reports**

**Madhu: (Away)**

**Christian:**

* Assisting with some Department issues
* Hiring new staff – new lawyer incoming
* Acting as President for the past week
* Preparing SSAF stuff

**Jin:**

* Involved in a clubs matter
* Budget for Jaya and Christian on the setting up of the business
* Working on QPay stuff
* Assisting with Department stipends

**Sophie:**

* All hours in meetings – met with Kambri re online festival streaming, meetings about O-Week with people who are interested in the role, handover meeting, FNP stuff
* Dealing with complaints about Market Day re cultural sensitivity/homphobia by one of the stall holders
* Managing some Clubs things
* Working on guidelines for Clubs re Indigenous equity ticketing
* Wellbeing Committee work
* Handover things
* Clubs Ball work with Elijah

**Maddie: (Away)**

**Meg:**

* Managing some Department election stuff
* Meeting prep

**Item 5: University Committees**

* Sophie: Kambri – planning events over Summer
* Christian: Academic Board on Data Governance
* Meg: Class Allocation project.