

EXECUTIVE MEETING

Date: 05-09-23

Time Opened:

Attending: Ben, Grace, Kat, Charlotte, Phi

Apologies: Luke

Minutes: Phi

Time Closed:

AGENDA ITEMS

1. Acknowledgement of country
2. Administration
 - a. Accepting the previous meeting's minutes
 - i. Will pass next meeting!
 - b. Declaration of conflicts of interest
 - c. Executive decisions since the last executive meeting
 - d. Declaration of confidential agenda items
3. Portfolio reports
4. ANU Committees
5. WHS/EAP reminder
6. Matters for discussion
7. Matters for decision

MINUTES

Acknowledgement of country

Ben gave an acknowledgement of country.

Administration

Accepting the previous meeting's minutes

Declaration of conflicts of interest

Executive decisions since the last executive meeting

None

Declaration of confidential agenda items

Portfolio reports

Ben

The 1 million in PG funding and 450k in tied underspend funding have both come in.

SSAF survey out

Night Cafe consultancy continuing

PG rep vacancies finalising

SSAF negotiations starting soon.

Election work – administration and consults

Council stuff

Working on update report re PG representation and services

On lots of hiring panels

BY: Please do SSAF survey if you haven't already!

Night Cafe consultancy is continuing – looking at first deliverable end of this week/early next week, plan on page to send to commercial services, will send around

All positions bar two will be filled by the end of this round!

Have been on hiring panels.

Grace

BKSS interviews, hiring and Onboarding

PG rep interviews and onboarding

Election consultation

GK: main thing has been BKSS interviews and hiring/onboarding/training - most of my time. Also for some of the reps (PG reps) will have another induction once we have all of them.

Kat

Budget

Department Finance

KH: Might consult some of you about some of the budget line items

Dept finances – how can we improve the review? It takes almost 2 months to collect all of them, was discussing with Ben and Liana so may come up with the best option

Phi

Working on checking eligibilities for vacancies

PG reps

Meeting minutes

AQAC

Privacy policy / constitution

PO: been helping w/ casual vacancies, checking data for their status. Working on cleaning up meeting minutes and putting them on the website. AQAC this week, basically just approving courses to reaccredit them. Working on privacy policy stuff, will have notes soon. Minor constitution stuff.

Bea

Met w/ Luke to divvy up EWAG responsibilities for the rest of the year

Forum, waiting on staff to reply, it's getting a bit tight so hoping they get back to me soon. Venue booked and a couple poster runs happened last week

Been screenprinting posters for the event (need to as part of my course this sem anyway, but it's cool/fun)

Started thinking about handover and priority things to share about the role,

Consulting Ed officer candidates for the election coming up

In Syd for a few days this week, will be contactable but not prompt

BT: AUKUS forum, waiting on staff members to reply. Pretty much sorted otherwise.

Luke

Charlotte

Mostly working on SSAF bid – will be done this week

Thinking about union ball, will be doing that after bid is done

Working on some internal club affairs rn, regs w/ Patrick

CC: Collating data for SSAF bid and my statement.

ANU Committees

WG on Employability framework

GK: Two weeks ago – actually is fine, how the access to ANU careers is different across colleges. Unobjectionable. Looking at moving away from unpaid internships.

AQAC

Nothing to note.

WHS/EAP reminder

Office is messy right now. Please clean up your areas.

Matters for discussion

Reminder re election rules

BY: Sent out an email earlier about expectations on social media use and taking leave around elections. Can't use personal social media to represent the organisation from this Friday. Any official comms must go through Ben. Not gratuitous promo of yourself. Prefer if you have any concerns let me know. As with every previous year, those contesting are expected to be on leave for the entirety of the voting period. During that time, I expect that you're not in the office unless there's a set reason. Happy to answer questions now or in individual conversations.

Handovers – worth starting to think about how you will do your handover. My expectations are the same if you are successful or unsuccessful. Think about how you'll structure your handover, how long it will take, resources. Key punctuation points to keep in mind i.e. next Gen Sec being able to chair a meeting etc. Reasonable expectation – some sort of a written handover, though may vary role to role.

Matters for decision