

## **EXECUTIVE MEETING**

**Date:** 11.11.22

**Time Opened:** 4.43

**Attending:** Ben, Kai, Grace, Bea, Kat, Phi, Charlotte

**Apologies:**

**Minutes:** Phi

**Time Closed:**

## **AGENDA ITEMS**

1. Acknowledgement of country
2. Administration
3. Accepting the previous meeting's minutes
4. Declaration of conflicts of interest
5. Executive decisions since the last executive meeting
6. Declaration of confidential agenda items
7. Portfolio reports
8. ANU Committees
9. WHS/EAP reminder
10. Matters for discussion
11. Matters for decision

## **MINUTES**

### **Acknowledgement of country**

Phi gave an Acknowledgement of Country

## **Administration**

[Charlotte arrived]

## **Accepting the previous meeting's minutes**

Passed

## **Declaration of conflicts of interest**

N/A

## **Executive decisions since the last executive meeting**

N/A

## **Declaration of confidential agenda items**

## **Portfolio reports**

### **Ben**

IHC

SR problems

BY: Coffee went well with IHC. SR problems - been issues with the new interview process - was designed by consultants. Lots of ableism occurred. Also disadvantaged non-English first language and International students.

Ben explained the new SR system and the residential staff hierarchy.

We want to have a further discussion about res halls in future.

### **Grace**

BKSS

Induction

GK: Working on BKSS hiring and interviewing. Working on training and planning. Getting quotes for training. If you're doing a session at induction, please actually make that powerpoint that you need and send those to me - ideally by this time next week. Happy to talk about what should be in there

## **Kat**

Had the last handover meeting with Jaya

Will have a meeting with Lianna and Jaya together next week

## **Phi**

## **Bea**

TLDC (Teaching Learning Development Committee) Handover to Charlotte

## **Kai**

Went to Unions ACT Youth forum.

Had first handover meeting with Grace.

## **Charlotte**

TLDC

Interviews

Big O-Week events

CC: TLDC - Next year the committee will be overseeing the teaching and learning strategy.

Discussed TLDC.

CC: Discussed some O-Week things with Ben

## **ANU Committees**

GK: Childcare Liaisons committee - a lot happening at the moment, many general issues with facilities on campus. Workload has gone up, it's now meeting weekly/fortnightly as opposed to 3-4 times a year. To consider for committee allocation.

BY: Unorthodox but could ask student assistance advisors if they were interested in sitting on it. Don't love the idea of putting staff on committees generally - but on this committee it makes sense.

GK: Ideal scenario is that a head of parents and carers collective sits on it. May not be the case. Good information gathering for students at university. Talk quite freely about issues at the university.

BY: I need to deal with committee appointments - from what I can see there's only 4 that I'm appointing people to. University Research Committee, TELRQ, Childcare Liaisons, and Grand Graduations. Will ask if people are interested or generally interested in sitting on committees.

## **WHS/EAP reminder**

BY: Will send EAP around on dec 1

### **Matters for discussion**

#### Couch

GK: Chido has wanted to buy a couch for the foyer for a while. Will we take the couch out of 2023 budget. Likely a bit expensive, 1-2k hopefully (just for the couch not additional costs) but need to find a good couch (ideally second hand). Paying for couch/cleaning/transport/covers. I think it's good to have a couch overall - not enough seating. Would be a good long term investment. I probably won't need to use the BKSS non-consumables line much. Are people cool with our budget using the couch

BY: can we come back to this meeting with functional suggestions and prices

People are generally happy for it to come out of 2023 budget.

Discussed new crockery for the BKSS.

KH: ideal budget for BKSS consumables is 9000

#### Budget

#### Diaries

BY: 2000 copies for 13750. Do we want diaries? What else do we want?

We agreed against diaries.

GK: Phone card holders

BT: half size wall planners

KDB: tote bag is good! Water bottle?

BY: practical daily items

#### New meeting time

KDB: whentomeet - I think the best times were Tuesday and Wednesday from 2.

2pm Wednesdays from start of term.

ACTION: Phi to send outlook invites for meeting times

#### Facilitation + meetings review

PO: Please indicate when things are confidential

We discussed action items.

- Put at top & send to slack
- Put straight into slack and not at all in

KDB: moving discussions out of the exec meeting

PO: asking to move on normalised

CC: Please feel free to pull things from my report and ask to talk about them.

BY: Healthy to shift brainstorming mode to end of meetings

BT: find it hard to tell what people want to know

PO: moving discussion from reports to discussion items

BT: facilitation training as part of training?

PO: project management system of some sort?

BY: wouldn't like a new platform

BY: project tracker table?

GK: doesn't like the matters arising/project tracker

ACTION: phi to add information sharing/project tracking on the agenda next time

**Matters for decision**