

EXECUTIVE MEETING

Date: 2-12-22

Time Opened:

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

Apologies:

Minutes: Phi

Time Closed:

AGENDA ITEMS

1. Acknowledgement of country
2. Administration
 - a. Accepting the previous meeting's minutes
 - 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

Kai gave an acknowledgement of country.

Administration

Accepting the previous meeting's minutes

No dissent.

Declaration of conflicts of interest

Executive decisions since the last executive meeting

Declaration of confidential agenda items

Portfolio reports

Ben

Council

Postgrad services

BY: Student Safety and Wellbeing Steering Committee is reviewing the Discipline Rule. We'll be invited to participate in that. Sexual Violence Prevention strategy is due for updating next year and the new Student Safety and Wellbeing Plan. SASH IHC/ANUSA/Department meeting. Discussion about coming up with a SASH prevention campaign ourselves – lots of enthusiasm.

BY: Academic Board

Grace

BKSS staff hiring

Clubs' mail

Rep inductions and office use

Department support

Training

Exec retreat dates

GK: Brian just signed off on a 3.5% pay raise for all staff. BKSS hiring – finished interviews, offering positions now. Clubs mail, as discussed w Charlotte, Leanna, Phi, Eleanor – need to move it from BKSS – it's too public for financial and personal details to just be sitting there. Finding a filing cabinet for the Office and will send an email about this soon. Rep induction from ANUSA staff coming up next Tuesday. Am in the process of organising Dept and College Rep ones now, essentially the same but catered to the specifics of those roles. Training – waiting an update but then I will send out a form to get training info from you all.

GK: Exec retreat dates – 21/22 or 28/29 January. My slight preference is for 21/22. Does anyone have objections?

No objections were made.

Kat

Department finance induction

Department audit

Department baseline funding

Vending Machine

Phi

Our term has started, exciting!!

Administrative start of term stuff lol

Department inductions

Bea

Dep Ed Process Sorted

Been thinking a lot about a counter course guide. Shall we?

BT: Going to put it up til the 20th Dec then interview in Jan so there's plenty of time for O-Week. Also thinking of doing a counter course guide for O-Week and we could put it in O-Week bags? I think that should be a whole of Union decision. Can be a discussion for next week.

BY: can you run thru what that is

BT: critique of the uni, your own uni map, w subjective and relevant information for students that isn't just ANU media – critiquing things they do – articles about ANU funding, Israel/Palestine conflict and how our funding goes directly to arms manufacturers, who's who in ANU Council, could talk to Woroni about including some of their stuff. People can think about it over the next week.

ACTION: Phi to add this to agenda for next week

Kai

Wow first week babyyyyyyyyyyy

Getting set up

Charlotte

Market Day costs

Market Day form up and running

QPay meeting – release day

Meeting w/ coordinators next week

Be away 12-15th Dec, still available

CC: O-Week and Market Day gonna be more expensive than anticipated 😞 This is just the quotes. Inflation sucks. Market Day form is on QPay so set and ready to go. 15th of January is the release date of the ANUSA website!! I'll be WFH 12-15 December.

BY: qpay website just for clubs or the whole website?

CC: whole website

BY: there are a lot of documents on there that are nowhere else. Phi fix this

ACTION: phi to download all of the documents and store them. Ask Kate if easier to do on the back end

BY: market day – 10,000 more alarms me a bit – either put up prices for stallholders or we change location? Do you have a feeling

CC: unlikely we'll end up spending 10k more. This is for the specific amount that Erin requested. She said a lot of it might be price gauging. Erin was alarmed but seemed to be calm. We should look at more sponsors – also we have other profit opportunities.

BY: have we already issued the price list for stallholders

CC: not sure

ACTION: Charlotte to check if Erin has already sent the prospectus

ANU Committees

Charlotte: SEEF

CC: have proposed new logos

Grace: Will be sitting on Student First

BY: student safety and wellbeing steering committee

WHS/EAP reminder

GK: ACT government is giving us 1,000 RATs! Hopefully getting more – govt is concerned about upcoming outbreak at ANU. Yay

BY: being mindful of noise and your demeanor in the office.

Matters for discussion

Feedback on induction

Emails (signatures, outlook calendar etc.)

GK: update your signature and you can ask Kate to send you the template but you can customise. Also the use and sharing of outlook calendars!

BY: all have outlook calendars attached to position emails – please use those. My expectation is that is an accurate representation of your availability. Totally fine to block out time. Would be really good if you can share with every other member of the exec.

Five minute break.

Buddy system

GK: I don't know a good way to do it – I don't necessarily want to assign people buddies? One idea is to have drop in hours

PO: we have an obligation to do it

ACTION: phi to follow up on what our obligations are (SRC4 2021)

BY: I think its not particularly useful for most people but I don't think it does harm

We had a discussion about the buddy system and if it has benefit or harm.

ACTION: Grace to sort out buddy system and send it early next week

ACTION: us to send any buddy conflicts of interest to Grace by Monday COB

KDB: goals – point of contact, pastoral care goals, avenue for more engagement?

We discussed the goals of buddy system and how prescriptive we want to be. Goals majorly being point of contact and pastoral care goals with sometimes benefit of engagement.

Facebook page

BY: will send an email on this later. We'll all have access to FB page soon. Main reason to have that is for when you're running an event if any quick changes happen you can do that quickly as the page. The purpose is not to be posting on the ANUSA Facebook page. In general, Kate manages the page so that it's a consistent style. If there's something urgent for the FB page, especially after hours, I

need to approve that because I need to approve all of our public comms. Usually just let Kate do it.
Check that you're not liking things on ANUSA fb page

ACTION ITEM: Add our Comms strategy as an agenda item in a future meeting

Exec tiktok?

BY: need more faces to the name of ANUSA

BT: we don't really feature students enough.

Timesheets

Ben explained leave. 20 days of paid annual leave / 20 days of personal leave. Email or slack for leave. Can also request unpaid leave – chat to me about it. Please do timesheets before weekly catchups.

KDB: do we put above weekly requirement in

BY: yes

CC: are meetings included

BY: yes

GK: what does a leave request need to include

BY: what kind of leave, when you're seeking it for. If it's for personal leave if you can broadly frame why you need it. "unwell". Don't need documentation

Hot tip: When you skip work don't go to lab

KH: what happens on public holidays/short weeks.

BY: hours are reduced by 2.8

KH: What happens if I don't meet required hours

BY: is fine if you don't sometimes. If you're consistently under hours, or dramatically, more a discussion of spare capacity to help out other exec members. After that a convo about reducing stipend if you're not willing to do 14 hours or take leave. Trust system.

PO: do we get paid out for leave not taken

BY: not compelled to, if we do for annual leave

GK: can be painful and annoying to pay out – take it!!

BY: nothing on smaller increment of half an hour

SRC social/exec social

GK: lets hang out. If you have ideas let me know. Feedback I got is that we do too many alcohol events. Being more inventive than just badger.

KDB: is retreat social stuff for exec to do after or during?

GK: apart from retreat

Slack channels

PO: do we want slack channels for projects

BY: depends on motivation

PO: ok I will leave it up to the individual if you want a slack channel

ACTION: phi to check who hasn't joined the slack and send them a reminder

Matters for decision