

University of Wollongong Undergraduate Students' Association

7th Executive Meeting
11:30am Tuesday 20 November 2007
Room – WUSA Office

Meeting Minutes

Present

Elizabeth LARBALSTIER (President) – Chairperson
Matt BARDEN (Honorary Secretary)
Nick ROUEN (Education Campaigns Coordinator)
Adam KNOBEL (Media Coordinator)
Carla MORGAN (Welfare Coordinator)
Chris MONNOX (General Representative)

Observers

Clinton MEAD (General Representative)
Chris PETTETT (General Representative)
Robyn DEBBES (Office Administrator)

Discussion Point One: KPMG Audit 05/06

This morning Robyn and Liz met with KPMG to review a draft of the 05/06 Audit. We need to hold another Council Meeting to ratify the report before Liz and Callum (Honorary Treasurer) sign off on it. Robyn will send around the draft before the next Council Meeting. The cost will be about \$30,000 all up and 2007 should be audited in time for the 2008 AGM.

*Robyn Debbes left at 11:50
Chris Pettett arrived at 11:53*

Discussion Point Two: Previous Council Meeting

Liz expressed concerns about the validity of the last Council Meeting and the Exec discussed the issue at length. It was resolved that the meeting was valid.

Discussion Point Three: Front Desk Staff

The front desk position was extended at the last Council Meeting and the staff member needs to be given tasks to complete over summer session. The Exec has assigned the following tasks to the staff member:

- Design a floor-plan of the WUSA Office, showing how it is used and where utilities are.
- Investigate what hardware and software WUSA currently owns that will be required for the Book Bank.
- Make posters advertising the Book Bank service and put them up around the campus.
- Find out what textbooks are still current.
- Determine which of the books that WUSA holds are now WUSA property.
- Label books that WUSA owns and re-price them.
- Assist reps to compile a handbook for incoming representatives, building on the existing Induction Guide. Nick Rouen to assist.

Discussion Point Four: Book Bank Finances

There are a number of uncollected and uncashed cheques for the Book Bank. Exec to find out whether Robyn could direct the front desk staff to deal with these.

Discussion Point Five: Next Council Meeting

A suitable time needs to be found for the next Council Meeting. It was suggested that the meeting should fall before 5 December or after 17 December and the representatives should be contacted to determine a suitable time.

Discussion Point Six: Advocacy and Research Tasks

The Executive directs the Advocacy and Research Officer to research the following over the summer break:

- Investigate the election regulations of other student associations and similar bodies to find out how WUSA election regulations could be improved.
- Investigate the increase in, and problems associated with, assessment tasks that are weighted at greater than 50% of the final mark.
- Compile a survey of the Advocacy service for students who use the service to complete voluntarily.
- Formulate content for the one hour O-week advocacy sessions.

Chris Pettett left at 12:51pm

Discussion Point Seven: Advocacy Position

The Exec resolved to advise the Advocacy and Research Officer that, given the current negotiation circumstances, we are unable to guarantee the position beyond the period of the existing contract (ending in February 2008), therefore giving three months notice that the position may not be available after this time. The President shall write a letter to the Advocacy and Research Officer advising of this decision. The Exec will still argue to have the current Advocacy and Research Officer position maintained under the 2008 funding agreement.

Discussion Point Eight: Relocation and Renovations

Due to the commencement of renovations to Building 11, the Executive discussed the plans to relocate WUSA upstairs and the logistics of this. It was decided that this was an issue for next year's Council.

Discussion Point Nine: Univariate Book Bank Project

The Exec was updated on the progress of the project to come up with a plan for the re-opening of the Book Bank. A number of CVs have been reviewed and the team will be meeting for the first time tomorrow to be briefed on the project. If Matt Barden is unable to make it Carla Morgan will be available.

Discussion Point Ten: Advertising on WUPA Wall Planner

WUSA is purchasing 1 large and 2 small adverts on the 2008 Wall Planner. The Exec decided to have new designs made for the following:

- Large: An ad for WUSA with large logo, "Your Student Representative Body", and contact details. Similar in design to the 2007 ad for UniShop. With the following services listed: collectives, Book Bank, tertangala, advocacy, free safe sex products, free barbeques.
- Small 1: Advocacy ad. Same content as the 2007 advocacy ad but with a more uniform design.

- Small 2: Book Bank ad. Telling students that the service is available. Details to be confirmed.

Meeting closed at 1:31pm