

Details

Date: 18th December, 2023

Time: 6:00 pm

Venue: Guild Council Room 490.2.073 and Online via Teams

Duration: 1 hour 35 minutes.

If any meeting member would like to submit an addition, modification, or strike an item from the agenda, please contact Redwan Hossain, Guild Acting General Secretary.

ATTENDEES

Role	Member	Pronouns	Apology
Guild President	Heidee Austic	She/Her	
Education Vice President (EVP)	Tshering Dorji.	He/Him	
Acting General Secretary	Md Redwan Hossain	He/Him	
General Secretary	Harish Bin Rehan	He/Him	
MUPSA President	Tshering Tshering	He/Him	
MUPSA Vice President (Coursework)	Avnish Kumar	He/Him	
International Student Rep (MISA)	Rayyan Chowdhury	He/Him	
External Representative	Jess Murphy	She/Her	
Women's Rep	Daisy Grace Violet Bond	She/Her	
Sustainability Rep	Siti Yusni	She/Her	/
Disability Rep	Kieran Leeson	He/Him	/
Council Member	Ariff Julainie	He/Him	
Council Member	Jesse Bellotti	He/Him	/
Council Member	Mohammed Habib	He/Him	
Council Member	Sharenii John Baranedran	She/Her	/
Council Member	Marcel Lee	He/Him	

AGENDA	
A	Welcome and Acknowledgement of Country
B	Items for Decision
C	Items for Discussion

Part A – Welcome and Acknowledgment Of Country

Meeting Start: The meeting commenced at 6:07 pm.

1. WELCOME TO THE MEETING AND ACKNOWLEDGE OF COUNTRY

- The president welcomed members to the meeting. The President acknowledged that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar, people and pays respect to their enduring and dynamic culture and the leadership of Noongar elders, past and present. The boodjar (country) on which Murdoch University is located has been a place of learning for thousands of years. We at Murdoch University are proud to continue this long tradition.
- Everyone introduced themselves.

2. APOLOGIES

- 2.1 Siti Yusni.
- 2.2 Sharenii John Baranedran.
- 2.3 Jesse Bellotti.
- 2.4 Kieran Leeson.

3. DECISION BY CIRCULATION

This will be the first meeting of the new committee—no previous decision.

4. MINUTES OF PREVIOUS MEETING

This will be the first meeting of the new committee—no previous minutes.

5. ACTION LIST FROM PREVIOUS MEETING

This is the first meeting of the new committee—no previous action lists.

6. MEMBERSHIP

President welcomes newly elected members:

	Guild President	Heidee Austic
	Education Vice President	Tshering Dorji.
	General Secretary	Haris Bin Rehan. (On leave) Md Redwan Hossain (Acting)
	Sustainability Representative	Siti Yusni
	Ordinary Guild Councillors	Mohammed Habib Jesse Bellotti Ariff Julainie Sharenii John Baranedran Marcel Lee Md Redwan Hossain
Guild Council International Guild Member Position	International Association President (MISA)	Rayyan Chowdhury
Guild Council Mandurah Guild Member	Mandurah Association President (MSA)	No nominations received

Position		
Guild Council Postgraduate Guild Member Position	MU Postgraduate Student Association President (MUPSA)	Tshering Tshering
Guild Council Postgraduate Coursework Guild Member Position	MU Postgraduate Student Association (MUPSA) – Vice President (Coursework)	Avnish Kumar
Guild Council Postgraduate Research Guild Member Position	MU Postgraduate Student Association (MUPSA) – Vice President (Research)	No nominations received
Guild Council Disability Guild Member Position	Disability Representative	Keiran Leeson (elected unopposed)
Guild Council Indigenous Guild Member Position	Indigenous Representative	No nominations received
Guild Council	Queer Representative	No nominations received

Queer Guild Member Position		
Guild Council Women's Guild Member Position	Women's Representative	Daisy Grace Violet Bond
Guild Council External Guild Member Position	External Representative	Jess Murphy

Part B – Items For Decision

7. Review of Guild budget for 2024:

- Heidee handed out guild council budget copies to everyone and explained the budget; photos have been shared for online participants. Participants have been asked to keep the information confidential.
- Guild Finance Manager Vanessa Joined the meeting and explained the Guild Budget. The copy was passed around the room for people to view. Since this budget is extremely confidential and cannot leave the Guild room, online participants have been invited to book appointments with Vanessa if they want to take a closer look.
- Ariff asked about the marketing budget. Heidee explained that it is for social media marketing and shooting videos to promote the Guild. Heidee added that if the amount needs any adjustment or change, it can be done by internal transfer keeping the number same on the budget.
- Vanessa explained about internal transfer and cash flow. Internal transfer means that if any project needs more funding than its budget, it can be arranged by collecting leftover or extra funds from other projects. Cash flow explains that projects should try to stick to the funding timeline, and if any project requires funding early, they should contact the Finance team with enough time to arrange the request.
- Heidee explained that some representatives don't have budgets on their name or have little funds because their projects collaborate with the Guild project team.
- Arif asked about Guild-affiliated club fees. Heidee explains that club funds are managed by Clubs manager Sarah, and the amount is under the Guild project team.
- Vanessa added that the club funding system is going to change. Now the club will spend upfront and be reimbursed by showing proper receipts. Sarah can reject the reimbursement request without proper justification or receipts.

- Haris asked about the Education Council budget. Heidee explains that the council need to be built. Refer to Guild Regulation 8 for more details. Heidee mentioned that the amount in the budget is mainly for meeting snacks.
- Jess asked why the Guild budget is extremely confidential. Heidee explains that it contains the personal information of Guild employees and pieces of information that should be protected.

Motion 1.18/12/2023: Approve Guild Budget 2024.

The budget was approved with ten members (eleven positions) voting yes and one member abstaining.

Part C – Items For Discussion

8. Position and Role:

- Heidee explains the Guild Council Hierarchy. There are five executives: President, EVP, General Secretary, General Manager and Finance manager. The representatives and OGCs have similar responsibilities and rank. Their responsibilities are mainly to build and run events and represent student interests. Refer to Guild Regulation 4.6 for more details.
- Heidee proposed to post advertisements for the vacant Council positions. Heidee mentioned that an application has been received for Queer Representation. The applicant is an external student, and this role requires in-person presence. Since this person cannot participate in person, Heidee suggests posting an advertisement for someone who can participate in person. All the members agreed with Heidee.

Motion 2.18/12/2023: Post advertisement for vacant council positions.

The proposal was approved, with all the 11 members and 12 council positions present in the meeting voting yes.

9. Guild President Report:

Verbal report from the Guild President.

10. Guild General Secretary Report:

Verbal report from the Guild General Secretary.

11. Invitation for other reports:

- No report was presented from any council member because it was the first meeting. Heidee encouraged members to come up with reports.

12. Too many clubs with no cooperation (Item from Marcel):

- Marcel raises the point that we should be more inclusive because there are so many different clubs and so little interaction between most of them. Marcel suggests that all the Guild-affiliated and non-affiliated clubs should meet regularly.
- Heidee mentioned that there was a committed build last year called 'CCC'. This committee will service as a connection between all the clubs this year also. Moreover, guild Clubs manager Sarah is also planning a club induction where all the club executives will meet.
- Jess requested to ask the clubs to keep an online option to join events if possible.

13: LMS/Grades (Item from Marcel):

- Marcel raises the point that hiding assignments after the last exams and not receiving your grade can be very inconvenient, especially when you need certain points to pass the units. The waiting period is excessively long.
- All the members appreciated Marcel for raising the point. Heidee mentioned that she would check the assignment policies, contact the Academic Council about this issue and get back to the council with more information about this topic.

Action:

- Check assignment policy.
- Contact academic council.

14 Personal information related to the units (Item from Marcel):

- Marcel raises the issue that email addresses and cohorts are available to other students in the units; there should be a way to disable this if you don't want this (private information) to be visible. Note: Students can “block” your email address but can't do this for cohorts.
- Jess mentioned that being able to look at other students is very helpful for external students to connect with each other but agreed that students should have the option to hide personal information.
- Heidee mentioned that she would contact the IT team about it.

Action:

- Contact IT Head
- Contact Teaching head.

Extra items discussed:

15. Coffee problem:

- Marcel suggests that the coffee shops should coordinate and open at least one shop during the university break.
- Heidee mentioned that the Guild plans to get a coffee vending machine for overnight students and extend the café hours.

16. Change the name “OGC”:

- Marcel points out that the name “Ordinary Guild Committee Member” should be changed to a better-sounding name. Maybe “Guild Council Member”.
- Other members supported the point, and Heidee mentioned that she would check the regulation and will change the name if possible.

17. External representative mail:

- Jess asked about how students can contact her as the external rep.
- Heidee mentioned that all the positions get their official mail, which will be set up shortly.

18. Promote Guild members and Getting Guild T-shirt:

- Tshering points out that Guild members should be promoted so that students can get to know and contact them if needed. Tshering suggested showing pictures and official contacts of guild members on the advertisement screen on campus.
- Heidee mentioned that if any members want a T-shirt, they can contact her with a justification for why they need it and how they will use it.

- Heidee mentioned that we would take pictures on the induction date and encourage members to promote the Guild and themselves during O week. Moreover, Heidee suggested that members could make introduction videos and share them on Socials.

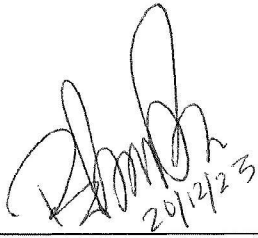
19. Mature students and parents:

- Members discuss creating a common & safe space for mature students and parents.
- Heidee mentioned Student Change Agents Richard and Angela. They have a Mature student project. Heidee mentioned collaborating with them to support mature students.
- Heidee also mentions that the university is planning campus restructure, and the Guild's plan is to secure some shared space for students.
- Heidee mentioned the issues about the parent's room and its access. Hopefully, after restructuring, there would be well facilitated parent room.
- Harish suggested that only parents should get access to parent facilities, and access should be allowed from the student center like other controlled access.

Meeting Conclusion:

- The meeting adjourned with plans for the next session, which will be an induction meeting. The anticipated date is in the second week of January, with specifics to be announced shortly. Heidee noted that regular Guild Council meetings occur on the third Monday of each month at 6 pm. However, the induction meeting will be held during the day to accommodate University and Guild staff attendance. The exact date and time for the induction will be finalised and published once a common time is agreed upon with staff members.
- **Meeting adjourned at 7:43 pm.**


Prepared by:



Handwritten signature of Redwan Hossain with the date 20/12/23 written below it.

Redwan Hossain
Murdoch Guild Acting General Secretary

Approved by:



Handwritten signature of Heidee Austic with the date 08/01/24 written to the right of the signature line.

Heidee Austic
Murdoch Guild President