

CLUB LOGO HERE

<CLUB NAME> Minutes – <DATE>

The general meeting of the <CLUB NAME> for 2018 commenced at <TIME> on <DATE> in the Student Guild Demountable Boardroom, Sippy Downs campus, USC Sunshine Coast.

Present: Scott Sulzberger (President & Chairperson), Emma Hasboro (Treasurer), Valencia Chorizo (Vice President), Daniel Thomas (Events Officer) Samuel Noonan (Media and Marketing), Timothy Dunne (Secretary), Meg Lynch (Board member), Sinead O’Flaherty (Board member), Vicky Choi (Board Member),

Unable to attend: Holly Harper (Board member) (apology received,) Nathan Miles (Board member) (apology received)

1 Procedural matters

Meeting opened at <time>

1.1 Attendance and participation

The Chairperson, <NAME>, acknowledged the traditional owners of all lands on which USC is located, especially the Gubbi Gubbi / Kabi Kabi people, as the traditional custodians of the land on which the meeting was held and paid their respects to the Elders past, present and emerging. The Chairperson welcomed members to the meeting. It was noted that <BOARD MEMBER NAME> and <BOARD MEMBER NAME> sent their apologies by email.

1.2 Minutes of the previous meetings

Document 1.2

Members noted the minutes of the previous meeting held on <DATE>, as set out in Document 1.2.

Motion #1

The <club name> Board resolved that the minutes of the meeting held on <date> as set out in Document 1.2, be confirmed.

Moved: President

Seconded: Treasurer

Approval across the board.

MOTION CARRIED

1.3 **Business without notice**

The Events Officer requested to discuss the Upcoming Faculty Ball.

1.4 **Conflict of interest**

The Events Officer declared that he is employed by the University.

The Secretary declared that an immediate family member is employed by the University.

The Treasurer declared that she is a member of the Student Guild Committee of Management.

The Chairperson, <board member>, <board member> and <board member> all declared that they are members of the Student Representative Council.

2 Reports

2.1 **President's Report**

Document 2.1

The President, <NAME>, provided a written and verbal overview and the following points were noted:

- Members were advised that the <CLUB NAME> was has received confirmation of affiliation from the student guild.
- Members were advised the Faculty Liaison will be changing from Professor John Bowden to Professor Lisa Wells.
- The President attended the Clubs Committee meeting held by the Student Guild on <DATE>. The Student Guild is implementing new Risk Assessment procedures based on updated USC Policies.
- The President attended the Student Representative Council meeting held by the SRC on <DATE>, as a representative for the Faculty. The President raised the concerns of the Faculty and the <CLUB NAME> regarding the lack of transparency in grading policies, and the SRC has decided to further explore the issue.

2.2 **Treasurer's Report**

Document 2.3

The Treasurer, <NAME>, provided a written and verbal overview and the following points were noted:

- Members were advised that the <CLUB NAME> was granted the same amount of funding this year as in 2017.
- Members were advised that this amount is considerably less than the proposed budget. Document 4.3 details the newly amended budget.
- The <CLUB NAME> was very frugal with funds last year as there was confusion regarding the budget timeframe.
- A concern was raised regarding the likelihood of receiving a similar amount of funding next year, taking into consideration there have been budget cuts across all University departments. Members were advised that <CLUB NAME> should focus on access multiple avenues for financial revenue.

Events Report

The Activities Officer, Daniel Bolton, provided a written report on the Student Guild activities during the month of May 2018. There were no questions raised by the board.

Motion #2

To confirm all reports given to be accurate and true.

Moved: Chairperson

Seconded: Treasurer

Approval across the board.

MOTION CARRIED

3**Discussion Items**

3.1

University Cuts- student impact

The Chairperson stated that from next semester, there will be ten weeks of tutorials instead of the current thirteen weeks in FABL (Faculty of Arts, Business and Law.) The remainder three weeks will be taken up by other activities.

It was clarified that it will not be the final three weeks of tutorials that will be cut, the decision is up to each course coordinator regarding what weeks they will shift from tutorials to other activities.

3.2

O Week Events

The Events team is continuing to work on the plans for O Week. The Events officer presented the branded merchandise purchased from Red Energy (pens and stress balls) and stalls have been booked for both Market Day and Guild Day. A roster will be emailed out later this week for members to volunteer to man a stall.

4**Motion Items**

4.1

Board Nominations

It was stated that the <CLUB NAME> Secretary was stepping down from their position. The Chairperson thanked the Secretary for their commitment to the role. There were two 2 nominations for the role of Secretary received, <MEMBER 1> and <MEMBER 2>. A member advised that both candidates are known to the <CLUB NAME> board and therefore extended discussion was not necessary. The Secretary noted that Holly Harper had emailed through their preferred nominee earlier that day. A vote by raise of hands was called.

Motion #3

To nominate accept the resignation of <CLUB NAME> Secretary, Timothy Dunne.

Moved: <MEMBER NAME>

Seconded: <MEMBER NAME>

Approval across the board.

MOTION CARRIED

Motion #4

To nominate <MEMBER 1> for <CLUB NAME> Secretary.

Moved: <MEMBER NAME>

Seconded: <MEMBER NAME>

For: <2 MEMBERS>

Against: <7 MEMBERS>

MOTION NOT CARRIED

Motion #5

To nominate <MEMBER 2> for <CLUB NAME> Secretary.

Moved: <MEMBER NAME>

Seconded: <MEMBER NAME>

For: <7 MEMBERS>

Against: <2 MEMBERS>

MOTION CARRIED

5 Other Business

4.3 Faculty Ball

The Events Officer reported that they had met with the Faculty and the University Events departments earlier this morning to discuss the possibility of a Faculty Ball. At this time, the Faculty and the University do not have the resources to support such a large scale event. It was recommended that the <CLUB NAME> postpone their plans until next year.

6 Date of next meeting

Members noted that the next meeting of the <CLUB NAME> was scheduled to be held on <NEXT MEETING DATE> in the Student Guild Demountable Boardroom, Sippy Downs campus, USC Sunshine Coast.

Meeting adjourned at <TIME>

Confirmed
(Chairperson)

Date