

## UNIVERSITY OF THE SUNSHINE COAST STUDENT GUILD 2018 Student Guild Annual General Meeting

The USC Student Guild Annual General Meeting commenced at **2:05pm** on Friday, the 2<sup>nd</sup> of March 2018 in the UniClub, University of the Sunshine Coast, Sippy Downs.

Present: Nic Duthie (Guild President & Chairperson), Myles Howlett (Guild VP Clubs and Societies), Asrar Ismail (Guild Secretary), Samuel Chee (Guild VP Events & Marketing), Nick Lewin (Guild CoM Member), Megan Robertson (Guild CoM Member), Tyson Kettlewell (Guild CoM Member), Rebecca Hatcher-Anderson (Guild CoM Member), Christine Valentine (Guild Liaison Officer), Emily Wall (Student Guild Operations Manager), Daniel Bolton (Guild Activities Officer), Victoria Wimsett (Minute Secretary), Tiana O'Connor (USC Clique President), Matthew Brigg (MOSAIC President), Vanessa Hooper (USC Student), Kathryn Hooper (USC Student), Emily Cambangay (USC Student), Rentian Zhang (USC Student)

Unable to attend: Justin Chilly

The Chairperson welcomed attendees to the meeting and acknowledged that the meeting was held on the traditional owners of the lands of the Gubbi Gubbi people and paid respects to Elders, past, present, and emerging.

### 1. Procedural Matters

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#### 1.1 Attendance, Apologies and Proxies

It was noted that Justin Chilly, who had nominated for a Committee of Management position, sent his apologies.

#### 1.2 Declarations of Conflicts

The Guild Liaison Officer declared that she is employed by the University.

#### 1.3 Confirmation of Minutes

The Chairperson asked the meeting participants if the minutes of the previous Annual General Meeting held on 17<sup>th</sup> of May 2017 are a true and accurate record of the meeting.

#### **Motion #1**

To confirm the previous minutes of the 2017 AGM

Moved: Rebecca- Hatcher Anderson

Seconded: Guild VP Events & Marketing

Approval across the board.

**MOTION CARRIED**

## **2. Reports**

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### **2.1 Operational Report**

The Operations Manager introduced herself and stated that she started her employment with the Student Guild in September 2017.

She discussed the requirements needed for the Student Guild to receive funding from the University. It was explained that the Student Guild is required to be audited by an external auditor to comply with legislation. The Operations Manager received the audit back from the auditors today, the 2nd of March.

It was noted that the auditors were satisfied with the report and the Guild was able to acquit the total expenditure of 2017. The Operations Manager noted that the audit will be uploaded to the website once it has been signed.

The Annual Report 2017 was taken into consideration. It was explained that this report will be printed and submitted with the 2018 budget.

#### ***Welfare Services***

The Operations Manager explained that the welfare services of 2017 included; legal aid, a food bank for struggling students, a well-stocked community kitchen, discounted haircuts, free massages during exam times, a \$2 Wednesday BBQ and a Christmas lunch at the UniClub. The Guild also supported the Sunshine Coast Disaster Group, providing translation services and respite for emergency service workers.

#### ***Advocacy Services***

The Operations Manager explained that there were 84 new advocacy cases opened in 2017 relating to 78 students. It was noted that most of the cases were academic related, such as grade appeals or MAPE exclusions.

#### ***Clubs and Societies***

It was clarified that there were 18 Guild affiliated Clubs and Societies at the beginning of 2017 and 24 by December 2017. For the Semester 2 funding round, 16 clubs applied for and received funding, totalling \$17,500.

#### ***Retail***

The Operations Manager stated that the Guild made \$10,000 in profit from the Textbook Hub and sold 663 textbooks in 2017.

It was mentioned that almost 50% of the Guild lockers were occupied and \$900 was generated in profit from locker hire.

#### ***Social Media***

The Operations Manager noted that the increase in social media engagement has been the biggest growth area in 2017 and the number of likes and followers on the Guild Facebook page has increased by 15-20%.

It was discussed that the Guild Facebook page is the Student Guilds main method of communicating with the students.

The Operations Manager added that the website has been updated and now students can buy tickets to events, clubs can apply for funding and students can book welfare or advocacy appointments through it.

It was noted that apart from the Operations Manager role, which was new in 2017, the Student Guild also hired a cleaner for 5 hours a week and the Guild Liaison Officers contract was extended for a further 12 months.

## **2.2 Presidents Report**

The President noted that there have been significant changes over the past year to the Student Guild and he believed it to be an exciting time to be part of the team.

The President discussed the importance of the UniClub as a social hub and listed its improvements, such as a new chilled water tap, a PlayStation 4 with games and a Netflix subscription which is utilised during the fortnightly Netflix and Pizza nights.

The President stated that the biggest change to the Guild has been in regards to staffing and governance. It was noted that the Student Guild is now transitioning to a model that has been adapted from those commonly used in other student guilds, where operational duties are handled by dedicated staff so that the Committee of Management can focus on being the voice of the students.

The President thanked the operational staff, volunteers and Committee of Management members of the Guild for all their contributions and hard work throughout 2017.

### **Motion #2**

To confirm the Operational and Presidents report

Moved: Nic Lewin

Seconded: Megan Robertson

Approval across the board.

**MOTION CARRIED**

## **3. Discussion Items**

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### **3.1 Current Committee Members**

The President again thanked the Committee of Management members for all the work they have put into the Student Guild in 2017 and suggested that now the Guild has such a strong operational team the new Committee of Management can implement even more positive changes this year.

### **3.2 Committee of Management Nominations**

It was stated that there were two 2 nominations for the role of Guild President, Nic Lewin and Levi Needham and two nominations for Vice- President, Myles Howlett and Levi Needham.

The Operations Manager observed that Levi was not present at the AGM and has not sent his apologies or given anyone his proxy.

It was raised that the Constitution states one nomination for each role needs to be put at least seven days in advance of the AGM. The Operations Manager asked the Committee of Management if they would like to go through the process of physically voting in this instance or take it as only one nomination for both roles.

Asrar Ismail stated that it would be difficult to vote for someone who is not here and added that the audience does not know what this student would bring to the Student Guild.

**Motion #3**

To take only one nomination for both President and Vice President

Moved: Rebecca Hatcher-Anderson

Seconded: Guild VP Events & Marketing

Approval across the board.

**MOTION CARRIED**

The Operations Manager congratulated Nic Lewin and Myles Howlett on their new positions within the Student Guild.

The new President, Nic Lewin, introduced himself. It was stated that he is in his third year at USC and is studying a Bachelor of Communication Technology. The President added that he would like to assist the Guild with having a greater presence on other campuses and wants to make sure everyone knows who we are, where we are and what we do.

The new Vice- President, Myles Howlett, introduced himself to the audience. It was explained that he was the previous Vice- President of Clubs and Societies and therefore understands the role very well. The Vice- President stated that he will be assisting with event organisation in 2018 and will continue developing a relationship with the USC community.

It was noted that there were only 2 nominations received for the position of General Committee of Management member seven days in advance of the AGM, Tia O'Connor and Rebecca Hatcher- Anderson. There are 7 Committee of Management member positions. The Operations Manager explained that the two nominees are automatically elected and congratulated Tia and Rebecca on their new positions with the Student Guild.

It was raised that there are now five Committee of Management positions left. The Operations Manager asked if anyone else at the AGM would like to nominate for a position. Nic Duthie and Rentian both nominated themselves. Rentian enquired as to what the role of General Committee Member entails.

Tyson Kettlewell and Megan Robertson explained that as a Committee of Management member you are the voice of the student body and represent the student's best interests. The Operations Manager added that Committee of Management members vote on strategic decisions and will be expected to attend board meetings once a month.

All nominees introduced themselves and briefly explained why they are interested in becoming part of the Student Guild.

It was restated that Justin Chilly sent his apologies by email. It was noted that he is the President of a Guild affiliated club, Rainbow Connection and that he recently completed placement with the Guild Welfare and Advocacy Officer. The Operations Manager noted that he was a Committee of Management member in 2016 and would like to become more involved with the Student Guild again this year.

***The 7 nominees***

*Justin Chilly*

*Samuel Chee*

*Tyson Kettlewell*

Megan Robertson  
Rentian Zhang  
Nic Duthie  
Asrar Ismail

### 3.3 Announcement of elected Committee of Management

Attendees listed their preferences and their ballots were collected and counted by a Guild staff member, Daniel Bolton, a University representative, Christine Valentine and a student, Matthew Briggs.

The Operations Manager stated that there are four members confirmed for the general Committee of Management positions. Samuel Chee, Tyson Kettlewell, Megan Robertson and Nic Duthie were congratulated on their new roles. It was discussed that there is a tie for the final position.

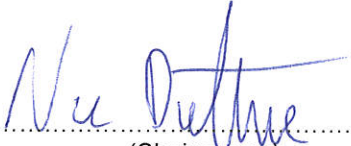
It was stated that advice was sought from the University on how to proceed and all attendees apart from Asrar and Rentian will revote for one of the three nominees.

Justin Chilly  
Asrar Ismail  
Inky Rentian

Again, attendees listed their preferences and their ballots were collected and counted by a Guild staff member, a University representative and a student as above.

The Operations Manager announced that the new Committee of Management member is Rentian Zhang and congratulated her on becoming part of the Student Guild team. The Operations Manager thanked everyone for attending and listed some important dates that the new Guild Committee of Management need to take note of. These include the Guild Ball on the 10<sup>th</sup> of March and the Committee of Management induction on the 5<sup>th</sup> of April. It was mentioned that induction is being hosted by a local organisation that deals exclusively with non for-profit organisations and specialises in governance training.

Meeting adjourned at 3:21pm

Confirmed .....  .....  
(Chairperson)

Date 16/03/2018