

**MONSU CAULFIELD INC**  
**STUDENT COUNCIL EXECUTIVE 2021**  
**MEETING SCE 21.9**

Held on 20th of July at 9:00am  
Zoom Meeting

**MINUTES**

**PREAMBLE**

**Meeting Opens: 9:09 am**

*MONSU Caulfield acknowledges and pays respect to Elders past, present and emerging of the Boon Wurrung and Wurundjeri peoples of the Kulin nation, the traditional owners of the land on which MONSU Caulfield operates.*

<b>Present:</b>	Anna Purtill, Georgia Bradica, Wenhan Jia
<b>Apologies:</b>	Maxi Hunt (Proxy to Anna Purtill)
<b>Absent:</b>	
<b>Others:</b>	Lyn Nye

**BUSINESS ARISING**

Item	Description		
1	<b>Minutes of Previous Meeting</b>		
	<b>Motion SCE21.9-1</b>		
	The MONSU Student Council Executive accepts the minutes of SCE21.8 as a true and accurate record of proceedings.		
	Moved: Wenhan Jia	Seconded: Georgia Bradica	For: All Against: Carried: Unanimously

**GENERAL BUSINESS**

Item	Description		
<b>2</b>	<b>Student representative's Honorariums</b>		
	<b>Preamble:</b>	Honorariums to be released, subject to rep reports being completed on time.	
	<b>Motion SCE 21.9-2</b>		
	The MONSU Student Council Executive moves to release honorariums for the past fortnight.		
	Moved: Georgia Bradica	Seconded: Wenhan Jia	For: All Against: Carried: Unanimously

**Discussion:**

Julia stated that there were a few MONSU Representatives who did not submit a report; Candice, Slyvia, Wendy and Alyssa.

Lyn saw a problem with the low submission rate of delegate reports. She states that as representatives, we must show students what we have done in the past two weeks.

Anna suggested that, as always, we should check with these reps to ensure there were not extraneous variables at play such as unforeseen illness.

**Action Items:**

Julia will follow up with those reps and make any changes accordingly.

Item	Description		
<b>3</b>	<b>Vaccination Campaign</b>		
	<b>Preamble:</b>	University students who are of or over 18 years of age have been approved to receive the AstraZeneca vaccine once all forms and processes are followed by UHS.	
	<b>Motion SCE 21.9-</b>		
	Moved:	Seconded:	For: Against: Carried:

**Discussion:**

Anna stated that she had received correspondence from the University regarding the opportunity of students to get vaccinated on Caulfield, Peninsula and Clayton campuses using the AstraZeneca vaccine.

Lyn talked about the eligibility for international students to be vaccinated. To be successfully vaccinated, they must have an approved medical insurance document and a photo ID.

**Action Items:**

Anna will follow up the date and time of vaccination in the next few weeks.

**CONFIDENTIAL BUSINESS**

**OTHER BUSINESS**

Education Officer

Georgia asked about the Education Officer role. Anna stated that Riley's leave of absence is finished as of the first week in August and she will be following up with Riley before then.

Staff Update

Lyn provided a brief staff Staff Update in regards to working from home. Staff have agreed to follow the University's advice that Monash staff have a blended work format moving forward. That is, they will work both from home and from the office, in line with current health advice. Staff calendars are to reflect their work environment each day however this blended model is short term and subject to change.

Student Rights and Support have had increased workloads and are using Zoom to accommodate this. Her concerns are around other departments which require a more on-campus approach, such as in Student Engagement.

Lyn will discuss this further with the entire Council.

MBUS Club Carnival

MONSU to have a presence at the carnival in Anna's attendance. The aim is to promote MONSU, sharing the various services and opportunities we provide for students and how one can become a member or join the volunteer program.

Lyn states that the relationship with MONSU and the Business School is really good. In her view, Business Schools are also very important to our club membership, and we need to find ways to further collaborate with them.

ISE Buddy Drop In

MONSU has been invited to the International Student Engagement Buddy Drop In session in Week 1 where we will discuss campus life for international students specifically.

Rep Goal-Setting Session

This is postponed as a result of current COVID restrictions. Lyn stated that Student Representative goals should align with the MONSU Organisational Goals from the Strategic Plan and that staff should be notified of these goals so that these goals do not exist in isolation.

**PAPERS PROVIDED FOR INFORMATION**

1. Unconfirmed Minutes of SCE21.8
2. Rep reports

**DATE OF THE NEXT EXECUTIVE MEETING:** Tuesday 3rd August 11:30 am

**MEETING CLOSES:** 9:37am

**MONSU CAULFIELD INC**  
**STUDENT COUNCIL EXECUTIVE 2021**  
**MEETING SCE 21.8**

**Held on 6th of July at 9:00am**  
**Zoom Meeting**

**MINUTES**

**PREAMBLE**

**Meeting Opens:** 9:08am

*MONSU Caulfield acknowledges and pays respect to Elders past, present and emerging of the Boon Wurrung and Wurundjeri peoples of the Kulin nation, the traditional owners of the land on which MONSU Caulfield operates.*

<b>Present:</b>	Wenhan Jia, Georgia Bradica, Anna Purtill
<b>Apologies:</b>	
<b>Absent:</b>	Maxi Hunt
<b>Others:</b>	Lyn Nye

**BUSINESS ARISING**

<b>Item</b>	<b>Description</b>		
<b>1</b>	<b>Minutes of Previous Meeting</b>		
	<b>Motion SCE21.8-1</b>		
	MONSU Student Council Executive accepts the minutes of SCE21.7 as a true and accurate record of proceedings.		
	Moved:Wenhan Jia	Seconded: Georgia Bradica	For: All Against: Carried: unanimously

## GENERAL BUSINESS

Item	Description		
2	<b>Student representative's Honorariums</b>		
	<b>Preamble:</b>	Honorariums to be released, subject to rep reports being completed	
	<b>Motion SCE 21.8-2</b>		
	The MONSU Student Council Executive moves to release honorariums for the past fortnight.		
	Moved: Wenhan Jia	Seconded: Georgia Bradica	For: All Against: Carried: unanimously

### Discussion:

In this fortnight, Harvey (one of the Queer Officers) and Candice (Clubs Officer) and didn't hand in their reports on time.

Lyn spoke to the issue of accountability with reps receiving honorariums being contingent on handing in their reports on time. She highlighted the precedent set by Council this year.

Anna said that the relevant Reps should be contacted to ensure there were no extraneous issues contributing to them missing the report deadline.

### Action Items:

Anna to follow up with Harvey. Julia to follow up with Candice.

Item	Description		
3	<b>O-Fest Expenditures</b>		
	<b>Preamble:</b>	MONSU requires expenditure to be approved to finalise planning for O Fest.	
	<b>Motion SCE 21.8-3</b>		
	The MONSU Student Council Executive approves the expenditure of up to \$25,000 for O Fest.		
	Moved: Wenhan Jia	Seconded: Georgia Bradica	For: All Against: Carried: unanimously

### Discussion:

The draft budget has been circulated to the Executive from Fintan, Events and Risk Management Coordinator.

It was highlighted that this cost is a ceiling and we have room for growing some activities or events where desired and possible.

### Action Items:

Item	Description		
4	<b>People of Colour (POC) Officer</b>		
	<b>Preamble:</b>	The General Representatives have been compiling data and gathering feedback for consideration in regards to the establishment of a POC Officer. Anna is going to present the findings and lead a discussion on the potential establishment of this role, and another potential Student Representative opportunity.	
	<b>Motion SCE 21.8-</b>		
	Moved:	Seconded:	For: Against: Carried

### Discussion:

Anna said that the General Representatives had not obtained data regarding students of colour due to the inability to quantify this element of identity. Instead, Anna reached out to the MONSU Crew with an expression of interest message for the students of colour. She then spoke with some students one on one to talk about representation at Caulfield for people of colour. These students were excited at the possibility of the establishment of a POC Officer role.

Anna then spoke to the possibility of establishing an additional Women's Officer to meet the increased demand and output of this department. Hannah has an enormous Committee who are driven, active volunteers in a general capacity and, more importantly, as Women's Crew. Expanding this portfolio would prove beneficial to the department and the overall experience of women on our campus.

Georgia stated that it could be a good idea to establish both.

### Action Items:

Anna will prepare a report for council regarding the POC Officer role and will reach out to Hannah regarding the establishment of an additional Women's Officer.

### CONFIDENTIAL BUSINESS

### OTHER BUSINESS

### PAPERS PROVIDED FOR INFORMATION

1. Unconfirmed Minutes of SCE21.7

**DATE OF THE NEXT EXECUTIVE MEETING:** Tuesday 20th July 9am

**MEETING CLOSES: 9:46am**



## MONSU Caulfield Student Representative Report 2021

Name: Anna	Portfolio: President
Date: July 18th	Week: Last week of holidays

Projects
<b>Completed</b>
Education Crew recruitment bSafe App Feedback Breakfast Club revamp K1 Spatial Ideas for Student Hub
<b>Ongoing</b>
Lunafest MONSU Crew Semester 2 recruitment program MBUS Shanghai Collaboration Crew Night and Rep Goal Setting Session both finalised but execution will be dependent upon restrictions
<b>Upcoming</b>
O Fest

External Items	
<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
BPD x MONSU	The BPD team provided updates to Caulfield projects as well as a COVID update regarding the return of students to campus for Semester 2.
Anna x Kris Ryan	Kris and I discussed assessments and the communication strategy utilised by the University and its Academics regarding assessment. This is currently in the information/feedback gathering stages and as such there are no concrete updates.
Update on Deferred and Supplementary Exams	Cliff Ashford outlined the various updates to deferred and supplementary exams which are to be held from the 9th to the 13th of August. The student body will receive a global update on July 28.
Orientation Club Carnival Panel Briefing	The various panellists across the Club Carnival were briefed on the structure of the event, student sign up numbers and other details which required finalising. This will now be held online.
Education Committee Meeting 5	

Monash Essentials International Student Engagement Meeting with Stakeholders and Ambassadors	This event's identity has changed with each session now being split across various weeks. MONSU will be required to discuss campus life in Week 1.
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<b>Internal Items</b>
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<b>Student Engagement &amp; Advocacy</b>
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Key Activities:
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<b>International Student Access to COVID-19 Vaccines</b>
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MONSU was recently informed that students would soon have the option to receive the AZ vaccine at Caulfield Campus (as well as Clayton and Peninsula) at the existing UHS GP - in-line with government health advice. Given this, I contacted Kim Turudia, Director of Health Services at Monash, to determine whether our international student cohort would be eligible or if this was contingent on their health insurance or similar. With many of our international students unable to return to their home countries, I believe it's important that they are considered in all discussions regarding vaccination.

Kim stated that there are particular eligibility guidelines that international students must fit and that most students are assessed on a case to case basis. These students are able to call the UHS to speak to a triage nurse about their individual situation. Any further information, and information regarding their eligibility to receive Pfizer is unknown.

The Executive will consider this and the overall vaccine availability to students and communications at our next meeting.

<b>Crew Night</b>
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The Crew Night, which has now been finalised, is a key engagement activity on two levels. Firstly, it's an opportunity to engage our volunteers so they are geared up for Semester 2. Secondly, volunteers being engaged has a subsequent beneficial impact on student engagement. With more hands on deck and more brain power behind events, ideas and initiatives, we are able to engage with more students on a day-to-day basis.

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
Student Council Executive	O Fest budget passed.
Welfare Catch Up	Julia, Georgia and I introduced Georgia more thoroughly to the Welfare Portfolio discussing an overview of the Welfare Officer's responsibilities, current or ongoing Welfare initiatives, the future of MONSU Welfare and the Breakfast Club revamp.
Education Crew Call with Juin	N/A
Crisis Management Team Meeting	COVID updates as per email.
Semester 2 Breakfast Club	Fintan, Georgia and I finalised the details for Semester 2

OSS Catch Up	Wendy to contact the OSS Crew and establish an OSS Committee for Semester 2 following the Sem 2 interviews.
Education Crew Interview with Kedar	Kedar to undertake training in Week 0.

Action Items
<b>Action Items for upcoming fortnight:</b>
Finalise times with Candice for Clubs Advisory Forum.
<b>Previous Actions Items status:</b>
<i>Get Academic Integrity Module survey prepared so it can be shared across MONSU Comms. This has been sent to comms for dissemination.</i>

Goals		
	Previous fortnight	Upcoming fortnight
<b>Goal</b>	Support the OSS department and develop a plan for Semester 2 regarding Wendy's new commitments.	Prepare a report for POC Officer establishment.
<b>How did/can you try to achieve this?</b>	Activate the OSS Crew who are onshore to ensure work is being carried out to support international students who are in Australia.	Collate the information prepared by the Gen Reps.

**How can I assist MONSU to improve?**

Rest and recharge before Week 1 kicks off so that I can show up wholeheartedly for our team and the organisation.

## MONSU Caulfield Student Representative Report 2021

Name: Georgia	Portfolio: Welfare
Date: 19/07/21	Week: Final week of semester break

Projects	
<b>Completed</b>	
Contacting new Welfare Crew and organising interviews Updating Breakfast Club for the semester	
<b>Ongoing</b>	
Crew interviews	
<b>Upcoming</b>	
Meeting with student rights	

External Items	
<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>

Internal Items	
<b>Student Engagement &amp; Advocacy</b>	
Key Activities:	
Speaking with new crew members to get them keen for the semester	

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>

Welfare catch-up	Meeting with Julia and Anna to ensure I am aware of my responsibilities.
Breakfast club update	Met with Fintan and Anna to extensively organise breakfast club for the semester.

Action Items
<b>Action Items for upcoming fortnight:</b>
Determine what happens if we are not on campus: breakfast club won't be able to run, so what can I do instead for the students.
<b>Previous Actions Items status:</b>
n/a

Goals		
	Previous fortnight	Upcoming fortnight
<b>Goal</b>	n/a: first week on council.	Taking more initiative
<b>How did/can you try to achieve this?</b>		Liaise with Anna/Julia/Fintan to figure out what else needs to be completed by me

How can I assist MONSU to improve?

I want to try and recruit more welfare crew if possible.

## MONSU Caulfield Student Representative Report 2021

Name: Wenhan Jia	Portfolio: Vice President
Date:	Week:

Projects
<b>Completed</b>
O-week Sponsorship Monash B-safe App Welfare portfolio Handover Set up a working group for Suzhou Event
<b>Ongoing</b>
Suzhou Event detail finalization MianTing's – Week1 parties vendor
<b>Upcoming</b>
O-week activities

External Items	
<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
Been contacted with o-week sponsors via messages/ phone call	I have been getting two sponsors sign the contract with us

Internal Items
<b>Student Engagement &amp; Advocacy</b>
Key Activities:
Getting student reps on board and engage them working on their portfolios
Getting more sponsors to maximize student benefits

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Meetings and Functions Attended:	Notes for Council:
Welfare Catch-Up	
MONSU/MBUS Suzhou Collab Meeting	Finalize the date and helpers who are available that day to host event. Getting the budget plan for that event Working with Wendy and Nora on the marketing side of that event
Caulfield SU Lounge Meeting	Re-arrange the current facility and adding some new equips for student's best experience.
Phone call with Fintan on week1 parties' details	Current plan: Getting external vendor Mianting on 29 <sup>th</sup> of July Food service from 6-8pm Aiming for 150 serves Vegan Option required Budget for Max. \$1000

Action Items
<b>Action Items for upcoming fortnight:</b>
Suzhou Campus Social Event O-week activites
<b>Previous Actions Items status:</b>
Done

Goals		
	Previous fortnight	Upcoming fortnight
<b>Goal</b>	<b>Familiar on the role of Vice President and pick up what has been left till now; Suzhou campus event</b>	Chat with other reps and ask for any help needed
<b>How did/can you try to achieve this?</b>	→ Meet with staff members / President. → Engage with the event planning, as well as considering	Having separate chat with them

	the budget, risk and the number of students might interest.	
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How can I assist MONSU to improve?

Come up with some interesting event to brand ourselves and getting more students know there is MONSU, their student union to support them



## MONSU Caulfield Student Representative Report 2021

Name: HO JIONG YUNG SELINA	Portfolio: INTERNATIONAL FIRST YEAR REPRESENTATIVE
Date: 18/7/2021	Week:

Projects	
<b>Completed</b>	
N/A	
<b>Ongoing</b>	
Academic Integrity Module Survey	
<b>Upcoming</b>	
N/A	

External Items	
<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
N/A	

Internal Items
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<b>Student Engagement &amp; Advocacy</b>
Key Activities:

We managed to get Nicoles help in distributing the survey to a wider range of students.
Discussed potential integration for our new Monash students.

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
MONSU Caulfield's SGM	
SC 21.6	

<b>Action Items</b>
<b>Action Items for upcoming fortnight:</b>
O-week preparations and check on students in the first week of school
<b>Previous Actions Items status:</b>
Distributed and promoted the survey

<b>Goals</b>		
	<b>Previous fortnight</b>	<b>Upcoming fortnight</b>
<b>Goal</b>	Aim to reach more students	Assisting new Monash students

<b>How did/can you try to achieve this?</b>	We managed to contact Nicole for help, to get in touch with more students.	By providing information on social platforms and interacting with them
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How can I assist MONSU to improve?

By interacting with more First Years and spreading upcoming events among groups.

## MONSU Caulfield Student Representative Report 2021

Name: Harvey Gibbs	Portfolio: Queer
Date: 18/07/21	Week: -

Projects
<b>Completed</b>
-
<b>Ongoing</b>
Transgender name change form and protocol at Monash Queer Week
<b>Upcoming</b>
Ensure MONSU Crew is ready to go

External Items	
<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
Supporting transgender Students	Meeting with Queer Officers and Monash University staff. A focus group was set up and a workshop was organized.

Internal Items
<b>Student Engagement &amp; Advocacy</b>
Key Activities:
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<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
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Action Items	
<b>Action Items for upcoming fortnight:</b>	
Organise meeting with Fintan, Nicole, and Alyssa for continued Queer Week Preparation MJeet with Activities Officers regarding Pride Party	
<b>Previous Actions Items status:</b>	
Previous action items are still ongoing.	

Goals		
	Previous fortnight	Upcoming fortnight
<b>Goal</b>	Continue Organising Queer Week	Solidify a list of panelists who are locked in.
<b>How did/can you try to achieve this?</b>	Reached out to Fintan regarding meetings, and continued to scout individuals for the panel.	Follow-up on messages/message further if required.

How can I assist MONSU to improve?

## MONSU Caulfield Student Representative Report 2021

Name: ziyi luo (icho)	Portfolio: activities
Date: 18/7/2021	Week:

Projects	
<b>Completed</b>	
MONSU Stall Brainstorming S2 MIDWEEK MEET SCHEDULE	
<b>Ongoing</b>	
Interview with Activities crews	
<b>Upcoming</b>	
Thinking more activities in order to attract more students and finished interview with crews	

External Items	
<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
Communicate with Julia about event at Suzhou campus	

Internal Items
<b>Student Engagement &amp; Advocacy</b>

Key Activities: Plan S2 activities (use different ways to hold Midweek Meet)
Plan Track on Tuesday and activities at Suzhou campus
Email activities crews and stare interview

Meetings and Functions Attended:	Notes for Council:
O-Fest Event Catch Up	Finalize O week plans
MWM x BC Catch Up	

Midweek Meet Planning Meeting	Finalize MWM plans
MONSU/MBUS Suzhou Collab Meeting	

Action Items
<b>Action Items for upcoming fortnight:</b>
Stare and finish interview with activities crews before week 1
<b>Previous Actions Items status:</b>

**For MWM can serve one week BBQ (as we usually do) and serve one week special food (like pizza, sushi)**

<b>Goals</b>		
	<b>Previous fortnight</b>	<b>Upcoming fortnight</b>
<b>Goal</b>	Finalize the MWM plans	Interview with activities crews
<b>How did/can you try to achieve this?</b>	All done	Email the crews (done) Finish interview before week 1

How can I assist MONSU to improve?

Use my own advantages, such as speaking Chinese, communicate with students more to let them know about MONSU and encourage them to participate in MONSU activities. Engage with crews, make them feel they are be welcome and comfortable.



## MONSU Caulfield Student Representative Report 2021

Name: Maxi Hunt	Portfolio: Activities
Date: 21/07/21	Week: Semester Break

Projects
<b>Completed</b>
MWM planning MWM rostering
<b>Ongoing</b>
Sustainability Plan (external for Green Team) Semester two Track on Tuesday projects O-Week stall planning Sem two week one party planning
<b>Upcoming</b>
Semester 2 events planning Rescheduling of Lunafest

External Items	
<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
GT upcoming meeting	Cancelled
Green Team Communications	Regarding Sustainability Survey

Internal Items
<b>Student Engagement &amp; Advocacy</b>
Key Activities:
Undertaking crew interviews for Sem Two intake
Redeveloping MWM to serve students better and with more enticing options

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
ToT informal communications	MADA courtyard as new location for acts
Activities catch-up with Fintan	Discussion of MWM redevelopment and week one party

<b>Action Items</b>
<b>Action Items for upcoming fortnight:</b>
Working on activities projects in basecamp for O-fest Finalise MWM plans
<b>Previous Actions Items status:</b> Met with Icho to finalize MWM plans Roster created for MWM

<b>Goals</b>		
	<b>Previous fortnight</b>	<b>Upcoming fortnight</b>
<b>Goal</b>	Get ready for Sem 2	Working out rostering for crew
<b>How did/can you try to achieve this?</b>	Interviewing new MONSU Crew members Engaged with current crew for sem two updates Made sure general affairs for activities are in order	Engaging with crew to decide who can be rostered for events and who can be on to assist with MWM

How can I assist MONSU to improve?