

**MONSU CAULFIELD INC**  
**STUDENT COUNCIL EXECUTIVE 2020**  
**MEETING SCE 20.10**

Held on 15th July 2020 at 12:00pm  
Zoom Meeting

**MINUTES**

1. **PREAMBLE**

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.

**Present:** Caitlyn Dunne, Jasper Wells, Yika Hao, Daniel Stonehouse

**Apologies:** Sophie Dai

**Absent:**

**Others:**

2. **MINUTES OF THE PREVIOUS MEETING**

**2.1 Minutes of the Previous Meeting**

**Motion SCE 20.10-1**

MONSU SCE 20 moves to pass the minutes SCE 20.9

**MOVED:** Jasper Wells                   **SECONDED:** Daniel Stonehouse  
**CARRIED**

**Attached in this Email**

3. **BUSINESS ARISING**

4. **GENERAL BUSINESS**

**4.1 Reflection on Semester 1 and improvements moving forward**

The executive will discuss this again next executive.

**4.2 Women's Officer Resignation**

**Motion SCE 20.10-2**

MONSU SCE 20 moves to accept the resignation of the Women's Officer Yixuan Xin. The position will remain vacant until further notice.

**MOVED:** Caitlyn Dunne                   **SECONDED:** Daniel Stonehouse  
**CARRIED**

**4.3 Responsibility during Orientation**

MONSU SCE discussed responsibility during orientation.

During orientation we will be running a Clubs Discord as well as virtual interactive tours that will require participation from executive. Daniel Stonehouse to organise availability with representatives.

**4.4 QC Recap**

Daniel Stonehouse spoke to their experience of Queer Collaborations 2020, and stressed the importance of MONSU Caulfield preparing to play a more active role with the event in years going forward to the mutual event of QC and MONSU Caulfield Queer Officers.

**4.5 Honorariums**

**Motion SCE 20.10-3**

**MONSU SCE Moves to pay the following honorariums**

**Jasper - 0 hours requested**

**Yika - 0 hours requested**

**Sophie - 3 Hours Per week**

**Daniel - 3 Hours Per Week**

**Caitlyn - 12 Hours Per Week**

**MOVED:** Daniel Stonehouse                   **SECONDED:** Jasper Wells  
**CARRIED**

5. **CONFIDENTIAL BUSINESS**

6. **OTHER BUSINESS**

7. **PAPERS PROVIDED FOR INFORMATION**

7.1           **SCE 20.9 Minutes**

7.2           **Rep Reports**

8. **DATE OF NEXT MEETING:**

**Meeting Closes: 12:41pm**

## MONSU Caulfield Student Representative Report

Name- Daniel Stonehouse Date: July 15th 2020

Portfolio- Vice President Honorarium Requested: 3 Hours Per week

### Basecamp

What projects did you contribute to?

- SNS
- Semester 2 Planning

### External Emails

Emails Received/Action items

-

### Student Engagement

Key Activities: (What have you done to engage with students?)

- SNS
- Semester 2 Planning

### Student Advocacy

Key Activities: (What have you done to support students?)

- QC

Meetings and Functions Attended: Notes for Council:

QC

Will speak to this

Meeting With David Copolov

Crisis Management Team

Semester 2 Planning

## **Timesheet**

Activity            Time    Status:

QC                    3

Misc Meetings    3

Notes:

Action Items for upcoming weeks:

1. Work on plans for Semester 2
2. Assist preparations

Previous Actions Items Status:

1. N/A

Report Approved

Honorarium to be received by representative

## **Reflection**

Goal for previous fortnight: N/A

How did you try and achieve this?

- N/A

How can MONSU Improve?

More active engagement with the brand and active and informed discussion around issues within our scope

Goal for next fortnight:

Begin work on new projects



## MONSU Caulfield Student Representative Report

Name- HEXIN DAI Date:15/07/2020

Portfolio - Welfare officer Honorarium Requested: 3 hours p/w

Basecamp:

What projects did you contribute to?:

- MONSU Exec 2020
- Education+Welfare+SRS

External Emails

Emails Received/Action items

No special e-mails received

Student Engagement:

Key Activities: (What have you done to engage with students?)

N/A

Student Advocacy

Key Activities: (What have you done to support students?)

N/A

Meetings and Functions Attended: Notes for Council:

-MONSU Exec meeting N/A

### **Timesheet**

Day	Times (wk1)	(wk2)	Activities (wk1)	(wk2)
Monday	1.5 hour			
Tuesday		1.5 hour		
Wednesday	1 hour			
Thursday				
Friday	1 hour	1hour		

Status of activities:

Action Items for upcoming weeks:

-Emotion Journey Workshop

Previous Actions Items Status:

Report Approved

**Reflection**

Goal for previous fortnight:

How did you try and achieve this?

-Regularly check Basecamp and emails and reply messages in Basecamp

How can MONSU Improve?

-know and understand students' needs and try best to help them

Goal for next fortnight:

-Keep brainstorming ideas for semester 2

-participate in Basecamp more active.

## MONSU Caulfield Student Representative Report

Name- Yijia Hao	Date: 15 July 2020
Portfolio- Education Officer	Honorarium Requested: 0 hours p/w

Basecamp
What projects did you contribute to?
Emotion Journey workshop MONSU Exec 2020

External Emails
Emails Received/Action items
No special emails received

Student Engagement
Key Activities: (What have you done to engage with students?)
N/A

Student Advocacy
Key Activities: (What have you done to support students?)

Meetings and Functions Attended:	Notes for Council:

### **Timesheet**

Day	Time s (wk1)	(wk2)	Activities (wk1)	(wk2)
Monday				
Tuesday				
Wednesday		1h		
Thursday				
Friday				
Status of activities:				

Action Items for upcoming weeks:
1. 2.
Previous Actions Items Status: 1. 2. 3.

Report Approved	



## Reflection

Goal for previous fortnight:
How did you try and achieve this? <ol style="list-style-type: none"><li>1. Preparing for next semester activities/events</li><li>2.</li></ol>
How can MONSU Improve? <ul style="list-style-type: none"><li>- Keep in touch with students</li><li>-</li></ul>
Goal for next fortnight: Keep brainstorming and support orientation settings, and find the needs for students further.

## MONSU Caulfield Student Representative Report

<b>Name-</b> Caitlyn Dunne	<b>Date:</b> 15/07/2020
<b>Portfolio-</b> President	<b>Honorarium Requested:</b> 12 p/w

<b>Basecamp</b>
What projects/teams did you contribute to?
<ul style="list-style-type: none"> <li>- MONSU Socials + Marketing Project</li> <li>- Safe n Sexy Week</li> <li>- MONSU Exec 2020</li> <li>- Company HQ</li> <li>- Creatives x Exec</li> <li>- Education + Welfare + SRS</li> <li>- Orientation Sem 2</li> </ul>

<b>External Emails</b>
Emails Received/Action items
<p><b>VCSPAF</b> – Agenda items, need to think about for 17<sup>th</sup> August</p> <p><b>Orientation Planning</b> – all updates about Orientation</p> <p><b>Student emails</b> – received 2 as of recent</p> <p><b>Faculty relationships</b> – working on working with and building relationships with Faculties</p>

<b>Student Engagement</b>
Key Activities: (What have you done to engage with students?)
<ul style="list-style-type: none"> <li>• MONSU Socials</li> <li>• Filming video for Monash</li> </ul>

<b>Student Advocacy</b>
Key Activities: (What have you done to support students?)
N/A

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
<b>Coplov Meeting</b>	<ul style="list-style-type: none"> <li>- He provided some insight into what is happening with the University and student changes</li> </ul>
<b>Strategy Planning</b>	<ul style="list-style-type: none"> <li>- Really enjoying the sessions so far with Gary, I'm excited to have some</li> </ul>

	work to present to Exec soon for feedback
<b>Monash Video Shoot</b>	- Video is now live on the Orientation Website
<b>Monash Sexual Health Initiatives</b>	- Sharing what is happening around Monash, group to better enhance experience and information getting to students
<b>NAIDOC Week Panel</b>	- Really enjoyed this panel, loved hearing stories from Elders - Gave me ideas on how MONSU could take this on

### Timesheet

Day/Date	Times (W1)	Activities (W1)	Day/Date	Times (W2)	Activities (W2)
Mon 13/07	1 hours overall	- Scheduling FB Post - Emails	Mon 06/07	N/A	N/A
Tues 14/07	8am-1.30pm 2-5.30pm 7-8pm	- SPT: Vision Statement (3hr) - Business School Booth Set-Up - Monash Sexual Health Initiatives meeting - MONSU Catch-Up with Coplov - Content writing - Eventbrite set-up	Tues 07/07	8.30am-12pm	-Planning Check-In -Monash Video Shoot
Wed 15/07	9am-4pm	- Communications meeting with Nicole - MONSU Exec - P+VP Catch-Up	Wed 08/07	9am-2pm	-Faculty Meeting (SPHPM) -SPT: Intro Session (3hr)
Thurs 02/07	3.30-5pm	- Orientation Basecamp set-up - Fix Sem2 Planning Doc	Thurs 09/07	9.30-1.30pm	-Crisis Management Team -Bookstore Catch-Up with Jhanvi -Prepare content for Orientation planner
Fri 03/07		N/A	Fri 10/07	10-11.30am	-NAIDOC Week Panel

	N/A				
	<b>Status of activities:</b> <ul style="list-style-type: none"> <li>- Campus Tours live and mostly planned</li> <li>- Planning Social Media content for Orientation</li> </ul>				

<b>Action Items for upcoming weeks:</b> <ol style="list-style-type: none"> <li>1. Launch Orientation – engage students</li> <li>2. Get Semester 2 Calendar + plan locked in</li> </ol>
<b>Previous Actions Items Status:</b> <ol style="list-style-type: none"> <li>1. Have orientation/Sem 2 locked in – we have projects locked in, just need more coordination</li> </ol>

Report Approved	
Honorarium to be received by representative	

**Reflection**

<b>Goal for previous fortnight:</b> <ul style="list-style-type: none"> <li>- N/A</li> </ul>
<b>How did you try and achieve this?</b> <ul style="list-style-type: none"> <li>-</li> </ul>
<b>How can MONSU Improve?</b> <ul style="list-style-type: none"> <li>- MONSU can have more participation from students to better represent them</li> </ul>
<b>Goal for next fortnight:</b> <ul style="list-style-type: none"> <li>- Have a good wider perspective for the Semester going forward</li> </ul>