

**MONSU CAULFIELD INC**  
**STUDENT COUNCIL EXECUTIVE 2020**  
**MEETING SCE 20.15**

Held on 10 September 2020 at 1:00pm  
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, Daniel Stonehouse, Ebony Hartridge-Linton, Sophie Dai**

**Apologies: Jasper Wells (proxy Daniel Stonehouse)**

**Absent:**

**Others: Lyn Nye**

2. **MINUTES OF THE PREVIOUS MEETING**

**2.1 Minutes of the Previous Meeting**

**Motion SCE 20.15-1**

MONSU SCE 20 moves to pass the minutes SCE 20.13

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

**Motion SCE 20.15-2**

MONSU SCE 20 moves to pass the minutes SCE 20.14

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

**Attached in this Email**

3. **BUSINESS ARISING**

4. **GENERAL BUSINESS**

**4.1 Education Officer**

**Executive applications, applications received by Ebony Hartridge Linton**

**Motion SCE 20.15-3**

MONSU SCE moves to co-opt Ebony Hartridge-Linton to the position of Education Officer commencing 10th September 2020.

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

Ebony spoke to her experience as a student of feeling embraced by the Monash community and having a heavy volunteer presence. This includes being apart of the Welfare and Education committee, and as Vice President of Caulfield Arts Society, organising collaborations with the university and academic faculties creating greater opportunities for mentorship and academic involvement and enrichment.

Ebony is familiar working with welfare initiatives, standing as a representative in APCS, and assisting with Exam Help Desk for which she noted she received a Monash Love Letter post thanking her for her efforts.

In terms of intentions for the Education portfolio, Ebony discussed the following goals:

- Increasing transparency regarding changes such as with Unit Guides, and ensuring that Monash correctly transitions from Unit Guides to a more accessible and useful form.
- Ensuring information regarding assessment information is accessible to students at all points of study
- Frequently meeting with the University regarding the quality of education, both online and on campus especially in the event of cross delivery
- Addressing class size increase and use of old lectures
- Assisting with messaging from MONSU to help students navigate University structure, whilst consulting with the University to ensure the information they are providing is not confusing.

#### **4.2 Confirming Result of Special Resolution**

MONSU SCE noted that MONSU Caulfield's Special Resolution passed, and the new Constitution is now in effect.

#### **4.3 Election Dates**

##### **Motion SCE 20.15-4**

MONSU SCE approves for the notice of election to be declared from the Monday 14th September, with the election vote taking place on the 12th-14th October online. This will provide for the 4 weeks notice as required by the Election Regulations.

**MOVED: Caitlyn Dunne**

**SECONDED: Daniel Stonehouse**

**CARRIED**

#### **4.4 Role Description**

##### **Motion SCE 20.15-5**

MONSU SCE approves the 2020 MONSU Caulfield role descriptions attached with this document.

**MOVED: Ebony Hartridge-Linton**

**SECONDED: Caitlyn Dunne**

**CARRIED**

#### **4.5 Honorariums**

##### **Motion SCE 20.15-6**

**MONSU SCE approves the following honorariums**

**Caitlyn Dunne: 12 Hours Per Week**

**Daniel Stonehouse: 6 Hours Per Week**

**Sophie Dai: 3 Hours Per Week**

**Jasper Wells: 0 Hours**

**MOVED: Daniel Stonehouse**

**SECONDED: Caitlyn Dunne**

**CARRIED**

5. **CONFIDENTIAL BUSINESS**

6. **OTHER BUSINESS**

#### **7. PAPERS PROVIDED FOR INFORMATION**

7.1 **SCE 20.13 Minutes**

7.2 **SCE 20.14 Minutes**

7.3 **Rep Reports**

7.4 **Role Descriptions**

#### **8. DATE OF NEXT MEETING: 24th September 1pm**

Meeting Closes: 2pm

## MONSU Caulfield Student Representative Report

Name- HEXIN DAI      Date:10/09/2020

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

Basecamp:

What projects did you contribute to?:

-MONSU Exec 2020

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 hour		
Tuesday	1 hour			
Wednesday		2 hour		
Thursday		1.5 hour		
Friday	0.5 hour			

Status of activities:

Action Items for upcoming weeks:

---Election preparation

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?

-continually providing help for students

-pay attention to students' needs

Goal for next fortnight:

-Contribute more

-Be more active

## MONSU Caulfield Student Representative Report

<b>Name-</b> Caitlyn Dunne	<b>Date:</b> 10/09/2020
<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>- Company HQ</li> <li>- RUOK Day 2020</li> <li>- Monash Live Music Week</li> <li>- Creatives x Exec</li> <li>- Exam Tips Campaign Sem 2</li> <li>- Exam Help Desk S2 2020</li> </ul>

<b>External Emails</b>
Emails Received/Action items
<ul style="list-style-type: none"> <li>- RUOK MGA Morning Tea</li> <li>- David Coplov MSO Univeristy Collaboration Meetings</li> </ul>

<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>• Clubs Advisory Forum</li> </ul>

<b>Student Advocacy</b>
Key Activities: (What have you done to support students?)
<ul style="list-style-type: none"> <li>• Securing MONSU's position</li> </ul>

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
Discussions with Vladimir and David	<ul style="list-style-type: none"> <li>- Got across some issues for MONSU regarding collaborations across MSO's.</li> </ul>
EHD/Study Campaign	<ul style="list-style-type: none"> <li>- Established how end of semester support will be organised</li> </ul>

## Timesheet

Day/Date	Times (W1)	Activities (W1)	Day/Date	Times (W2)	Activities (W2)
Mon 07/09	2.5 hours total	<ul style="list-style-type: none"> <li>- Proposed Election Regulation Exec Meeting</li> <li>- Admin</li> <li>- Emails</li> </ul>	Mon 31/08	12-5pm	<ul style="list-style-type: none"> <li>- MSO Funding Discussions</li> <li>- Chats with MMSS</li> <li>- Lyn/P/VP Check-In</li> <li>- Admin</li> </ul>
Tues 08/09	8.30am – 5.30pm + 1 hour in evening	<ul style="list-style-type: none"> <li>- Review Debrief UniOne/Clubs Advisory Forum Meeting</li> <li>- Comms Meeting x2 (ongoing to dos + planning Sem 2 Comms)</li> <li>- AXP Discussions</li> <li>- Monash Live Music: Programming</li> </ul>	Tues 01/09	10am-1pm 6-8pm	<ul style="list-style-type: none"> <li>- SPT (3 HOURS)</li> <li>- Clubs Advisory Forum</li> </ul>
Wed 09/09	2 hours across day	<ul style="list-style-type: none"> <li>- RUOK Day Meeting</li> <li>- Value Work</li> <li>- Admin/Scheduling Comms</li> </ul>	Wed 02/09	12.30-5pm	<ul style="list-style-type: none"> <li>- Safe n' Sexy Review/O-Fest Review</li> <li>- Mission Statement Work</li> <li>- SPT Catch-Up with Sharina</li> <li>- EHD/Study Campaign Discussions</li> </ul>
Thurs 27/08	9.30am-5.30pm	<ul style="list-style-type: none"> <li>- CMT</li> <li>- EJ/MHFA Comms</li> <li>- Open Day Panel Tech Run</li> <li>- MONSU Exec</li> <li>- Jenny Catch-Up</li> <li>- Election Regulations Work with Lyn</li> </ul>	Thurs 03/09	9am-2pm	<ul style="list-style-type: none"> <li>- CMT</li> <li>- SPT (3 HOURS)</li> <li>- Monash Live Music Week MONSU Debrief</li> </ul>
Fri 28/08	9am-2pm	<ul style="list-style-type: none"> <li>- Ally Network Event</li> <li>- Discussions with Vladimir and David</li> <li>- Clubs Advisory Forum Preparation</li> </ul>	Fri 04/09	N/A	N/A
	<b>Status of activities:</b> <ul style="list-style-type: none"> <li>- Clubs Advisory Forum went well!</li> <li>- Loving SPT currently – very challenging and making my brain work hard</li> </ul>				

Action Items for upcoming weeks:

<ol style="list-style-type: none"> <li>1. Have potential locations and students acts for Monash Live Music Week</li> <li>2. Preparation for Sem 1 2021 Orientation started</li> </ol>
<p>Previous Actions Items Status:</p> <ol style="list-style-type: none"> <li>1. Comms Planned for remainder of Sem 2 – Most in now locked in, with room for tentative things</li> <li>2. Get all things in place for MONSU re:Elections – Constitution passed, Election Regs passed, passing role descriptions</li> <li>3. Get student ideas for 2021- Orientation meeting set, sending out Survey to students</li> </ol>

Report Approved	
Honorarium to be received by representative	

**Reflection**

<p><i>Goal for previous fortnight:</i></p> <ul style="list-style-type: none"> <li>- Get across admin work, fell behind with Safe n’ Sexy Week</li> <li>- Get MONSU across all platforms</li> </ul>
<p>How did you try and achieve this?</p> <ul style="list-style-type: none"> <li>- Have caught up and feel back on track!</li> <li>- Have implemented ideas for social platforms, want to get WeChat established before end of year: to use during Orientation</li> </ul>
<p>How can MONSU Improve?</p> <ul style="list-style-type: none"> <li>-</li> </ul>
<p>Goal for next fortnight:</p> <ul style="list-style-type: none"> <li>-</li> </ul>

## MONSU Caulfield Student Representative Report

Name- Daniel Stonehouse	Date: September 10th 2020
Portfolio- Vice President	Honorarium Requested: 6 Hours Per week

Basecamp
What projects did you contribute to?
<ul style="list-style-type: none"><li>- Queer</li><li>- DNI</li></ul>

External Emails
Emails Received/Action items
<ul style="list-style-type: none"><li>- Clubs Advisory Forum</li></ul>

Student Engagement
Key Activities: (What have you done to engage with students?)
<ul style="list-style-type: none"><li>- AXP &amp; UniOne Discussion</li><li>- Clubs Advisory Forum</li><li>- DNI Week Planning</li><li>- Queer Branding</li></ul>

Student Advocacy
Key Activities: (What have you done to support students?)
<ul style="list-style-type: none"><li>- Clubs Advisory Forum</li></ul>



Meetings and Functions Attended:	Notes for Council:
Crisis Management Team	
P+VP Planning	
Clubs Advisory Forum	
UniOne Meeting	
AXP Discussion	
Student Meetings	
DNI Week Planning	Promotions launching, artist secured
Orientation Planning	
MGA R U OK	

### **Timesheet**

Activity	Time	Status:
Crisis Management Team	1	
P+VP/Queer Planning	3	
Clubs Advisory Forum	4	
UniOne Meeting	1	

AXP Discussion	1	
Student Meetings	2	
Orientation Planning	2	
DNI Week Planning	2	
	Notes:	

Report Approved	
Honorarium to be received by representative	

### Reflection

Goal for previous fortnight: Continue work on Ally Network Expansion and prepare events into end of year
<p>How did you try and achieve this?</p> <ul style="list-style-type: none"> <li>- Discussing outcomes</li> <li>- Begin work on timelines moving forward</li> <li>- Preparation of events</li> </ul>
<p>How can MONSU Improve?</p> <ul style="list-style-type: none"> <li>- Actively work to support incoming Education Officer in directing concerns</li> <li>- Prepare time for involvement in end of year events</li> <li>- Bring forward ideas for next year</li> </ul>
<p>Goal for next fortnight:</p> <ul style="list-style-type: none"> <li>- Support incoming Education Officer</li> <li>- Refocus on handover processes</li> </ul>