

**MONSU CAULFIELD INC**  
**STUDENT COUNCIL SUMMER EXECUTIVE 2020/2021**  
**MEETING SCSE 20/21.7**

Held on 4th February 2021 at 12:00pm  
Zoom Meeting

**MINUTES**

**1. PREAMBLE**

Meeting Opens: 12:06PM

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: Hannah Cohen, Anna Purtill, Alyssa Wheaton Left 1:30, Daniel Stonehouse, Julia Jia, Caitlyn Dunne, Maxi Hunt (arrived 12:20)

Apologies:

Absent:

Others: Lyn Nye, Amie Armstrong (left 12:30)

**2. BUSINESS ARISING**

**3. MINUTES OF THE PREVIOUS MEETING**

**3.1 SCSE20/21.6 Minutes**

**MOTION SCSE 20/21.7-1**

MONSU SCSE moves to approve the minutes of SCSE 20/21.6

**MOVED: Daniel Stonehouse**

**SECONDED: Caitlyn Dunne**

**CARRIED UNANIMOUSLY**

**4. GENERAL BUSINESS**

**4.1 MONSU Budget**

Lyn spoke to this.

This budget utilises 2019 actuals, as with only 600k in last year 2020 numbers are not comparable to 2021

It has been asked to be passed as a draft to ensure continued function of MONSU via ability to spend.

**MOTION SCSE20/21.7-2**

MONSU SCSE moves to accept the Budget as a draft.

**MOVED: Anna Purtill**

**SECONDED: Maxi Cohen**

**CARRIED UNANIMOUSLY**

**4.2 OSS Web Plans**

Anna Purtill spoke to this. The incoming OSS Officer Wendy has created a proposal for OSS as part of the redesign of MONSU's website.

This OSS Section will fall under programs and initiatives, and will contain information from Fair Work, explanations of wage theft, and resources regarding MyKi discounts and International Clubs.

MONSU SCSE recognises and commends the additional work put in by Wendy outside of her term of office.

**4.3 MONSU Crew 2021**

Amie Armstrong spoke to this.

MONSU Crew has existed in the last 18 months, and was previously an activity centered volunteering program that has changed to become more in line with portfolios of Office Bearers.

MONSU Crew Integrates general students into MONSU beyond standardised committee of those close to

OB's.

This program is important out of COVID due to separation of 1st and 2nd years in 2021, and aims to help tie them into what we are and to understand MONSU.

MONSU has started its recruitment process.

Office Bearers will take on a leadership role in/with the MONSU Crew as mentors to Crew Members, and will provide training.

Student Engagement will provide training to Reps that are acting as mentors: crafting relationships, negotiation, planning, growth, closure (retention and progress)

Generalised training regarding being MONSU Crew members, expectations/responsibilities, will also be undertaken by SE

The intake length will be reduced, and currently have 85 students signed up - with particular turnout in Women's, also in Education.

Second intake will be until the middle of March

An interview process will take place over the next 10 days, and will involve Reps.

Amie will organise scheduling and process, provide questionnaire

MONSU Crew is open to Undergraduate Students enrolled at Caulfield, as these are the students who fund MONSU Caulfield and MONSU Caulfield represents.

Anna asked if there would be a distinction between committees and MONSU Crew

Amie explained that they are one in the same, and that MONSU Crew seeks to align Volunteers and Committees.

MONSU SCSE agreed to the MONSU Crew Document in principle. To be passed and confirmed at the next meeting.

#### **4.4 Tracks on Tuesday**

Amie Armstrong spoke to this.

Plans for Tracks on Tuesday are coming together, CEME to contribute same amount as last year (20,000)

Was a larger program planned last year, however events budget this year is smaller due to COVID

The Summer Executive is keen to keep ToT continuing.

MONSU will be looking to include smaller/upcoming/student artists as well as large acts.

Tracks will run on the 9th/16th/23rd/30th of March

Suggested bands are being put forward by CEME

Reps are to provide further suggestions and pick which artists they would like to have play

#### **4.5 Food Handling During COVID**

MONSU needs to change the way free food runs because previous are not covidsafe

This will involve the completion of Food Handling courses, as well as the reimagining of programs such as Breakfast Club and Midweek Meet to remove the 'help yourself' element.

Maxi Hunt is to research possible programs, especially those including COVID safe elements

#### **4.6 January 26th**

MONSU Caulfield will develop a working group to obtain an official position regarding January 26th.

This will be organised by General Manager Lyn Nye and Anna Purtill, with the recommendation being made that Jacinta Elson - PVC Indigenous, be contacted.

This working group will be student focused and minded to involve members of the indigenous community, as well as international students to understand their views on the date.

#### **MOTION SCSE 20/21.7-3**

MONSU SCSE moves to establish a working group regarding forming an official stance on January 26th

**MOVED: Anna Purtill**

**SECONDED: Maxi Hunt**

**CARRIED UNANIMOUSLY**

#### **4.7 Meetings and Minutes Policy and Procedure**

Daniel Stonehouse spoke to this. The Minutes and Meetings Policy has not received any further feedback as of yet, and as such will be tabled to be passed as either a draft or in full at the next meeting.

In the meantime, Daniel Stonehouse will work with incoming Vice President Iris to ensure that she is aware of the requirements of the role and the policy and procedure.

#### **4.8 Representative Reports**

##### **MOTION SCSE 20/21.4**

MONSU SCSE moves to accept the representative reports for January

**MOVED: Daniel Stonehouse**

**SECONDED: Hannah Cohen**

**CARRIED UNANIMOUSLY**

**5. CONFIDENTIAL BUSINESS**

**6. OTHER BUSINESS**

**7. PAPERS PROVIDED FOR INFORMATION**

**7.1 SCSE20/21.6 Minutes**

**7.2 Representative Reports**

**7.3 Budget**

**7.4 Minutes and Meetings Policy and Procedure**

**7.5 MONSU Crew 2021 Overview**

**8. DATE OF THE NEXT MEETING: 11/2**

**9. MEETING CLOSES: 1:40PM**



### *WHO are MONSU Crew?*

MONSU Crew are students recruited from the Monash Caulfield undergraduate student (UG) body to volunteer their time with MONSU. Friends, first years to fourth year students welcome! MONSU Crew are dedicated UG students looking to take on a role within the MONSU student council to represent the student voice, make change and be part of a MONSU community.

Roles; Event Crew, Education Crew, OSS Crew, Welfare Crew, Women's Crew, Queer Crew & Tax Help Crew.

### *WHAT do MONSU Crew do?*

Recruited students help deliver programs & events at Caulfield Campus.

### *HOW do students apply for MONSU Crew roles?*

Application via the expression of interest form. 2021 social media & eDM recruitment drive began November/Dec 2020. Students will be interviewed for roles leading up to Orientation & OFEST and allocated a role for the semester. Promotion of the MONSU Crew program will continue during OFEST with EOI form remaining open until W3 of each semester on the MONSU Crew page on the MONSU website. Students who have applied for a role during this period will be contacted and interviewed.

APPLY HERE; <https://forms.gle/5SeGEZHx8g8B9NS8>

### *WHY should students apply for a MONSU Crew role?*

Roles were selected to allow students to get involved with areas of MONSU they're interested in and work closely with the MONSU student representative on portfolio programs, events, parties and campaigns. Student Engagement will act as administrators to student reps and Crew.

### *WHEN do MONSU Crew start their roles?*

EOI forms will be reviewed (MONSU staff), students will be interviewed by the student representative and/or staff member. MONSU Crew will undergo Crew training and begin their Crew journey in their given role for S1.

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A little more detail about;

### *Recruitment & Interview Process*

Intake 1.

- Recruitment; Nov 27th 2020 - Feb 5th 2021
- Interviews (Reps & SEM); Feb 8th-12th 2021 (in person & zoom)
- Training; Week of Feb 15th (online module)
- Crew members ready; Feb 22nd 2021 to assist with W0 & W1 activities

Intake 2 W2 - for roles that require additional Crew members

- EOI review, email contact made (NEW EOI following OFEST); March 8th 2021
- Interviews; Week March 8th 2021
- Training; March 11th 2021
- Crew members ready; March 15th

**Semester 1 2021 intake closed March 8th.**

*Interview Process*

The Student Engagement Manager (SEM) & Rep holding the portfolio position will interview the students who have applied in respective roles.

NEW student applications will be sorted by crew role interest, interviewed & trained.

*MONSU Crew Mentor (Reps) /Mentee (Crew members)*

By interviewing applicants and placing them in their interested portfolio roles, we aim to better educate Crew members on who MONSU are and what experiences we provide the Caulfield student body. Crew members may get involved with idea generation around activities, campaigns & events, working closely with their student rep and staff mentor.

*Mentors (Student Representatives) \*Reps*

MONSU Reps will take on a leadership role as they step into the position as a mentor for their Crew members. The Student Engagement Manager will provide training to all of the Reps holding a portfolio that will recruit Crew members and train their Crew correctly. Training for Rep mentoring relationships will include four phases: Preparation, Negotiating, Enabling growth, and Closure.

In brief:

**Preparation-** Strategies for preparing relationships with Crew members

**Negotiating-** S.M.A.R.T criteria can be a reference. Agree on time commitment, goals for the semester, learning and outcomes.

**Enabling Growth-** Review with the Crew members what is working, how we can do this better, what is important?

**Closure-** It doesn't mean the end, it's time to graduate. A sign of progression and hopefully retention.

Training by SEM to Reps will include scenario based training to demonstrate examples of how to interact and mentor their Crew members.

Crew members may find their interest in MONSU portfolios are diverse as they get immersed in the Crew program. Whilst a student will be allocated a role for the semester it will not limit them in helping across other roles.

Being a MONSU Crew member, means being part of the MONSU family, mentors will be encouraged to;

- Tell their Crew when they are doing a great job.
- Invite/create unique events for Crew members to join celebrations, parties, lunches, retreats and any other social or semi-social events that honor the contributions of the project team.
- Point the spotlight at Crew members and make sure they are recognized and applauded for their work. Mentioning your top MONSU Crew members using

marketing efforts could encourage retention. Possible recognition- MONSU Crew member of the month, Most enthusiastic, Most reliable. Use MONSU social media channels and eDM's to feature standout MONSU Crew contributions.

MONSU Crew members will receive a t-shirt &/OR hoodie pending weather conditions. This is theirs to own and use throughout the year. Merchandise can create a sense of belonging to a cohort or group.

*Mentee (MONSU Crew) training*

ALL recruited MONSU Crew will all be required to attend general MONSU Crew training facilitated by the SEM.

Training overview-

- MONSU Introduction and overview
- General expectations & responsibilities
- How to be approachable
- Logging hours
- FAQs & Key takeaways

# MEET THE REPS EVENT

## DELIVERY: ONLINE

### Most of the content presented on Instagram

- A short video of them introducing themselves and their roles
  - e.g .
    - My name is
    - My role is
    - What I am in charge of
    - My vision for Caulfield (exciting things in the making)
  - Can be done through Instagram stories and IGTV for archival use
    - Or saves in story highlights
- Plus a normal post that summarises a short profile on them and a photo
  - Name
  - Age??
  - Role
  - What you're studying
  - Favourite thing about MONSU
  - Goals
  - Maybe a small about me section where they can say a bit more about who they are outside of MONSU
    - This content will mirror the representative biographies content
- Use of the ask questions feature on Instagram stories
  - So people can ask individual questions of each rep through Instagram DM
    - This can also be saved on story highlights for future viewing
- All of this will also help to keep a consistent flow of content in one of our major social channels
  - Which is super important to get MONSU known
    - We can also boost these posts through our own socials to reach more people
    - And so Caulfield students know who are representing them
- Can have similar content but more structured and formal for the website for each new incoming rep
  - Shirt profile style write-up with an accompanying image
- All this content will be freely available throughout the whole year
  - Which is paramount for engagement

## **INTRODUCTION VIDEOS**

To introduce the MONSU representatives to Caulfield campus students. In addition, to further highlight our vision and aims for the year through a more individualised lens.

What will be said?

- Name?
- Degree?
- Position?
  - Elaborate and explain beyond just the title e.g. I am one of the 2021 Queer Officers. This role requires me to be an advocate and face for the queer community here at Monash Caulfield.
- The Vision?
  - This is to explain the desired outcome of holding your position. It is what you want to get out of the role and how you wish/how you're going to leave the role in a better place than prior.
- Possible ideas being worked on?
  - If desired you could put in some examples of how you will actuate the vision e.g. events in planning, ideas, anything being worked on that is not an issue to be shared.

## **INTRODUCTION SUMMARIES**

This will mirror similarly to the information showcased in the videos, but in a written, more formal format. These will be used for the website and be shared when needed a description of us and our roles.



## MONSU Caulfield Student Representative Report 2021

Name: Caitlyn Dunne	Portfolio: Outgoing President
Date: 4 <sup>th</sup> Feb	Week: Summer Exec

### Projects

What projects did you contribute to? On Basecamp and otherwise.

- Meet the Reps (providing feedback)

### External Items

Emails Received/Action items	Outcome
Liasing with David Coplov	Regarding advice from the university

### Meetings and Functions Attended:

### Notes for Council:

Campus Bookstore Meeting

This was my last meeting on the board, I am grateful for the opportunity to be on the board and wish best of luck to Anna as an incoming board member.

<b>Internal Items</b>
<b>Student Engagement</b>
Key Activities: (What have you done to engage with students?)
<ul style="list-style-type: none"> <li>- Contacting club presidents to encourage committee to become Party on the Green leaders</li> <li>- Liase with club members, connect them with Anna, answer any relevant questions</li> </ul>
<b>Student Advocacy</b>
Key Activities: (What have you done to support students?)

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
Catch-up with Anna	Discussed many items including Clubs Advisory Forum, the role of President and procedures
Student Engagement/Summer Exec Check In	Went over some details, delegated roles and tasks for continuous planning
Crisis Management Team	Continually updating the organization

## Action Items

### Action Items for upcoming weeks:

1. Help plan induction with Anna, Dan and Lyn
2. Provide all documents and information I have currently (personally) onto the organisation

### Previous Actions Items Status:

N/A – Holiday break

## Goals

### Goal for previous fortnight: N/A – Holiday break

How did you try and achieve this?

**N/A – Holiday break**

### Goal for next fortnight:

To finalise handover to Anna and the remaining of the incoming team

How can I try and achieve this?

1. Arrange last meetings with Anna and any other members, and provide last information
2. Work on induction for the incoming council

### How can I assist MONSU to improve?

Provide as much feedback and support based on my experience to the incoming team

## MONSU Caulfield Student Representative Report 2021

Name: Alyssa Wheaton	Portfolio: Queer
Date: 03/02/2021	Week: January (14/01-03/02)

<b>Projects</b>
What projects did you contribute to? On Basecamp and otherwise.
Queer Meet and Greet Sex/Consent Seminar Women and Queer Industry Night Party on the Green Week 1 Major Party

<b>External Items</b>	
Emails Received/Action items	Outcome
Email from Asher (Respectful Communities) on 01/02/2021 inviting me to undertake a training session regarding Transgender Victoria LGBTIQ+ Family and Intimate Partner Violence.	I am unable to attend as it is being held in person on 04/02/2021 and I am interstate currently. However Harvey was also invited so will follow up with him to see if he could go.

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

<b>Internal Items</b>
<b>Student Engagement</b>
Key Activities: (What have you done to engage with students?)
Orientation Planning
<b>Student Advocacy</b>
Key Activities: (What have you done to support students?)
Working to ensure queer inclusivity during the o-fest events I have been working on.

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
Student Engagement/Summer Exec Check In (14/01/2021)	With Fintan and Amie regarding orientation events
Week 1 Major Party Meeting (18/01/2021)	With Fintan
SCSE 20/21.6 (21/01/2021)	
Meeting with Hannah and Harvey (26/01/2021)	Regarding planning of the Sex/Consent Seminar and the Industry Night
Comms x Creative x Summer Exec (27/01/2021)	
Meeting with Hannah, Harvey and Fintan (02/02/2021)	Regarding planning of the Sex/Consent Seminar and the Industry Night

## Action Items

### Action Items for upcoming weeks:

1. O-Fest Activities (stall, meet and greet, industry panel)
- 2.

### Previous Actions Items Status:

- 1.
- 2.
- 3.

## Goals

**Goal for previous fortnight:** Over the next fortnight I will try to brainstorm ideas for the queer meet and greet, as well as get in contact with Hannah and Harvey to brainstorm for the industry panel.

How did you try and achieve this?

1. Met with Hannah and Harvey to plan/brainstorm
2. Researched possible panelists

**Goal for next fortnight:** Complete the planning of the Queer Meet and Greet.

How can I try and achieve this?

1. Meet with Harvey and Fintan
2. Complete the tasks in basecamp.

### How can I assist MONSU to improve?

Continuing to maintain a good relationship with MONSU staff and the Summer Exec, as well as forming one with the other incoming reps.

## MONSU Caulfield Student Representative Report 2021

Name: WENHAN JIA	Portfolio: Welfare
Date: 3/02/2021	Week:

### Projects

What projects did you contribute to? On Basecamp and otherwise.

### External Items

Emails Received/Action items	Outcome
N/A	

### Meetings and Functions Attended:

### Notes for Council:

MONSU web international student page design meeting

Meet with all incoming international reps to generate ideas on things can be included on MONSU international student web and how to attract more international student to join

Comms X Creative Summer Exec

<b>Internal Items</b>
<b>Student Engagement</b>
Key Activities: (What have you done to engage with students?)
Finalize the welfare portfolio this year and discuss with Anna (the incoming president) for some welfare activities can be held during O-week and first couple of weeks
<b>Student Advocacy</b>
Key Activities: (What have you done to support students?)

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
MONSU O Fest/Party on the Green Meeting	
SCSE 20/21.6	
Student Engagement/Summer Exec Check in	
Rep Goal-Setting Session	Brainstorm main goals for MONSU 2021 and also small goals for each portfolio



## Action Items

### Action Items for upcoming weeks:

1. Finalize possible welfare events held during the first couple of weeks of university
2. Engage with the incoming international reps on the web page design

### Previous Actions Items Status:

- 1.
- 2.
- 3.

## Goals

**Goal for previous fortnight: \_Working with student right & support team to see if there is any additional support we can provided to student\_\_\_\_\_**

How did you try and achieve this?

1. Sending through the welfare portfolio this year
2. Establish good communication with students and get the needs they want

**Goal for next fortnight: Brainstorming new ideas/ new activities to help students transition to on-campus courses**

How can I try and achieve this?

1. Talk to Fintan and Amie to see whether it is possible to held an event or zoom session for students
- 2.

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

Consider the problem from the students' perspective and provide the with as much help as possible. Promote MONSU branding



## MONSU Caulfield Student Representative Report 2021

Name: Daniel Stonehouse	Portfolio: Vice President
Date: February 4th	Month: January

### Projects

What projects did you contribute to? On Basecamp and otherwise.

Constitutional and Policy Compliance, consolidating minutes for upload

### Internal Items

#### 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?)

APC Hearing Organisation

#### Meetings and Functions Attended:

#### Notes for Council:

CMT

Catch up with Caitlyn

APC Hearing Organization

Will continue to provide assistance in training incoming student members and managing communications and scheduling for upcoming APC rounds, whilst ensuring future APC rounds can be suitably serviced

### Action Items

**Previous Actions Items Status:**

- 1.
- 2.
- 3.

**Goals**

**Goal for previous fortnight: Work to ensure confidence in parameters of MONSU to support students through 2021**

How did you try and achieve this?

1. Ensuring Constitutional and Policy Requirements are met
2. Organising and preparing materials for training incoming student members of APC panels

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

Maintain a presence and approachability throughout year to ensure support from previous years is still available.

## MONSU Caulfield Student Representative Report 2021

Name: Anna	Portfolio: President
Date: 03/02/2021	Week:

### Projects

What projects did you contribute to? On Basecamp and otherwise.

- Womxns Event for O Fest
- Week 1 major party
- Meet the Reps
- Campus tours
- Week 0 welcome events

### External Items

Emails Received/Action items	Outcome
BRIGHT Session with Respectful Communities	Need to organise days/dates with the reps so that we can each undergo training ASAP.
Respect, Now, Always Advisory Committee	I will be joining the Committee.
AESC	Discussions will need to be had with Riley to determine who will be joining the AESC as a student member on behalf of MONSU Caulfield.

Meetings and Functions Attended:	Notes for Council:
Women in Leadership panel for MSA O Fest	The finished product will be available on the MSA online orientation hub and will be applicable to all of the Caulfield students as well. We can certainly promote it but probably unnecessary to ask for it to be displayed on any of our channels.
Ted x Club meeting	Introductions plus discussions regarding O Week and Ted X x MONSU's future relationship
CLUB App meeting	Two Monash alumni presented their idea for a centralized platform for clubs to give information to students as well as ticketing and event management.

<b>Internal Items</b>
<b>Student Engagement</b>
Key Activities: (What have you done to engage with students?)
<ul style="list-style-type: none"> <li>- I sat on a Women in Leadership panel for the Women’s Department at MSA. This will be available for student consumption during O Fest and beyond and will hopefully open up lines of communication between MONSU and new female/female-identifying students</li> </ul>
<b>Student Advocacy</b>
Key Activities: (What have you done to support students?) <ul style="list-style-type: none"> <li>- Communications with Sue Elliott and Kris Ryan are underway to determine a conclusion regarding online learning in 2021, and whether students residing in Australia will have a choice in their mode of delivery</li> <li>- Discussions are taking place at MONSU regarding social justice matters including but not limited to supporting an upcoming NDIS rally and concerns regarding “Australia Day”</li> </ul>

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
APC hearing organisation with Dan	Student members are being finalised however we would still love for an additional one or two members.
Week 1 major party meeting	Theme has been finalised however we are currently trying to secure a venue which is proving difficult in relation to density limits.
Womxns O Fest event meeting	Hannah presented her ideas for the womxn’s department event during O Fest. Her ideas are immaculate however there were still some discussions had surrounding specifics of the event, to ensure it’s enjoyable.
CMT	Updates discussed and provided to MONSU however changes made soon after will need to be reflected in discourse this week.
Catch up with Lyn	Lyn and I discussed items such as the budget and the reps return to office among other internal processes.
BusEco online meeting with Amie and Nicole	The BusEco team are providing us with a platform for interaction and advertisement during O Fest. We will be utilising this where possible and Council will deliberate on some content in question.

Reps goal-setting session	The incoming team got together to do a goal-setting session similar to that provided by Josh Farr during the Student Leadership Retreat
Presidents catch up	Caitlyn and I spoke about a number of internal and external matters including the Clubs Advisory Forum and the Meet the Reps event in O Week. It is my hope to further develop the CAF as well as creating new initiatives for the President portfolio and MONSU
Student Council (#6)	N/A
Comms x Creative x SE	
Clubs Officer Catch up	Candice and I had general discussions about her role and what is expected of the Clubs Officer. We spoke specifically about the Clubs Advisory Forum and how we want to organise and develop this further. Sanjiv and Candice will be meeting to further discuss the specificities of her role and the working relationship they will have.
OSS Officer catch up	Wendy and I talked about her plans including OSS Committee, website updates and tour video development to include Mandarin subtitles.

<b>Action Items</b>
<b>Action Items for upcoming weeks:</b>
<ol style="list-style-type: none"> <li>1. Develop a January 26 official statement</li> <li>2. Organise BRIGTH sessions with the reps</li> </ol>
<b>Previous Actions Items Status:</b>
<ol style="list-style-type: none"> <li>1. ASE Framework: Discussions with Respectful Communities have begun however I am wanting to discuss this framework with all the reps once inducted to ensure that it is viewed as</li> </ol>

necessary and viable before utilising.  
2. SLR development took place and the retreat was useful in parts. Feedback has been provided to MSA on behalf of MONSU.

## Goals

**Goal for previous fortnight:** Finalise ASE framework draft for Summer Executive

How did you try and achieve this?

Researched relevant groups and departments within Monash and then began reaching out to them. Discussions are underway with staff at Respectful Communities however, as outlined above, I am going to halt further development of this framework until the reps are inducted and we can have larger discussions surrounding events. Any policy or frameworks developed should be in line with the beliefs, values and goals of all reps.

**Goal for next fortnight:** Get reps in contact with their relevant staff member e.g. Marketing with Comms and Creative

How can I try and achieve this?

Firstly, meet with each rep to discuss their role generally and which staff members they will be working with. Then simply give the reps the relevant staff email addresses for them to reach out.

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

Recognise valuable, consistent or strong contributions from reps to encourage & motivate.



## MONSU Caulfield Student Representative Report 2021

Name: Maxi Hunt	Portfolio: Activities
Date: 4/02/21	Week:

### Basecamp

What projects did you contribute to?

Week one party  
O-week activities (e.g. tours)

### External Items

**Emails Received/Action items**

**Outcome**

Location for week one party

Laundry Bar chosen due to capacity size

**Meetings and Functions Attended:**

**Notes for Council:**

O-week activities plans meeting with Fintan

Making some final decisions and establishing contact with potential venues for events

### Internal Items

**Student Engagement**

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

- Reaching out to (unofficial) MONSU crew to gauge potential help with events
- Speaking with students I am in contact with to see what type of events they'd like to see

### **Student Advocacy**

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

- Considering accessibility for all students at the upcoming o-week events
- Ensuring events will be marketed in a way that can reach students well
- 

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
21/01/21 Meeting with Fintan regarding upcoming events	Just ensuring there are some concrete action plans in place for the upcoming events
21/01/21 SCSE 20/21.6	Revising agenda and passing motions
28/01/21 Summer Exec x Comms x Creative Catch Up	Has to leave meeting early due to work commitments

### **Action Items**

#### **Action Items for upcoming weeks:**

1. Reaching out to find more possible members for MONSU crew
2. Working on week one party details with the team and Fintan

**Previous Actions Items Status:**

1. Contacting students who expressed interest in MONSU crew during the election
2. Working on details for upcoming student activities

**Goals**

**Goal for previous fortnight:** Consideration of student led O-week activities

How did you try and achieve this?

1. Spoken to Fintan regarding upcoming activities
2. Meeting with Summer Exec regarding major week one party

**Goal for next fortnight:** Hashing out details for week one party

How can I try and achieve this?

1. Communicate with Fintan regarding the decisions on venues
2. Speak to Fintan about facilities and previous experiences at Laundry Bar

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

## MONSU Caulfield Student Representative Report 2021

Name: Hannah	Portfolio: Women's / Summer Exec
Date: 16/1/2021	Week:

<b>Basecamp</b>
What projects did you contribute to?
<ul style="list-style-type: none"> <li>- Women's meet and greet</li> <li>- Consent seminar</li> <li>- Queer and womxn's industry night</li> <li>- Women's Instagram</li> </ul>

<b>External Items</b>	
<b>Emails Received/Action items</b>	<b>Outcome</b>
Reached out to girls about meeting to brainstorm ideas for a MONSU womxn's Instagram	<ul style="list-style-type: none"> <li>- First met with Lily to discuss initial ideas. Then met with Lily and Tiffany to discuss aesthetics, purpose and brainstorm the general notion of the platform</li> </ul>
Emailing with Nicole to further discuss the prospect of a womxn's instagram	<ul style="list-style-type: none"> <li>- Setting a meeting for early next week (1<sup>st</sup> of Febuary)</li> </ul>
Communicating with 2020 and 2021 Monash Women's Officers across all campuses to brainstorm and share ideas and experiences.	<ul style="list-style-type: none"> <li>- Organizing a catch up to discuss key priorities for women and Monash and events that we can run</li> </ul>
Booked talent for Women's Meet and Greet panel	<ul style="list-style-type: none"> <li>- Messaged them to confirm interest and will now send out logistics this week</li> </ul>
Brainstormed ideas for the key parameters of both the O-Fest Consent Seminar and Women's Meet and Greet / Industry Night	<ul style="list-style-type: none"> <li>- Made two documents with fleshed out ideas to present to and discuss with Anna and Fintan at an external meeting about the events.</li> </ul>
Reached out to womxn interested in joining the 2021 women's committee	<ul style="list-style-type: none"> <li>- Used to poll results to discern who to chat further with to finalize my committee</li> </ul>

Messaged girls interested in helping with women's events as well as keen uni mates about Party On The Green leadership signups	- Successfully got people to sign up as leaders for the event
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<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
Meeting with Anna and Fintan to discuss O-fest event ( Womxn's Meet and Greet)	Fleshed out the event's key parameters and started contacting potential guest speakers
Goal setting seminar run by Anna	Outlined our overall 2021 goals for MONSU as a council
Met with Alyssa and Harvey to discuss Industry Arvo and Consent Seminar	Brain stormed key parameters of both events

<b>Internal Items</b>
<b>Student Engagement</b>
Key Activities: (What have you done to engage with students?)
<ul style="list-style-type: none"> <li>- Engaged with students who are interested in leading through committees in 2021 and chatted through their ideas and passion projects they would like to complete as a part of the team</li> <li>-</li> </ul>
<b>Student Advocacy</b>
Key Activities: (What have you done to support students?)
<ul style="list-style-type: none"> <li>- Started planning the womxn's Instagram which will provide empowering content for womxn on campus and advocate for their safety, empowerment and enjoyment.</li> <li>- Met with Carmen from Respectful Communities to discuss collaboration with them for the O-week Consent Seminar</li> </ul>

<b>Meetings and Functions Attended:</b>	<b>Notes for Council:</b>
SCSE 20/21.6 @ Thu Jan 21, 2021 2pm - 3pm	

Week 1 Party - Meeting @ Mon Jan 18, 2021 2pm - 3pm	

<b>Action Items</b>
<b>Action Items for upcoming weeks:</b>
<ol style="list-style-type: none"> <li>1. Soft Launch of the Womxn's Instagram account</li> <li>2. Email talent all the information for the Meet and Greet Event occurring in Week 2</li> </ol>
<b>Previous Actions Items Status:</b>
<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

<b>Goals</b>
<b>Goal for previous fortnight:</b> Start properly fleshing out the womens events for O-week
<p>How did you try and achieve this?</p> <ol style="list-style-type: none"> <li>1. Met with Fintan and Anna to disucss parameters of meet and greet</li> <li>2. Reached out to and booked talent for the panel at the event</li> <li>3. Met with Harvey and Alyssa as well as Carmen from respectful communities to discuss Consent seminar</li> <li>4. Started scouting talent for industry night</li> </ol>
<b>Goal for next fortnight: Refine all details of events and tie of loose ends on all my events</b>
<p>How can I try and achieve this?</p> <ol style="list-style-type: none"> <li>1. Book DJ and email all talent</li> <li>2. Book room for industry night</li> <li>3. Follow up with Carmen and set up a meeting to discuss Consent Seminar</li> </ol>

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

- Communicate openly with operations staff

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