



## **1.0 Welcome and opening**

Charlie started by acknowledging that the Committee was meeting on Whadjuk Noongar land, and paid his respect to elders past, present and future that continue to practice their culture, belief and practices on this land.

### **Attendees:**

Voting Members: Charlie Viska (Chair), Brad Forbes, Ben Martin

Staff Members: Mutya Maragiot-Joseph, Kelvin Lee, Nicola Norris, Melissa Hetherington

**Apologies:** Joanne Lim, Maddie Mulholland

## **2.0 Confirmation of Previous Minutes**

Nil

## **3.0 Business Completed via Circular**

Nil

## **4.0 Committee Business**

### **4.1 Introductions/personal backgrounds**

Each member of the committee took turns introducing themselves, saying their name and what their position within the Guild is.

Charlie explained he is the Guild Vice-President, and is the Chair of the committee. He explained he is also acting Guild President whilst Maddie is on leave. Mutya explained she is the Finance director. Nicole introduced herself as the Guild's accountant. Kelvin explained he is in charge of the Guild's IT services. Ben introduced himself as just an Ordinary Guild Councillor. Melissa introduced herself as the Guild's Casual Archivist, and she is in 1 day a week. Brad finished introductions with himself as an Ordinary Guild Councillor, as well as the President of ECOMS, which gives him previous exposure to the business side of this.

Mutya asked if everybody was familiar with the terminology, such as "credit", "debit" and similar terms. Everybody was comfortable with the language. Charlie explained he didn't have much previous experience, but felt he was quickly learning.

Charlie explained that he would be taking minutes for this meeting.

### **4.2 Focus for 2016**

- 4.21 POS

Mutya explained 2015 Corporate Services Committee investigated 5 or 6 Point of Sale (POS) systems and shortlisted 3 – "Micropower", "Task" and "BePoz". The 2015 committee saw demonstrations and each company provided quotations.

Mutya said Task and BePoz have previous experience integrated with NetSuite (our new accounting software).

Mutya explained that as Micropower hasn't been integrated with NetSuite before, the company would do it for free. Mutya was reluctant to take this path, as we would be their experiment.

Mutya explained BePoz's NetSuite integration first took 6 months, however it would only take a couple of weeks at the Guild due to this previous experience. Finally, Task would be the most expensive, but has the most features and the most experience with NetSuite integration.

- **Action: Kelvin to create a table to compare the different Systems, identifying what is important to the organisation.**
- **Action: Charlie to circulate this to voting members of the committee.**
- **Action: Charlie, Ben, Brad and Joanne to decide if the committee needs another demonstration of the systems.**

Mutya finished by explaining we are looking to move fairly quickly with this, possibly deciding by February or March.

- 4.22 Archiving

Mutya highlighted our archiving as an area that really needs to move forward. She said Melissa has been very good, proactive and has made a lot of progress.

Focus on the software. Have started on digitalization system, student volunteers.

Melissa explained she has started the digitization of our documents, along with two student volunteers. She has started with old Prosh newspapers, which can be used for Prosh this year.

Mutya elaborated the next step is to find the perfect software. Melissa explained she is looking for online or semi-online database system for the archiving of our records.

- 4.23 Servers

Kelvin said the servers in our server room were installed in early 2009 and are now reaching the "end of their life". He highlighted this as a big issue that will need to be addressed. He elaborated that some of the software we use as well will also need to be updated – starting with e-mails. The current Outlook 2007 e-mail system has begun to cause problems, especially for Mac users.

Mutya asked if it would be feasible to use "cloud" servers. Kelvin responded that this depends on the provider.

Mutya explained to the committee this decision will take a big focus; and provided background on our server options. She elaborated that the University formally didn't allowed the Cloud. This policy has now changed, and Cloud servers are now acceptable as long as the Cloud

hardware is housed in Australia (not US or China). NetSuite itself is housed in California, with back-up servers in Europe. NetSuite therefore, cannot store any Student (Callista) data, and this data will have to be served in our server (either local or Australian cloud).

Kelvin explained that Office 365 is a cloud environment, and their server is housed in Australia – meaning it may be an option. Additionally, it would be completely free for the Guild (as it would operate on an educational license). The only cost would be set up cost, he said. A server, on the other hand, would be thousands of dollars.

This discussion will be continued at a later meeting.

- 4.24 Police investigation

Nicola said there is an ongoing investigation that requires Guild cooperation. Guild Finance met investigators last November and has provided a few samples of evidence. She said the police are reviewing that, to see what is also needed.

Mutya emphasized the investigation is important for the University.

- 4.25 Fine tuning policy & procedures

Mutya explained that general fine-tuning occurred last year, but the policies are still not quite up to date. Case by case, the committee will decide if the Strategic Resources Committee (SRC) or Guild Council will approve policy revisions. Usually, procedural matters are approved by SRC, where as policy is approved Guild Council.

- 4.26 Other projects

Charlie invited Ben and Brad to share any other project ideas they had for the year. Both were content with what had been discussed, and wanted to get more of a picture before deciding on any other projects. Charlie reassured committee members that if there was any particular area that they wanted to get involved with, they are welcome to captain specific projects.

### **4.3 POS**

The committee discussed the importance of sorting out servers and our POS system as a priority. When Kelvin returns from leave on 8<sup>th</sup> February, the servers will become a priority.

Selection of a POS needs to be approved by SRC.

- **Charlie to organize meeting second half of second week of February**

#### **4.4 Archiving**

Melissa updated the committee that the free software that she had been investigated was actually not as flexible as needed, and is designed for a museum. As such, it is inappropriate for the Guild's usage. The committee will need to consider new options that are best for how they can work in to the system. The timeline for doing this is, initially, the next 6 months.

Melissa iterated she is in 1 day a week. She explained the other aspect of her role is to help anyone looking for information in the Guild Archives. With advance notice she can help Guild Councillors, just needs to be able to schedule it in. For individuals seeking access, the best way is through Melissa.

Her current project is to create "memory" booklets for visiting Guild Alumni (e.g. Kim Beazley, Deirdre Wilmott, Janet Holmes a Court).

#### **4.5 Cleaning tender**

Mutya explained 5 cleaning companies have been invited to do site visits throughout next week. After this point, they will be invited to offer tender. Mutya and her team will be distributing a tender document after the final site visit.

In terms of strategy, Mutya said the document would be straightforward. The companies will decide the frequency and method of their cleaning schedules, allowing them to communicate what a reasonable amount of cleaning time is. Our tender document will make clear the expectations for cleaning.

The cleaning companies invited are our existing contractors, the university's cleaning company and 3 others.

- **Action: Charlie to distribute cleaning site visit schedule to committee**

Charlie asked which areas were covered by the contract. Mutya explained it was the South Wing 1<sup>st</sup> floor and the Central Wing, The Sue Boyd Room and adjoining space, the Refectory, Guild Village toilets, and the common areas in Cameron Hall. It doesn't include the medical centre, or our catering outlets.

#### **4.6 Website projects update**

Kelvin explained that the maintenance of websites falls under the committee's purview, but not the development. He explained that there are no issues at the moment or in the foreseeable future, but once the new websites are launched, we will see how it goes.

#### **4.7 Committee members**

Charlie explained that Ordinary Committee Members are elected in March, but until this time the committee can appoint members of the 2015 committee to continue in their roles. It was agreed that there was not a need to do this, as we will likely have quorum for our meetings in the foreseeable future.

Charlie mentioned that he would like to consult Samuel Shenton (2015 OCM) in regards to the cleaning contract, as he had a lot of experience with this last year.

#### **5.0 Next Meeting**

The next CSC meeting will be late in the second week of February.

Meeting ended 2.37pm.



## CORPORATE SERVICES COMMITTEE

### February Meeting Minutes 2016

18/02/2016

#### **PRESENT:**

Charlie Viska	(CV)
Bradley Forbes	(BF)
Maddie Mulholland	(MM)
Joanne Lim	(JL)
Kelvin Lee	(KL)
Mutya Maraginot-Joseph	(MMJ)
Nicola Norris	(NN)

#### **1. Welcome and Attendees:**

- Respect paid for Elders past and present.
- Melissa Hetherington apologised for her absence.

#### **2. Previous minutes were accepted.**

#### **3. Business completed via circular – Nil.**

#### **4. COMMITTEE BUSINESS:**

##### **4.1 POS**

- MMJ and KL updated the Committee on POS Projects:
  - Waiting for NetSuite to confirm cost of integration with new POS system. A budget of \$15,000 has been set for the integration however they expect to get the cost estimate next week.
  - Committee agreed that a recommendation should be made today in respect of the POS system and as such all POS systems should be discussed together with the operational changes and major considerations.
  - KL noted that Micropower POS system is currently in use. BePoz was recommended to the Guild and the third prospect, Task, supplies a number of companies in WA, notably Dome and San Churros.
  - KL noted that there is not much difference in terms of quality between an in-house and cloud based system. Cost would be the main factor.
  - Office 365 cannot be used for POS, only for emails and file sharing.
  - Need to ascertain what Task and BePoz's server requirements are.
  - CV noted that Micropower seems too uncertain to pursue.
  - BF noted that Micropower had no experience in integrating with NetSuite, it's too risky and the set up time was too long.
  - MMJ noted that Micropower would not charge for integration because they had no experience.
  - CV note that Micropower does not offer some of the features that the other systems do and MMJ advised that these particular features are important.
  - The Committee agreed to rule out Micropower as an option.

- MM queried what the lifetime cost would be and MMJ confirmed that this is not known yet; updates are free with Task whereas they need to be purchased for Micropower. The estimated life span would typically be 5 years.
- MMJ noted that Task is more advanced than BePoz. Task is capable of front facing advertising at each terminal whereas it is uncertain whether BePoz can advertise.
- Task has integrated with NetSuite on numerous occasions whereas BePoz has only done it once and their estimated timeframe for integration is far too long.
- MM queried whether the price difference of \$45,000 (approx.) for Task warranted the increased functionality. MMJ noted that the process would be easier with Task and there are more advantages with this system.
- JL queried whether there was a time limit to integrate and MMJ advised that yes there is as the current system is past its lifespan, the tills keep breaking down, it does not help with the stock takes.
- The Committee agreed that Task is the preferable provider, the additional cost of \$9,000 per year (\$45,000 over 5 years) could be recouped through advertising and much time would be saved by the Finance Office.

#### **4.2 SERVERS**

- KL noted that the Guild has the option of cloud or in-house servers.
- Reliance on one server is not ideal as it gives rise to the risk of a single point of failure.
- Moving to cloud is an opportunity for the Guild in the future as the University is now more open to cloud but only if the cloud server is based in Australia. Part of UWA is currently cloud based.
- MM queried what the typical lifespan of a server would be and KL advised 5-7 years. The current server is 9 years old and at the end of its life.
- The various considerations for selecting a server are:
  - Security
  - Price
  - Capability
  - Service / Support
- There would be ongoing price for both an in-house server or cloud based server.
- An in-house server would bear a substantial cost.
- The Committee agreed to take away the various points away for review and that this decision would be the subject of a separate Committee meeting.

#### **4.3 CLEANING TENDER**

- The Committee sought an update on the cleaning tender:
  - Tenders were sought from 5 companies:
    - The Guild's existing cleaners, Skilled Cleaning Services.
    - UWA's cleaners, Clean Domain.
    - Southern Cross.
    - Broadway Clean (subsequently withdrew from the tender process).
    - All Clean (tendered price was approx. \$50,000 above all other quotes so this was automatically not considered).
- Cleaning schedules had been circulated to all parties with the exception of the current cleaners and a walkthrough had been carried out with the parties. It was noted that the current cleaners did not leave a good impression.
- The companies were also asked to quote for a deep clean.
- The Committee agreed to rule the current cleaners, Skilled Cleaning Services, from further consideration.
- The prices quoted by the various cleaners were discussed and Southern Cross had the most reasonable quote.

- The Committee also noted their wish to retain some degree of separation from the University and in this regard, Clean Domain were ruled out from further consideration. It was noted that there was a risk this company could possibly prioritise the University over the Guild given the size of the University.
- It was noted that Southern Cross were very professional and have some high profile clients including WA Police. There would also be a provisional period.
- The Committee agreed to recommend Southern Cross.

#### **4.4 SECOND-HAND BOOKSHOP PLANS**

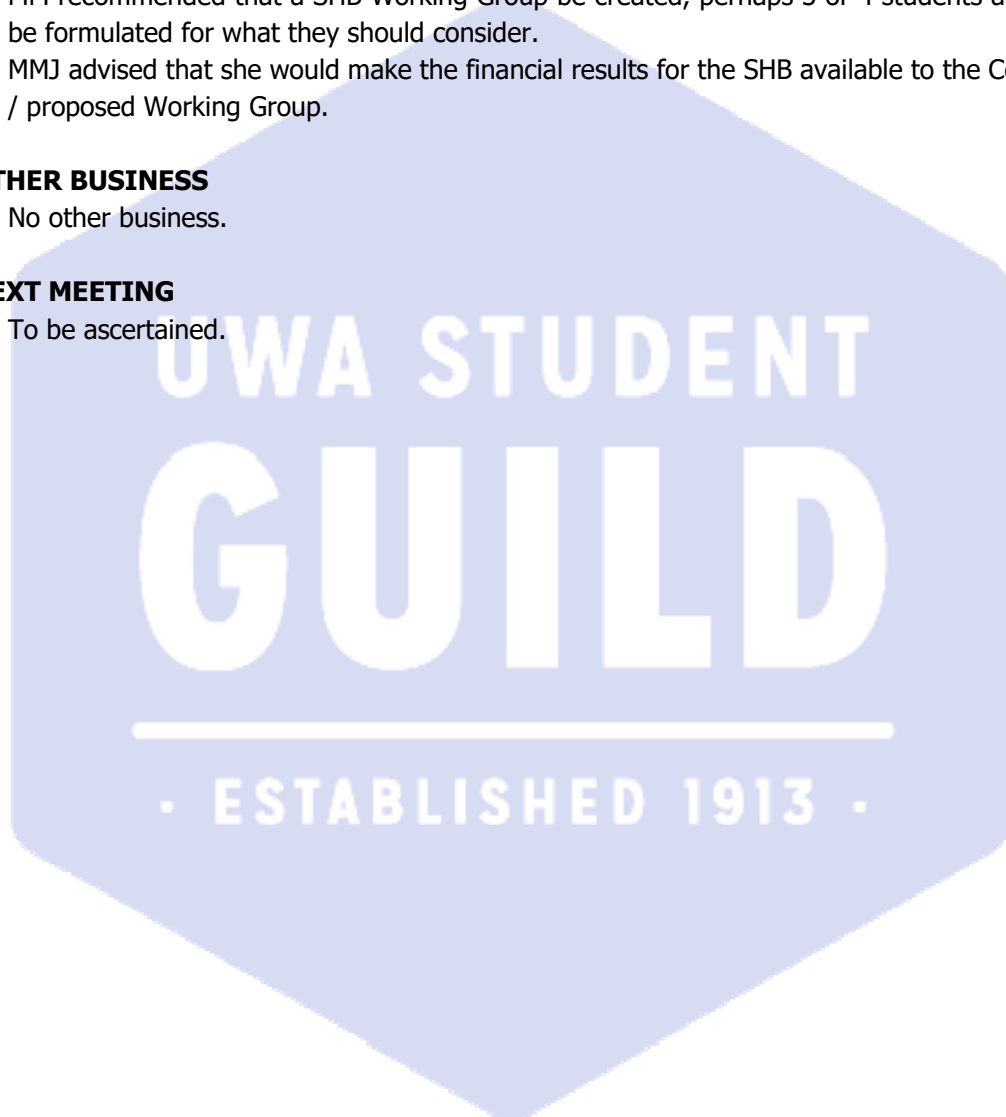
- CV noted that a strategy for the Second-hand Bookshop (SHB) had to be determined.
- MM recommended that a SHB Working Group be created, perhaps 3 or 4 students and a plan be formulated for what they should consider.
- MMJ advised that she would make the financial results for the SHB available to the Committee / proposed Working Group.

#### **5. OTHER BUSINESS**

- No other business.

#### **6. NEXT MEETING**

- To be ascertained.





## CORPORATE SERVICES COMMITTEE

April Meeting Minutes 2016

08/04/2016

### **PRESENT:**

Charlie Viska	(CV)
Bradley Forbes	(BF)
Cameron Mitchell	(CM)
Jessica Young	(JY)
Kelvin Lee	(KL)
Mutya Maraginot-Joseph	(MMJ)
Nicola Norris	(NN)

### **1. Welcome and Attendees:**

- CV acknowledged that the CSC was meeting on Nyoongar Land and respects were paid for Elders past and present.
- Apologies from Ben Martin and Joanne Lim.
- Noted that Maddie was in attendance at a conflicting meeting.

### **2. Previous minutes were accepted.**

### **3. Business completed via circular – CSC recommends SRC approve the acquirement of an in-house server to host the TASK POS system.**

### **4. COMMITTEE BUSINESS:**

#### **4.1 Committee Membership**

- CV welcomed the new Committee members, CM and JY. CV recommended accepting Sam Shenton as a standing invitee to the CSC meeting as Sam has a wealth of knowledge having previously been a member of the CSC. It also helps add an element of continuity; Sam would not have a vote but could provide valuable advice to the Committee. CV moved the motion to accept Sam as a standing invitee and all members were in favour of the motion.

#### **4.2 Servers**

- CV explained to the new members that this server discussion is separate to the aforementioned POS server system.
- CV explained that the current servers are outdated and not supportive, the service has gone down over past number of months indicating the need to upgrade.
- The options are a cloud based server such as Office 365 or an in-house system. CV requested the new members to read the business case drafted by KL 'Migration of In-House Exchange Server'.
- It was noted that Office 365 was the best option, the annual fee was free under educational licencing and it had more capability than the in-house system (Exchange Server 2013).
- CV spoke about the cost of both systems, noting that the less preferable option was more expensive. KL noted that both estimates were obtained from Winthrop and the systems were from the same supplier. CV queried whether it was worth investigating other suppliers. KL

advised that seeing as the Guild is technically a Not for Profit, not an educational institution that we may not be entitled to the educational licencing and associated benefits, Winthrop however view us as part of the University and therefore we can secure the educational licencing from them.

- MMJ noted that we can investigate the cost of the hardware element from other external suppliers so the Committee can be fully informed of the options in any event.
- CV queried Winthrop's Proposed Statement of Works and in particular the assumptions set out on page 5 of the document regarding the back-ups maintained. KL noted that nightly and weekly back-ups are taken and that in the worst case scenario our mail could be affected but this can be restored.
- CV asked fellow Committee members whether they wanted to recommend Office 365 to SRC now or wait for the additional cost information for the less preferable option to be obtained.
- BF noted he was happy to recommend it now. CM was of the same opinion and noted that eventually the cost of the in-house system would outweigh its benefits. JY was also happy to recommend it. CV confirmed that he felt comfortable to recommend it to SRC now.
- CV moved the motion to recommend the migration of the in-house exchange server to Office 365 business case to SRC. All members were in favour of the motion.

#### **4.3 POS Implementation and Integration**

- MMJ confirmed that the Task contract had just been signed yesterday.
- Initial discussions have already been held with Task and further discussions will be held next week regarding implementation and integration.
- MMJ noted that initially the target was to have the system live by mid-April but due to staff constraints that this would not be possible now.
- The inventory part of the project is going to take a lot of work and as the Finance Office is under staffed, Task will set up the POS units so sales can automatically being downloaded to NetSuite while the inventory section is completed; currently this process is manual and time consuming.
- CV queried the timeframe for setting the sales up and MMJ confirmed that this would be a quick part of the process and would in turn save the Finance team much time.
- MMJ advised that it is better to take our time with the inventory as it is better to do it correctly upfront rather than finding and resolving issues after implementation.
- JY and CM agreed to be part of an implementation committee to oversee the Task project and report back to the CSC.

#### **4.4 Guild Car**

- CV noted that the Volunteering Hub had queried whether they could use the Guild car for their volunteers on trips.
- MMJ confirmed that insurance is provided by UWA but that the policy has to be reviewed to confirm cover. It is MMJ's understanding that so long as you are a student with a licence then cover is provided.
- It was noted that the car is not used much but appears to be in reasonable condition. It was also noted that the car has previously been used for Prosh and Relay for Life.
- Noted that the policy also needed to be reviewed to confirm if learner drivers are covered.

#### **4.5 Cleaning Update**

- CV gave some background to the new committee members on the cleaning contract status.
- Six weeks' notice has been furnished to the current cleaners and their contract will expire at the end of April and the new cleaners will commence 02/05/2016.
- MMJ spoke about the sanitary bins issue and how the bins are meant to be maintained by UWA's cleaners, Spotless Cleaning, once a month.

- Noted that once a month is not sufficient for maintaining the sanitary bins.
- On the 2<sup>nd</sup> Floor of the Guild Building, incinerators are still in place in the bathrooms and are completely full. These are not meant to be used anymore for health and safety reasons.
- MMJ confirmed she had met with George Anderson of UWA to discuss this issue and Mr. Anderson agreed that the incinerators needed to be removed immediately.
- New sanitary bins will be delivered soon.
- Noted that the maintenance of the sanitary bins on the 2<sup>nd</sup> Floor and in the CCZ falls out of the remit of the UWA cleaning contract therefore the Guild will incur that expense. Noted that the sanitary bins on the ground floor are within UWA's remit but only cleaned once a month. This may have to be increased to twice per month for health and safety reasons and the Guild will have to bear the additional cost.
- MMJ will speak to George Anderson to confirm the situation regarding the Nedlands and Hackett sanitary bins.

#### **4.6 Archiving Update**

- CV noted he was helping Melissa Hetherington and Chloe Jackson with Guild Alumni contact project and that a programme will be launching in the next few weeks. A big part of this is getting contact details for Alumni.
- Noted that Melissa was investigating EDRMS - Electronic document and records management system.

#### **4.7 Second Hand Bookshop**

- CV advised that a review was being done on the second hand bookshop and a working group will be formed.
- Westpac wish to move downstairs to the bookshop unit.
- CV noted that a report will be compiled and that Tony Goodman had suggested including the purpose, history and financials in the report.
- CV has received information on comparable bookshop sales elsewhere in Australia from the Tertiary Access Group ("TAG"). General trends are also being looked at and once the review is complete, recommendations will then be made. Students can make suggestions about what they would like not just in terms of the books but whether they would like a general convenience store etc.
- CV is to meet with the new Associate Director – Commercial, Jack Spagnuolo, about it.
- MMJ confirmed that Westpac will soon be relocating to the ground floor.

### **5. OTHER BUSINESS**

- No other business.

### **6. NEXT MEETING**

- To be ascertained. CV requested that members send him their availability.

## 18/5/16 Corporate Services Meeting

### 1.0

Apologies – Ben Martin, Melissa Hetherington, Mutya Maraginot-Josep, Nicola Norris, Samuel Shenton.

### 2.0 Confirmation of Previous Minutes

CSC April Minutes (circulated 11/4)

Minutes Confirmed

### 3.0 Business Completed via Circular

Nil

None

### 4.0 Committee Business

#### 4.1 IT Cloud update

##### Update from Kelvin

Kelvin mentioned we are in the very early stages and therefore no decisions have been made as of yet. He is just seeking information at this point. His aim is to get someone from industry to talk to those involved to help get an idea of what we are looking at.

Moving forward - Keep exploring options

In the meantime gather what requirements we need and tailor our search to that.

He also made note that this is fast moving technology so we must tailor our decisions towards the future rather than the current state of the Guild. Do not want to fall into the same trap that we are currently in.

Need for student help – After current projects.

#### 4.2 TASK update

TASKS are currently working on Integration.

A 60% deposit was paid a few weeks ago and the equipment that has been purchased is being stored in Meeting Room 2.

Equipment purchased and in MR 2.

Terminals, Printers, Cash drawers, stocktake scanners etc.

The Guild has submitted a product and employee list.

Kelvin spoke to Westpac about eftpos machine integration with TASK. Saves manual entry of prices into the system and eliminates human error.

Westpac are to finalise and get back to Kelvin about supply of the terminals.

**Timeframe** – A few uncertainties but expected a basic rollout in approximately 3 weeks.

#### 4.3 Cleaning schedule

There have been a few teething problems with keys.  
Cleaners were trying to do the deep clean and set off the fire alarm.  
A few issues with recycling as black plastic bags cannot be in the recycling bins.  
Reminder to please keep an eye out for any issues from clubs/tenancies.

#### **4.4 Second-hand bookshop review**

Plan to be circulated to students for ideas for the space operation.  
To be discussed in council.

#### **4.5 Computer investment program**

SRC have indicated that the Guild currently has no long-term investment plan for technology. This task has been allocated to Corporate Services to make a recommendation.

Maddie raised the issue of portability as a main focus moving forward.

Kelvin provided two options, one portable and one fixed as well as two tiers in order to cater to hardware requirements.  
The first being the option between Microsoft Surface (portable) and Dell (fixed) as well as both high and low end hardware for both.

Maddie indicated who needs portable and who needs fixed devices.  
Kelvin pointed out that he would be able to distinguish between who needs high and low end computers for both fixed and portable devices.  
Brad and Cameron to help out Kelvin with specifics in breakout group and circulate to committee.

#### **4.6 Sanitary cleaning contract**

Issues with cleaning contract.  
We have paid for a 1-year contract with Spotless and no complaints as of yet.  
To be updated next committee meeting

#### **5.0 Other Business**

Guild car insurance – Charlie to double-check whether ordinary students could drive it.

#### **6.0 Next Meeting**

The next CSC meeting is TBA. We will discuss committee members' availability for June given it is exam period.

## CORPORATE SERVICES COMMITTEE

June Meeting Minutes 2016

03/06/2016

### **PRESENT:**

Charlie Viska (CV)  
Bradley Forbes (BF)  
Cameron Mitchell (CM)  
Maddie Mulholland (MM)  
Kelvin Lee (KL)  
Mutya Maraginot-Joseph (MMJ)  
Nicola Norris (NN)  
Jack Spagnuolo (JS)

#### **1. Welcome and Attendees:**

- Respect paid for Elders past and present.
- Sam Shenton apologised for his absence.
- No word from Ben or Joanne.

#### **2. Previous minutes to be circulated after this meeting.**

#### **3. Business completed via circular – Nil.**

#### **4. COMMITTEE BUSINESS:**

##### **4.1 COMPUTRE INVESTMENT PROGRAM**

- KL updated the Committee on the Computer Investment Program. Noted there was concern over student reps allocation when the initial documentation was sent by email but that now we have a better idea.
- KL is going to investigate further the costs of the program and will update the committee at a later date.
- KL noted that it is preferable to have computers purchased soon to avail of end of year promo prices.
- CV noted that the business case would probably be approved by circular. CV thanked KL for his help.

##### **4.2 SECONDHAND BOOKSHOP**

- Noted that on Tuesday the second-hand bookshop would be temporarily relocating to the office space formerly used by Phillips & Father (beside STA) due to Westpac relocating downstairs.
- JS has engaged Keys Bros Moving Solutions to assist with the relocation. Books on fixed bookcases have been put in a crater and catalogued. Many of them are fiction books so likelihood is that students will not be looking for them.
- CV advised he has been speaking to the second hand bookshop manager, Betty, and has gotten some feedback on the relocation. Possibly will get an A-Frame to make people aware of the move as its important people don't think it is gone.

- CV noted that we need to consider how to fill the space when Westpac have moved out in 5-6 weeks.
- Feedback is being sought from FACSOCS, may consider having some merchandise.
- MMJ advised that traffic needs to be driven up to this location, therefore we need to consider what additional products / services we can provide from this location and the associated cost analysis of the options.
- Committee noted that perhaps t-shirts, keep cups could be sold there. Noted that Tony Goodman has suggested putting couches there so it feels homely and people can leisurely browse books.
- JS doesn't think that any external tenant would be interested in this spot.
- JS confirmed that it would take Keys Bros approx. 1.5 days to complete the relocation to the temporary location. Noted that it is not an ideal location but it is only for a few weeks while Westpac relocates.
- Key Bros quoted \$3,000 for the relocation.
- JS noted that Betty felt we were not supporting her in terms of marketing etc but now A-Frames had been made up.
- JS advised the committee that he was seeking ideas from people for the space.
- MM said she wants to make the bookshop more user friendly.
- MMJ noted that policies need to be put in place and we need to look at the way we organise books too.

#### **4.3 STATIONERY VENDING MACHINES**

- JS updated the committee the stationery vending machines. He had followed up some contacts and there are three options available to the Guild:
  - Purchase the vending machine at a cost of \$2.5k - \$3k however it is unlikely that the Guild will benefit financially from this option.
  - An external party puts their own machine in the Guild and the external party retains the income.
  - Finally, we lease the machine and retain the income.
- JS has spoken to the library about the machines however they were not too keen on the idea due to the push on technology.
- It was noted that the Committee needed to consider whether we have a strong enough argument that this service is a convenience for students when they could just walk to the Co-op Bookshop.
- Suggestion was made that the machines could be filled with Co-op Bookshop stationery.
- CV noted that the vending machines might be a good service at ALVA because they are artsy.
- MMJ advised that the leasing option would be preferable as it may be easier to get out of it if the machines do not prove to be popular.
- JS noted that investing in the machines ourselves is the riskiest option.
- MH suggested that perhaps we should check whether the stationery store near Nedlands' campus would have adequate supplies for ALVA prior to making a decision.

#### **4.4 TASK**

- NN provided update on the Task Project.
- NN explained that we had held an internal meeting the prior week to assess the potential risks for phase 1 of Task. This is for both our own use and for the auditors also. The idea was to analyse what the potential risks were and how we could mitigate them.
- NN noted that we had also had a telephone conference with Task in the prior week to discuss implementation phase.
- MMJ advised that training for back office was arranged for the following week and that Task would be implemented in Guild Village Café Sunday 19<sup>th</sup> June so it is ready for Monday trading.

- Noted that a meeting would be held next week to discuss rollout of Task to all other outlets. JS advised that Reid may have to be closed during implementation as it only has one till.
- CV enquired about the timeframe for rollout and MMJ confirmed that Task were to provide this to her.
- MMJ confirmed that a server had been purchased yesterday for Task and would be delivered next week.
- KL advised that he had not heard anything back from UWA about the Callista integration with Task but that he was actively following this matter up.

#### **4.5 MICROSOFT 365**

- The committee sought an update on the migration of servers.
- KL advised that a business case had been prepared but he was not sure what stage it was at.
- KL noted that this case had to be taken to SRC.

#### **5. OTHER BUSINESS**

- MMJ updated the committee on the sanitary bin issue and how currently we pay \$313 per year for 4 bins but that now we are getting quotes from 5 suppliers.
- Noted that we are very hesitant to accept responsibility for jobs that rightfully belong to UWA.
- JS noted he would be meeting with Campus Management and would discuss this with them.

#### **6. NEXT MEETING**

- To be ascertained.

