



## **1. Welcome and Opening**

### **1.1. Attendance**

**1.1.1.** Megan Lee, Luke Andrews, Nevin Jayawardena, Brendon Ng (for Michael Kabondo), Mutya Maraginot-Joseph, Nicola Norris and Jack Spagnuolo.

### **1.2. Apologies**

**1.2.1.** Kelvin Lee and Melissa Heatherington.

## **2. Confirmation of Previous Minutes**

**2.1.** N/A

## **3. Business Arising from Previous Minutes**

**3.1.** N/A

## **4. Committee Business**

### **4.1. IT**

#### **4.1.1. Netsuite**

**4.1.1.1.** Mutya said we're into the final roll out stage of Netsuite and club banking has been fully rolled out

#### **4.1.2. TASK**

**4.1.2.1.** Phase 1 and 2 rolled out

**4.1.2.2.** February Phase 3 – Inventory to be rolled out. Callista integration is complete we just need to finalise the offers we will attach to it.

#### **4.1.3. Office 365**

**4.1.3.1.** Rolled out and good functionality.

**4.1.3.2.** Potential to look at Microsoft Office training for student representatives and staff.

**4.1.4.** Goals for 2017

**4.1.4.1.** Update the bookshop point of sale system and inventory system – inventory system needs to be able to handle the guild selling merchandise on behalf of clubs and other organisations.

**4.1.4.2.** Payroll system – in capital expenditure funding, needs to be updated to make it less labour intensive.

**4.1.4.3.** Server Updates – to be able to handle callista and avoid server shut downs which cause the website and emails to become inactive.

**4.2.** Administration & Record Keeping

**4.2.1.** Melissa is now 2 days a week once she returns from maternity leave. The Guild will need someone until she returns.

**4.2.2.** Life Members Board and history project is being undertaken by Megan and Melissa and will resume once Melissa returns from Maternity leave.

**4.3.** Finance

**4.3.1.** Deloitte Auditors to come in 3 weeks time.

**4.3.2.** Internal auditors from UWA will be coming as well to make sure we're managing our risk effectively.

**4.3.3.** The WA Police have requested more evidence from the 2014 embezzlement incident which Nicola is handling on behalf of the Guild.

**4.4.** 2017

**4.4.1.** 2<sup>nd</sup> Handbook Shop

**4.4.1.1.** Test current TASK system to see if it can handle the kinds of transaction that the bookshop undertakes.

**4.4.1.2.** Assess if TASK can be used to adequately meet the other requirements of the bookshop such as selling inventory, selling club merchandise.

**4.4.1.3.** Policy needs to be developed on club merchandise.

**4.4.1.3.1.** Megan requested that this become an action item for the Societies Council President to be approved by Corporate Services

**4.4.1.4.** Guild Car

**4.4.1.4.1.** A policy needs to be developed to ensure the proper procedure for hiring the Guild care, establishing rule and guidelines for the lawful use of the vehicle, establish terms of reference regarding who can use the vehicle and also outlining disciplinary measures pertaining to the improper use of the Guild vehicles.

## **5. Next Meeting**

Monday the 27<sup>th</sup> of February. Please send agenda items and apologies to Megan at [vp@guild.uwa.edu.au](mailto:vp@guild.uwa.edu.au).



## **1. Welcome and Opening**

### **1.1. Attendance**

**1.1.1.** Megan Lee, Luke Andrews, Kelvin Lee, Davina Daudu (for Michael Kabondo), Mutya Maraginat-Joseph, Nicola Norris and Jack Spagnuolo.

### **1.2. Apologies**

**1.2.1.** Melissa Heatherington.

## **2. Confirmation of Previous Minutes**

**2.1.** Approved.

## **3. Business Arising from Previous Minutes**

**3.1.** N/A

## **4. Committee Business**

### **4.1. IT**

#### **4.1.1. Computer Investment Program**

**4.1.1.1.** Review the program and establish a student working group with Kelvin.

**4.1.1.2.** Need to send review and recommendation to the directors for approval of the 10 new devices

#### **4.1.2. Guild Server**

**4.1.2.1.** Servers are currently about 9 years old.

**4.1.2.2.** Kelvin has received an estimate from Winthrop Computers regarding an update, which is costed at \$30 000.

**4.1.2.3.** Mutya said that the payroll update may need to be postponed and those allocated funds shifted to the server budget allocation.

**4.1.2.4.** A cloud backup system is estimated at \$1200 a month on a 36-month contract

**4.1.2.5.** A review of the proposal of the cloud server is required to see what the Guild will require to accommodate the increase in information and data from the new TASK and Calista systems

**4.1.2.6.** Kelvin will circulate the proposal to the corporate services committee

#### **4.1.3. Payroll**

**4.1.3.1.** Deferred until server is updated due to budget constraints.

**4.1.3.2.** Current payroll backups need to be stored offsite, as current hard drives are being stored in finance with Darryl.

#### **4.1.4. Goals Tracking**

**4.1.4.1.** Staff are currently solely focusing on TASK and the upcoming audits so may not be able to take up the payroll project this year.

### **4.2. Administration & Record Keeping**

#### **4.2.1. Archives**

**4.2.1.1.** New archivist commencing soon.

**4.2.1.2.** When Mel returns from maternity leave Megan will organize a meeting with her and the office bearers to go over the proper archiving techniques of minutes, ballot paper and other document accrued throughout the year.

### **4.3. Finance**

**4.3.1.** Deloitte Auditors Report only raised one issue which has since been rectified. The issue was regarding a review system within catering. Now a stamp system has been established to ensure there is recording keep practices being employed when doing banking slips.

**4.3.2.** Internal auditors from UWA will be coming in March. There will be more time to review the TASK recipe and merchandising capabilities as well as the WA Police investigation after the internal audit in March.

## **5. Next Meeting**

Monday the TBA. Please send agenda items and apologies to Megan at [vp@guild.uwa.edu.au](mailto:vp@guild.uwa.edu.au).

Meeting closed at 1:40pm





## **1. Welcome and Opening**

### **1.1. Attendance**

**1.1.1.** Megan Lee, Luke Andrews, Michael Kabondo, Mutya Maragiot-Joseph, Nicola Norris.

### **1.2. Apologies**

**1.2.1.** Melissa Heatherington, Jack Spagnuolo, Kelvin Lee

## **2. Confirmation of Previous Minutes**

**2.1.** Approved.

## **3. Business Arising from Previous Minutes**

**3.1.** N/A

## **4. Committee Business**

**4.1.** IT

### **4.1.1. Guild Server**

**4.1.1.1.** As the Guild server went down over the weekend, A new server needs to be acquired. This would mean we would need a new guild website.

**4.1.1.2.** A new website would be a faster and cheaper way of updating the servers and preserving our data and information records.

**4.1.1.3.** The student representatives agreed that a new website is needed and would form a working group on the website to ensure we get the functionality and design required.

**4.1.1.4.** Megan suggested we look at bigfish.tv who have done the Arc student union website, or inquiry about who did the ANUSA website.

#### **4.1.2. Computer Investment Program**

**4.1.2.1.** 10 computers have been allocated as follows:

4.1.2.1.1. 3 portables: 1 for catering as requested (2nd portable is Chloe's unwanted surface) and 2 Guild Exec

4.1.2.1.2. 7 Fixed: 1 for Chloe Keller, 4 for Student Rep Room, 1 Catalyst Café, 1 Asst Accountant

4.1.2.2. Email Nevin and Jenny the list that the working group decided on for device allocation.

#### **4.2. Finance**

**4.2.1.** Internal audit has been deferred and will be commencing with the next few weeks.

**4.2.2.** The external audit has been deferred to the 3<sup>rd</sup> quarter.

**4.2.3.** There has been no movement on the police evidence due to the finance team being busy with the other audits.

**4.2.4.** The finance team have agreed to run one on one workshops with student representatives to go over budget training and proper use of NetSuite.

#### **4.3. TASK**

**4.3.1.1.** Prices have been updated, but a few technical issues were encountered.

**4.3.2.** A new casual will be hired for the month to help with the audit.

#### **4.4. Executive Member**

**4.4.1.** Luke Andrew was appointed the executive member for the Corporate Services Committee.

#### **4.5. Guild Car Policy**

**4.5.1.** Luke Andrew has completed the policy except for the manager in charge.



**4.5.2.** Mutya recommended that either Jack Spagnuolo or Chloe Jackson would be suitable for the role of manager in charge.

**4.5.3.** Megan recommended that we speak to Tony regarding who to pick from the AD Commercial or AD Student Services.

## **5. Next Meeting**

Monday the TBA. Please send agenda items and apologies to Megan at [vp@guild.uwa.edu.au](mailto:vp@guild.uwa.edu.au).

Meeting closed at 3:43pm





## **1. Welcome and Opening**

### **1.1. Attendance**

**1.1.1.** Megan Lee, Luke Andrews, Nevin Jaywardena, Jack Spagnuolo, Isobel Bleddyn, Daniel Kuzich.

### **1.2. Apologies**

**1.2.1.** Mutya Maragiot-Joseph, Nicola Norris, Melissa Heatherington.

## **2. Confirmation of Previous Minutes**

**2.1.** Approved.

## **3. Business Arising from Previous Minutes**

**3.1.** N/A

## **4. Committee Business**

### **4.1. IT**

#### **4.1.1. Website Standing Committee**

**4.1.1.1.** Megan to speak with staff regarding which staff should be sitting on this committee.

**4.1.1.2.** Daniel and Isobel to be invitees to this committee.

#### **4.1.2. Computer Investment Program**

**4.1.2.1.** Reallocation of Guild photocopier to the CCZ for club use.

**4.1.2.2.** Reallocation of Student Rep computers to the CCZ for club use.

Review will be conducted of what kind of creative cloud software can be put onto those desktops for club usage. Would likely need to purchase individual licenses for the computers.

**4.1.2.3.** ACTION: Kelvin to investigate the necessity for Guild

Volunteering to get a new tower to support their operations.

4.1.2.4. Guild Book Shop Printer: Expenditure for a new printer has been sent to SRC for approval.

4.1.2.5. CIP proposal to be sent to SRC by Megan for approval to purchase new machines – this includes the new devices, docking stations and warranties.

## **4.2. Finance**

### **4.2.1. Audit**

**4.2.1.1.** Deloitte audit to be reviewed now by the Audit and Risk Committee for approval before going to Guild Council.

**4.2.1.2.** Clean audit, with little to no recommendations or problems found.

### **4.2.2. All major projects underway**

**4.2.2.1.** Server specs being collated by Kelvin and alternative suppliers being consulted.

**4.2.2.2.** TASK is underway.

**4.2.2.3.** Website standing committee terms of reference need to be reviewed to reflect staff member changes from Jenny Ophel.

## **4.3. Guild Car Policy**

**4.3.1. ACTION:** Megan to send completed final draft to Governance Committee.

## **5. Next Meeting**

Monday the TBA. Please send agenda items and apologies to Megan at [vp@guild.uwa.edu.au](mailto:vp@guild.uwa.edu.au).

Meeting closed at 3:56pm



## **1. Welcome and Opening**

### **1.1. Attendance**

**1.1.1.** Megan Lee, Luke Andrews, Nevin Jaywardena, Jack Spagnuolo, Kelvin Lee, Mutya Marginot-Joseph.

### **1.2. Apologies**

**1.2.1.** Daniel Kuzich, Isobel Bleddyn.

## **2. Confirmation of Previous Minutes**

**2.1.** Approved.

## **3. Business Arising from Previous Minutes**

**3.1.** N/A

## **4. Committee Business**

### **4.1. IT**

#### **4.1.1. CIP Warranties**

**4.1.1.1.** Buying the warranty with the devices makes it cheaper in the first instance to have it.

**4.1.1.2.** Kelvin is contacting suppliers to get updates on the quotes, there is some difference from the original pricing, it is different and is currently a little under what is provided for in the first quote.

**4.1.1.3.** Warranties allow us to have faster service when repairs are needed.

#### **4.1.2. CCZ Photocopier**

**4.1.2.1.** \$4899.99 for new unit, plus Kelvin recommends the \$140 sheet try upgrade. Ink and cost are included in the service maintenance agreement.

**4.1.2.2.** Moving the old photocopier into the CCZ. Discussion about how clubs will pay for printing using it.

**4.1.2.3.** All clubs have a printing code that is lined up with their Guild bank accounts. Mutya wondered if it was possible to block the printing access if clubs have a over draught or negative balance. At the moment there is no way to do pay as you go, and there is no way to stop clubs printing thousands of copies which the Guild has to balance at the end of the month when the accounts are done.

**4.1.2.4.** Jack suggested we go ahead and trial it and Mutya suggested we investigate the cost of the pay as you go software, and potentially buying the software with the new machine.

#### **4.1.3. Volunteering Tower and Screen**

**4.1.3.1.** Discussion about whether a stand for the tower is required.

Megan felt that it wasn't considering the current tech they have is not secured and there have been no issues.

**4.1.3.2.** Nevin said that the stand can be discussed in Executive and in SRC.

**4.1.3.3.** Megan said we need to determine what line item this will be coming from.

#### **4.2. Finance**

##### **4.2.1. Server Update**

**4.2.1.1.** Megan to ask Daniel to work directly with Kelvin on server options.

##### **4.2.2. Website**

**4.2.2.1.** Terms of reference had to be altered, Megan has tabled them for next week's Guild Council meeting.

#### **4.2.3. TASK**

**4.2.3.1.** Redesigning the tills, so that venue managers can manage their own tills.

**4.2.3.2.** The recipe system has been handed over to the Head Chef who is finding it far easier to use for inventory and order. Currently the ordering system is all in TASK so purchasing is now done through each outlet and it's easier to marry up the movement of product. Recipe system helps with the reconciliation between purchasing and product going out.

**4.2.3.3.** Once TASK processes have been put in place, finance will do a big review of the integration of all the systems and processes.

#### **4.2.4. Police Investigation**

**4.2.4.1.** Internal UWA audit will be within the 3<sup>rd</sup> quarter but Mutya has received no communications regarding that.

**4.2.4.2.** The investigation hasn't been touched since last meeting, since there has been no follow up with the police but now the matter is resting with the prosecutors whilst they're reviewing.

#### **4.2.5. UWA Audit and Risk Committee**

**4.2.5.1.** Our accounts are going to the UWA Audit and Risk Committee. Last year wasn't a good year for the Guild as the University attempted to micromanage all our processes.

**4.2.5.2.** The University is trying to probe more into our expenditure and finances. They are complaining that our level of transparency is the greatest, despite our documentation is exactly like UWA Sports'.

**4.2.5.3.** It will be on June 1<sup>st</sup>.

## **5. Next Meeting**

Monday the TBA. Please send agenda items and apologies to Megan at [vp@guild.uwa.edu.au](mailto:vp@guild.uwa.edu.au).

Meeting closed at 11:34am





## **1. Welcome and Opening**

### **1.1. Attendance**

**1.1.1.** Mutya Maraginos-Joseph, Megan Lee, Luke Andrew, Nevin Jaywardena, Daniel Kuzich.

### **1.2. Apologies**

**1.2.1.** Nicola Norris, Melissa Heatherington, Jack Spagnuolo, Isobel Bledlyn.

## **2. Confirmation of Previous Minutes**

**2.1.** Approved.

## **3. Business Arising from Previous Minutes**

**3.1.** N/A

## **4. Committee Business**

### **4.1. IT**

#### **4.1.1. Photocopier**

**4.1.1.1.** New Photocopier Setup and named as Colour Copier. Old copier moved to CCZ and to be renamed to Black/White copier.

**4.1.1.2.** Printing Software to regulate use of printing, particularly for Club use. Similar software to that in the library. Clubs to get a code from finance.

**4.1.1.3.** Software Costings (based on 200 user accounts). 2 Machines: \$1,850 + GST. 1 Machine: \$1,500.

**4.1.1.4.** Decision on Printer Movements

**4.1.1.4.1.** Install Software on Colour Printer which will be in CCZ.  
Set up accounts for clubs and departments

**4.1.1.4.2.** Black and White Printer in Guild Corridor



4.1.1.4.2.1.1. Clubs can print in black-white only. Clubs to go UniPrint to Print in colour at a better quality, including club discount.

4.1.1.4.3. ACTION: Kelvin to present cost of printing to next meeting.

#### **4.1.2. Server**

4.1.2.1. Kelvin meeting with departments over next to weeks to find out respective needs. Particularly Jenny from HR regarding payroll software.

4.1.2.1.1. Megan mentioned that Pelican wanted the server to support WordPress.

### **4.2. Finance**

#### **4.2.1. Payroll**

4.2.1.1. Jenny appointed program manager. Mutya and Jack to be heavily involved. Jenny is currently looking at options and is to present to CS.

#### **4.2.2. TASK**

4.2.2.1. Linking with Front end done e.g. connected to till etc. Linking with back end is in the process and is to be integrated with NetSuite. Sales are currently automated but inventory needs to be automated. Full reconciliation by end of July.

#### **4.2.3. Police Investigation**

4.2.3.1. Nicola to start next week.

#### **4.2.4. Processes Review**

4.2.4.1. To start after Task implementation & Police Investigation.

#### **4.2.5. Secondhand Bookshop**

4.2.5.1. \$5k total cost to update existing software and have an online store. Mutya to see if can link with Dexchange.

4.2.5.2. Potential to sell Guild/Club Merch. Software to be run of the server.

### **4.3. Website**

**4.3.1.** First meeting this week. Alex and Luke are developing a template document for functions various stakeholders require for their specific needs. They will consult various departments to further discuss and will compile a report to present to the committee. The report will also be used to faceplate the tendering process.

## **5. Next Meeting**

Monday the 24<sup>th</sup> July 2017, 12pm. Please send agenda items and apologies to Megan at [vp@guild.uwa.edu.au](mailto:vp@guild.uwa.edu.au) by Friday, 21<sup>st</sup> July 2017.

Meeting closed at 10:45am



## **1. Welcome and Opening**

### **1.1. Attendance**

**1.1.1.** Megan Lee, Nevin Jaywardena, Jack Spagnuolo, Kelvin Lee, Mutya Marginot-Joseph Daniel Kuzich.

### **1.2. Apologies**

## **2. Confirmation of Previous Minutes**

### **2.1. Approved.**

## **3. Business Arising from Previous Minutes**

### **3.1. N/A**

## **4. Committee Business**

### **4.1. IT**

- - Feedback given to Luke and Alex regarding server and website projects on hardware requirements
- - Printing software required
- - Computers going to CCZ, Kelvin asked for quote to get software on computers (autosketch)
- - Follow up on Pelican for server/computer(s) regarding pre-existing quote Finance

### **4.2. Second Hand Bookshop & Logical Developments Presentation**

- - Upgraded database system
- - Fast, quick & free
- - Postage automatically calculated based on location and book weight/dimensions (refer to software document)

- - Reduction of workload for staff at second hand bookshop by making students input required data before bringing book in to sell
- - Possibility of usage of iPad/touch screen PC as ISBN/barcode scanners
- - 2/3 years license, concurrent licensing – can be put on as many devices as desired
- - Implement Paypal and Westpac payment gateway as payment method
- - Put shop hours/location in HTML area in 'Contact Us'
- - Pre-authorization used to give in-store buyers preference over online buyers, requires staff persistence to respond to online orders efficiently
- Consider regulation for textchange, or move away from it
- - Appoint admin(s) to approve listings

## **5. Next Meeting**

Monday the TBA. Please send agenda items and apologies to Megan at [vp@guild.uwa.edu.au](mailto:vp@guild.uwa.edu.au).



## **1. Welcome and Opening**

### **1.1. Attendance**

**1.1.1.** Megan Lee, Daniel Kuzich, Michael Kabondo, Kelvin Lee, Jack Spagnuolo, Mutya Marginot-Joseph

**1.1.2.** Absent: Nevin Jayawardena, Isobel Bleddlyn

### **1.2. Apologies**

**1.2.1.** Luke Andrew

## **2. Confirmation of Previous Minutes**

**2.1.** Approved.

## **3. Business Arising from Previous Minutes**

**3.1.** None.

## **4. Committee Business**

### **4.1. IT**

**4.1.1.** Survey for the server should be completed by end of next week.

### **4.2. Finance**

**4.2.1.** Police to collect all the evidence.

**4.2.2.** Reconciliation of inventory and backend process of TASK will be completed. Meeting with Jack to discuss differences in inventory with the new back end system.

**4.2.3.** Nicola to go away for a month. Darryl back on Monday.

### **4.3. Second Hand Book Shop**

**4.3.1.** Project has been slowed due to concerns with the aesthetics.

**4.3.2.** Daniel to do some research of other second hand book shop websites to see what other options we might have. Daniel will aim to have it at next month or circulate prior.

**4.3.3.** Megan and Nevin believe it's best to pick a provider that satisfies all our requirements from the start.

**4.3.4.** Contract with Craig, the manager of UniPrint for a contract regarding unit readers which specifies a 15% commission unit readers as well as semester reconciliation.

**4.3.5.** Extra products have been put in there, and looking for more clubs to sell merchandise there. Michael will remind clubs that they can sell their merchandise there.

#### **4.4. 'Charge Bars'**

**4.4.1.** Reid library has installed charge bars into the ground floor.

**4.4.2.** Looking at putting in charge bars into catering outlets. Looking at initially getting five units.

**4.4.3.** Under 3000 for five units. One from Hackett, Guild Village, Science, Tavern and the Refectory.

**4.4.4.** Suggestion is to go for two units at first as a trial – Hackett and the Tavern. Installation will be extra as it will need to go through UWA.

**4.4.5.** Custom artwork to Guild branding.

**4.4.6.** Business case to be put together for next month for two units.

#### **4.5. Club Printing**

**4.5.1.** Connect issue with the printer and print server slowing the process. The person who usually looks after this issue is away on leave so isn't responding as rapidly as usual.

**4.5.2.** Printing codes have been issues to Michael who is still working on the best way to issue clubs with their code. It looks like they will go to finance to get their code and put in their initial amount of money.

**4.5.3.** Kelvin will put together packs for each club.

## **5. Next Meeting**

Please send agenda items and apologies to Megan at [vp@guild.uwa.edu.au](mailto:vp@guild.uwa.edu.au).

Meeting closed at 11:30AM.





## **1. Welcome and Opening**

### **1.1. Attendance**

**1.1.1.** Megan Lee, Daniel Kuzich, Luke Andrew, Kelvin Lee, Jack Spagnuolo,  
Mutya Marginot-Joseph

**1.1.2.** Absent: Nevin Jayawardena, Isobel Bleddlyn

### **1.2. Apologies**

#### **1.2.1. L**

## **2. Confirmation of Previous Minutes**

### **2.1. Approved.**

## **3. Business Arising from Previous Minutes**

### **3.1. None.**

## **4. Committee Business**

### **4.1. IT**

**4.1.1.** Kelvin spoke with the consultants who prepared updated pricing for the parts and labour for the new server.

**4.1.2.** Pricing came back as the server and software being just over 19 thousand dollars excluding GST, one and a half for offsite cloud backup, annual software fess at around 65 dollars and project as per SOW at just over 15 thousand.

**4.1.3.** The committee discussed whether the lowest provided storage size in would be too large for the Guild's needs.

**4.1.4.** Action Item: Kelvin Lee to request further info into getting a smaller cloud storage size.

**4.1.5.** Approval for the server to be moved via circular.



## **4.2. Finance**

4.2.1. Handing over the payroll project to Jenny for completion and referral to Corporate Services and Strategic Resources Committee.

## **4.3. Second Hand Book Shop**

## **4.4. Club Printing**

**4.4.1.** Clubs have not come to finance to access their printing codes yet.

**4.4.2.** There are some delays with printers not being online.

## **5. Next Meeting**

TBC. Please send apologies to Megan at [vp@guild.uwa.edu.au](mailto:vp@guild.uwa.edu.au). Meeting closed at 12:46.



## **1. Welcome and Opening**

### **1.1. Attendance**

**1.1.1.** Mutya Maragiot-Joseph, Megan Lee, Luke Andrew, Daniel Kuzich, Kelvin Lee.

### **1.2. Apologies**

**1.2.1.** Nevin Jaywardena, Nicola Norris, Melissa Heatherington, Jack Spagnuolo, Isobel Bleddyn, Michael Kabondo.

## **2. Confirmation of Previous Minutes**

**2.1.** Approved.

## **3. Business Arising from Previous Minutes**

### **3.1. Server**

**3.1.1.** Approved and Audited. Hardware installed 29<sup>th</sup> Nov 17. In the process of migrating existing software and services with contractors working over the break to reduce downtime.

### **3.2. Payroll**

**3.2.1.** Darryl (payroll officer) is going to be on medical leave from his knee surgery. Mutya to move forward with payroll and discuss with Megan on procedures.

**3.2.2.** Target to start before the outlets open i.e. Sem 1 to ensure savings from payroll as payroll is currently 4 mil hence 1% saving would be 400k i.e. a significant saving.

## **4. Committee Business**

### **4.1. IT**

#### **4.1.1. Website & Server**

4.1.1.1.1. Current virtual server will be migrated to hardware server hence there will be no change in current user i.e. Pelican

## **4.2. Finance**

### **4.2.1. External Audit**

4.2.1.1. Commencing next week.

### **4.2.2. Internal Audit**

4.2.2.1. Meeting with the university in 18<sup>th</sup> Dec to plan for next year. Target is inventory and payroll to find out costings. In the discussion will mention we are implementing a new payroll so might need to postpone audit.

### **4.2.3. Year End Task**

4.2.3.1. Busy time closing the books and also opening the books for the 2018.

## **4.3. Second Hand Book Shop**

4.3.1.1. Major focus for CS Committee 2018

## **4.4. Future Community Recommendations**

### **4.4.1. Second Hand Book Shop**

4.4.1.1.1. For CS Committee 2018 to focus on

### **4.4.2. Website**

4.4.2.1.1. For CS Committee 2018 to focus on

### **4.4.3. Integrated Student Portal**

4.4.3.1.1. Student Assist, Catering, Online Ordering

### **4.4.4. Move from GSuite to Office365**

4.4.4.1.1. Majority of Staff have made the switch, students population to make the switch too

## **5. Next Meeting**

Final Meeting of the year.

Meeting closed at 10:25am





# CORPORATE SERVICES

21 DECEMBER 2017

## 1.0 WELCOME AND OPENING

Start at 11.01am

### 1.1 Attendance

1.1.1 Adhish Kastha, Megan Lee, Yerim Won, Danielle Browne, Kelvin Lee, Jack Spagnuolo, Nicola Norris, Mutya Maraginot-Joseph, Melissa Hetherington, Su Sugandha

### 1.2 Apologies

1.2.1 Joseph Chan

### 1.3 Proxies

### 1.4 Absent

1.4.1 Mutya Maraginot-Joseph as Executive

### 1.5 Invited

Brief introduction of everyone and the role that everyone does

## 2.0 AGENDA ITEMS

### 2.1 Finance Report

2.1.1 General

2.1.1.1 Internal audit with Deloitte

2.1.1.2 Finalising accounts

2.1.2 Payroll Updates

2.1.2.1 Current payroll system is old

2.1.2.1.1 Difficult for Jack and will make it easier,

2.1.2.1.2 Wages is one of the biggest costs and have no proper structure in managing it and difficult to maintain

2.1.2.2 2 suppliers, Zeus and Infinite,

2.1.2.2.1 Zeus Commencing in Jan 2-3 weeks

2.1.2.2.2 Infinite in 6-8 weeks

### 2.2 IT Report

2.2.1 General

2.2.1.1 New servers done mostly as of 21/12/17

2.2.1.2 Other services being done in the next 2 weeks, closing it up on the middle of January.

2.2.2 New computer for Engagement as part of the Computer Investment Programme

2.2.2.1 Look at it in March/April to put new requests in

2.2.2.2 Danielle requesting a MacBook pro to edit videos online as a staff member is currently

2.2.2.2.1 Cost: \$2,800

2.2.2.2.2 Megan: can we use a and put Final Cut Pro and Adobe Suite

2.2.2.2.3 Megan asked for a Business Case for Danielle Browne with which software and which computer would be the best



# CORPORATE SERVICES

21 DECEMBER 2017

**2.2.2.2.3.1** Can be approved via Circular Motion

## 2.3 Second Hand Bookshop Report

- 2.3.1 Bookshop system is relatively old, did not support PayPal, Westpac and nab
  - 2.3.1.1** New one with online features but not happy with the customer side of things
  - 2.3.1.2** Megan wanted to integrate with the new guild website.
  - 2.3.1.3** Allow Albany students to buy books from the website and get that shipped to them
- 2.3.2 Action items: give cost of implementing the temporary

## 3.0 GENERAL BUSINESS

### 3.1 Feedback

- 3.1.1 Relevant people are here, so reduce the amount of extra committee meetings for example the CIP.
- 3.1.2 Schedule for meeting dates prior in January meeting

### 3.2 Goal Setting and Planning

#### 3.2.1 Guild Website

- 3.2.1.1** Alex O'Brien did some research on it, so contact her and circulate it around before January meeting
- 3.2.1.2** Consumer friendly,
- 3.2.1.3** History and alumni tab

#### 3.2.2 Finance

- 3.2.2.1** Internal audit
- 3.2.2.2** Loyalty programme, discounting, WizBank sale with information based on students purchases
  - 3.2.2.2.1** Supplier promotions
  - 3.2.2.2.2** Gift voucher
  - 3.2.2.2.3** Allowing student cards to have money in them
- 3.2.2.3** Payroll updates

#### 3.2.3 IT

- 3.2.3.1** Need reports that catering, finance and IT needs to run their task.
- 3.2.3.2** Schedule meetings with senior managements for the task
  - 3.2.3.2.1** Discussion with them about the contracts

## 4.0 CLOSE AND NEXT MEETING

- 4.1 Discussion of next meeting possibly on 19<sup>th</sup> January 2018 2pm.
  - 4.1.1 Prepare Goal setting and planning
  - 4.1.2 Prepare ideas about Guild website
  - 4.1.3 Danielle to make a business case on the new laptop to be approved by circular motion
- 4.2 Close Meeting at 11.34am