



CORPORATE SERVICES

15th April 2020

1.0 WELCOME AND OPENING

Acknowledged that the committee was meeting on Noongar land and respects were paid for Elders past, present and emerging.

1.1 Attendance: Brehany Shanahan (BS), Christopher John Daudu (CJD), Jack Spagnuolo (JS), Kelvin Lee (KL), Elaine Yan (EY),

1.2 Apologies: Mutya Maraginot Joseph (MMJ), Melissa Hetherington (MH)

1.3 Absent: N/A

1.4 Proxies: N/A

1.5 Invitee: N/A

2.0 AGENDA ITEMS

2.1 Commercial Service Update

2.1.1 JS advised due to guild office closure, James needs go UWA mail room to collect the mail once per week, JS advised he will check with pharmacy and work out whether they can take care of the mail.

2.2 New Computer & CCZ TV

2.2.1 KL advised new computers will arrive this week.

2.2.2 BS Confirmed the CCZ TV was approved at the 24/1 CRC committee meeting.

2.3 Finance Update

2.3.1 EY advised there is no finance update.

3.0 CLOSE

3.1 Meeting closed at 10:10am.



CORPORATE SERVICES

14th May 2020

1.0 WELCOME AND OPENING

Acknowledged that the committee was meeting on Noongar land and respects were paid for Elders past, present and emerging.

- 1.1 Attendance:** Christopher John Daudu (CJD), Jack Spagnuolo (JS), Mutya Maraginot Joseph (MMJ), Elaine Yan (EY), Melissa Heatherington (MH)
- 1.2 Apologies:** Brehany Shanahan (BS)
- 1.3 Absent:** Zhen You (ZY)
- 1.4 Proxies:** N/A
- 1.5 Invitee:** N/A

2.0 AGENDA ITEMS

2.1 Finance Update

- 2.1.1** MMJ advised that auditing is now finalise, and we going to represent it to UWA Audit and Risk Committee.
- 2.1.2** MMJ advised finance department will operate as normal, front count and GSG staff will return to office next week, and to allow interns to complete 100 hours work requirement, we will notify them come to office next week.
- 2.1.3** MMJ advised we going to start mid-year budget once April account finalised.

2.2 Archiving Update

- 2.2.1** MH advised that she is working on digitalise early guild minutes the moment.

2.3 CCZ TV

- 2.3.1** KL advised TV for the CCZ has been ordered and we are waiting for stock to arrival and install.

2.4 Corporate Service Update

- 2.4.1** JS advised there is no update from corporate service.

3.0 CLOSE

- 3.1** Meeting closed at 10:15am.



CORPORATE SERVICES

17th June 2020

1.0 WELCOME AND OPENING

Acknowledged that the committee was meeting on Noongar land and respects were paid for Elders past, present and emerging.

- 1.1 Attendance:** Mutya Maraginot Joseph (MMJ), Ridhima Vinayachandran (RV), Brehany Shanahan (BS), Christopher John Daudu (CJD), Jack Spagnuolo (JS), Elaine Yan (EY)
- 1.2 Apologies:** Melissa Hetherington (MH), Isobel Hicks (IH)
- 1.3 Absent:** N/A
- 1.4 Proxies:** N/A
- 1.5 Invitee:** N/A

2.0 AGENDA ITEMS

2.1 Finance Update

- 2.1.1** EY advised year 2019 audited financial report had been presented to UWA Audit and Risk committee, Auditing for Year 2019 completed
- 2.1.2** EY advised that we are currently finalising management accounts for May-20, and Mutya is working on Mid-year budget at the moments.
- 2.1.3** EY advised there are some issues after TASK updated, we are currently fixing up those issues.

2.2 Tavern Wi-Fi

- 2.2.1** KL outlined Tavern has 3G connection, which isn't great, there are times that EFTPOS transactions can fail, this is mainly due to the contraction from thick concrete, in terms of that, it would be a good idea for us to use Wi-Fi services.
- 2.2.2** There are two options available to us (as detailed in the Quotation circulated to the committee): Wi-Fi service to Guild Tavern Bar Area only or Wi-Fi service to both Guild Tavern Bar Area and Guild Tavern Beer Garden Area. KL invited questions.
- 2.2.3** Bre asked whether the cost has been included in the budget, and Mutya advised this is not included in the budget as the cost will be below \$2k and will be expensed out immediately, however, the payment is on monthly basis, therefore, approximately \$540 will hit this year account.
- 2.2.4** JC added, the major portion of expense is from NBN business plan, which is on monthly basis, he advised that we should have Wi-Fi service to both Guild Tavern Bar Area and Guild Tavern Beer Garden Area. JC noted we have drop offs from other outlets as well, however, Tavern in particular, people just walk away if they cannot pay by EFTPOS.
- 2.2.5** Motion passed unanimously to proceed with 24-month NBN Business Plan for both Guild Tavern Bar Area and Guild Tavern Beer Garden Area.



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- 2.2.6** Bre asked whether university has responsibility for those building in terms of getting new Wi-Fi, is there a problem when we try to upgrade our system.
- 2.2.7** KL advised university currently is working on a program to increasing access points for Unifi, but only for selected buildings and base on their analysis. KL classified the reason is because of Unifi both in terms of its actual architecture and university policy, we not allowed to run commercial transaction on it.
- 2.2.8** JC added that's one of reason why tenants have to use cable for their EFTPOS or rely on very poor 3G or 4G network, that's because we cannot use Unifi.

3.0 CLOSE

- 3.1** Meeting closed at 10:20am.



CORPORATE SERVICES

2nd October 2020

1.0 WELCOME AND OPENING

Acknowledged that the committee was meeting on Noongar land and respects were paid for Elders past, present and emerging.

1.1 Attendance: Mutya Maraginot Joseph (MMJ), Ridhima Vinayachandran (RV), Brehany Shanahan (BS), Christopher John Daudu (CJD), Jack Spagnuolo (JS), Elaine Yan (EY)

1.2 Apologies: Zhen You (ZY)

1.3 Absent: N/A

1.4 Proxies: N/A

1.5 Invitee: N/A

2.0 AGENDA ITEMS

2.1 Finance Update

2.1.1 EY advised that we are preparing for interim audit, auditors from Deloitte will be in office from 17th November to 20th November. We will also start the process of preparing 2020 budget in October, once September management accounts have been finalised.

2.1.2 EY advised due to Darryl's departure, we are restructuring the finance department to making sure the efficiency of Finance department.

2.2 Archiving Update

2.2.1 MH advised she created a spreadsheet to managing document archiving, which helps finding documents.

2.3 Corporate Update

2.3.1 JS advised our keys been damaged, however due to multiple clubs use the room (Sue Boyd & May Tannock Rooms) each day, we unable to identify which club will be responsible for this. In addition, club who made the booking may handle the key to other clubs, we are having trouble to charge the cleaning fee. JS suggested we should limit the usage, such as one club per day, and GSC should manage the keys.

2.3.2 MMJ noted GSC does not have enough staff to manage the keys.

2.3.3 BS advised we can ask club pay for the bond, and clubs need to sign out and return the key once finished the booking.

2.3.4 JS advised he will think about it and keep it on the agenda.

2.3.5 JS advised SHB received a lot of free books, also SHB get flooded when its rain, therefore, SHB need some renovations.



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2.4 STA Travel

2.4.1 JS advised STA Travel abandoned a lot of hardware, Kelvin is revaluating them the moment, and there is an optical fiber for new tenant.

2.5 NBN connection for Tavern

2.5.1 KL advised he already placed NBN order with Telstra for Tavern and other tenant, it normally takes up to 2 months to process the order.

2.5.2 KL noted the infrastructure work will start next Tuesday.

2.6 Main power switches off during Christmas period

2.6.1 KL advised main electricity switch reached maximum capacity which require upgrade.

2.6.2 KL suggested we should upgrade it during Christmas period, because we need to switch the power about 8 hours, the key area will be affected included Medical Centre, IGA and communication room.

2.6.3 KL noted due to IGA have food in freezer, the electrician-Simon will bring the generator when we switch off the power.

3.0 CLOSE

3.1 Meeting closed at 12:30am.



CORPORATE SERVICES

22 October 2020

1.0 WELCOME AND OPENING

Acknowledged that the committee was meeting on Noongar land and respects were paid for Elders past, present and emerging.

1.1 Attendance: Mutya Maraginot Joseph (MMJ), Ridhima Vinayachandran (RV), Brehany Shanahan (BS), Christopher John Daudu (CJD), Jack Spagnuolo (JS), Kelvin Lee (KL)

1.2 Apologies: Elaine Yan (EY)

1.3 Absent: N/A

1.4 Proxies: N/A

1.5 Invitee: N/A

2.0 AGENDA ITEMS

2.1 Finance Update

2.1.1 MH advised that we are preparing for interim audit, auditors from Deloitte will be in office from 17th November to 20th November.

2.1.2 MH noted she is working on year end budget the moment; however, she has difficult to know where to start due to this year's circumstances (i.e. COVID), try to present by next SRC.

2.1.3 MH advised KL is investigating new POS options.

2.2 Computer Renewal Program

2.2.1 KL advised the quotation of computer renewal program for various department, total cost of 32k.

2.2.2 Motion passed unanimously to proceed with the computer renewals.

3.0 CLOSE

3.1 Meeting closed at 03:10pm.