



Voting Members: Emma Mezger, Dauda (Daj) Janneh, Jameson Thompson, Adam Elyousef, Lucinda Clara.

Non-voting/Co-opted Members:

Staff: Mutya Maraginot-Joseph, Elaine Yan, Melissa Hetherington, Kelvin Lee, Jack Spagnuolo, Fernanda Leme.

1.0 WELCOME AND OPENING

Meeting opens 1:30 PM

1.1 Present

Emma Mezger, Adam Elyousef, Dauda (Daj) Janneh, Mutya Maraginot-Joseph, Elaine Yan, Kelvin Lee, Jack Spagnuolo.

1.2 Apologies

Lucinda Clara, Jameson Thompson

1.3 Proxies

1.4 Not Present

Melissa Hetherington, Fernanda Leme

1.5 Invited

2.0 CONFIRMATION OF PREVIOUS MINUTES

N/A

3.0 BUSINESS COMPLETED VIA CIRCULAR

N/A

4.0 COMMITTEE BUSINESS

4.1 IT Update

Kelvin starts with discussing signage. He had several discussions with Tony to start. The aim is to increase the areas available for advertising. The pricing from contracting suppliers has been obtained, for digital signage across guild village, using same infrastructure UWA is using, in addition to a discount. Kelvin adds that we have the UWA signage infrastructure to depend on in case anything goes wrong.

Caitlin will analyse and better organize the packages we have available for advertisers so there's an estimate of generated income. Based on current pricing, she says we can recover this amount in two years.

Jack says its conservative.

Mutya asks if it will increase the number of advertisements.

Jack says, currently we have the paper posters, which look unappealing. He adds that digital screens must be obtained. That will generate more income, even if we do not have a large number of screens.

Emma asks if the digital screens are A4 sized.

Jack says they are about 40 to 50 inches, and will be spread around across UWA, not just Guild Village. This way, the Guild will control 100% of the content posted.

Emma says this will be useful for the over 150 clubs that advertise.

Tenants and outside advertisers will take advantage of this too, Jack says, saying we can tap into that. If there is a new system in place, money will be recovered quick.

Jack re-iterates that paper posters currently do not last long, especially in the rain.

Spending on advertising has to go through the Strategic Resources Committee, then Guild Council for approval as it may require around \$40,000 yearly.

Jack says a business case will be sent out.

Emma says it is a worthwhile investment. Daj agrees and re-iterates what Emma said.

Mutya says it is an expenditure and it generates revenue, in the long term.

Daj says it is innovative, in terms of how the Guild communicates with students. Daj asks how many screens are to be bought.

Jack says twenty, with four within the Refectory. He adds that all the outlets and Guild Village will have some too.

oOh!media screens generate a little bit of income and we will undergo negotiation.

Kelvin says it is good to bear in mind that these are all inside displays.

Mutya says we can gauge interest for outside ones later down the line.

Jack says removal of all infrastructure and fixing up the walls the paper posters are on will require a cost.

Mutya says maintenance should be included in the business case.

Kelvin says it is cost effective to get new screens if they fail rather than fixing.

Mutya tells Kelvin to consider and include the lifespan each unit takes to replace in the business case.

Kelvin then discusses 'Renew IT', a company which recycles old computers, monitors etc. This agreement involves them giving the Guild money back for anything they collect. They refurbish, sell and donate gadgets. They donated some machines for students who

were impacted by Covid-19 , and twelve machines to Guild Volunteering. Mutya asks if we have a written agreement.

Kelvin says no.

The Guild has plenty of old gear, Kelvin says, and this is a good way to get rid of it.

Mutya asks if we need permission, from this committee and tells Kelvin to send an email to the Corporate Services Committee with all information and wait for an endorsement to proceed.

As for the Westpac EFTPOS upgrade program, 2/3 of machines used in the Guild Village have changed to a new model, with people commenting this should have happened a while ago. The change is to a more reputable brand. As for how long it will take before they all change, Kelvin will find out soon. He mentions there will be improvements on performance as a result.

Jack says it inhibited performance and now it works better, as the old machines were not effective.

Emma asks about the IGA EFTPOS machines.

Jack says they are ANZ ones and are not the Guild's responsibility.

As for Venture, the Student Innovation Centre, there have been long discussions with Dell to form a partnership. Kelvin adds that they have given Venture high end desktop machines at no cost to use. He is not sure of the exact specifications but the machines are worth \$5000.

Jack asks about an interactive digital screen.

Kelvin says this has not happened yet, but Dell have offered a try-and-buy for 30 days for the multitouch interactive screen.

Interaction with Guild staff and Elected Guild Representatives is discussed. Kelvin says the aim is to find common IT problems, gaps in knowledge, and put together a wiki-page for support and common IT issues so any simple problems can be solved easily.

4.2 TASK POS

Jack says there are issues with POS system, especially in the back of house functionality. We have not received a service, and there is discussion on service level based on SLA improvements.

Another step is to have a look at other options regarding the back of house area and Mutya will look into that. This includes the cost of upgrading, loyalty programs and coffee preordering. An ordering kiosk like McDonald's will cost an additional amount of money, she says.

Emma asks about preferred names on coffee orders.

Jack says this functionality should be there but the current system is clunky. A replacement program than Task is being explored.

Jack says we should not get rid of Task, the current software adapted, until we find something else. An improved service level is a start.

He adds that it is prohibited for student data to leave the University. When using Calista, service is limited to in-house and cannot have any other systems. The POS system is going towards a cloud-based one. There is a subscription based POS system and Jack says this will allow the system to work better.

The current units are due for replacement and need to be replaced to move to another system. This service level agreement, when signed, will give more time decide whether we will continue our partnership with Task or find a new partner.

For preferred names, Jack says when we get a service in place, it will be a matter of hours' worth from their end to get this working.

4.3 Areas of Improvement

Daj says there has been a big gap between Council members and staff and suggests finding a more efficient way to communicate.

Alongside the wiki page mentioned earlier, proper job descriptions for Office Bearers (OB's) are important. Consulting with staff to accomplish this would be helpful.

Jack says that Chloe Keller and the IT staff know when to reach out to OB's about certain things.

Daj mentions that there are handover documents handed from subsequent OB's from previous year OB's, but says it is not sufficient.

Jack says when the new Council came in, the Directors got involved and were engaged with the elected representatives. There were also activities to learn more about each other and what Directors/staff do.

Daj says he can send an email out to put in a different type of handover with what OB's are meant to do, and staff members can contribute to this document. This can be included in the letter given to Council members at the start of their term.

Emma says roles are explained in the Guild regulations and does not think everyone will engage to send in a document. She highlights that OBs are free to work however they like as well.

5.0 ALL OTHER BUSINESS

N/A

6.0 CLOSE AND NEXT MEETING



Meeting finished at 2:13 PM.

The next Corporate Services Committee Meeting will be held on Thursday 8 July in Meeting Room 1. Please send apologies to the Chair at least 48 hours prior to the meeting.





Voting Members: William Norrish (WN), Emma Mezger (EM), Adam Elyousef (AE), Jameson Thompson (JT), Lucinda Thai-Le Tran (LT), Jordan Colgan (JC)

Non-voting/Co-opted Members:

Staff: Mutya Maraginot-Joseph (MMJ), Jack Spagnuolo (JS), Kelvin Lee (KL), Melissa Stuart (MS), Elaine Yan (EY)

1.0 WELCOME AND OPENING

Apologies:

Lucinda Thai-Le Tran, Jordan Colgan

Absent:

Elaine Yan (EY)

WN acknowledged the traditional owners of the land on which the Guild operates, the Whadjuk Noongar people in Perth, and the Menang Noongar people in Albany. This land was stolen and never ceded. He acknowledged that they continue to be the custodians of this land, and paid respects to elder's past, present, and emerging.

2.0 CONFIRMATION OF PREVIOUS MINUTES

Wednesday June 16th 2021 – Confirmation needed regarding approval in July meeting
Thursday July 8th 2021 – No minutes available, WN to follow up with Elaine

3.0 BUSINESS COMPLETED VIA CIRCULAR

N/A

4.0 COMMITTEE BUSINESS

4.1 IT Update

- Digital signage solution update
 - KL says progress has been made around providing digital solutions to advertising, highlighting that the change removes the costs associated with current signage.
 - KL notes that a rough pricing estimate has been made due to recent availability of external stakeholders.
 - JC says we are looking at installing 13 display screens around Guild village and other Guild outlets, done in conjunction with the Audio-Visual Unit. He further notes that the implementation of the displays will be a cleaner solution to advertising and creates additional revenue commercially.
 - JC notes that there is future opportunity to expand and implement more screens once we start receiving adequate revenue

- MMJ questions the costs associated with introducing the screens and how that compares with potential revenue. KL responds saying that installing the screens will cost between \$45-50k based on rough estimates. He says that Caitlin has done figures for revenue to \$9-10k in revenue per year but adds that this figure is estimated to double due to expanded advertising opportunities.
- MMJ asks about the lifespan of the screens and for clarification on how they will be maintained and who will be responsible for handling advertising. JT responds saying that they have a lifespan of 5 years with a standard 1-year warranty. KT explains that Caitlin will be maintaining advertising, centralising content instead of going through to GSC and having a poster person. He further adds that the Audio-Visual Unit will maintain servicing. MMJ says that maintenance costs should be included in the business case and notes potential to looking into a third party to service.
- EM raises concerns about students breaking the screens and asks whether they will be placed in areas that can be monitored through CCTV. JT responds saying that most screens will be inside. KL adds that they all will be placed in areas where staff can monitor.
- Computer renewal program transition
 - KL says he is reviewing current hardware for renewal for next year which will be gone through in the next meeting. EM notes that the incoming President will attend the next meeting.
- IT strategy
 - Will be discussed in the next meeting.

4.2 Finance Update

- Budget Review and Audit
 - MMJ says that she will be beginning the budget review next week and will be in contact with EM, WN and the incoming President and General Secretary, working with them throughout this process.
 - The audit will be done later this year compared to previous years, occurring in December.

4.3 Archives Update

- MMJ notes that MS will be resigning after the next 4 weeks and takes this opportunity to thank MS for her work, noting immense upgrades to archiving since she stepped into the role.
 - MS says she will be tidying up the archiving room for easy organisation and accessibility for the new person stepping into the position.
- Archiving strategy
 - MMJ says that we will be discussing archiving strategy at the next meeting, imploring the student representatives to look at forming ideas as she will be doing the same. MS says she would like to meet with the student representatives before the next meeting to discuss these ideas and transitioning services.
- Digitisation of earliest Guild Council book

- MS has begun to digitise the earliest records onto the Guild website and says this will highlight to the public that we are actively maintaining and digitising old records.
- Radio Station Proposal
 - MS is working on preparing background information on the previous UWA radio station that ran from 1976-1990 for Guild Council to consider when looking to implement the new proposed radio station.

5.0 ALL OTHER BUSINESS

N/A

6.0 CLOSE AND NEXT MEETING

The next Corporate Services Committee Meeting will be held on Thursday 4th November at 10AM. Please send apologies to the Chair at least 48 hours prior to the meeting.

