



1. WELCOME AND OPENING

1.1 Attendance

Geemal Jayawickrama, Tanisha Kothari, Mutya Maraginot Joseph, Elaine Yan, Adam Elyousef, Aidan Mansfield, Kelvin Lee, Jack Spagnolo.

1.2 Apologies

Amitabh Jeganathan

1.3 Proxies

1.4 Absent

AM acknowledged the meeting is taking place on the land of the Whadjuk Noongar people and the Menang Noongar people of the Albany Campus, and that the Whadjuk Noongar people are the cultural and spiritual custodians of the land. AM paid respects to Elders past, present, and emerging. This land was stolen, and sovereignty was never ceded. Always was always will be.

2. DECLARATION OF POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST

N/A

3. CONFIRMATION OF PREVIOUS MINUTES

N/A

4. BUSINESS ARISING FROM PREVIOUS MINUTES

N/A

5. BUSINESS COMPLETED VIA CIRCULAR

N/A

6. COMMITTEE BUSINESS

1.1 ICT Update.

KL says that yesterday was Beau's last day. The position is being actively recruited for with a number of candidates. In terms of general ICT business not much to say other than going through the normal day and making necessary adjustments while Beau's position is vacant.

KL says in terms of ICT renewal, an order was placed in December for ICT equipment for students, staff, and departments. We have received about half of the order, due to global shortages. Supplier estimates that we will receive everything by the end of May. Although this is not ideal, there is not much else we can do as there is not much supply elsewhere.



KL says supply shortages and shipping delays have pushed back the installation of the project endorsed by SRC to install displays for promotional material in the precinct and various outlets. At this stage we are looking at receiving everything this month. Supplier is seeking confirmation from the warehouse to provide an update.

AE asks KL when the electronic displays are expected to go up.

KL says the displays will go up within a week of arriving.

1.3. Screen Installations at Guild Lobby

KL says we would like to put two more into the lobby to remove the clutter and allow flexibility in what we display and believes JS has spoken to the manager of the medical centre.

JS said in principle the medical centre manager would be happy to pay half the price for the screens in exchange to display half of the content. JS says he is hopeful that this will reduce the amount of clutter and blue tac in the lobby area. JS said that KL is currently looking into getting a quote and then adding an extra screen to the order for the lobby displays for the medical centre.

1.2. Finance Update

EY says Finance is busy with the 2021 EOY auditing. The auditor is in house and aiming to have the process completed by the end of the month. EY is also reviewing the management account for February and is hoping to have it concluded by Friday. Two of the staff are leaving, and their last day will be on 25th of March. The Finance Department is busy preparing the new team members in the interim.

7. ANY OTHER BUSINESS

MM says in the next meeting we will need to include the implementation of the pilot for the new POS system and will want to discuss a change in the employee centre as there is a solution which is potentially cheaper and more effective.

AM says that a new archivist has been recruited and will be joining the committee to provide an archives update on an ongoing basis.

8. CLOSE AND NEXT MEETING

Meeting closed at 12:10PM.

Next meeting will be held on the 19th April 2022. Please contact the Committee Chair; Aidan Mansfield (vp@guild.uwa.edu.au) with any apologies or proxies. If unable to attend, please advise which dates you are available to reschedule if a quorum cannot be met.



1. WELCOME AND OPENING

1.1 Attendance

Jack Spagnolo, Amitabh Jeganathan, Aidan Mansfield, Adam Elyousef, Tanisha Kothari, Elaine Yan, Kelvin Le, Geemal Jayawickrama.

1.2 Apologies

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1.4 Absent

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3. CONFIRMATION OF PREVIOUS MINUTES

N/A

4. BUSINESS ARISING FROM PREVIOUS MINUTES

N/A

5. BUSINESS COMPLETED VIA CIRCULAR

N/A

6. COMMITTEE BUSINESS

1. ICT Update

1.1 Screen Installation

KL: Screens ordered have finally arrived, awaiting on two of the smaller screens that were for the GSC and the outdoor enclosure for the one going in the outdoor space in the tavern, but apart from those everything should be here by the end of the week. KL has asked for these to be installed as soon as they arrive so hopefully, they will be installed by the close of the week. KL is going to be arranging for some software training, so KL, JK and CMP will be completing this. Following completion, staff will be able to train additional people. Advertising should be up within the next few weeks and Caitlin will look at advertising packages for corporates.

1.2 ICT Renewal Update

KL: licensing renewal has been underway for some time. Have received everything that has been ordered but are still waiting on an exact figure, but it will be cheaper than previous years. A few student departments have contacted for additional licenses, but this is not going to be possible until the agreements are finalised.

1.3 ICT Support Officer Update

KL also mentions that we will be having Aaron, the new support officer joins us tomorrow, and we are looking forward to having him join the team.



2. Finance Update

2.1 New POS System Trial

EL asks KL to provide an update. KL says we have been engaging with the supplier for a while and had some discussion with Jack and his team to ensure they have had enough understanding of our business before we make a commitment. KL says we are still thinking about our different options for networking and hardware before we look at running a pilot program. KL says we might pilot the software in Hackett because that uses more functionality than some of the other cafes. KL says we need to get a better understanding of their system and more commitment from the potential supplier. JS says there is a bit of uncertainty as to what is happening with the campus, so are waiting to see what happens with the campus because otherwise the trial not be as effective.

2.2 Employee Software

EL says Finance are exploring an employee platform which may be cheaper and more efficient. At the moment we are trying to collate the information on employee structure so that we can send that back to the provider. EL says the long-term plan is to switch to this provider as it allows employees to automatically update their information and is cheaper. AM asks EL if we will have a clearer picture of how it will proceed when they get back to us. EL says that is correct. EL says currently we are welcoming the new Business Support Officer and Finance Assistant, and that Finance are busy preparing the March report and training the new staff.

3. Archives Update

KL asks if the Archivist was invited to the meeting. AM says he is not sure but will ensure he receives an invite to future meetings.

4. ALL OVER BUSINESS

5. CLOSE AND NEXT MEETING

Meeting closed at 12:12PM.

Next meeting will be held TBD. Please contact the Tanisha Kothari (tanisha.kothari22@guild.uwa.edu.au) with any apologies or proxies. If unable to attend, please advise which dates you are available to reschedule if a quorum cannot be met.