



UWA STUDENT GUILD
The University of Western Australia
M300, 35 Stirling Highway | Crawley, WA 6009
(08) 6488 2295 | hello@guild.uwa.edu.au
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Student Services Committee Meeting Tuesday 15 December 2015

1.0 Attendance, Apologies and Proxies

Attendance

Michael Kabondo (MK)	Committee Chair/Guild Secretary
Chloe Jackson (CJ)	Associate Director of Student Services
Kasey Hartung (KH)	Events Manager
Patrice Mitchell (PM)	Student Assist Manager
Alex Pond (AP)	Creative & Projects Manager
Claire Duffy (CD)	Guild Volunteering Manager
Jack Looby (JL)	SOC President

Apologies

Emma Boogaerdt	ED Council president
Chelsea Hayes (CH)	Business Support Officer (Marketing)
Maddie Mulholland (MM)	Guild President
Jackie Chiang (JC)	Ordinary Guild Councillor
Megan Lee (ML)	PAC President
Nevin Jayawardena (NJ)	
Andrew Huxtable	

Proxies N/A

Charlie Viska (CV) for Maddie Mulholland

2.0

3.0 Minutes from last meeting Approved

4.0 Student Assist

- 2 New staff members, both full timer until the end of July
 - Corrinne: Post Grad Advisor
 - Kathryn: Financial Advisor
- Academic Misconduct Advisors
- Student Assist details to go out to all students
- Working with the Welfare Department
 - Welfare and Chill / Every Tuesday in the Ref Courtyard
 - Out to other faculties of Wednesdays
- Strategy Planning – need to coOnvenecve a Strategy Planning committee (MK)
- Policy work

5.0 Volunteering

- Prosh charity applications close – there have been 23 applications
- Program Directors applications close today
 - 18 program Directors



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- Inviting students to volunteer
- Working with volunteers who are disabled
- Community engagement
- Dani is now Full Time

6.0 Creative & Publications

- AP's last day on 1 march
- New Staff member – Elise Walker
- Pelican
 - i. Staff are at a news conference
- Postscript
- Creative is working on a “How to” Social media Guide
- Videos of Student reps are being finalised and will be posted online before Sem 1
- All design jobs need to be emailed through to Creative
- Action:
 - i. Work on Active Campaigns for FB likes
 - ii. Use Student Reps as Student Brand Ambassadors
 - iii. Look into using Snapchat with geofilters and photo streams

7.0 Events, marketing & Sponsorship

Events

- ODAY
 - i. STALL APPLICATIONS CLOSE ON Monday 25 Feb
 - ii. 70 or so clubs have registered, approximately 200 stalls in total so far
 - iii. Carnival Rides, chill out area, food truck village on oak Lawn
 - iv. Live Music in the Tavern
- OWEEK
 - i. Interfaculty sports events - Wednesday 24 Feb – Interfaculty Frisbee, Thursday 25 Feb – Interfaculty Quidditch
- Movie Nights
 - i. 4 Movie nights on Oak Lawn
 - ii. 24, 25 Feb, 1 & 8th March
- Guinness World Record attempt
 - i. Confirmed date 9 March

Marketing

- New Global Campaign
 - “get” Get Support, Get Involved etc.
- New catering menus so marketing 35% off coffee and 10% off for Guild Members
- Looking to Broaden the scope of the Guild with events like Grill the Guild and Mini Club Carnival
- New campaign CALLED “welcome”
- Websites
 - Plan to increase engagement across the board
 - Makeover of Guild Homepage



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- New Volunteering website
- Eat & Drink website revamp

8.0 Other Business

- OWEEK Movies
- Student Feedback Planning
 - i. Considering using iPad in outlets to gain student feedback (MK) MK requested ideas for alternate methods of gaining feedback. It was suggested having the jars like at Grill'd would be good and highly visible
 - ii. Suggested: Surveys with prizes
 - iii. iPads should have 1-3 questions and should be easy to use/answer
 - iv. **ACTION:** This should be implemented by 29 march
- Cultural orientation prior to semester 2
 - i. There is a \$5000 grant from Cultural Office – applications close 12 Feb
 - ii. Engineering Faculty – Masters students are required to complete 12 weeks vocational work with 4 weeks of related work.
 - iii. JL – Guild assistance is getting these placements would be a good idea
 - iv. Students can speak to volunteering about Skills Based placements (CD)
 - v. CJ suggestion: The Guild could create a HR department focussing on recruiting interns or project based Internship

9.0 Actions

- Student Assist Strategy Planning Day.
- Networking & Planning strategy 2016 with Emily, Laura, Kenneth, Emma, PSA & QD.
- Claire – sit down with Emma and Emily to work on “Your rights in the work place”.
- Engagement Planning – Done in the next 2 weeks.
- Michael to look at Kelvins iPads for feedback ideas.



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Student Services Committee Meeting Wednesday 15 March 2016

1.0 Attendance, Apologies and Proxies

Attendance

Maddie Mulholland (MM)	Guild President
Michael Kabondo (MK)	Committee Chair/Guild Secretary
Megan Lee (ML)	PAC President
Jack Looby (JL)	SOC President
Jackie Chiang (JC)	Ordinary Guild Councillor
Chloe Jackson (CJ)	Associate Director of Student Services
Patrice Mitchell (PM)	Student Assist Manager
Elise Walker (EW)	Creative Officer
Claire Duffy (CD)	Guild Volunteering Manager
Kasey Hartung (KH)	Events Manager

Apologies

Emma Boogaardt (EB)	ED Council president
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Proxies N/A

None

2.0

3.0 Minutes from last meeting will be sent out by MK on 17/3

4.0 Student Assist

- Busy Case load at the moment, with lots of positive outcomes
- Staff:
 - Kathryn attended International Student event,
 - Patrice attended SOC meeting to speak about Student Assist
 - A third staff member would be a great benefit (MM, PM)
- Foodbank
 - Struggling to get it up and running
 - Purchase Process worked out using the Guild Credit Card (PM)
 - Emily Law/Welfare project, needs to be done in conjunction with Emily
 - Posters & flyers to be created



- SA role in mediation (JL)
 - Work rights for Postgrad Students
 - Additional Training in mediation for PM & Student Assist staff

5.0 Volunteering

- A lot of Walk Ins coming into Volunteering
- Program Directors
 - 19 in total
 - 12 hours of training completed
 - Currently completing inductions
- CD attending SOC meeting to talk about Volunteer management
- Had a great response to attendance at ODAY, International Students event, Club carnival and Business School events
- CD looking for advice on a “Bring a Friend” campaign
 - ML – good idea, could be a tagline added onto Volunteering posters as a generic thing
 - Using hashtag #beingafriend, #makeafriend
 - Could make a week devoted to bringing a friend to volunteering, maybe week 6
- CD looking for advice on a new volunteer position at the GV office
 - Would be a volunteer who works a few days a week on volunteer referral
- V-Fest. Intent is to increase volunteering numbers
- Suggestion: Volunteer Network night
 - Opportunity for organisations to showcase their volunteering opportunities
- Concern raised about Voluntourism and being on campus
 - Only AiSEC & EWB allowed to promote on campus
 - Go Volunteer not allowed on campus
 - **Action:** CJ to contact Security to advise that Go Volunteering not allowed on campus
- Imagin & Ignite groups running events
 - JL to contact Ignite to have the Guild affiliated so that they are covered by our insurance
-

6.0 Creative & Publications

- New Manager: Sarah Hamilton starts on Monday 21/03
- New computer for EW has been approved and purchased
- Waiting on Handover from previous manager, if anything is outstanding advise creative
- CJ & EW revising creative invoicing process
- Social media Engagement plan – CJ, CH and EW working on now
- New manager, SH is a social media expert
- Social media Schedule – made into a google doc for MM to access (ACTION for CJ)
- Posting content



- i. Guild achievements
- ii. Political stances
- iii. Guild council motions (MM & MK)

7.0 Events, marketing & Sponsorship

Events

- O WEEK & ODAY eval will be sent by KH to CJ before Guild Council meeting
- Oweek evaluation
 - Frisbee was better, more engaging, more people were able to participate
 - Recommendations
 - Post on unimenter website
 - PA at each event required
- Movies:
 - 1. 22 Jump Street 70-100 pax
 - 2. Harry Potter 100 pax
 - 3. Mean Girls 70 pax
 - 4. Spirited Away 150 pax
 - Eval will address whether oweek, week 1 or 2 are most appropriate
- Oweek and movies need more involvement from clubs (e.g. have clubs co-promote, UCC, UWA Anime and Spirited Away etc.)
- “Program Directors” or Event Directors for all Guild run events
 - Guild Council to make up Event Directors that drive Guild events
 - ACTION: KH to set a meeting with MM and MK to outline expectations and requirements
- Guinness World Records
 - 649 registrations
 - Only 270 participants
 - Next year: new record attempt
 - Greater student council involvement required
- Need more time and notice when advising MK of events and volunteer requirements

8.0 Other Business

- 8.1 Ideas to promote Yoga and Pilates
 - i. Guild Weekly, PSA to push Yoga and Pilates
 - ii. Purchase of battery powered PA and headset, microphone. KH to purchase, approval through MM
 - iii. Purchase yoga mats (MM request)
 - iv. book Marks for promo
- 8.3 CCZ Promotion
 - i. CCZ needs card swipe access (MM)
 - ii. Fans, free coffee, tea, biscuits, hdmi cables (JL)
 - iii. List rooms available on Events Venue booking page (JL)
 - iv. Signage (CH)
 - v. Walk through promo video



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- vi. Own Facebook page
- vii.

9.0 Actions





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Student Services Committee Meeting Tuesday 18 April 2016

1.0 Attendance, Apologies and Proxies

Attendance

Michael Kabondo (MK)	Committee Chair/Guild Secretary
Maddie Mulholland (MM)	Guild President
Megan Lee (ML)	PAC President
Jack Looby (JL)	SOC President
Jackie Chiang (JC)	Ordinary Guild Councillor
Elise Walker (EW)	Creative Officer
Claire Duffy (CD)	Guild Volunteering Manager
Kasey Hartung (KH)	Events Manager
Sarah Hamilton (SH)	Creative Director
Will Stowell (WS)	
Emma Dodgeson (ED)	

Apologies

Chloe Jackson (CJ)	Associate Director of Student Services
Patrice Mitchell (PM)	Student Assist Manager

Proxies

Hannah Matthews for Emma Boogaardt

4.0 Student Assist

- PM unable to attend so points to be circulated

5.0 Volunteering

- Dani resigned
 - Afternoon tea will be held on Friday 29th April at 4pm
- Recruiting for 4th volunteer officer
- Interviews for send round program directors
 - 19 currently



- 4 more roles to be filled
- CD attended the National Volunteering Conference
 - CD will send out findings to MK
- National Volunteer Week 9 – 13 May
- Volunteer Training
 - Pecha Jucha
 - PD, Ignite etc volunteer programs
- Live Below the Line - \$2 a day
 - Raise awareness of student poverty
 - ML to follow up
 - CD to contact Emily Law/Welfare

6.0 Creative & Publications

- a. IBS
 - All comms focused around this
 - ISS/Kenneth getting people to complete the survey
- Catering comms
- Second semester Orientation and Enrolment activities
 - Approximately 2000 new students
 - Schedule received
 - Tav events for during the week
 - Campus Quest run by SOC
 - Consider involving Unimentors

7.0 Events, Marketing & Sponsorship

- Proposed heading change to “Events” and Creative and Publications changed to “Creative, Marketing & GSC”
- PAC working with Events to change the look of the Ref Courtyard – ideas suggested of calling it (Guild) Oasis, create a logo and have it on the wall
- Revitalising Tavern Events
 - Movie Screening Ideas including “The Room” or other cult classics

Event reviews and feedback

- VC & Guild Pres 11's (Cricket match) Feedback
 - Have the date as Mid March
 - VC and Guild Pres should each bowl the first over for their teams
 - Consider having a licensed area/Bar set up in the SE corner of James Oval
 - Somewhere for spectators to sit & chat
- Business School Club Carnival run by SOC
 - 30 clubs participated
 - Not a lot of foot traffic
 - Timing before mid-sems
 - ECOMS BBQ



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- Consider these types of events At other locations on campus
 - Unihall?
 - Alva
- Wednesday's in the Tavern
 - Let colleges pick the themes for more college involvement
 - MM to send through Presidents contacts details to KH
- St Patricks Day
 - Well attended by patrons but the bar did not take more revenue than last year
 - Need to get Student Reps supporting Guild run events
 - Good food/décor
 - Consider Eftpos terminals at outside bars
- PAC events for Fringe
 - ML said there was a lack of engagement from Student reps
 - Engaging students – good
 - FABSOC, UWA PAW, Enviro were part of Monday Funday
 - IG Comp was successful
- Live Music
 - Should we have 1 big band?
 - \$\$\$
 - Should we consider larger events like like CoLab? (ML)
- PROSH
 - Signing out more tins
 - Corflute signs saying “this is PROSH” for people walking around the city
 - Maybe too spread out throughout the City and other locations, people selling spread too thin
 - Promo:
 - Lecture bashing
 - Consistency of messaging & Scheduling
 - Motivation for volunteers
 - Change time
 - In locations the day before
 - List of locations
 - Club involvement
- PROSH Layout
 - Staff didn't need to be there all weekend
 - Change weekend, layout a week before?
 - Different location? The CCZ was restrictive in that editors etc couldn't all be in the same room
- Other



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- Blankets/Board games
 - Being addressed by Guild Events
- Guild T-Shirts
 - More shirts ordered (SH)
 - Sign out for shirts and more control on who gets them (SH)

8.0 Other Business

8.1 Students from different speaking languages – need stats

- i. Have posters in different languages (MM)

8.2 Event Directors

- ii. Student/hype etc
- iii. Theming events for the rest of the year
- iv. Guild Ball **ED**, ML, MK
- v. Send to this committee for review
- vi. GC meet next week Wednesday Friday

8.3 Campus Culture Report (MM)

- vii. Orientation
- viii. International students
- ix. Student apathy
- x. Currently underway – survey for SOC, FAC SOCS, Guild Weekly
- xi. ED – misc. items that FAC SOCS do
- xii. Research what happens on other campuses/orientation review (MM)

9.0 Actions

- CD – send findings to MK
- ML – Below the line, liaise with CD
- SH – Send orientation schedule to MK
- EB – Facsoc info sheet **to SH**



Voting Members: Michael Kabondo (MK), Maddie Mullholland (MM), Megan Lee (ML), Jackie Chiang (JC), Will Stowell (WS), Emma Dodgson (ED), Jack Looby (JL), Emma Boogaardt (EB).

Staff: Chloe Jackson (CJ), Kasey Hartung (KH), Patrice Mitchell (PM), Claire Duffy (CD)

1.0 WELCOME AND OPENING

Apologies: Jack Looby, Emma Boogaardt, Emma Dodgson.

Proxies: Siobhan O'Hare (for KH), Kathrine Haag (for PM), Zoe Mitchell (for CD).

Absent: None

2.0 CONFIRMATION OF PREVIOUS MINUTES

May 2016 Meeting Minutes – **Not complete**

3.0 BUSINESS COMPLETED VIA CIRCULAR

None

4.0 COMMITTEE BUSINESS

4.1 Student Assist

- New team member Denise started today – Part time, 4 days a week
- SA had promotional stalls at Unihall & Alva welfare day in May
 - Planning to also have stalls at UWA Swap Meet, Unimentor, Open Day & Club Carnival
- Welfare Week, SA & Chill in the Oasis Pop Up went well specifically on the day they had the popcorn machine and will keep going in Semester 2
- Katherine & Patrice completed Ally Training & First Aid Training, and Patrice also completed Management Training
- Held Tenancy and Centrelink Workshops in May
 - These had low attendance numbers
 - KH to create Centrelink FAQ document for students

4.2 Volunteering

- Volunteering Goal: 1000 students, 10,000 hours
- Planning over break period to increase engagement
 - Engaging students new to volunteering and looking for new roles
- Events:
 - 3 x Regional Trips planned
 - 3rd July in Busselton
 - 2nd August in Northam
 - 3rd September in Albany (Urban Downhill)
 - Week 2 of Semester 2 is National Volunteer Week – there will be a series of events running throughout the week and Volunteering are looking for ideas to help celebrate Volunteering

4.3 Marketing, Creative & GSC

- Sarah has left the Guild and recruitment has started for a new Engagement Manager
- Mid Year Orientation starts the week of 25 July
 - Guild are working with Student Services on orientation
 - Approximately 2000 new students enrolling
 - Post Grad students enrol throughout the year, so looking at having more activities/events that engage them throughout the break
- Work on an Engagement Plan will be held until the new Engagement Manager arrives
- Pushing forward on the development of 2 new websites initially:
 - Eat & Drink
 - Volunteering
- In discussions regarding development of MyGuild and Events Training Portal
- Elise's design works have impressed Science faculty who are keen to use Guild creative services again.
- Marketing are working on a new engagement campaign for mid year 2016
- GSC improvements discussed at last meeting are being implemented

4.4 Events

- Last week's major events were UWA Heat of the National Campus DJ Competition & EOSS
- Planning for Semester 2 major events happening in the Break
 - Guild Swap Meet – 11 August
 - UWA Open Day – 14 August
 - National Campus Band Comp Heats – 17 & 18 August
 - Oktoberfest – 5 October
 - Guild Ball – 28 October
- Contacting Departments & Clubs about their Semester 2 major events & theme Weeks
 - Relay for Life
 - Multicultural Week
 - Ibiza
 - Screw Week
 - Pride Week
 - Multiple PAC theme weeks
- Oasis Pop Up – discussion regarding if it be continued, feedback was:
 - Hard to get students into the Oasis Area
 - Potentially move activities to Oak Lawn or focus on roaming activities (such as the stilt walker for EOSS) to engage with students in different areas of the campus such as Business
- Currently reviewing the website, looking for ways to improve ease of use, navigation and information available.

5.0 ALL OTHER BUSINESS

5.1 EOSS1 Review

- 922 through the door
- \$12,649 sales on the day – an increase on the same date last year
- Average Friday sales through May were \$5,416.75
- Increase of \$7,232.25 at EOSS for the Tavern
- Food service busy from 12pm, the busiest period throughout the day was 4pm onwards
- Promotion was good, it included a stilt walker roaming campus giving out fairy floss the day before and a storm trooper being taken around campus on the day of the event.
- Suggestions/ideas for next semester
 - More decorations outside
 - Needed more help making decorations – this needs to be started earlier in semester
 - Low barrier game or hot chocolates & food on the lawn is good for students just dropping by
 - Consider starting the entertainment and the event officially at 4pm. Tavern could be open all day but the EOSS event starts at 4pm.
 - Discussion around volunteering for Guild Councillors at upcoming events
 - Potentially opening up volunteer call out for upcoming events to all students
 - Improve signage at entrance – FREE for Guild members as opposed to entry price
 - Have computer and stickers at the door from the beginning of the event

6.0 NEXT MEETING

The next Committee Meeting will be held on Wednesday July 13th 2016 at 12pm. Please send apologies to Michael Kabondo.

7.0 ACTION POINTS

- 7.1 KH to create FAQ document on Centrelink eligibility – who to go to when
- 7.2 Potentially create Facebook peer to peer chat regarding Centrelink and how Student Assist can help
- 7.3 Emma Boorgaerdt to advise whether the Fac Socs are keen to develop flyers relating to their faculty for distribution in the GSC at Orientation and throughout the year.
- 7.4 Chloe Jackson to work with Honny on a script for the Student centre team to increase information provided to new students.



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Student Services Committee Meeting Wednesday 13 July

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Chloe Jackson (CJ)	Associate Director of Student Services
Elise Walker (EW)	Creative Officer
Claire Duffy (CD)	Guild Volunteering Manager
Kasey Hartung (KH)	Events Manager
Will Stowell (WS)	
Emma Dodgeson (ED)	

Apologies

Proxies

Katherine Haag for Patrice Mitchell (PM)

4.0 Student Assist

- Katherine putting together Centrelink instructions and will send through to PM for checking
 - Send Centrelink Instructions to CJ when completed
- PM on leave until 20 July
- Academic misconduct
- Results come out on Monday 18 July
- Website review
- Working with UniStart on Guild Swap Meet
 - UniStart have put bins in the Student Central and Guild Student Centre to take donations for the Student Assist Food Pantry
- UniMentor presentations – new mentors



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- Met with Youth Focus
 - Aimed at 15 – 25
 - Targeted service getting in early for initial support for young people
 - Pilot program have psych available
 - Student Assist likes the idea
 - Will bring up at Welfare & Advocacy
- Internal Training “Bootcamp”
 - Involve Sports
 - MM – Budget approximately \$2,000

5.0 Creative & Design

- New engagement manager, Madeline, started 12 July
- Website update:
 - Eat & Drink testing
 - My Guild & Events testing
 - MM has notes/feedback
 - Volunteering brief ready
 - Navigation – Chelsea Hayes & Kelvin Lee
 - CJ to send info to MM
 - Can’t track user experience
 - Student focus groups?
 - Overarching branding objectives
 - JL to send fixes for clubs website
 - Election website
- Chelsea on leave until Monday 8 August
- Engagement & branding strategy to be worked on by MS and MM
- Orientation comms
 - Undergrad schedule
- Science Orientation to be in everyone’s calendar
- FacSocs flyers to be in the GSC for Orientation
- Extra staff in the GSC during busy weeks
 - CH & CJ to send information out
- JL to email international clubs

6.0 Events

- Campus Quest
 - Attending each faculties
 - Volunteering to have a presence
 - Other suggested activities on the lawn
 - UWASCA



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- EMAS
 - Relay
- Orientation activities revamp
- Event directors
 - Open to all Club Social VPs
 - Open to all students
 - Going out in GW & MM
- Event Management Policy
 - Feedback has been requested
- Minor Event Criteria
 - Extra duty of care

7.0 Volunteering

- In Bunbury
 - 24 hours each in volunteering
- UWA Spirit of the Games
- Next regional trip is Avon Decent, 5-7th August
- National Student Volunteering Week
 - Monday: Faculty visits
 - Tuesday: Club Carnival and **Vive**
 - Wednesday: International Students – 24 pax
 - Thursday & Friday: TBC
 - Saturday: Tree planning
 - Sunday: UWA Open Day
 - Evenings: Volunteering in Hackett
- National Volunteer Week
 - Give Happy campaign
 - Advice on Marketing – multiple Facebook events or just one?
- Themes
 - Diverse cultural identities
 - Gender & sexual diverse volunteers
 - Aboriginal – understanding culture
 - Disabilities
 - Mental Health
- Open to everyone

8.0 Other Business

- Event Help schedule
 - MM to create
 - KH to advise where we need support – check link
 - OBs



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- CJ involved from conceptual stage
 - OB's
- Destination UWA
- How to manage volunteers
- JL – Business School Club Carnival
- Tools & tactics for approaching students

9.0 Actions





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Student Services Committee Meeting August

1.0 Attendance, Apologies and Proxies

Attendance

Michael Kabondo (MK)	Committee Chair/Guild Secretary
Megan Lee (ML)	PAC President
Jack Looby (JL)	SOC President
Jackie Chiang (JC)	Ordinary Guild Councillor
Chloe Jackson (CJ)	Associate Director of Student Services
Madeleine Smith (MS)	Engagement Manager
Claire Duffy (CD)	Guild Volunteering Manager
Kasey Hartung (KH)	Events Manager
Patrice Mitchell (PM)	Student Assist Manage

Apologies

Maddie Mulholland (MM)	Guild President
Emma Boegaardt (EB)	
Emma Dodgson (ED)	

Proxies

2.0 Confirmation of Previous minutes

- Approved

3.0 Business Completed Via Circular

- Engagement Policy passed at Council

4.0 Student Assist

- Textbook grants are down, as per Semester 1
- Used all money from Co-Op text book grant
- Grill the Guild – last one was 29 August
- Swap Meet: \$200 raised for the Food Pantry
- Better communication with international students
 - JC, MS, PM
- Mental Health



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- Intro to Understanding Mental Health & Social Wellbeing in Students workshop at Uni Hall
 - Student Leadership Training
- Pride Carnival & Pride Department afternoon tea
- Welfare Week 12 – Student Poverty Campaign by PAC
- Women’s Department – Health & Wellness, Screw Week
- Centrelink Q & A’s

5.0 Creative & Design

- Tavern Marketing Campaign
 - Local business (week 5)
- Cafes on Campus website ready for testing
- Guild Council Alumni engagement
- Engagement plan with students
- GSC – busy during orientation
 - Clubs & societies
 - Social Media – Students wanting to know how to connect
- MyGuild – marketing plan this week
 - LJ – Club interest email
- All student survey – request for questions from CJ – 2nd study break
- Orientation review – Guild invited by UWA
 - 24th August for anyone that wants to go & share experiences
- Internship governing UWA Students
 - ie Graphic Designer: JL concerns, parameters with volunteers.

6.0 Events

- NCBC
 - Had 6 bands compete
 - Approx 100 people watching
 - One of our finalists went through to the National Final in Melbourne
- Swap Meet
 - 35 sign ups for stalls
 - 20 stalls on the day
 - Lots of enquiries from stall holders about running the event again
- Basenji/Tavern Grand Opening
 - 500 RSVPs available for the night, 400 RSVPs received
 - Approx 200 through the door on the night
- Karaoke
 - Has been extended up until the end of Semester
- Pride Mardi Gras
- Screw Week



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- Pelican Party

7.0 Volunteering

- Regional Trip
- Week 2 – National Student Volunteer Week
 - Targets international students
 - Inclusion Series
 - Tree planting Saturday
 - Bikes for Humanity on Sunday
- Virtual Volunteering
 - CD ask for advice on how to acknowledge
 - Surveys, coding, translating/virtual
 - Nominate hours?
 - Transcript recognition
 - Self report hours
- Digital Log - signed off by the company
 - Recognise project rather than hours?
- KH to show CD how to do Guild transcript
 - Optional hours to record
- Supplementary transcript

8.0 Other Business

- International Student Communication Feedback
 - See document from Madeleine – articulating students
 - Clear/concise communications
 - Translated posts on Facebook (English & mandarin)
 - Mandarin We Chat (not Facebook)
 - Cultural Practices different
 - Comms on posters – more clear, concise
 - Keep it clear, concise
 - Acronyms
 - JL – liaising with cultural clubs
 - Teaching Facebook
 - Improve mentorship with International Students
 - More marketing
- Interfaculty Sports to be discussed at the next meeting
- Focus group – discuss at next meeting

9.0 Actions

- JL – Mentoring program with Alumni
- CJ – to include in Guild handovers



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Student Services Committee Meeting September 2016

1.0 Attendance, Apologies and Proxies

Attendance

Michael Kabondo (MK)	Committee Chair/Guild Secretary
Megan Lee (ML)	PAC President
Chloe Jackson (CJ)	Associate Director of Student Services
Madeleine Smith (MS)	Engagement Manager
Claire Duffy (CD)	Guild Volunteering Manager
Kasey Hartung (KH)	Events Manager
Patrice Mitchell (PM)	Student Assist Manager

Apologies

Maddie Mulholland (MM)	Guild President
Emma Boogaardt (EB)	
Emma Dodgson (ED)	
Jack Looby (JL)	SOC President
Jackie Chiang (JC)	Ordinary Guild Councillor
Will Stowell (WS)	Ordinary Guild Councillor

Proxies

None

2.0 Confirmation of Previous minutes

- Approved

3.0 Business Completed Via Circular

- None

4.0 Committee Business

4.1 Student Assist

- Currently writing a process for Student reps for when someone presents to them with an issue (Mental health, sexual assault, drug and/or alcohol)
- EB recommended this be circulated to FACSOCs via Ed Council
- Recommended clubs have this process in their clubrooms



- Recommended Student Assist do SOC training for clubs with welfare and equity officers)
- Mental health Training provided by HPU is on 26+27 November
- Currently completing Financial Processes and Policy terms and conditions
- Assisting ECOMS with Budgeting Help
- Welfare Week in Week 10
 - Headspace, LGBT information service
- ACTION: EB send Student Assist information about LGBT friendly doctors

4.2 Guild Volunteering

- Volunteering working on getting all certificates of currency from volunteering organisations. If Company doesn't have PIL, volunteering is looking for recommendations of how to proceed.
 - Consider asking Volunteers to takeout their own insurance
- *Get Work Ready* workshops to translate your volunteer skills to your CV.
 - Series of sessions to start 28 October and throughout November
 - Suggestion: Link in with faculties for Sem 1 dates
- Applications for PROSH charities close 12:01 Saturday 1 October
 - So far we have 1 Application for Director and 3 for editor
 - ACTION: MM to advise UWA of Prosh Date again

4.3 Marketing, Creative & GSC

- New **Poster & Publications Policy** (now being managed by the Engagement Department)
 - Consider including on events that may cause complaints "disclaimer: adult themes | some items may cause offence"
 - ACTION: MS to confirm wording of Disclaimer
 - Has to go through Council to be approved
 - SOC to provide feedback to MK
- Working on Engagement Strategy
- Training for new council for creative workshops
- Department5 Definition – MS to circulate
 - Including specialities and priorities
- Signage Guide has been created for people wanting to create only small signs
- Diaries
 - Feedback survey on what students liked
 - Consider a student run competition for stickers or diary cover
 - Have a better map in the diary and consider a pull out calendar
 - Ecal for diary – 2018 initiative (CJ)
 - Chris Massey has been contacted to add in details
- Website: we need a central page on the diary where people can go for everything



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4.4 Events

- Oktoberfest in the Tavern 65 October
- EOSS – suggested to make it more college focused
- Ball –
 - Event Director ML working on décor with MM
 - Have buses to an afterparty? Consider Jack Rabbit Slims. KH to look into costs
 - Get a Snapchat filter – MS to look into for KH
- Events Department Strategy completed
- 2017 and beyond we will be more Goal Oriented – run events with clear events in mind
- Staff Christmas Party
 - Everyone loved Lawn Bowls last year
 - This year – 15 December

5 Other Business

5.1 Guild ball Update – see above

5.2 EOSS2 – discussed in Events

6 Next Meeting

- 18 October 2016 – 14:00-15:30 (KH to send Meeting request)



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Student Services Committee Meeting October 2016

1.0 Attendance, Apologies and Proxies

Attendance

Michael Kabondo (MK)	Committee Chair/Guild Secretary
Maddie Mulholland (MM)	Guild President
Megan Lee (ML)	PAC President
Emma Boogaerdt (EB)	
Will Stowell (WS)	Ordinary Guild Councillor
Jack Looby (JL)	SOC President
Madeleine Smith (MS)	Engagement Manager
Claire Duffy (CD)	Guild Volunteering Manager
Kasey Hartung (KH)	Events Manager
Patrice Mitchell (PM)	Student Assist Manage

Apologies

Emma Dodgson (ED)	
Jackie Chiang (JC)	Ordinary Guild Councillor
Chloe Jackson (CJ)	Associate Director of Student Services

Proxies

None

2.0 Confirmation of Previous minutes

- Approved

3.0 Business Completed Via Circular

- Poster & Publications Policy – awaiting approval

4.0 Committee Business

4.1 Student Assist

- PM attended Sexual Harassment Training run by the Equal Rights Commission
- Working on Policies and {Procedures document for incoming student reps – suggested to be working with Guild VP – Charlie Viska
- Policy includes mental health, LGBT issues, housing, sexual harassment etc.
- EB is still compiling a list of LGBTIQA friendly doctors
- Red Cross – vulnerable International Students



- Increase in Academic Misconduct Cases – 47 ytd compared to 11 last year
- Blood Donor Bus – is it possible to advise students of when this is on Campus (MM request)

4.2 Guild Volunteering

- Working on a grant for National Youth Week 2017
 - Summer project – “Hackathon” with student club Coders for Causes
 - Need an app or a digital way to log student volunteer hours
- Homeless Connect
- Looking to alter the program Directors program for 2017 – suggestions welcome
- Chasing Asylum screening at ALVA on 26/10
- Looking at running a student audit on Volunteering organisations to see how “volunteer friendly” an organisation is

4.3 Engagement (Marketing, Creative & GSC)

- Met with Taylors College, looking at ways of how to engage with students before they actually come to university
- Everyone should wear branded Guild shirts when they attend Events. MS will create a pack of branding stuff to take along (t-shirts, banners, collateral etc.)
- MM suggests we move on from website provider SUSHI and get new web designers
- Pelican editor interviews happening in Week 12
- MS – get a quote for the volunteering website

4.4 Events

- EOSS – we are trialling a new name – End of Semester Fiesta
 - Same as Oktoberfest, we will have drinks and food specials throughout the day and entertainment later into the afternoon/evening
 - Suggested live music, not acoustic
 - Theme is Jungle Party
 - MM says it has to either be in the Tavern or on the lawn (with the Tavern closed)
 - KH suggest sit will only be in the Tavern
- Melbourne Cup event on Tuesday 1 November
- Guild Ball
 - All logistics planned and everything is ready for the event
 - 350 pax, sold out within a week
 - Budget is under and the event will be delivered way under budget

5 Other Business

5.1 Guild ball

- ML has been working on all the table centrepieces and decorations for the Guild Ball



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- Students have been volunteering and CD recommended using volhub to get more volunteers
- Cruickshank Routley Award recipient will be decided on 27 October along with MM and Dawn Freshwater
- Nominations for C-R Award close 19 October

5.2 EOSS2 – discussed in Events

6 Next Meeting

- 18 October 2016 – 14:00-15:30 (KH to send Meeting request)

