



## 1.0 WELCOME AND OPENING

- 1.1 Attendance  
Amy Hearder (AMH), Bre Shanahan (BS), Leigh Chalmers (LC), Caitlin MacPhail (CM), Antonia Taylor (AT), Pauline Chiwawa (PC)
- 1.2 Apologies
- 1.3 Proxies  
Parsa Amid (PA) for Emma Mezger, Omar MacIntyre (OM) for Jacob Roosendaal, Annabel Heyward (AH) for Denise Murphy
- 1.4 Absent  
Ahmad Hafizuddin

AH 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. She acknowledged that they continue to be the custodians of this land, and payed respects to elder's past, present, and emerging.

## 2.0 DECLARATION OF POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST

None

## 3.0 CONFIRMATION OF PREVIOUS MINUTES

None to confirm

## 4.0 COMMITTEE BUSINESS

- 4.1 Engagement
  - CM speaks about getting ready for O-Day, particularly the Guild stall and the Fresher Guide with C-J Daudu.
- 4.2 Events
  - LC says that he has received the liquor license for Block Party on the 6<sup>th</sup> of March, but only students are permitted. He adds that all of the acts are booked in.
  - LC moves onto Guild on the Green, noting that he needs as many student reps as possible to help out.
  - LC notes that he will be meeting with UWA about the sea container that will go on James Oval permanently, with bean bags inside it. Potential for there to be a projector and a screen that can be booked by student reps the same way as the CCZ. BS asks if it be the same for the new barbeque, LC is unsure as there are new City of Perth requirements.
  - LC notes that Club Carnival will have bumper cars.
- 4.3 Volunteering
  - AT notes that Volunteering oversees Relay for Life and PROSH, as well as their own activities. They have weekly meetings with PROSH now and everything is going well.

They had planned to do an additional event; however it clashed with another event and so was cancelled. A videographer will be creating a mini documentary of the event and interviewing the charities. There will be quite a few changes, including new donation tins. They are looking to do press releases.

- AT says the new Relay for Life Chair is Medaavi Gopaul. They have just started advertising for the Relay executive positions.
- AT says that the focuses for Guild Volunteering this year are more skills-based opportunities, connecting with the different faculties, and working closely with the student leadership team.

#### 4.4 Student Assist

- AH notes that that Student Assist are starting the year off well. They have another full-time person.
- AH says that a focus for this year is making better connections with the University. Particularly with the Complaints Resolution Unit and will be having monthly meetings with them, as well as with Counselling and Psychological Services and UniAccess.

### 5.0 GENERAL BUSINESS

#### 5.1 Event Management Policy

- LC has made some basic changes to make life easier for students. The arbitrary 500-person limit on medium events has been removed. This will allow large events without alcohol to fall under the medium category and events in licensed venues to be larger than 500 people without being a major event.
- LC also notes that there is a rule that one security guard is needed for every 50 people. For some events this is unnecessary. This has been changed so that once an event has been approved by the Events Team, if they deem it unnecessary to have security guards, they will contact UWA Security to get that approval.

#### 5.2 Orientation Week

- AMH notes that the only events the Guild is running is Guild on the Green and O-Day. LC notes that PSA is also running an event.
- PC asks if the Guild is doing anything for the International Student's Expo. AT says that Guild Volunteering is involved.
- BS asks if there have been enough student rep responses for manning the Guild stalls. LC and CM say that as many people as possible is best as a lot will be happening.

#### 5.3 O-Day

- CM says there is a post-schedule and a countdown on social media. She adds that on the day the Guild tent will be giving out show bags and students can get their Guild stickers. There will also be a big blow up decoration that has a competition with festival tickets prizes. Guild Weekly will be going out at the beginning of O-Week.
- PC asks if there is any Guild-specific information being given out on O-Day. CM answers that there will be physical copies of the Fresher Survival Guide to hand out on O-Day. The Guide will also be broken down into a number of blog posts to go up on the website and posted on Facebook. There will also be the 'Hot Minute' Office Bearer posts.

#### 5.4 Block Party

- LC says the goal is 2000 students in attendance.



- Confirmed performers are B WISE, SUPEREGO, and HYCLASS, as well as Tomas Ford doing Crap Music Rave with blacklights, and a silent disco. There will also be arcade games.
- PC asks about the safety and security provisions. LC says that Red Frogs will be there as a first-aid tent, and ACE Security with roughly 50:1 ratio. LC also mentions that there will be extra lighting.
- AMH asks if there is a potential for clubs to be involved in the event. LC says it is difficult to split the workload with clubs as well as profits for this sort of event. LC notes there is a potential for a collaboration with clubs at the end of the year if budget allows.
- BS asks if FABSOC want to be involved in Block Party again. BS says she can contact the President.

#### 5.5 Guild Ball & Relay for Life

- LC notes that the date is set for 9th October.
- There have been some issues with the venue, LC is investigating options.
- AT asks for thoughts on 10-11th October for Relay for Life. There is generally consensus that these dates are good.

### 6.0 CLOSE AND NEXT MEETING

Next meeting date is 11 March. Please contact the Chair of Guild Council ([chair@guild.uwa.edu.au](mailto:chair@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.



**Voting Members:** Emma Mezger, Bre Shanahan, Amy Hearder, Ahmad Haffizudin

**Non-voting/Co-opted Members:** Nil

**Staff:** Leigh Chalmers, Caitlin MacPhail

## **1.0 WELCOME AND OPENING**

**Apologies:** Antonia Taylor, Denis Murphy

**Absent:** Nil

**Proxies:** James Dow for Emma Mezger

## **2.0 CONFIRMATION OF PREVIOUS MINUTES**

10/02/2020 – via email – **Approved**

## **3.0 COMMITTEE BUSINESS**

### **3.1 Engagement**

- CM explained PROSH is the main focus. Sounds like it is going well and should be finished in time. CM is working on some media coverage for PROSH Directors and BS for a couple of days before, as well as a live cross on the day. The media release has gone out and CM is working with UWA to get some radio and newspaper coverages. The Guild will also be putting out extra communications about PROSH, making sure they know classes are cancelled, how to get involved in FacSoc themes, and so on. On the day, photographers will be present and CM will be on social media updates.
- Council photos are happening today.
- CM is working on more new social media content, such as the Varsity x Guild burger post, as well as Instagram stories.

### **3.2 Events**

- LC explained this month has been flat out having gone straight from ODAY into Block Party. Now focused on the Guild President vs Vice-Chancellor Cricket match and some PROSH things.
- A number of clubs are pursuing new events this year that they weren't able to last year, which is great to see.
- The Department is working on some non-party events, such as welfare events, which will be presented at the next committee meeting

### **3.3 Volunteering**

- Deferred to next meeting.

### **3.4 Student Assist**

- Deferred to next meeting.

## **4.0 GENERAL BUSINESS**

### **4.1 O'Week Debrief**

- Guild on the Green: The aspects of the day were great and Departments seemed to benefit from the \$100 grant for their stalls. The timing was a little tricky – look to move to 12pm next year for more foot traffic.
- ODAY: Many have reported this was the biggest ODAY yet! Clubs saw far more sign ups and there was lots of great giveaways. A lot of student reps turned up to help and the volunteers were excellent. It was difficult to get clubs to get their

stall applications in on time.

- There were some issues with UWA Marketing, posting without warning. Next year will coordinate with them ahead of time and set some expectations.

#### **4.2 Block Party Debrief**

- Numbers were down on last year. We had 1500 registrations which resulted in 1000 attendees (compared to 2000 in 2019). Coronavirus may have impacted this.
- LC suggested possibly the headline acts were too hip hop, whereas the 'indie' sets last year attracted more people. Hayden suggested using a coverband so there are more songs everybody knows.
- Decorations were fantastic and the arcade games were very popular.
- Need more word-of-mouth promotion in future (e.g. through Guild Council).

#### **4.3 Event Feedback forms**

- AH explained she had been in touch with the Curtin Guild who run feedback questionnaires on their events. This includes questions on why they did/not attend, what they enjoyed, how they got their etc.
- CM suggested providing a prize, especially technology (e.g. air pods).
- This could potentially run for ODAY as well through Guild Weekly and social media.

### **5.0 OTHER BUSINESS**

#### **5.1 End of Semester Party**

- LC is helping Emma with the FacSoc Warehouse Party. Will investigate cancellation insurance or a clause in the contract in relation to coronavirus

#### **5.2 Student Experience Survey**

- BS explained that the Guild runs a Student Experience Survey every two years which provides valuable data on what students want to see in the Guild. The Committee agreed to release this at the end of Semester Two.
- 2018 survey to be tabled at the next meeting

#### **5.3 IGA**

- LC advised IGA is officially opening on Tuesday 12pm – 2pm. There will be free items from vendors and a grazing table.

#### **5.4 SOC**

- CM advised SOC needs to set time aside to update the website fully with ERFs so that clubs have committee members. The Clubs part of the website is now their responsibility.
- AH to talk to SOC committee

### **6.0 NEXT MEETING**

The next Committee Meeting is TBC

### **7.0 ACTION POINTS**

- AH to organize event feedback survey for Block Party before the next meeting
- CM to table the 2018 Student Experience Survey at the next meeting
- AH to talk to SOC Committee ASAP regarding ERF upload



## 1.0 WELCOME AND OPENING

- 1.1 Attendance  
Amy Hearder (Chair), Bre Shanahan, Pauline Chiwawa, Ahmad Hafizzudin, Leigh Chalmers, Caitlin MacPhail and Denise Murphy.
- 1.2 Apologies
- 1.3 Proxies
- 1.4 Absent

## 2.0 DECLARATION OF POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST

Nil

## 3.0 CONFIRMATION OF PREVIOUS MINUTES

- 3.1 Student Services Committee Meeting Minutes – 11/03/2020  
Approved

## 4.0 COMMITTEE BUSINESS

- 4.1 Engagement
  - Engagement team work is mostly communications based. Elise and Xander focusing on long-term projects while Caitlin is focusing on communicating to students.
  - Blog posts are being prepared by different departments. Website and social media quite busy. Looking at ways to keep students engaged and feel they have points of contact with the Guild and with each other. Guild Weekly is focused on where you can find club events and online communities.
  - UWA's Got Talent is running on Instagram for the next few weeks.
- 4.2 Student Assist
  - Student Assist is busy and the referrals they are giving are quite different to usual. Academic misconduct cases are still continuing, but there are much more financial and welfare related cases.
  - The Guild Financial Hardship Loan is now underway.
  - The new online special consideration process began late last week, which allows Student Assist Officers, as 'registered' social workers, to approve special consideration applications. They will only do so if they have an existing relationship with the student so that they can verify the request.
  - This period has been a bit tricky as many questions require referrals and UWA staff have been difficult to get in contact with as people are working from home.
- 4.3 Events
  - The team is trying to get online events in the Guild calendar so students know what is going on. Clubs also asked to put in save the date for semester 2 for their bigger events so that it won't be too congested. If theme week dates have changed for semester 2, OBs should email Leigh.

- Leigh asked that Event Management Plans still be submitted for virtual events. They will be rated as 'minor'. This allows these events to appear in the online calendar.
- UWA has agreed to let the Guild manage The Grove. This will allow clubs to book this area, including the shipping container. This is being set up through Lib Cal.
- UWA's Got Talent has now been launched. There have been a few videos so far but it would be good to share the link around to get some more involvement.
- A document on the proposed Chill Out room has been circulated. This would be set up in the old newsagency to act as a chill out/reading room during the day and a function room for small events in the evening. Let Leigh know if you have any feedback.
- Leigh was approached by a staff member in EMS to put together a marketing and events training day for engineering clubs. The school was willing to put in some money so that clubs could pitch ideas for events/rebranding. The Events team is working through whether they will take this opportunity.

#### 4.4 Volunteering

- PROSH finished on Friday. There were 300 downloads and total raised was between \$4000-5000. It was an amazing effort to put PROSH online for the first time ever, and thanks must go to the team for managing to do so despite the unbelievable timing.
- All face to face volunteering has been cancelled or postpone. The team is currently pencilling in events for next semester. However, they are making it clear that they may have to cancel/postpone depending on COVID developments.
- Guild Volunteering helped UWA recruitment for student welfare package drivers, who are delivering welfare packages to students in need. We recruited 47 volunteers.
- The team is investigating virtual volunteering opportunities. Some of this has taken time to set up in aged care homes due to changing circumstances and technological requirements.
- There are a number of opportunities coming up and GV is now able to do police clearances and working with children checks remotely.
- GV is promoting 'non-formal' volunteering, which isn't recognised on transcripts as some virtual volunteering can't be recognised
- National Volunteer Week is coming up in May and the team is working on some virtual events. This week is not as big as Student Volunteer Week (August)
- GV's Biggest success has been online microvolunteering opportunities, creating Canva cards through Zoom meetings for aged care centres

#### 5.0 GUILD BALL

- Guild Ball is pencilled in for September 25<sup>th</sup> in Winthrop Hall
- Some themes floated include: Cirque du Soleil, Prohibition
- The ball committee will be put together in the coming weeks to flesh out theme and decoration details
- There might be some disruption due to COVID-19 so we might look to dates post-semester
- There may be an opportunity to run the ball collaboratively with FacSocs as they may not be able to run their own balls this semester



## 6.0 SEMESTER TWO CONCERT

- Omar MacIntyre has suggested running a charity concert in semester two with Spacey Jane on Great Court South. Guild members would receive discounted tickets and all proceeds would go to a nominate charity. This could replace Block Party
- Due to COVID-19, there may be some difficulties with the budget, however this is an idea that we could look to in the future.

## 7.0 OTHER BUSINESS

- Antonia noted that Relay for Life may be heavily impacted this year due to an inability of clubs to undertake their regular fundraising efforts. We will need to look at extra support we can provide, and maybe run the charity concert through Relay

## 8.0 CLOSE AND NEXT MEETING

Next meeting date is undecided. Please contact the Chair of Guild Council ([chair@guild.uwa.edu.au](mailto:chair@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.



## STUDENT SERVICES COMMITTEE MEETING MINUTES

DEPARTMENT NAME	Student Services Committee Meeting		
DATE OF MEETING	5 <sup>th</sup> of May	TIME	10:30am
MINUTES PREPARED BY	Eleanor White SOC President	LOCATION	Meeting Room 1
MEETING OBJECTIVE	May Meeting		
ATTENDANCE	<p><b>Attendance:</b> Eleanor White, Emma Mezger, April Htun, Chloe Kam, Joe Nguyen, Jameson Thompson</p> <p><b>Staff:</b> Caitlin MacPhail, Leigh Chalmers, Antonia Taylor, Alana Thompson, Zoe Whickham</p>		

Agenda Points and Minutes	
Topic	Discussion
1. acknowledgement of country	
2. in camera	
3. all student survey results	<p>Lots of engagement. Primarily demographic of first year undergraduate students (business school and science students).</p> <p>ODAY and SOCIAL events popular. Biggest barriers for engagement is time and distance from campus. Would be great to see more clubs taking on this information to make their events more accessible.</p> <p>engagement through Instagram is increasing, but guild weekly and the guild Facebook are the primary target avenues</p>
4. Engagement	Calmed down after ODAY. Working on business school branding and annual report. Focus to get 10k Instagram followers!

	<p>Champion update. Second round ordered for this year: socks, black t shirts, navy sweatshirts. New products in 2022!</p> <p>There will be an online shop for 2022 so international students and alumni will be able to purchase.</p>
5.events	<p>Winter wonderland crap music rave.</p> <p>Thoughts to hire club DJs rather than Crap Music Rave to make it more fun.</p> <p>Will be a poll to decide the name of the event, winter wonderland is too formal. Potential for emas to DJ to make it more club focused</p> <p>UWA Chilli Festival occurring for the first time this year. Special chilli burger and 10 different chilli's.</p> <p>Pints and Pubs in September, planning beginning. BYO dog.</p> <p>BALL: 24<sup>th</sup> august. Day after guild election results. Student Services committee will decide the theme for guild ball.</p>
6. Volunteering	<p>Due to the lockdown everything will be squished into the next week.</p> <p>Lost of micro volunteering to support people in need.</p> <p>Gardening excursion to support elderly people living in their own homes.</p> <p>Thank you volunteering event – think global act local.</p> <p>New initiative to save new clothing from outlets to prevent them going into landfill.</p> <p>New social media committee and planning to do a lot more to engage more!</p> <p>Antonia chairing a Volunteering Panel that connects UWA, Murdoch and Curtin so there can be more cross campus collaboration.</p>

Next Meeting Date: 5<sup>th</sup> May 2021

Please send apologies to Eleanor at [Eleanor.white21@guild.uwa.edu.au](mailto:Eleanor.white21@guild.uwa.edu.au)



## 1.0 WELCOME AND OPENING

### 1.1 Attendance

Amy Hearder (AH), Bre Shanahan (BS), Caitlin MacPhail (CM), Antonia Taylor (AT), Leigh Chalmers (LC), Jenny Ophel (JO), Emma Mezger (EM)

### 1.2 Apologies

Denise Murphy

### 1.3 Proxies

### 1.4 Absent

Pauline Chiwawa, Jacob Roosendaal

## 2.0 DECLARATION OF POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST

## 3.0 CONFIRMATION OF PREVIOUS MINUTES

### 3.1 Student Services Committee Meeting Minutes – 21/04/2020

## 4.0 COMMITTEE BUSINESS

### 4.1 Engagement

The social media is starting to open up again, with the focus on getting information from the university out to students and answering questions.

The Women's Department's online music festival went well. It was a good experiment in live streaming, and have received good feedback.

The Guild is taking on merchandise from UWA. Champion will be the supplier. Expect delivery late this year or early next year.

Working with the Engineering and Mathematical Sciences School to run a masterclass on communications. EMS will fund activation proposals to buy new branded marketing collateral. The event will be open to all clubs, not just EMS. It will be present as a webinar and available for download at a later date.

### 4.2 Volunteering

Just wrapped up National Volunteer Week. The week was fully student-led by a committee responsible for developing concepts for the events. VACE Chair, Jenny, Chang, did a fantastic job. Many different virtual events were undertaken including:

- microvolunteering special: We're All In This Together messages of hope and solidarity, which were turned into a full installation in Reid Library
- COVID Q&A panel with student leaders and university staff, on creating local impact
- Collaboration with career's centre on leveraging your volunteering experience
- Communications included a mascot dog with a cute video

Altogether, it was a good combination of the current climate (COVID) as well as career development and wholesome content

The focus moving forward is on the winter break, developing a COVID-safe policy

for conservation volunteer.

Guild Volunteering will be touching base with partner organisations to see when they will be starting up again, and continue with virtual options for students.

#### 4.3 Events

The UWA Working Groups on Return To Campus are drafting the framework for the return. This is quite up in the air at the moment and dependant on government advice. The Events Department will be creating a one-page cheat sheet on Back to Events. This will guide EMPs and RMPs that are COVID-safe. This will then get distributed to clubs. Events Department is collaboration with EMS on the masterclass. This will be a good opportunity for clubs get some extra money and undertake some rebranding. Student Leader Training will be proceeding in July, to be distributed through SOC. With budget restraints, the Department will concentrating on coming up with events that are essential, and hopefully running some O-Week activities. EM suggested more events with clubs so that they are supported in the return to campus. Events will be working with UWA on online Open Day. Potentially will be putting together a video.

LC is also working on weekly online quizzes to keep students engaged.

Currently we can only have up to 100 people in the Tavern, so LC is looking at using Acorn Café as an overflow with some nice decorations. Hayden is still determining whether clubs will be able to use the venue.

#### 4.4 Student Assist

Student Assist has had a busy start to the month with a lot of welfare cases. Financial cases have declined, though people may be going to UWA instead. This is going to be their busiest week for May leading into exams so they are gearing up for that. Still not doing walk-ins even though the team is coming back to the office. Will reassess for semester two based on restrictions and what is comfortable.

Very busy with multiple meetings for UWA around new policies and processes being put in place around COVID-19 and online exams. .

#### 5.0 GUILD BALL

Several ideas for Guild Ball were discussed, including:

Multi-venue ball: Different sections across campus, which attendees transition into across the night. This would help with the 100 person capacity issue

Themes: Met Gala, haunted house, night at the museum, Jumanji, medieval,

Alice to put together a dream board, committee to send themes to Amy and Leigh

#### 6.0 GENERAL BUSINESS

All student survey due to run this year. This is difficult due to the focus on on-campus services etc. A decision will be made by next meeting on whether to proceed.

#### 7.0 CLOSE AND NEXT MEETING



**UWA STUDENT GUILD**  
The University of Western Australia  
M300, 35 Stirling Highway | Crawley, WA 6009  
(08) 6488 2295 | [hello@guild.uwa.edu.au](mailto:hello@guild.uwa.edu.au)  
[facebook.com/UWASStudentGuild](https://facebook.com/UWASStudentGuild) | [@UWASStudentGuild](https://twitter.com/UWASStudentGuild)

**107<sup>th</sup> Guild Council**

May 25<sup>th</sup>, 2020

Student Services Committee Meeting Agenda

Next meeting date is yet to be decided. Please contact the Chair of Guild Council ([chair@guild.uwa.edu.au](mailto:chair@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.



## 1.0 WELCOME AND OPENING

### 1.1 Attendance

Amy Hearder (AH), Bre Shanahan (BS), Antonia Taylor (AT), Caitlin MacPhail (CM), Leigh Chalmers (LC), Jenny Ophel (JO), Elena Wittkuhn (EW)

### 1.2 Apologies

Emma Mezger, Jacob Roosendaal, Aimee Chia, Pauline Chiwawa, Ahmad Hafizuddin

### 1.3 Proxies

### 1.4 Absent

## 2.0 DECLARATION OF POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST

## 3.0 CONFIRMATION OF PREVIOUS MINUTES

3.1 Student Services Committee Meeting Minutes – 21/04/2020: Not passed

## 4.0 COMMITTEE BUSINESS

### 4.1 Engagement

Due to break, have been quiet. Currently working on the 2021 diary to get some good deals, such as vouchers. Cut the prices of the ads but has been difficult due to COVID.

Running a workshop on branding and activations with UWA EMS Faculty for the EZONE opening with club involvement. Following the workshop, clubs can apply for one of 20 grants for the EZONE event activations and branded collateral. If it goes well, we will look at doing some more workshops.

Our online Open Day contribution for UWA includes a video introducing the Guild and relevant website pages.

Working on some improvements to the user experience on the Guild website. Juicebox gave an overview of the performance so CM will work on implementing updates.

LC asks if there is any insight into why the webpage is slow. CM says she will follow up.

Design is very busy with back to back publications and starting up Department social media again.

EW asks what kind of things will be included under the grants. CM explains that the clubs will need to attend the workshop in order to apply for the grant. The application will need to cover what they will use the money for in terms of the EZONE activation. The club with the best activation idea will receive the grant, and collateral will fall into this. The Guild will be selecting the winner with EMS based on the applications.

CM explains the event is aimed at clubs with smaller budgets that can't afford marketing materials. However, all applications will be considered.

#### 4.2 Volunteering

Back to face to face volunteering. Focusing on small group activities. COVID safety plan is in place for these activities. We are communicating with all our partners for long-term opportunities.

Our new Volunteering Hub Officer, Claire McNish, has started and has hit the ground running. She will be the main contact for students.

National Student Volunteer week is in week 3. Student-led community run by Jenny Chang, VACE Chair. Key events are National Volunteer Fest on Oak Lawn (Monday) including micro-activities and social impact clubs. A careers-focused event looking at leveraging volunteering experience. Several volunteering activities planned. AT to circulate the schedule.

Relay for Life is coming up soon on October 10 and 11. Guild Volunteering is providing support. Everything seems to be coming along well. AT meets weekly with the Chair. The City of Perth application is currently underway. UWA is the only Relay proceeding this year, so the committee will need some support to get more teams to sign up, including external teams.

CM suggests running sponsored ads to get the word out to external teams.

BS and AT will be meeting with Tim Martin soon to consolidate the transcript recognition extension to cover student leaders. The implementation plan will be formed and rolled out this year. BS to write up implementation timeline to commence as soon as possible. More people coming through with a lot of demand for volunteering on-campus. EW asks who the extension will cover. AT explains this will allow us to cover committee executive members.

EW asks if this will be extended to cover non-executive committee members. AT explains currently this is not currently the plan but could be investigated in the future. EW asks if it would be possible to get Presidents of clubs to approve ordinary committee members on a case-by-case basis. AT explains this is heavy in the backend. BS says we can use this year as a pilot and look to expand in future years.

#### 4.3 Events

This semester we are introducing lunchtime quizzes on Tuesdays in the Tavern, featuring prizes. Looking at doing a lazy Olympics at the Tavern on Wednesdays. Teams of 4-8 will do rounds of games such as pool, darts and table tennis.

LC asks how the committee feels about a suitcase rummage. This is like a swap meet where you bring along some items to sell or swap. AH mentions it might be worth reaching out to the Environment Department, which frequently runs similar stalls.



The final round of Student Leader Training has been completed.

We have received the key to the shipping container containing beanbags. Several beanbags were infested with ants. UWA should be paying for cleaning. We will place out the remaining beanbags in the morning for student use. This will be used for music during club carnival.

Relay for Life and Spring Feast are proceeding. We have checked with the City of Perth.

Many club events are coming up, many featuring alcohol. Many students running these events haven't run events with alcohol before.

The big events planned for this semester is the ball and the End of Semester show. AH mentions that we have finalised the ball theme.

BS mentions that we need to be wary of people heading back to alcohol-heavy events given the higher hospital admissions in the wake of COVID. CM suggests putting out alcohol safe communications. LC mentions that the Welfare Department has made materials suitable for this. AT suggests using wellbeing volunteers.

#### 4.4 Student Assist

Student Assist is back to business as usual and operating out of the office. At least 2 student assist team members will be there every day. We are slowly bringing back walk-ins for emergency cases only. We will gauge numbers over time.

There has been a spike in academic misconduct claims and special consideration as a result of exam results and the differences in online exam rules.

### 5.0 GUILD BALL

Secret theme decided. Save the date to be up soon.

AT asks if it is possible to donate a few dollars per ticket for Relay. Committee agrees.

AT mentions they are happy to run decoration activities through Guild Volunteering. AH mentions the Ball Committee meeting is coming up this Thursday and they will organise the volunteering schedule then.

BS mentions we should put up the event soon due to the number of events going up. CM says she can put up a "save the date" event in the meantime.

### 6.0 GENERAL BUSINESS

None.

### 7.0 CLOSE AND NEXT MEETING



**UWA STUDENT GUILD**  
The University of Western Australia  
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(08) 6488 2295 | [hello@guild.uwa.edu.au](mailto:hello@guild.uwa.edu.au)  
[facebook.com/UWASStudentGuild](https://facebook.com/UWASStudentGuild) | [@UWASStudentGuild](https://twitter.com/UWASStudentGuild)

**107<sup>th</sup> Guild Council**

May 25<sup>th</sup>, 2020

Student Services Committee Meeting Agenda

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## 1.0 WELCOME AND OPENING

Meeting opened at 3:01PM

### 1.1 Attendance

- Amy Hearder (AH) Caitlin MacPhail (CM) Elena Wittkuhn (EW) Aimee Chia (AC) Leigh Chalmers (LC) Antonia Taylor (AT)

### 1.2 Apologies

- Pauline Chiwawa
- Bre Shanahan
- Jacob Roosendaal
- Jenny Opel
- Denise Murphy

### 1.3 Proxies

- James Dow for Emma Mezger

### 1.4 Absent

## 2.0 DECLARATION OF POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST

## 3.0 CONFIRMATION OF PREVIOUS MINUTES

3.1 Student Services Committee Meeting Minutes – 25/05/2020

3.2 Student Services Committee Meeting Minutes – 27/07/2020

## 4.0 COMMITTEE BUSINESS

### 4.1 Engagement

CM: Guild Ball was a good initiative that had a large amount of promotion beforehand, sold out in 14 mins. An issue was raised surrounding an account in which a student bought a fake ticket for \$240. Straightforward marketing now, with costume ideas and other leadup posts being scheduled for the next few weeks

Roughly 70 people attended the Branding Workshop, from 40 clubs at Ezone. Promoting events, building club's branding and activation. Grants will go to marketing materials such as banners and tablecloths. Looking at running similar events in future.

Next years' diary cover will be done by a student, the cover competition is nearly wrapping up.

PAC are doing Social justice, ED doing FacSoc spotlight and campaign into education cuts.

Roll'd are opening on Friday with relatively short notice.

AT asked about volunteering collaboration with PAC, CM advised to get in contact with PAC and equity and diversity.

### 4.2 Student Assist

AH: Not much to report, putting out an advertisement soon for an available position.

### 4.3 Events

LC: Lots going on; Every event has been selling out, had to talk to SOC because a large number of clubs are putting in really late EMP's, not the recommended 4 weeks' notice for alcoholic events. Been approached by 2 external event companies, were interested in doing a 5000-person event on oak lawn and the grove. Possibility of EMAS collab, also possible for the external companies to bring in their own infrastructure. Hire fee of around \$3 per student  
Still working out what to do for the Guild Ball centrepieces

#### 4.4 Volunteering

AT: Relay for life on the 10<sup>th</sup> of October with 525 participants signed up. Team numbers are a little down, fundraising target of \$60K and currently at \$20K.

Micro volunteering is going well, but numbers are down because international students are missing, and they are integral to volunteering events. Still conducting a lot of excursions.

Partnered with ISD for a micro volunteering event.

Volunteering awards have been moved to November as an end of year party and wards ceremony.

Volunteer of the year, volunteer involving club, and volunteer manager (in partnership with convocation). Winners will go to an international volunteers picnic at the WA Governors Mansion.

Guild has a new 12-seater van. AT asked about reigniting the volunteering Instagram, CM recommended it as an option.

Intergenerational volunteering initiatives being done again, where volunteers are paired up with seniors.

### 5.0 GUILD BALL

AH: Had a subcommittee meeting in the morning.

LC: Grounds are going to give us flowers for centrepieces as soon as that happens volunteering will coordinate to create things for it. AT asked if we have poster artwork for photo opportunities, CM clarified this was being sorted out.

### 6.0 GENERAL BUSINESS

AH: Two new OCM's have been sorted out.

RU Okay Day on the 10<sup>th</sup> of September, going to create a number of small notes placed around the uni for it. CM and AC are going to sort out Instagram spotlights for OB's, where student assist is, clubs etc, and the proven mental health benefits of volunteering.

EW said that she will talk to ALVA to secure scrap paper for a display. We will have to downsize any plans to decorate the whole of campus with notes for RU Okay? Day. LM clarifies that we can just put things up in the café's that the Guild owns, and the wall behind the Ref's piano. AT asked if they want to do the event volunteering as a micro volunteering session, EW will follow it up with volunteering in an email

### 7.0 CLOSE AND NEXT MEETING

Meeting closed at 3:36PM

Next meeting date is 22 September. Please contact the Chair of Guild Council ([chair@guild.uwa.edu.au](mailto:chair@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.