

Student Services Minutes – January 15th 2019

1.0 Welcoming and Opening

2.0 Attendance, Apologies and Proxies

Attendance	Role
Lincoln Aspinall (LA)	Ed Council President
Conrad Hogg (CH)	Guild President
Chloe Jackson (CJ)	Associate Director – Student Services
Adhish Kastha (AK)	Guild Secretary
Joseph Chan (JC)	Vice President
Antonia Taylor (AT)	Guild Volunteering Manager
Hinako (Taco) Shiraishi (Taco)	Societies Council President
Callum Lindsay (CL)	OGC
Leigh Chalmers (LC)	Events Manager
Proxy	Role
Apologies	Role
Katherine Haag (KH)	Student Assist Manager
Fang Ke (FK)	OGC

3.0 Business arising from Previous minutes:

- **None**

4.0 Confirmation of Previous minutes:

- **Not applicable**

5.0 Committee Business

- **Graphic Design**
 - Increased capacity for next 3 months to produce Video content. Discussion around the content they would like to see :
 - Education Council:
 - Ed Collective
 - Enrol to vote – being informed
 - Campus culture
 - Quirky videos to show students making eggs benedict or coffee and do food reviews
- **Marketing**
 - Social media calendar completed
 - New branding on marketing focusing on students engagement
- **Events**
 - **O-day:**
 - Oak Lawn:
 - Pop up water slide, water pistols

- Guild Oasis
- Kombi photo booth
- Food trucks
- Shade and seating
- DJ
- Rabbit shooting gallery
- Buskers along pathway from bus to lawn
- Ask Dance UWA if they want to flash mob
- **Volunteering**
 - Welcome Antonia
- **Student Assist**
 - Kat will be back 22nd

6.0 General Business

- **Orientation week:**
 - Monday: All student expo – invite all international student clubs and follow up with sausage sizzle. ISD, Guild, Pride, Soc “which club are you quiz”, student assist and welfare presence, food trucks, ethnocultural, volunteering.
 - Tuesday: Yellow brick road idea, speed friending, mini golf – marquees, lollies, giant jenga, DJ, Tavern.
- **6 week UWA Orientation theme weeks**
 - Week 1: Study Connect
 - Week 2: Social connect
 - Week 3: Career connect
 - Week 4: Wellness connect
 - Week 5: Community Connect
 - Week 6: Global and Cultural connect
 - **Actions:**
 - CJ to contact Barb regarding free cookie with Coffee on O-day
 - CH – email Narelle regarding activities for student expo
 - LC - Lock in Food trucks for Monday and Tuesday of O week
 - L – email facsocs regarding participation in Tuesday O week activities
 - CH email departments regarding participation in Tuesday O week activities
- **Block Party:**
 - Penciled in for 15th March
 - Laser show
 - Lit up DJ desk
 - 18 plus event
 - Stall on Oday for promotion – Callum to man
 - Live music in the Tav
 - Silent disco in courtyard
 - Hiphop Dj upstairs
- **Guild Ball:**
 - To gala or not to gala? **Not to gala**

7.0 AOB:



1.0 WELCOME AND OPENING

- 1.1 **Attendance:** Adhish Kastha, Conrad Hogg, Joseph Chan, Lincoln Aspinall, Leigh Chalmers
- 1.2 **Apologies:** Callum Lindsay, Hinako Shiraishi, Chloe Jackson
- 1.3 **Proxies:** None
- 1.4 **Observers:** None
- 1.5 **Absent:** Antonia Taylor

2.0 DECLARATION OF POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST

None

3.0 CONFIRMATION OF PREVIOUS MINUTES

Confirmed

4.0 COMMITTEE BUSINESS

- 4.1 Engagement – none, apologies from Chloe and no written report
- 4.2 Events – has been busy while recruiting new events officer, details on upcoming events below.
- 4.3 Volunteering – none, Antonia absent and no written report
- 4.4 Student Assist – none, Student Assist Manager position vacant

5.0 GENERAL BUSINESS

- 5.1 Guild Ball.
 - Set as 11th October (Friday before Relay for Life)
 - Secret theme is set
 - Subcommittee recruitment is almost complete
 - Aim for 300 PAX
 - First ball meeting in May
 - Investigating a buffet instead of waited meals
 - Leigh to investigate the possibility of drinking and non-drinking tickets
- 5.2 Student Leaders' Summit.
 - Tracking well, date being reconsidered for speaker availability.
 - Further speaker recruitment pending Tony returning from leave.
 - Subcommittee still to be recruited.
- 5.3 Leigh's Idea.
 - Leigh proposed to run a wellness centre for 2-4 weeks in the old newsagent.
 - Centre would have facilities for students to get free massages.
 - Received support from committee.
 - Leigh will look at the plan in more detail.

6.0 CLOSE AND NEXT MEETING

Next meeting date is yet to be decided. Please contact the Guild General Secretary (secretary@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 Minutes – June 17th 2019

1.0 Welcoming and Opening

2.0 Attendance, Apologies and Proxies

Attendance	Role
Tony Goodman (TG)	Managing Director
Conrad Hogg (CH)	Guild President
Chloe Jackson (CJ)	Associate Director – Student Services
Adhish Kastha (AK)	Guild Secretary
Antonia Taylor (AT)	Guild Volunteering Manager
Colleen Kirby (CK)	Student Assist Manager
Fin Brooke (FB)	OGC
Leigh Chalmers (LC)	Events Manager
Proxy	Role
Apologies	Role
Callum Lindsay (CL)	OGC
Fang Ke (FK)	OGC
Lincoln Aspinall (LA)	Education Council President
Hinako Shiraishi (Taco)	Societies Council President
Joseph Chan (JC)	Guild Vice President

3.0 Business arising from Previous minutes:

- **None**

4.0 Confirmation of Previous minutes:

- **Not applicable**

5.0 Committee Business

- **Social media**
 - Student Profile
- **Events**
 - **Crap music Rave:** Over 400 in attendance
 - **O-day semester 2:**
 - Guild O-week festival
 - Welfare bike blender
 - Pat the alpacas
 - Aussie reptile
 - Fairy floss
 - Mini golf
 - ISD taste of Australia
 - Live music
 - Club activations

- Spin the wheel with prizes
- Open Day
 - UWA have provided us with \$4000 to activate Oak Lawn
 - Mini Golf
 - Working with clubs and societies – prizes for clubs who are most active
 - Rock climbing?
 - Band and DJ
 - Students to man Guild stall
- Ultimate Uno – week 2 on Wednesdays
- Guild Ball – Harry Potter
 - Sub committee created
- **Volunteering**
 - Strategic planning day happened last week incorporated action plan for Sem 2
 - Week 3: national student Volunteer week
 - August 17th – interuniversity clean up
 - Activities each day
 - Working on increasing engagement – targeting social media specifically, requesting student support. Win a kilo of chocolate competition was very successful. Uplift in Newsletter sign ups and increasing frequency to fortnightly. Congratulations on new newsletter from Conrad.
- **Student Assist**
 - Welcome Colleen
 - Busy time at SA with the team stepping up to help
 - 328 cases in May, many special consideration and academic misconduct
 - Working on developing our approach to enhance support available to students and increasing operational efficiencies such as improvement to case notes system.
 - Developing strategic plan, to cover the move to STA and utilising digital case management system.
 - Walk in roster 9:30 – 2:30 working well
 - Front desk support for emergency loans very helpful.

6.0 General Business

Student Services Committee

6 August 2019

1.0 WELCOME AND OPENING:

1.1 Attendance: Adhish Kastha, Conrad Hogg, Leigh Chalmers, Colleen Kirby, Elise De Haas,

1.2 Apologies: Millie Muri, Callum Lindsay

1.3 Proxies:

1.4 Absent: Antonia Taylor

2.0 DECLARATION OF POTENTIAL OR PERCEIVED CONFLICTS OF INTEREST

None.

3.0 CONFIRMATION OF PREVIOUS MINUTES

Confirmed.

4.0 COMMITTEE BUSINESS

4.1 Engagement - mainly working on the website, Caitlyn working on all copy. Deadline 9th August. Test the website next week. Working to keep the Guild voice consistent. Increased the photography and videography to build our portfolio. New branding has been finalised. New intern helping Caitlyn with the social media. Communicating the new outlets are open.

4.2 Events – Upcoming events below

4.3 Volunteering – very busy, annual volunteering awards up next week. Antonia is presenting at a volunteers conference in Perth in the coming months.

4.4 Student Assist - Busy July. 222 students visited. 26 emergency loans. 2 meal vouchers. Yasmin is going to be the leader of the wellbeing volunteers and run the FB page etc. Looking at a new financial literacy program for students.

5.0 GENERAL BUSINESS

5.1 Student Leaders' Summit Debrief – Conrad said the event was successful with feedback being overall positive. The committee recommended the event run next year through Council. The main recommendation was to allocate more time for questions in each session.

5.2 O-Week Festival Debrief – The inaugural festival was received very well by new and old students alike. Offering clubs and departments a nominal budget to organise activities for the event helped the engagement of the overall event.

5.3 Guild Ball – Will hopefully go live and commence ticket sales before the start of September. The committee confirmed that \$1 of every ticket sold goes to Relay for Life.

5.4 Guild Social Media Policy – Committee were happy with the new Social Media policy, although waiting until next council meeting before confirming it.

6.0 CLOSE AND NEXT MEETING

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