

Minutes of the VACE Committee Meeting

Thursday 9 April 2015 | Guild Volunteering

Present: Jodie Koh (Chair), Thalia Botsis, Sophie Greer, Charlie Viska, Lizzie O'Shea (President), Thea Kurniawan, Chloe Jackson, Claire Duffy

Apologies: None

The meeting opened at 11:10am with an Acknowledgement of Country.

Welcome

Jodie welcomed members to the first VACE Committee meeting of 2015. Members introduced themselves and their role on the Committee.

VACE Committee Structure

Jodie explained that VACE sits under PAC, which is a subcommittee of Guild Council. Lizzie went on to say that while the VACE Chair is elected from the student body, it is not part of Guild elections and that while VACE reports to Guild Council, Jodie is not an Office Bearer.

Chair's report

Jodie's verbal report included an update on Guild Volunteering activities in 2015, which included *In Conversation*, the *GV Internship Intensives*, *O-Day*, *Jump into Volunteering*, and the *Kalamunda Trip*.

Upcoming opportunities such as *Albany Urban Downhill* (22-24 May), *National Volunteer Week* and *V Fest* (15 May) were also discussed.

Visioning Document

The Committee discussed the need for GV to develop a clear direction. The visioning document, drafted by Jodie and Lizzie was circulated and discussed. The main items of discussion were: marketing and communications, volunteer recruitment and retention, measuring the *real* impact and the role of GV in referring and placing volunteers. The need for both a strategic plan and operational plan were identified.

Meeting dates

The Committee agreed to meet monthly for ordinary meetings, and on an as needs basis for special meetings. Jodie will create a Doodle Poll to determine the next meeting date.

Causes VACE members like to support.

Human rights and children's rights, student welfare, equal education opportunities, human rights and social justice, homelessness – providing basic necessities, environmental protection, extra-curricular project funding (scholarships), health of young people, self-identity and actualization.

The meeting closed at 12:25pm

Minutes of the VACE Committee Meeting

Monday 4 May 2015 | Guild Volunteering

Present: Jodie Koh (Chair), Thalia Botsis, Charlie Viska, Thea Kurniawan, Claire Duffy

Apologies: Lizzy O'Shea (President), Chloe Jackson

The meeting opened at 12:10am with an Acknowledgement of Country.

Chair's report

Jodie reported that she and Claire attended the first Tertiary Engagement Committee meeting of 2015. The Committee discussed opportunities for an interuniversity event during National Student Volunteer Week (NSVW) 3-9 August. In previous years, the universities have joined with Friends of Lake Claremont to tree plant.

VACE discussed a number of other opportunities to celebrate NSVW which included an event to promote international volunteering, volunteering with corporates (slightly different from corporate volunteering), linking with schools, a panel discussion on topical issues around volunteering and highlighting the internship programs. When asked which activities most appealed, Thalia expressed an interest in volunteering with corporates, the panel discussion and tree planting; and Thea expressed an interest in high school outreach.

Jodie reported that Guild Volunteering will be having a stall on Oak Lawn during the Social Justice Week Club Carnival 12-2pm Wednesday 6 May. Members of VACE were encouraged to attend and help promote V-FEST.

V-FEST (Friday 15 May) is a morning of student volunteering during National Volunteer Week (11-17 May). Guild Volunteering are promoting 6 opportunities to link with community organisations. Charlie expressed a willingness to lead one of the groups.

Action: Claire to appoint Charlie as a team leader (group TBC)

Action: Charlie to invite Guild Councillors to be involved.

Action: All to circulate Facebook event and other media as appropriate.

Manager's report

Claire spoke about the *Volunteering to Learn* workshop that she and Sophie attended with Julia and Ilona (Ignite Mentoring) a fortnight ago. Key findings from the workshop were discussed.

Claire is in the process of contact every organisation that has ever listed an opportunity with GV to determine 1) if they have any UWA Student Volunteers 2) If they would like any and 3) If we can help them list their volunteer positions. Despite being a very time consuming exercise, this is proving to be a very important one.

The 12 GV Interns and their programs are tracking well. Members of VACE heard about the 'On My Feet' program, and were invited to join GV Intern Bonnie Paul for a special training session (run by John Worsfold) this Friday.

Through strategic planning, a number of potential projects have come to light (an annual handbook of projects, Club/FacSoc specific campaigns, a new website). Thalia suggested an opportunity for micro volunteering on campus, which would suit students who have some spare time between lectures.

It looks likely that funding from the Department of Sport and Recreation will continue to come through for the Sports Volunteering project.

The Albany Urban Downhill event (22-24 May) is locked in, despite the fact that numbers are yet to be confirmed.

Action: Jodie, Chloe and Claire to continue to work on the strategic direction
Action: All to consider opportunities for micro volunteering which can happen out of GV.

Community Engagement

Charlie reminded us of the importance of representing students which are off campus and suggested that we extend services to ALVA and others. Thalia suggested a Facebook group which lists opportunities to be involved.

Thea has been approached to speak at a TEDxBunbury event on 25 July. The theme is around youth and resilience and Thea would speak on this in relation to community engagement.

Action: Jodie to create Facebook group.
Action: Claire to schedule meetings for 12pm on the first Monday of the month.

The meeting closed 1pm

Next Meeting: 12:00pm, Monday 8 June 2015 (as 1 June is a Public Holiday)

Minutes of the VACE Committee Meeting Monday 8 June 2015 | Guild Volunteering

Present: Jodie Koh (Chair), Lizzy O'Shea, Olivia Jo, Sofie O'Mara, Thea Kurniawan, Claire Duffy
Apologies: Thalia Botsis, Charlie Viska, Chloe Jackson

The meeting opened at 12:05am with an Acknowledgement of Country.

Minutes

The minutes of April and May meetings were accepted as a true and accurate record of the meetings proceedings.

Manager's report

Claire reported that National Volunteer Week (NVW) saw the launch of the report on the Value of Volunteering to WA and the National Standards (circulated), the NVW Awards and V-FEST. 47 students participated in 6 activities around Perth for V-FEST (Baptistcare, Bethanie, Conservation Volunteers, Darling Range Wildlife Shelter, Earthwise and St Barts). When surveyed 62.5% of volunteers said that their experience was *very positive*, the remaining 37.5% said that it was *positive*. All indicated that they would volunteer again.

The Guild Volunteering Strategy (now accepted) was circulated for information. Claire reiterated that VACE has an important role in directing and informing the work of Guild Volunteering and highlighted the importance of their, and the President's input.

All Guild departments have been encouraged to adopt a tagline. VACE discussed the proposed tagline *Connecting Students with Community*. Members of the committee agreed to the proposal in principle and will vote by email in the coming days.

The team at Creative have been helping us with new merchandise (t-shirts and post-it notes). Options for these will be circulated as they become available.

Action: Claire to include the motion for the tagline in the body of the email when sending minutes.

Action: All to respond to the motion within 3 working days.

Action: Claire to send t-shirt designs (when available) for consideration by VACE.

Chair's report

Jodie gave an update on National Student Volunteer Week (NSVW) 3-9 August. Currently, Guild Volunteering is participating in Club Carnival (Tuesday), Interuniversity Tree Planting at Lake Claremont (Saturday) and the UWA Open Day (Sunday). Jodie would like each weekday to have a theme, for example *Monday's is Health* (Mobile GP, Dr Yes), *Tuesday is Education* (Teach Learn Grow, Intensive English Centres, Ignite) etc. VACE discussed having a different volunteer opportunity for each morning during NSVW and hiring a minibus to transport volunteers. Thea suggested that Millennium Kids might be able to host an opportunity. Jodie is also having a conversation with Emma from the Women's Department regarding a unique volunteering opportunity during NSVW. VACE discussed opportunities for volunteering with *for profit* organisations. Lizzy suggested a socially conscious careers fair which highlights what different companies offer their employees in terms of volunteering.

Action: Claire to send a list of 'themes' for VACE to choose from

Action: All to pick their top 5 'themes' for NSVW

Action: All to consider which day they would like to help coordinate

Action: Claire to consider Clyde's / Purple Buses when booking for tree planting

Sports update

Jodie gave a brief update on the Albany Urban Downhill event, at which Guild Councillors participated as event volunteers.

Volunteer update

Jodie suggested that VACE consider applying for this grant in future years. Claire reminded the committee that applications for Semester 2 don't close until Friday 14 August.

The meeting closed at 1:02pm

Minutes of the VACE Committee Meeting *Friday 28 August 2015 | Guild Volunteering*

Present: Jodie Koh (Chair), Lizzy O'Shea, Thea Kurniawan, Thalia Botsis, Charlie Viska, Chloe Jackson, Claire Duffy
Apologies: Olivia Jo

The meeting opened at 9:05am with an Acknowledgement of Country.

Minutes

The minutes of June meeting were accepted as a true and accurate record of the meetings proceedings.

VACE Membership

The Committee discussed the membership of the VACE Committee and agreed that rather than changing the Terms of Reference of the VACE Committee, Chloe Jackson would attend as a proxy or nominee of the Managing Director (6.14.3.2b). Further, the commitment of each member of the VACE Committee should be for a full year and that, in line with the UWA Student Guild, missing two meetings without an apology will lead to dismissal.

Chair's report

Jodie reported on National Student Volunteer Week (NSVW) and the following activities: Launch of Micro Volunteering Mondays, the Volunteer Zone at Club Carnival, the 2015 Guild Volunteering Handbook, Volunteer Manager's Training, The Social Impact of Engineers Panel Discussion, Wheelchair Basketball and Inter University Tree Planting. Thalia suggested that a Social Impact Series (of panel discussions) happen next NSVW and that Faculty Societies be encouraged to host them. Lizzy suggested that pop-up Micro Volunteering sessions could be hosted at the Business School and at ALVA. Jodie submitted VACE's Annual Report to Guild Council.

Action: Chair to approach Faculty Societies regarding the 2016 NSVW Social Impact Series
Action: Chair to circulate the VACE Annual Report and Guild Volunteering Handbook

Manager's report

Claire reported that Sophie Greer, the Guild Volunteering Officer has resigned and her last day in the office will be Friday 4 September. Sophie has been a valuable member of the Guild Volunteering team for 18 months and we wish her well. The Guild have re-advertised the position and will commence interviews on 31 August. On 14 August the Volunteering to Learn Website was launched. The concept guides and good practice guides are now able to be [downloaded for free from the website](#). A decision was made to cancel the Regional Trip to Northam due to lack of attendance. VACE briefly discussed the notion of incentivising volunteers and the possibility of a restructured Internship Program. Members expressed their interest in contributing to focus group on particular issues/projects.

Action: Claire to invite members of VACE to participate in focus groups as appropriate.

Sports update

Claire reported that the Volunteers in Sport Project, funded by the Department of Sport and Recreation have changed the scope of the project 2 years into the agreement with VolunteeringWA. Originally the project was about recruiting volunteers for sport and recreation clubs through environments outside of the clubs, including universities. The new KPIs do not specifically include universities, and as such Guild Volunteering was required to submit a proposal for how they would meet the new KPIs. The below proposal was put by Guild Volunteering and accepted by VolunteeringWA.

That Guild Volunteering will:

- 1. Support 20 clubs to recruit, reward, train, manage and upskill new and existing volunteers. 10 of the clubs will be external to the university and 10 will be university sports clubs.*
- 2. Promote and host training event for university sports clubs (training can be provided by VWA) – this will depend on the number of eligible sports clubs that can be reached.*
- 3. Promote sport volunteering roles provided by VWA.*
- 4. Monthly email progress update to VWA, which includes a completed project 'Data Report'.*
- 5. Quarterly progress update meetings - face to face.*
- 6. Work with Volunteering WA to ensure project milestones and outcomes are achieved.*
- 7. Undertake and practice good volunteer management policies and processes.*
- 8. Ensure volunteer protection insurance is in place.*
- 9. Ensure Work Health and Safety requirements are identified, implemented and followed.*
- 10. Complete financial acquittal, on form provided, by 31 May 2016.*
- 11. Participation in project evaluation and promotion including collection of photos, stories, quotes and anecdotal evidence.*

Discussion topics

A number of discussion topics including mailing lists, newsletters, online questions and feedback regarding attractors and detractors of volunteering and engaging in the Guild through policy briefly mentioned. It was suggested that these topics either be canvassed via focus groups convened by Guild Volunteering or in future meetings of the VACE Committee.

Community Engagement update

It was noted that community partners who have become transcript recognised since the last meeting of the VACE include: Hepatitis WA, St John Ambulance, WA AIDS Council, UWA Student Guild International Students' Service, Telstra Perth Fashion Festival, Harry Perkins Institute of Medical Research, Sudanese Australian Integrated Learning (SAIL) Program, Oxfam, Activ Foundation, Coalition for Asylum Seekers, Refugees and Detainees (CARAD), Ronald McDonald House, Electronic Music Appreciation Society, Leukaemia Foundation.

The meeting closed at 10:02am

The next meeting is scheduled for 12pm, Monday 5 October 2015.

Minutes of the VACE Committee Meeting
Thursday 22 October 2015 | Guild Volunteering

Present: Jodie Koh (Chair), Charlie Viska, Sofie O'Mara, Thea Kurniawan, Dani Van Staden, Claire Duffy

Apologies: Lizzy O'Shea, Chloe Jackson, Thalia Botsis, Olivia Jo

The meeting opened at 11:00am with an Acknowledgement of Country.

Minutes

The minutes of August meeting were accepted as a true and accurate record of the meetings proceedings.

VACE Membership

The Committee discussed the appointment of a new committee for 2016 which will include the UWA Student Guild President (Maddie Mulholland) the Chair (to be appointed by Guild Council December 1), PAC President (Megan Lee), 2 x Guild Councillors (TBC), 2 x Ordinary Guild Members (TBC). Jodie suggested an end of year wind-up for the 2015 VACE Committee.

Action: Jodie to choose a time and place and invite all on the VACE Committee to attend.

Chair's report

Jodie reported that Thank a Volunteer Day is on Saturday 5 December, and that last year Guild Volunteering hosted an event at the Boatshed. Claire reported that a grant had been submitted to the Department of Communities for an event to be held at Bounce. In speaking with students in the Faculty of Engineering, Computing and Mathematics, Jodie has found that there is some confusion around the process by which activities can become transcript recognised.

Action: Claire to notify the committee if the \$1000 grant is awarded.

Action: Claire to contact volunteer groups within the Faculty of Engineering, Computing and Mathematics.

Manager's report

Claire reported that the Program Directors Course would replace the GV Internship in 2016. The course would be fully articulated to include new and existing Program Directors and would include incentives such as training, opportunities for networking, peer to peer learning and mentoring. Claire attended ALLY training and is working with Dani to ensure that all programs (GV, student and community led) are inclusive of GLBTI+ people. A Regional Trip to Margaret River is planned for 13-15 November.

Sports update

Dani was welcomed to her first VACE meeting and spoke about her role as the Volunteers in Sport Officer. Dani spoke about Sailability, one of the community organisations we're supporting with student volunteers. Sailability programs provide sailing opportunities for people with a disability regardless of their ability, mobility or circumstances. Sessions run on Wednesdays, Thursdays and Sundays. Dani has contacted the ABC regarding running a news story on the organisation and our volunteers.

Community Engagement update

It was noted that community partners who have become transcript recognised since the last meeting of the VACE Committee include: RSPCA WA, the Lawrence Wilson Art Gallery and the Fogarty Scholars' Association.

The meeting closed at 11:51am