

Minutes of the VACE Committee Meeting
Thursday 11 February 2016 | Guild Volunteering

Present: Denisse Fierro (Chair), Maddie Mulholland (President), Chloe Jackson, Dani Van Staden, Claire Duffy (Minutes), Sean Matjeraie (Visitor)
Apologies: Torey Rickerby
Absent: Emily Law

The meeting opened at 3:15pm with an Acknowledgement of Country.

About the VACE Committee

Denisse welcomed new members and gave an overview of the VACE Committee.

2016 Expectations and Goals

VACE discussed their plans for 2016 which included: Increased participation by international and postgraduate students; more opportunities for group volunteering (appropriate for clubs and facsocs); to become an innovation centre; to increase collaboration with other members of the Tertiary Community Engagement Committee; to become better integrated with the Guild; to work collaboratively with staff and to influence organisational culture; to promote Corporate Social Responsibility; to increase community engagement; to increase the capacity for students and clubs to access volunteering; to work on systems and processes which increase our capacity to effectively engage. Maddie requested that the VACE Chair report to and where possible attend Council meetings, and Claire requested that members of the VACE Committee be actively involved in, and advocates for Guild Volunteering.

Action: Claire to send Denisse volunteering information prior to reports being due
Denisse to submit a monthly VACE report to Council

Chair's Report

Denisse encouraged VACE to attend ODay, where Guild Volunteering will have a stall, be taking sign-ups for V-News and expressions of interest for Program Director run opportunities. Denisse also suggested that Program Directors attend VACE meetings and that Guild Councillors attend Program Directors' organisations / programs / projects. Denisse suggested Guild Volunteering make a goal for the number of hours they want to upload to transcripts. Claire noted that volunteering hours more than doubled in 2015.

Action: All to come past the Guild Volunteering stall on ODay
Claire to invite PDs to VACE and Councillors to PD's programs.

Manager's Report

Claire reported that training was being planned for 19 Program Directors over 20-21 February. The 12 hour training will include all aspects of volunteer management and will be a good opportunity for new, returning and old Program Directors to meet and share their experiences. Dani has done an enormous amount of work transferring information from the old Excel database to the new Access one. The new database has given us increased capacity to understand where our volunteers are from, what they're interested in, and what they're up to.

Sports Update

Dani reported that another tranche of funding has been received for the Department of Sport and Recreation's *Volunteers in Sport Project*. The \$5,000 will be used to employ Dani 1 day a week as the Sports Officer (Dani's other 4 days are as GV's Volunteer Officer). Dani spoke about 2 programs: Sailability and StarKick, and initiative of the Coolbinia Bombers JFC.

Community Engagement Update

New community partners include the Australia-Japan Society of WA, The Minderoo Foundation, UWA Student Guild Archives, Dr YES, Relay for Life, Botanic Garden and Parks Authority, Future Directions International and the Smith Family

Internships / Vacation Work

VACE discussed the increasing need for students to complete internships and vacation work as a part of their degree, and how GV might be able to support them. Chloe suggested the development of a new arm within the UWA Student Guild which could direct students to these opportunities, which aren't strictly volunteer related.

The meeting closed at 4:20pm

The next meeting is scheduled for 2pm Friday 18 March 2016

Minutes of the VACE Committee Meeting
Wednesday 27 April 2016 | Guild Volunteering

Present: Denisse Fierro (Chair), Maddie Mulholland (President), Chloe Jackson, Thomas Coltrona, Catherine Tu, Emily Law, Dani Van Staden, Claire Duffy (Minutes)
Apologies: Megan Lee
Absent: Torey Rickerby

The meeting opened at 4:05pm with an Acknowledgement of Country.

Previous Minutes

The minutes of the previous meeting were accepted as a true and accurate record of the meeting's proceedings.

New Members

Denisse welcomed Thomas Coltrona and Catherine Tu to their first VACE Committee meeting. Thomas and Catherine have been involved in Blackstone and Teach Learn Grow, among other organisations, programs and initiatives.

Recording Student Volunteer Hours

Claire reported that she had been in contact with Guild Enviro (as requested), and that they could provide old keyboard keys as tokens to represent the number of students involved in volunteering at UWA. VACE discussed a number of others, including Dani's suggestions of uploading volunteer hours to the website or taking a Polaroid of each active volunteer to display on a wall in the GV office. Chloe suggested that photos could be taken of clients/participants/recipients of volunteer efforts and testimonials could appear as speech bubbles.

Action: Emily and Catherine to help source a Polaroid camera

Social Justice Week

Thomas reported that PAC has organised a range of events for Social Justice Week (9-13 May, also National Volunteer Week) and that 'Sleepout on Oak' which raises money for awareness around youth homelessness was planned for 10 May.

Hands Across the World

Dani reported that following the March meeting, she and Claire had met with Aleisha Stewart-Dawkins (Director, HATW) and discussed concerns raised in the previous meeting.

Action: Dani to send all information on HATW to Chloe for the purpose of determining insurance coverage

Action: Chloe to determine which insurance the uni could provide (in addition to volunteers own travel insurance)

Action: Claire to compare HATW to other potential international VIOs

Action: Claire to contact HATW and offer them the opportunity to list domestic skills based roles, such as grant writing.

Action: Once approved, engage Alumni to partner graduated 'professionals' with students for in-country projects

Chair's Report

Denisse spoke about 'Street Store', an initiative which supports people sleeping rough by displaying donated items in pop-up shops around the city. It was suggested that items collected at 'Sleepout on Oak' could be distributed in this way. Denisse also reported that she has contacted Pelican regarding volunteer profiles, but is yet to hear back. Chloe suggested blogging the profile and linking it to Guild Weekly.

Action: Denisse to follow up with Pelican regarding volunteer profiles

Manager's Report

Claire reported that Dani's last day in the office is Friday 29 April, a farewell will be held Friday 4pm on the Guild Balcony. VACE considered a proposal from Jeremy Sim to use a 'tinder for job seekers' app, but decided that the website was the most appropriate platform for GV. Claire reported that Tony Goodman (Managing Director) has asked GV to produce a promotional video. The UWA Friends and Volunteer Groups report was discussed and their recommendations considered. GV are submitting an abstract for the YACWA Fairground Conference. National Volunteer Week activities include a 'translating volunteering onto your resume workshop', a volunteer manager training and 2 day trip outings.

Action: Claire to contact Jeremy Sim and advise that GV will not be adopting the app

Action: Claire to request Honny record footage during National Volunteer Week and produce a short video thereafter

Action: Claire to compile a list of friends groups, and contact them to see if they need support listing volunteer roles

Action: Claire to confirm schedule of activities for National Volunteer Week

Officer's Report

Dani reported that she is wrapping up the Department of Sport and Recreation funded 'Volunteers in Sport' project; that the day trip to Kanyana Wildlife Sanctuary was a great success; that a new program with Students for Refugees, Swimming WA and UWA Sport is looking to help refugee kids learn to swim; and that the Department of Corrective Services have approached us with a new volunteer opportunity which sees student volunteers 'buddy' with kids at risk.

The meeting closed at 5:00pm. The next meeting is scheduled for 1:00-2:00pm Wednesday 18 May 2016

Minutes of the VACE Committee Meeting *Monday 23 May 2016 | Guild Volunteering*

Present: Denisse Fierro (Chair), Maddie Mulholland (President), Thomas Coltrona, Megan Lee
Zoe Mitchell (Minutes), Claire Duffy
Apologies: Chloe Jackson, Catherine Tu
Absent: Torey Rickerby, Emily Law

The meeting opened at 1:08pm with an Acknowledgement of Country.

Previous Minutes

The minutes of the previous meeting were accepted as a true and accurate record of the meeting's proceedings.

Hands Across the World

Claire reported that [Hands Across the World](#) (HATW) have been encouraged to list domestic skills-based volunteer roles on the Guild Volunteering website until international opportunities are approved. The approval of international opportunities are in progress (Chloe continues to investigate insurance). Following from May's meeting Claire also iterated that [Australian Volunteers International](#) might be a good platform for referring students to international roles.

Action: Claire to follow up on Chloe's conversations about insurance cover.

Guild Volunteering Promotional Video

Claire reported the intention to develop two concurrent video projects. One would feature organisation/student volunteer partnerships from GV's 14 key areas, which could be broken down into its components, and would aim to explore the impact of volunteering. Claire reported that Volunteering WA had indicated a willingness to provide some funding for this project, particularly for sporting organisations. The other project would encompass more of a 'journey' experience- suggesting that regional trips may be an ideal fit for this video.

Action: Claire and Zoe to further develop thematic ideas and begin developing proposal

Action: Claire to put a proposal which includes a funding request to Volunteering WA

Volunteer Tutor Exchange

Thomas reported that he had met with the Program Directors of both PAL and PASS regarding the 'Volunteer Tutor Exchange' (VTE) and that both had expressed enthusiasm for the idea, believing it would complement existing programs. Thomas led a discussion detailing the possibilities and considerations of implementing the VTE. Points raised included the concern of risks associated with an 'honour system' for tutors, the need to develop appropriate frameworks for feedback and grievances, and the development of resources for tutors and participants that would outline requirements, expectations and processes. In response to Thomas' proposal that the program run from a web platform, Maddie suggested a partnership with Bloom. Zoe articulated the need to test the program and suggested the possibility of developing it in stages. Denisse suggested approaching faculties and lecturers in the development stages.

Action: Thomas to develop an initial proposal for the program

Action: Claire to arrange a meeting between herself, Thomas, Emma Boogaardt, and Lina El Rakhawy to discuss.

VACE Definitions

Claire reported that she had begun working on a document detailing definitions for different types of engagement, such as volunteering, work integrated learning, service learning and practicums.

Action: Claire to continue to work on the Definitions Document

Chair's Report

Denisse reported on the recent volunteer trip to City Beach for World Ocean's Day which saw 10 students volunteer to help clean up and catalogue rubbish along the beach in partnership with Dennis Venning of Guild Enviro and Tangaroa Blue. Denisse reported that the event had been a success with the event being featured as the only WA event on the official World Ocean's Day website. Following from the May meeting, Denisse noted that she is still yet to receive a reply from Christine Parfitt

regarding Bottles for Botol. Denisse then opened the discussion regarding National Student Volunteer Week.

National Student Volunteer Week

Claire presented a tentative programme for NSVW as outlined in the table below:

| | | |
|------------------|--|--|
| Monday | Faculty: To promote faculty specific volunteering and engage a wider range of students. <i>1 hour pop-up sessions at 5 faculties providing fac. Specific referrals, info and resources.</i> | 5.30-7pm Professional Development in Hackett |
| Tuesday | Clubs/Societies: To promote volunteering within clubs and societies on campus. <i>Club Carnival (12pm - 2pm) VIVE (11am - 2pm)</i> | 5.30-7pm Professional Development in Hackett |
| Wednesday | International: To acknowledge the contribution of international students to volunteering at UWA and aiming to engage and facilitate more interaction between domestic and international students through volunteering <i>Two volunteering excursion aimed specifically at engaging international students and providing orientation and friendship-building</i> | 5.30-7pm Professional Development in Hackett |
| Thursday | Community: To acknowledge our community partners and volunteer within the community. <i>Volunteering excursion to support community partner.</i> | 5.30-7pm Professional Development in Hackett |
| Friday | Celebration! <i>Ideas included ice-cream station, fairy floss...</i> | 5.30-7pm Professional Development in Hackett |
| Saturday | Inter-Uni Tree Planting Day <i>In conjunction with Friends of Lake Claremont</i> | n/a |
| Sunday | Open Day | n/a |

Potential professional development topics proposed:

Gender and Sexually Diverse Identities, Disabilities, Mental Health, CALD Identities, Inter-faith Dialogue, Aboriginal and Torres Strait Islander Identities

Ideas proposed for the PD sessions included: breakout groups, handouts, pledges/displays, discussions rather than a panel talk, and potential hashtag/twitter tracking of discussion points.

Action: Claire and Zoe to continue developing ideas and program for NSVW

Manager's Report

Claire reported that GV were preparing for two upcoming regional trips; one at the Western Uni Games in Bunbury from the 3rd-6th of July, and one touring through the Wheatbelt for the Avon Descent from the 5th-7th of August. Claire also reported the establishment of a GV 'Winternship', with applications open for students interested in exploring the connection between volunteering and the fulfilment of targets for the 2015 Sustainable Development Goals, grounded specifically in researching opportunities provided by GV and how they can be developed and improved to reflect the wider development climate and aims.

The meeting closed at 2.18pm.

Minutes of the VACE Committee Meeting *Monday 23 May 2016 | Guild Volunteering*

Present: Denisse Fierro (Chair), Maddie Mulholland (President), Chloe Jackson, Catherine Tu, Emily Law, Zoe Mitchell, Claire Duffy (Minutes)
Apologies: Megan Lee
Absent: Torey Rickerby, Thomas Coltrona

The meeting opened at 10:35pm with an Acknowledgement of Country.

Previous Minutes

The minutes of the previous meeting were accepted as a true and accurate record of the meeting's proceedings.

New Members

Denisse welcomed Zoe Mitchell (Guild Volunteering Officer) to her first VACE Committee meeting. Zoe was appointed Program Director for Save the Children in February of 2016, and is working full time for Guild Volunteering while completing her Masters in International Relations.

Hands Across the World

Claire reported that [Hands Across the World](#) (HATW) have been contacted regarding listing domestic skills based volunteer roles on the Guild Volunteering website. Claire also reported that [Australian Volunteers International](#) might be a good platform for referring students to international roles.

Action: Claire to compare HATW to other potential international VIOs (carried over from April meeting)

Action: Chloe to follow up on insurance (carried over from April meeting)

National Volunteer Week

Guild Volunteering ran the following events/campaigns/opportunities during National Volunteer Week (9-13 May). 'Give Happy Live Happy' social media campaign (which included photos of volunteers and testimonials on Facebook, Instagram and Twitter), 'Translating your Volunteer Experience on to your Resume' workshop, Yangebup Backyard Blitz, Volunteer Manager's Training, Launch of AUG Sports Volunteering and Pikelet making at St Bart's House.

Guild Volunteering Promotional Video

Claire reported that the promotional video, scheduled to be filmed during National Volunteer Week was unable to be compiled due to clearance issues with event partners (one included at risk children, the other older homeless men). Chloe suggested that the 14 key areas in which we work can be highlighted. Claire suggested that there could be individual (program specific) videos, and a compiled video.

Action: Claire and Zoe to identify roles in the 14 key areas and approach partners

Action: Claire to contact Volunteering WA to see if they can provide financial support to the project

Friends Groups

Claire reported that a list of UWA Friends Groups has been compiled. Of the 14 (Friends of Albany, Friends of Lawrence Wilson Art Gallery, Friends of Earth Science, Friends of Grounds, Friends of Historical Society, Friends of Music, Friends of Library, GeoScience foundation, Friends of USA, Friends of the UK, Cricket Club Foundation, Friends of Athletics, Boat Club Foundation, Friends of Rugby) Guild Volunteering have only supported 1 - the Friends of Lawrence Wilson Art Gallery, with the role 'Art Gallery Researcher'. Claire is continuing to contact all groups.

Action: Maddie to send Claire a list a students associated with each of the Friends Groups.

Chair's Report

Denisse reported that she attended the WA Young Achiever Awards Presentation during National Volunteer Week, and was pleased to congratulate UWA students who had been shortlisted for the award. Denisse suggested a link between Guild Volunteering and the Guild Environment Department and award winner Christine Parfitt's organisation [Bottle for Boto!](#), a social enterprise that works with Australian and Indonesian schools to help prevent plastic waste entering water streams, rivers and oceans. The program aims to educate students on the importance of protecting the environment by leading a generational change away from single-use plastics. Denisse reported that Pelican didn't

want to publish volunteer profiles so much as articles written by volunteers. Chloe suggested advertising within Pelican, Catherine suggested an interview and Maddie suggested short stories.

Action: Denisse to contact Dennis Venning (Enviro) & Christine Parfitt (Bottle for Botol)

Action: Denisse to follow up on content for Pelican

Volunteer Tutor Exchange

Thomas Coltrona (absent) asked for the initiative 'Volunteer Tutor Exchange' to be added to the agenda. Claire spoke to the proposal. Catherine indicated that through LMS, two programs, PAL (Peer Assisted Learning) and PASS (Peer Assisted Study Session) were already running.

Action: Thomas to contact PAL and PASS to determine whether or not another initiative is needed

Manager's Report

Claire reported that the below SLA figures were requested by senior staff at the Guild and that members of the VACE committee may find them interesting. Percentage variation is from April 2015/April 2016

April 2016

Number of Opportunities Listed (51) Up 240%
Number of Opportunities Viewed (2053) Up 140%
Number of Events Listed (11) Up 22%
Number of students viewing events (409) Up 335%
Number of Walk-ins (83) Down 17%

2016 TOTAL YTD

Number of Opportunities Listed (185) Up 189%
Number of Opportunities Viewed (10377) Up 17%
Number of Events Listed (24) Down 36%
Number of students viewing events (819) Down 12%
Number of Walk-ins (756) Up 201%

In May of 2015 we were offering event, short term, and long term volunteer opportunities, as well as regional trips. In May of 2016, our focus is trying to meet the needs of students, and finding innovative ways to engage them in volunteering. We now offer micro volunteering, pop-up volunteering, event, short term, long term, skills based volunteering and regional trips. In May of 2015, we used an excel spreadsheet to 'track' the number of walk-ins. In May of 2016, we have developed and implemented a Volunteer Management System, which uses Access to record a student's faculty, areas of interest, length of commitment, and level of clearance (among other things). We currently support 231 organisations to list roles on our website www.guildvolunteering.com About 200 of these are community organisations, others include faculties, Guild Affiliated clubs and departments. In 2015, we had 172 organisations listing roles (this number included faculties and Guild Affiliated clubs and departments). In August of 2015, 29 organisations were 'transcript eligible'. There are currently 82 organisations which are 'transcript eligible' through Guild Volunteering.

The new (unpublished) Guild Volunteering website was shown to members of the VACE Committee. The Volunteer Goal campaign (1,000 volunteers and 10,000 hours) was discussed, and it was agreed that there could be monthly 'benchmarks' determined this semester, so that we could know how we're tracking next semester, before all hours are received. Sports volunteering was briefly discussed.

Action: Claire to note of how many guild affiliated clubs v individuals / organisations submit hours

Action: Chloe and Claire to progress website development and content

Action: Chloe to liaise with Laura Koh (Volunteering WA) and senior Guild staff if Department of Sport and Recreation 'Volunteers in Sport' if funding is available.

Action: Claire to compile a list of definitions around volunteering, work experience, internships

Action: Claire to draft FAQ documents relating to affiliation and transcript recognition

Officer's Report

Zoe reported that locations for a regional trip are being determined, and that all organisations linked to the Vol Hub work group on career hub are being contacted to determine: 1) If their contact details are up to date 2) If they have any UWA student volunteers 3) If we can help them promote any roles 4) If they need help recognising volunteers. Zoe asked whether or not a volunteer language exchange program existed. Chloe suggested that Zoe contact LACE (Language and Cultural Exchange) and Maddie suggested Korean, French, Indonesian and Japanese Clubs.

Action: Chloe to send Zoe a LACE contact.

The meeting closed at 11:30am.

Minutes of the VACE Committee Meeting
Wednesday 27 July 2016 | Guild Volunteering

Present: Denisse Fierro (Chair), Maddie Mulholland (President), Chloe Jackson, Thomas Coltrona, Megan Lee, Catherine Tu, Zoe Mitchell, Claire Duffy (Minutes), Jack Looby (Guest), Sofia Kouznetsova (Guest) Valentina Ambrose (Guest)

Apologies: Nil

Absent: Torey Rickerby, Emily Law

Previous Minutes

The minutes of the previous meeting were accepted as a true and accurate record of the meeting's proceedings.

International Volunteering

Chloe reported that her conversations on insurance had progressed with the university, and has scheduled a meeting for Craig Young (Manager of Strategic Risk at UWA), herself and Claire.

Action: Chloe to report on the outcome of the meeting with Craig.

Action: Claire to meet with AIESEC to determine how GV can better support their programs

Guild Volunteering Promotional Video

Claire reported that an outline for a film had been developed (which covers all 14 key areas).

Action: Claire to send details of programs to Honny for filming.

Volunteer Tutor Exchange

Thomas reported that he shared the concept of VTE at Ed Council and it was well received. VACE Discussed an initial roll out phase which included the 'big' first year units in pre-law, business, politics, chemistry, physics and maths. Bloom are advertising for a web designer and Thomas has developed roles for program coordinators.

National Student Volunteer Week

Claire provided an overview of activities for National Student Volunteer Week (8-14 August). Members of the VACE Committee were encouraged to attend events throughout the week.

Chair's Report

Denisse noted that it was her last meeting as VACE Chair and extended her thanks to the VACE Committee for their efforts. Denisse reported that she is in the process of organising a clean-up with the Guild's Enviro Department and Tangaroa Blue at Meelie Reserve in South Perth. Denisse had also promoted the Avon Decent Regional Trip to the Outdoor Club and via the PSA Newsletter.

Program Directors

Valentina Ambrose (Beaconsfield Intensive English Centre) and Sofia Kouznetsova (Micro Volunteering) spoke about their volunteer programs, and their experience as Program Directors. Megan suggested that Program Directors attend PAC run events and training in Semester 2.

VACE Chair

The Committee thanked Denisse for her contribution while holding the position of VACE Chair. Claire reported that applications for VACE Chair were open, and that students are encouraged to apply via the Guild Volunteering website until 17 August.

Udayan Care

Claire reported that Udayan Care had requested that their organisation be formally considered by the VACE Committee after being rejected by Claire via VolHub. VACE agreed that Udayan Care was not a good fit for Guild Volunteering, and supported Claire's decision to not list their roles at this time.

Minutes of the VACE Committee Meeting
Monday 29 August 2016 | Guild Volunteering

Present: Maddie Mulholland (President, Chair), Chloe Jackson, Thomas Coltrona, Catherine Tu, Claire Duffy (Minutes)
Apologies: Zoe Mitchell, Emily Law, Torey Rickerby
Absent: Megan Lee

Maddie opened the meeting at 11:06am with an Acknowledgement of Country.

Previous Minutes

The minutes of the previous meeting were accepted as a true and accurate record of the meeting's proceedings.

Volunteer Insurance

Claire reported that she and Chloe met with Craig Young (Manager Strategic Risk at UWA) and Jodie regarding international insurance for student volunteers. Craig and Jodie are yet to follow up on actions from the 24 August meeting. Chloe suggested it might be because they are undergoing an audit.

Action: *Chloe to follow up with Craig and Jodie regarding volunteer insurance.*

Guild Volunteering Promotional Video

Claire reported that she has identified 3 opportunities for Honny Palayukan to film raw footage in September. At SERAG's tree planting day, the Kulunga Katitjin Festival and at the Albany Urban Downhill. These events represent the following areas in which we work: Environment, Indigenous, Education and Youth, Sport.

Action: *Claire to speak with Madeleine Smith regarding Honny's availability and the willingness of the department to contribute resources.*

AIESEC

Claire reported that she met with Ben Chia (Team Leader of Outgoing Global Internship Program) regarding further promoting AIESEC opportunities, and supporting the committee to run Global Fair (29 August – 3 September). An opportunity for an 'educational internship' in Japan is currently listed on Career Hub. Members of VACE discussed the mixed and sometimes negative perception of AIESEC at UWA and the need to gather stories from returned or returning AIESEC volunteers.

Action: *Claire and Zoe to collect stories from returned or returning AIESEC volunteers.*

National Student Volunteer Week

VACE discussed the schedule of activities carried out during National Student Volunteer Week (8-14 August) and noted that the schedule was quite busy. Chloe suggested a meeting 2 months prior to the event in which goals are set and a program schedule is designed (around goals). Maddie questioned whether or not poor attendance at the Inclusion events were as a result of timing, promotion, weather, content or structure (or a combination of factors).

Action: *Claire to provide content for the Guild blog from resources shared at Inclusion events.*

VACE Chair

Applications for VACE Chair closed on 17 August and 3 excellent applications were received. All 3 applications (from Anam Suterwala, Sofia Kouznetsova and Valentina Ambrose) will go to Guild Council on 31 August for their consideration and appointment.

Volunteer Celebration

Maddie asked how Guild Volunteering was celebrating volunteers at the end of the year. Claire reported that she was successful in obtaining a \$1100 grant from the Department of Local Government and Communities for a Thank a Volunteer Day (TAVD) event last year, however a condition of the grant was that the event be held on TAVD, which was outside semester and on a Saturday. Claire suggested that an event run in conjunction with SOC and PAC could be a good alternative, and Chloe suggested hot chocolate, cookies and games on Oak Lawn as a low cost alternative.

The meeting closed at 11:39am

Minutes of the VACE Committee Meeting
Wednesday 28 September 2016 | Guild Volunteering

Present: Maddie Mulholland (President), Sofia Kouznetsova (Chair), Catherine Tu, Zoe Mitchell, Claire Duffy (Minutes)
Apologies: Chloe Jackson, Thomas Coltrona, Emily Law, Torey Rickerby
Absent: Megan Lee

Sofia opened the meeting at 10:06am with an Acknowledgement of Country.

Previous Minutes

The minutes of the previous meeting were accepted as a true and accurate record of the meeting's proceedings.

Volunteer Insurance

Claire reported that Craig Young (Manager Strategic Risk at UWA) sent a 'Summary of Cover' for travel which is registered and endorsed by UWA to Chloe Jackson via email. It is worth noting that AIG Australia Limited (the insurer) have some conditions which need to be adhered to (leisure travel is not included, notifications need to be received, some geographical regions are not covered). Claire also reported that Guild Volunteering have emailed all partners, requesting their Certificates of Currency (confirmation of insurance) and that only organisations who return their Certificates will be able to list roles on the Guild Volunteering website.

Guild Volunteering Promotional Video

Claire reported that Honny Palayukan has taken raw footage at SERAG's tree planting day and the Kulunga Katitjin Festival. Honny was unable to attend the Ignite Mentoring session which Zoe visited and the Regional Trip to Albany.

AIESEC

In response to VACE's discussion on the mixed and sometimes negative perception of AIESEC at UWA, Zoe emailed AIESEC to request stories from returned or returning AIESEC volunteers. Sofia noted the Global Fair event ran from 29 August - 3 September.

National Student Volunteer Week

VACE discussed opportunities for NSVW 2017 and specifically tying INCLUSION-style events to either Guild / United Nations 'week for ...'. Sofia suggested that Program Directors and members of the VACE Committee could be more active, and that Guild Volunteering staff could better explain the expectations to be present and represent Guild Volunteering.

Action: Claire and Zoe to work on a 'recap' story on the INCLUSION events for the Guild blog

Action: All to email GV with how they would like to be involved (eg. leading a Homeless Connect group)

Relay for Life at UWA

Relay for Life at UWA is happening on 15 and 16 October and Guild Volunteering have a team. Zoe asked VACE for ideas on fundraising and themes. Sofia suggested that Program Directors could help us recruit team members. Sofia reported that Micro Volunteering volunteers were helping to compile packs on 10 October.

Homeless Connect

Guild Volunteering are supporting Homeless Connect with 2 events 10:00-3:00pm on 11 and 19 October.

Action: Sofia to contact Maurene at Volunteering WA directly if she wants weekly sessions (as per last year)

Program Directors

VACE discussed the new format for Program Directors and resourcing for both GV and Community Directors.

Action: Program Directors to be discussed at the December meeting of the VACE Committee

United Nations Association WA

Sofia reported that she is interning with UNAWA and has identified a number of volunteer opportunities.

Action: Sofia to contact Carolyn Gatward (President) regarding the development of these volunteer roles

Thank a Volunteer Day

VACE discussed options for TAVD, including partnering with SOC, PAC and ED.

Action: Claire to schedule a meeting with PAC, SOC, ED, VACE and Michael Kobondo (who will invite Council)

The meeting closed at 10:54pm

Minutes of the VACE Committee Meeting
Tuesday 25 October 2016 | Guild Volunteering

Present: Maddie Mulholland (President), Sofia Kouznetsova (Chair), Jenny Ophel, Megan Lee, Thomas Coltrona, Zoe Mitchell, Claire Duffy (Minutes)
Apologies: Catherine Tu, Jack Looby, Emily Law, Torey Rickerby
Absent:

Sofia opened the meeting at 12:07pm with an Acknowledgement of Country.

Previous Minutes

The minutes of the previous meeting were accepted as a true and accurate record of the meeting's proceedings.

National Student Volunteer Week

The National Student Volunteer Week digest content has been written for the Guild blog, and will be submitted for publication during Social Inclusion Week (19-26 November).

VACE Contributions

At the September meeting of the VACE Committee, members indicated their willingness to become more involved between meetings. Claire thanked Catherine for her support in the lead up to Relay and the offer for help during Regional Trips and in communicating with clubs like AIESEC.

Homeless Connect

Guild Volunteering have led 2 trips to the Homeless Connect warehouse, and Sofia is taking expressions of interest from students who would like to volunteer at the warehouse independently. Zoe has been liaising with Keith Almond from Volunteering WA and has listed roles for Homeless Connect day (9 November) on the website.

United Nations Association WA

Sofia reported that she has been speaking with the Volunteer Coordinator at UNAWA and is keen to establish a volunteer/internship opportunity which provides students with skills based roles within a respected organisation. The coordinator could be a Community Program Director (in next year's cohort) and the pool of volunteers could act as a workforce to provide support to the various committees.

Action: Sofia to circulate via email a proposal for VACE's consideration

Thank a Volunteer Day

Claire reported that she has scheduled a meeting with Megan Lee, Jack Looby, Emma Boogaerdt, Michael Kabondo and Sofia Kouznetsova to discuss Thank a Volunteer Day (5 December) or an alternative event which recognises the contribution of volunteers and celebrates their achievements. Megan suggested a relaxed event, such as a mixer or high tea which encourages networking (and may include an activity such as the 'we make a difference' thumb print poster).

Action: Claire to report on the outcome of the meeting

National Youth Week Grant

Zoe reported that she wrote Guild Volunteering's the National Youth Week grant application for a Hackathon with Anglicare WA and Coders for Causes. The focus of the event will be on using technology to find a solution to a social problem (youth at risk). The application is for \$1000 and is to be used between 31 Mar-8 April 2017.

Good Deeds Day

VACE discussed Good Deeds Day as a model for a 'day of action' or 'day of service' and agreed that it could be used during National Volunteer Week as an alternative to V-Fest (our morning of student volunteering).

The Big Lift

VACE discussed The Big Lift volunteer program which began at the University of Technology Sydney and is spreading around the country. UTS take 40 student volunteers to 5 towns over 9 days and spend about \$20,000 to do so. Maddie suggested that Guild Volunteering should be careful to respond to need in communities, rather than seek to 'create' need to facilitate our own experience.

Action: Guild Volunteering staff to consider incorporating aspects of The Big Lift into their regional trips

Action: Claire to contact Inti from The Big Lift to communicate our inability to participate formally in 2017

McCusker Centre for Citizenship Collaboration

Maddie reported that she had been approached by the McCusker Centre for Citizenship regarding areas for collaboration in 2017 and that a student leadership team was in the process of being established. Zoe noted that

some of Guild Volunteering's events (such as the Inclusion Series) have overlapped with MCC events. Megan noted that PAC has collaborated with MCC and expressed an interest in following up with incoming student leaders.

Action: Megan to contact the McCusker Centre for Citizenship regarding possible Guild collaborations

Guild Enviro Collaborations

Sofia noted Guild Volunteering's strong relationship with the Guild Environment Department and the proposal for the Guild Gardening (formerly Urban Orchard) coordinator to be a Guild Volunteering Program Director. Megan suggested that the primary objective of the Enviro Collective was to support these types of initiatives, and the appointment of 2 Deputies (to the Enviro Officer) would likely enjoy managing this project.

Action: Claire to advise Dennis that no decision has been made regarding the inclusion of Guild Gardening in the Program Directors course

Action: Claire to schedule a meeting with Sean (the incoming Officer) to determine the best way forward

Guild Volunteering Fresher Reps

Sofia introduced the idea of appointing Guild Volunteering Fresher Reps and VACE agreed that it could be useful to trial. VACE resolved to propose a trial of Fresher Reps on the VACE Committee to the incoming VACE Committee.

Action: Claire to speak with the 2017 VACE Chair about the appointment of Fresher Reps

Action: Guild Volunteering staff to take expressions of interest for Fresher Reps on O-Day. All who have expressed interest will be encouraged to submit a formal application. VACE will elect positions in the first instance (after the trial, a formal recommendation can be put to Council for their consideration)

Youth/ Student Volunteers Audit

Sofia introduced the idea of a Youth/ Student Volunteer Auditor for VIOs.

Action: Guild Volunteering staff to survey VIOs to determine their interest in the program

Function of VACE

VACE discussed their ability to direct and support the work of Guild Volunteering. Zoe suggested International Student Representation on VACE and Megan suggested a one off focus group (or survey) to review the function and limitations of the department, as well as provide an outsiders perspective.

Action: Claire to discuss the establishment of a focus group with the 2017 VACE Chair

Relay for Life at UWA

Relay for Life at UWA ran 15-16 October and raised over \$83,000 VACE extended their thanks to Emilie Fitzgerald and the Relay Committee and congratulated the Guild Volunteering team on winning 'best tent'.

The next meeting is scheduled for 12:00pm on 29 November at Guild Volunteering

The meeting closed at 12:56pm

Minutes of the VACE Committee Meeting
Tuesday 29 November 2016 | Guild Volunteering (GV)

Present: Maddie Mulholland (President), Sofia Kouznetsova (Chair), Jenny Ophel, Megan Lee, Thomas Coltrona, Claire Duffy (Minutes)
Apologies: Catherine Tu, Zoe Mitchell
Absent: Emily Law, Torey Rickerby

Sofia opened the meeting at 12:11pm with an Acknowledgement of Country

Sofia noted that this was the last meeting of this VACE Committee and thanked the members for their contribution. A new committee will be appointed when Nevin begins his term as the 104th Guild President.

Previous Minutes

The minutes of the previous meeting were accepted as a true and accurate record of the meeting's proceedings.

Social Inclusion Week (SIW)

Content from the NSWV Inclusion Series was published on the Guild Blog during Social Inclusion Week.

Action: Claire to look into the CareerHub blog and resource functions.

United Nations Australia Association WA

VACE discussed Sofia's written project proposal for a volunteer program with UNAOWA and endorsed a Program Director being appointed in 2017. VACE discussed encouraging ordinary Guild Members (not on committee) to bring proposals, and suggested that a biannual intake of student Program Directors would offer the right amount of consistency and flexibility.

Action: Sofia to work with GV staff to develop a JDF for the 2017 UNAOWA Community Program Director.

Thank a Volunteer Day

Megan reported that the PAC/GV thank you Champagne Brunch, held on 28 November at Hackett Café was a great success, with 60-70 Guild, Club/FacSoc and GV student volunteers in attendance. Some considerations for the 2017 event included: a longer bump in time, more food, to have someone stationed at the entrance welcoming people and a thank you speech. Megan was thanked for her hard work in preparing for the event.

The Big Lift

Claire reported that GV are incorporating aspects of The Big Lift into their 2017 regional trips and that Inti from The Big Lift has been contacted regarding the department's inability to participate formally in 2017. Maddie asked that Nevin and the 2017 VACE Committee also consider this at their December meeting.

Action: Claire to re-agenda for the December meeting of the VACE Committee

Action: Claire to agenda sponsorship for the December meeting of the VACE Committee

McCusker Centre for Citizenship (MCC) Collaboration

Megan reported that she has been in contact with Michelle Scott from the MCC and that in her handover to Macy Cota (2017 PAC President) she has included information on areas for collaboration. Megan noted that there was no Guild representation on the MCC Student Reference Group.

Guild Enviro Collaborations

Claire reported that she contacted Dennis Venning (2016 Guild Enviro Officer) and has requested a meeting with Sean O'Leary (2017 Guild Enviro Officer) to discuss the support that GV can offer to Guild Garden coordinators.

Action: Claire to report on meeting with Sean

Youth/ Student Volunteers Audit

Claire reported that community partners have been approached for feedback on the idea of a Youth/ Student Volunteer Audit, and that she is waiting on feedback. VACE discussed their concerns around the use of the word audit and suggested alternatives such as: barometer, certificate, badge, checklist or survey.

Review of the 2016 VACE Committee

Thomas noted that the role of VACE is to provide strategic direction, and that reviewing our stance on topical issues such as voluntourism were an essential function of the 2016 VACE Committee. Sofia noted that VACE had the opportunity to promote volunteering to UWA students, and Megan suggested that working groups might be a useful tool for future GV projects, events or programs.

The meeting closed at 1:10pm