



Volunteering and Community Engagement

28/02/18

1. WELCOME

- Welcome to country
- Introduction

2. ATTENDANCE, APOLOGISES, PROXIES AND OBSERVERS

2.1 Apologies from Megan Lee, Tony Goodman

3. COMMITTEE BUSINESS

- Guild Volunteering Strategy for 2018- Lana provided an overview of the strategy and its key areas:
 - Ensuring there are enough volunteering opportunities for students
 - Ensuring there are enough variety of volunteering opportunities
 - Providing volunteering opportunities both on and off campus
 - Providing volunteering opportunities with clubs e.g. TLG
 - Keeping in contact with community partners
 - Looking for new partners, e.g. GV will be working with Assets to run a series of art workshops with migrant children
- Marketing and engagement ideas – Lana provided an overview of some of GV's marketing and engagement strategies:
 - GV has tried to get feedback from 1st year students, as most don't know GV exists
 - GV are working towards a new website to enhance its online presence
 - GV has a lot of new merchandise: hand sanitisers, shirts, bottles, tote bags, fliers, brochures, social media cards
 - GV has tried to reach out to faculties and clubs
 - GV has tried to increase GV exposure by attending student service meetings, SOC/ PAC meetings and other university meetings
 - Adhish asked if clubs are able to approach GV for volunteers at their events, which GV could place on their website. GV confirmed that this is a service that is provided for clubs but the challenge is to make all clubs aware of this. Adhish also noted that most club executives attending SOC meetings are 1st years or 2nd years so the idea of partnering with GV might not be passed down to the correct club execs.



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- Lana and Candice are open to ideas and suggestions from students about how they can increase their presence on campus and on social media.
 - Joseph suggested to use a videographer or photographers to create a video that will help promote how fun GV events are and that can also be used to help introduce GV at events etc.
 - **ACTION:** Everyone to think about how they can promote connection between GV and clubs
 - **ACTION:** Everyone to think of ideas to enhance GV's presence
 - **ACTION:** Any new opportunities or ideas for potential partnerships should be passed onto GV
 - **ACTION:** Everyone to think of a club that GV can collaborate with to create a video
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- GV O-Week debrief– Lana led a discussion about GV events and activities during O-Week:
 - GV was successful in recruiting students to be Guild Volunteering Ambassadors (8 students) to help out and promote GV at O-Week - this was particularly rewarding for freshers to be able to hear firsthand from existing students about the benefits of volunteering
 - Pop Up Volunteering – over 39 students packing o-Day tote bags
 - Solid attendance at the GV information sessions
 - GV promo table outside the GV office worked well to attract interested students
 - Over 600 students have registered to receive the GV newsletter
 - GV hope to keep up momentum and have GV Ambassadors helping out at future events
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- O-Week debrief - Public Affairs Council- Joseph provided the following debrief:
 - Huge thanks to GV for allowing PAC to use GV hub and recruiting volunteers for PAC
 - There were 73 volunteers on Guild Day helping departments with stalls and redirecting people to Oak Lawn
 - Volunteers helped redirect people from bus stop to James oval on O-Day
 - Training /briefing sessions held for volunteers on the day were successful
 - Guild Oasis positioning on O-Day was not optimal as it was not getting as much traffic as other areas
 - It was suggested that perhaps next year, Guild Volunteering Ambassadors and other Guild Reps could roam out more on the oval to attract and redirect students



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4. ALL OTHER BUSINESS

- Idea of new marketing strategy, i.e. where are graduated volunteers now? (e.g. how GV has influenced them)
- Luke thanked GV for their assistance in recruiting volunteers for packing Welfare Packs in different languages.
This was **particularly helpful for** international Chinese students

- Lana discussed timings for future VACE meetings
 - Lana said it is usually held same time and same place every month (what was done last year)
 - Adhish suggested a Doodle poll
 - **ACTION:** Enoch doing up a doodlepoll
- Joseph informed the group that there are still committee members for VACE to be added
- Adhish discussed communication platforms which could be used between VACE members e.g. Slack or adding all VACE documents into a shared drive
 - **ACTION:** Everyone to decide on a means of communication

5. CLOSE AND NEXT MEETING

- TBA

Minutes of the VACE Committee Meeting

Wednesday 28th March 2018

Guild Volunteering

Medaavi opened the meeting at 1pm

1. Acknowledgement of Country

Medaavi acknowledged the Whadjuk Noongar People as the original custodians of these lands and water, and paid our respects to Elders past, present and future.

2. Welcome, Apologies & Proxies

- a. **Present:** Medaavi Gopaul (Chair), Lana Robinson, Candice Marsden, Megan Lee, Joseph Chan, Adhish Kastha
- b. **Apologies:** Kristel Li

3. Approval of Previous Minutes

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

4. Business Arising from Previous Minutes

4.1. Communication amongst VACE

Medaavi asked what the most preferred method of communication amongst VACE members would be. It was confirmed that email would be the most suitable

4.2. Ideas to promote GV

Medaavi asked if anyone had any further ideas about how to promote GV's profile.

ACTION: Everyone to continue to submit marketing/ promotion ideas as and when they arise

5. National Volunteer Week 2018

Lana and Candice discussed preliminary plans for National Volunteer Week (NVW), commencing Monday 21st May. The theme for 2018 is 'Give a Little, Change a Lot'. Lana was also successful in securing a grant from Volunteering WA to host a Volunteer Fair during the week. Lana and Candice will also consider establishing a Steering Committee for NVW. Preliminary plans for the week are:

- Monday 21st May- Micro Volunteering Session
- Tuesday 22nd May - Volunteer Fair – featuring stalls/booths hosted by UWA guild-affiliated clubs and not-for-profit VIOs showcasing their volunteer opportunities for students. Will also include food, music and games and a speed-friending activity.
- Wednesday 23rd May – Volunteering Information Session, featuring a guest speaker talking about where volunteering has taken them and a resume writing session
- Thursday 24th May – Rose Wrapping with Cystic Fibrosis Foundation and a Matilda Bay clean up event
- Saturday 26th May – Tulip Planting at Araluen

ACTION: Lana / Candice to advertise and set up Steering Committee for NVW

ACTION: Everyone to contribute ideas and feedback for NVW

6. PROSH Debrief

Lana asked for feedback, comments and suggestions about PROSH. VACE members discussed the possibility of including financial incentives to get more clubs involved and purchasing square readers so that people can donate electronically instead of using cash.

ACTION: Lana to distribute PROSH debrief document

7. Regional Trips – Ideas

Lana explained that GV is planning on taking students on volunteer regional trips (x2) during 2018. Lana asked for feedback / comments about what types of volunteering activities would be ideal for students on these trips. E.g. sporting or environmental activities. Adhish talked about Enactus and their financial literacy project and how they need more volunteers on board to make it more sustainable.

ACTION: Adhish to provide GV with more information about the project.

8. Other Business

8.1. OCM

VACE members selected the two most preferred OCM members

8.2. Next Meeting

VACE members discussed Wednesdays at 2pm at the end of each month being the most suitable time for meetings.

ACTION: Medaavi to speak to Kristel if this time is suitable and to schedule the next meeting.

Minutes of the VACE Committee Meeting

Wednesday 2nd May 2018

Guild Volunteering

Medaavi opened the meeting at 2:02pm

1. Acknowledgement of Country

Medaavi acknowledged the Whadjuk Noongar People as the original custodians of these lands and water, and paid our respects to Elders past, present and future.

2. Welcome, Apologies & Proxies

- a. **Present:** Medaavi Gopaul (Chair), Lana Robinson, Candice Marsden, Sabrina Nur Binti Babe Azaman
- b. **Apologies:** Adhish Kastha, Megan Lee, Zxeng-Lindt See

3. Approval of Previous Minutes

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

4. Business Arising from Previous Minutes

4.1. Ideas to promote GV

Lana mentioned that GV had taken on board Joey's idea of creating a GV promotional video. Lana has spoken to Danielle and the Engagement team and work has commenced on filming. Candice also talked about some of the volunteering blogs she has been writing for Guild Weekly's and Guild website.

Lana also discussed some of the opportunities and events which GV have attended to help promote itself. Medaavi asked if GV could provide dates of upcoming promotional events to VACE members. Lana continued to encourage students to submit any ideas for marketing/promotion.

ACTION: Everyone to continue to submit marketing/ promotion ideas as and when they arise

ACTION: GV to include key dates for promotional events in VACE minutes

4.2. National Volunteer Week 2018

Lana and Candice discussed the schedule for National Volunteer Week (NVW), commencing Monday 21st May, and asked for comments/feedback. Sabrina suggested that some sort of speed-friending or quiz / quest activity could be included in the Volunteer Fair. Candice also mentioned that GV will be promoting NVW and the schedule of events heavily over the next few weeks through a range of platforms. Volunteers will also be recruited to help out throughout the week. VACE members are encouraged to help out and promote the events as well.

The schedule for the week is as follows:

- Monday 21st May
 - Micro Volunteering Session
 - Q&A Panel Discussion – 'Where your volunteering journey can take you', including an information session and resume writing workshop
- Tuesday 22nd May
 - Volunteer Fair – featuring stalls/booths hosted by UWA guild-affiliated clubs and not-for-profit VIOs showcasing their volunteer opportunities for students. It will also include food, music and games and a speed-friending activity.
- Wednesday 23rd May

- Matilda Bay Clean Up event (in collaboration with Guild Environment Dept.)
- Thursday 24th May
 - Rose Wrapping with Cystic Fibrosis Foundation day trip
- Friday 25th May
 - Cystic Fibrosis stall in Guild Village
- Saturday 26th May
 - Tulip Planting at Araluen day trip

ACTION: Lana / Candice to advertise and promote NVW and recruit volunteers

ACTION: Everyone to promote NVW and help volunteer if possible

5. Volunteer Peer Guides for O-Week

Sabrina discussed whether it would be possible for Guild Volunteering to be included in UWA's UniMentor program. Lana and Candice confirmed that Uni Mentor do include 'Guild' and that their tours stop by Guild but did not know the extent to which Guild Volunteering was specifically mentioned. This then led to further discussion about how GV can further promote itself and how to target residential colleges. Medaavi and Sabrina also suggested ideas about how student volunteers could get to know each other before volunteering together for a GV day trip or program. There was also discussion about ways in which GV could host some informal networking sessions for student volunteers.

ACTION: Lana to confirm exactly what information about Guild Volunteering is included in the UniMentor program.

ACTION: Lana / Candice to identify a networking event for Semester 2.

6. Other Business

6.1. Next Meeting

Next meeting will be on Wednesday 30th May at 2pm.

However, a new doodle poll will be distributed to identify a suitable time for meetings during Semester 2.

6.2. Upcoming promo events GV will be attending:

Taylor's College UWA Showcase- Tuesday 8th May

UWA Course Information Evening – Wednesday 9th May

Psych Society Volunteer Fair- Friday 18th May

ACTION: Medaavi to distribute new Doodle poll in Semester break to identify appropriate meeting times for Semester 2.

Minutes of the VACE Committee Meeting

Wednesday 30th May 2018

Guild Volunteering

Medaavi opened the meeting at 2:05pm

1. Acknowledgement of Country

Medaavi acknowledged the Whadjuk Noongar People as the original custodians of these lands and water, and paid our respects to Elders past, present and future.

2. Welcome, Apologies & Proxies

- a. **Present:** Medaavi Gopaul (Chair), Lana Robinson, Candice Marsden, Sabrina Nur Binti Babe Azaman, Adhish Kasha, Zxeng-Lindt See
- b. **Apologies:** Megan Lee

3. Approval of Previous Minutes

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

4. Business Arising from Previous Minutes

4.1. Ideas to promote GV

Lana mentioned that work is still progressing on the GV promotional video and that it should be finalised soon (as Guild Engagement is currently working on a script for the voiceover).

ACTION: Everyone to continue to submit marketing/ promotion ideas as and when they arise.

ACTION: Lana to speak to Guild Engagement about the effectiveness and feasibility of using Snapchat as a marketing tool.

4.2. Volunteer Peer Guides for O-Week

Lana confirmed with VACE that UniMentor includes information about Guild and more specifically, Guild Volunteering, as part of their program and tours on campus.

4.3. National Volunteer Week 2018 Debrief

Lana and Candice provided a de-brief of National Volunteer Week and the events held throughout the week. Lana and Candice said they were happy with the events and the level of engagement, however they noted a few things for improvement:

- Different promotion of the Q&A Panel discussion to try and engage more students to attend (especially given that recent survey findings suggest these are the types of events that students want)
- Ensuring that future NVWs don't clash with themed weeks such as Welfare Week.

5. GV Semester Break Plans

Lana and Candice discussed GV plans for the semester break and provided an overview of the six different day trips they have planned. Lana said there will also potentially be an overnight / regional volunteering opportunity as well. Lana asked for VACE opinions on whether many students stay in Perth during the break and if the day trips they have planned will be popular.

6. National Student Volunteer Week (NSVW)

Lana informed VACE that National Student Volunteer Week is scheduled for Week 3 of Semester 2. Lana said GV will be advertising for students to apply to be part of NSWV Steering Committee. Lana and Candice also encouraged everyone to contribute any ideas they have for the week.

ACTION: Lana / Candice to advertise for National Student Volunteer Week Steering Committee

ACTION: Everyone to submit any ideas for NSVW to GV.

7. Other Business

7.1. Next Meeting

It is likely that the next meeting will be during Week 1 of Semester 2. However, the time is yet to be determined as a new doodle poll will be distributed (after timetables have been confirmed) to identify a suitable time for meetings during Semester 2.

7.2. Upcoming promotional events GV will be attending:

Semester 2 O-Week
UWA Open Day

ACTION: Medaavi to distribute new Doodle poll in Semester break to identify appropriate meeting times for Semester 2. Meedavi also to email VACE members to see if anyone can meet during university break. Once new meeting time has been established, Medaavi to schedule future meetings in everyone's calendars.

Minutes of the VACE Committee Meeting

Wednesday 5th Sep 2018

Guild Volunteering

Lana opened the meeting at 3:04pm

1. Acknowledgement of Country

Lana acknowledged the Whadjuk Noongar People as the original custodians of these lands and water, and paid respects to Elders past, present and future.

2. Welcome, Apologies & Proxies

Lana officially welcomed Lauren as the new VACE Chair and asked that all VACE members introduce themselves to Lauren.

- a. **Present:** Lauren Espinoza (Chair), Lana Robinson, Candice Marsden, Sabrina Nur Binti Babe Azaman, Adhish Kastha, Zxeng-Lindt See, Megan Lee
- b. **Apologies:** Joseph Chan

3. Approval of Previous Minutes

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

4. Business Arising from Previous Minutes

4.1. GV Promotional Video

Lana showed the GV promotional video and asked for feedback and ideas about how and where to screen it. It was suggested that the video could be screened at presentations, on the new Guild website, in the Friends of the Guild Volunteering facebook group and on screens in the UWA libraries.

ACTION: Megan to contact UWA Central Libraries to request that the video be screened

ACTION: Candice to post the video in the Friends of Guild Volunteering facebook group

4.2. Other ideas to promote GV

Lana asked for other strategies to further promote Guild Volunteering. Megan suggested featuring GV branding on coffee cups and sticking GV branded stickers on coffee cup lids at the Guild cafes.

ACTION: Lana to speak with Guild Engagement about coffee cup branding and GV stickers on coffee cup lids.

5. Overview of Semester 2 activities

Given it had been a while since VACE had last convened, Lana gave a brief update on the events GV had held during Semester 2 so far. This included an overview of National Student Volunteer Week (which featured 8 events during the week), the recent Campus Quest event as part of the City I Belong To project with ASeTTS; the regional volunteering trip to Margaret River and day trips which had aligned with some of the themed weeks (e.g. Women's, Environment and Pride). Lana and Candice also talked about the relatively low attendance at two of their most recent events and asked for feedback about this as it was quite unusual.

6. Upcoming GV Events

6.1. Ideas for events during exams and summer break

Lana talked about some upcoming events and asked VACE for their ideas and thoughts for volunteer opportunities during the upcoming exam period and summer break. It was suggested that many students don't have a full exam schedule and as such it would be

worthwhile having opportunities during this time. It was also suggested that it would be worthwhile having regional trips or industry led volunteering opportunities during the summer break as well.

ACTION: GV to continue to identify volunteer opportunities during exams and over the summer break

6.2. Ideas for recognition events

Lana asked VACE about ideas for an informal recognition event for student volunteers. Whilst GV always hosts a recognition event at the end of each year, there is scope to have an informal recognition or networking event for student volunteers during the next few weeks. It was suggested that perhaps GV could host a small gathering prior to UWA Alumni's Community of Support event in September so that student volunteers could attend the event together as one large group. It was also suggested that perhaps GV could host a movie night or afternoon sundowner after mid-sems.

ACTION: GV to identify and plan a recognition event for student volunteers over the next few weeks.

7. Other Business

7.1. Next Meeting

It is likely that the next meeting will be at the same day and time in 4 weeks' time.

Minutes of the VACE Committee Meeting

Wednesday 3rd Oct 2018

Guild Volunteering

Lauren opened the meeting at 3:04pm

1. Acknowledgement of Country

Lauren acknowledged the Whadjuk Noongar People as the original custodians of these lands and water, and paid respects to Elders past, present and future.

2. Welcome, Apologies & Proxies

- a. **Present:** Lauren Espinoza (Chair), Lana Robinson, Candice Marsden, Sabrina Nur Binti Babe Azaman, Adhish Kasha, Zxeng-Lindt See, Megan Lee
- b. **Apologies:** Joseph Chan

3. Approval of Previous Minutes

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

4. Business Arising from Previous Minutes

4.1. GV promotional video

Lana informed VACE that the promotional video is now screening in the UWA libraries. The video has also been posted in the Friends of Guild Volunteering facebook group. It was also suggested that the video be screened in the Guild cafes.

ACTION: Lana to enquire to see if the video can be screened in the cafes and extra posters be placed in the libraries.

4.2. GV-branded coffee cups

Lana informed VACE that GV-branded coffee cups have been designed and will be printed soon. Lana also informed VACE that GV stickers had been placed on coffee cup lids at Quobba café (by the Micro volunteers).

5. Marketing / Engagement

5.1. Website

Lana asked VACE for ideas about functionalities that could potentially be included in the new GV website. This included developing a quiz for students about volunteering preferences/opportunities and students being able to create profiles based on volunteering preferences that would then enable students to receive alerts about suitable/specific volunteering opportunities.

5.2. Other promotional strategies

Lana asked for other ideas/strategies to further promote GV. Lauren mentioned that some students find it intimidating to walk into the GV office to ask about volunteering. Lana suggested that GV host a table outside in the Ref Courtyard during the common lunch hour over the next few weeks to make GV more approachable. Lana also mentioned that she had spoken to Guild Engagement about having decal on the GV office windows. Meg suggested GV installing a noticeboard in the window featuring different volunteer opportunities.

ACTION: Guild Volunteering to host a stall /table outside in Ref Courtyard on a weekly basis. Lana to inform Lauren what days /times the GV table will be in the Courtyard.

ACTION: Lana to follow up with Guild Engagement about decal design. GV to consider ways to feature/display volunteering opportunities in the office windows.

6. GV Events

6.1. Ideas for events during exams and summer break

Lana talked about some upcoming volunteering events. Lauren mentioned that she had consulted with some of the UWA Student Volunteer Coordinators to establish whether any of their programs required volunteers over the summer break and suggested that she and GV help promote these volunteering programs to students.

ACTION: GV to continue to identify volunteer opportunities during exams and over the summer break and to help promote student led- volunteer programs which require volunteers throughout the summer.

6.2. Ideas for recognition events

Lana informed VACE that GV will be hosting their annual thank you/ recognition event for student volunteers within the next month or so. Lana asked for ideas about when and where the event should take place. It was agreed that it would be ideal to host the event during the study break.

ACTION: GV to organise Volunteer Thank You event and invite student volunteers.

7. Other Business

7.1. Next Meeting

It was agreed that the final meeting be during Week 12.

Minutes of the VACE Committee Meeting

Wednesday 24th Oct 2018

Guild Volunteering

Lauren opened the meeting at 3:04pm

1. Acknowledgement of Country

Lauren acknowledged the Whadjuk Noongar People as the original custodians of these lands and water, and paid respects to Elders past, present and future.

2. Welcome, Apologies & Proxies

- a. **Present:** Lauren Espinoza (Chair), Lana Robinson, Candice Marsden, Sabrina Nur Binti Babe Azaman
- b. **Apologies:** Joseph Chan, Adhish Kastha, Zxeng-Lindt See, Megan Lee

3. Approval of Previous Minutes

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

4. Business Arising from Previous Minutes

4.1. Other promotional strategies

Lana informed VACE that Guild Engagement have developed an editable poster/template to advertise different volunteer opportunities that can be displayed in the GV office windows. Lana said she followed up with Guild Engagement to have some decal mock ups designed for GV windows. Lana also mentioned that GV advertisement has been included in the next Pelican magazine.

4.2. Ideas for recognition events

Lana updated VACE about the end of year recognition event 'Cheers for Volunteers' which is taking place on Tuesday 30th October in the Tropical Grove. Lana encouraged everyone to attend.

5. Marketing / Engagement

5.1. Other promotional strategies

Lana asked VACE for any merchandise ideas for 2019. Lana informed VACE they would be having new t-shirts, tote bags and hand sanitisers. A range of other merch ideas were suggested including USBs, pens, keyrings, smart wallets etc.

Lana asked VACE for other promotion suggestions. It was suggested that Guild Volunteering posters be posted in the libraries and artwork saved as screensavers on the library computers. Sabrina also mentioned having sticker footsteps leading to the GV office.

ACTION: Lana to liaise with Guild Engagement about art work/ posters in the libraries and on computer screens – COMPLETED on 29/10/2018. Posters will now be featured in the library and computer screens will feature GV posters during 2019 National Volunteer Week.

ACTION: Lana to enquire to see if artwork/posters can be featured on the screens in lecture theatres.

ACTION: Lana to order merchandise for 2019.

6. 2019 plans

6.1. Ideas for events during exams and summer break

Lana and Candice updated VACE about summer volunteering opportunities, including trying to arrange volunteer projects which require students to volunteer multiple times over the course of a few weeks for the same project/organisation.

6.2. 2019 Ideas

Lana asked VACE for feedback/comments about the following ideas for 2019:

- Fortnightly information sessions featuring different guest speakers from community organisations. Feedback suggested this would work, provided they were scheduled at a suitable time and perhaps webinars would be more accessible.
- Ideas for two new Guild Volunteering programs for students to coordinate (at Shenton Park Dog Refuge and Cottesloe Coast Care community group. Feedback suggested this would be popular and to also explore whether volunteering at Kings Park would be another suitable option.
- Ideas for activities for O-Day (which are different to 2018)
- Volunteer Action Day to be held during National Volunteer Week 2019
- Ideas for a volunteering incentive /awards program. E.g. students who complete 50 hours of volunteering receive a prize etc. Feedback suggested that a less formal incentive program would work better than a more formalised Award program.

ACTION: GV to continue to identify and plan new volunteering opportunities, programs and events for 2019.

7. Other Business

7.1. Next Meeting

Lana informed VACE that the role of 2019 VACE chair will be advertised in November and encouraged those interested to apply or let others know who would be suitable to apply.

ACTION: Lana to advertise 2019 Chairperson role on GV website.