

MURDOCH UNIVERSITY GUILD OF STUDENTS
SECRETARIAT MEETING MINUTES

Tuesday, April 18, 2005

**Meeting commenced at 1:30pm, was adjourned at 3:00pm until Wednesday,
April 27th, at 9:30am**

PRESENT:

Barbara Whelan [Chair]	Tim Grey-Smith
Gerry Georgatos	Michael Brewis
Betty Schar	Shahn Rayner
Matt Richardson	Malcolm Bradley
Pam Martin	Mat Menzel

APOLOGIES:

Cherish Cherian	Melissa Bayley
Veronica Armstrong [Secretary]	

ABSENT:

Fiona Wong	James Jobson
Paul Cartwright	Bill Hayward
Margaret Fawkes	Ellina Chirwa
Julian Poole	

IN ATTENDANCE: Greg Mahney [General Manager]

PART A

1.0 Confirmation of Minutes

It was noted that the minutes of the previous meeting need amending. Fiona Wong and James Jobson should be marked as "Absent" instead of "Apologies". Item 6.0, Greg's answer to Michael's question about the best deal on Unilites was more than just "yes"; the background and context for why this was the best deal was also given. Item 4.0, Michael's RSA report, needs the first sentence deleted. Item 7.0 requires the phrase "Gerry believes" to be changed to "Gerry states". The second paragraph in Item 3.0 should read that Barbara has gone to the Tavern for a coke or beer, instead of just beer.

There is much debate about the direct quotes in the minutes. Gerry offers to re-write the minutes for confirmation at the next secretariat meeting, removing direct quotes.

Matters Arising

Peel Guild Day is likely to happen near the end of semester.

Tim's April Fools' email bomb was a success.

Tim is waiting for the Resources Committee before going to Peel to identify problems and solutions. He will have a report for the next secretariat meeting.

Mal wants the report from Motion 195/05 to be added to the Action Sheet. Greg has gone some way to addressing this in his General Manager's report but asks for more direction on what the secretariat would specifically like to see. Mal says he just wants some transparency. Michael wants the work that office bearers do at home to be co-ordinated and accountable.

Mat asks what has been planned for Peel Day. Greg says nothing as yet, but as it is such a good idea to promote the guild, he will put it on the elist to get more ideas from secretariat.

Michael asks to bring the discussion back to Motion 195/05. Barbara asks what it is, and in how much detail, the secretariat would like in the “working from home” report. Mal says that it appears that Greg has a good understanding of what’s required – a rationale on how to have working from home accounted for. A specific process on how it is to occur.

6.0 Co-option Academic Council

Motion 200/05

That MUGS co-opt Michael Brewis to Academic Council.

Moved: Gerry Georgatos

Seconded: Tim Grey-Smith

Michael Brewis abstains from voting

Carried

7.0 MUPSA funds

Rachael (MUPSA President) has written a letter to Greg about MUPSA constantly having to ask for Guild approval on purchases. She suggests that once the budget is approved, MUPSA should be allowed independence and autonomy. MUPSA doesn’t have a problem with filling out forms, it’s just annoying having to justify everything. Mal suggests MUPSA should have autonomy unless it’s controversial. Tim points out that there is a case for checks and balances in the system. Mat suggests that perhaps there ought to be a minimum amount that clubs have to justify but will have autonomy under that amount. He suggests \$100. Mal suggests \$1000.

Michael questions the honorarium for the MUPSA president but as this is a separate agenda item, it will be discussed later.

Barbara finds the “lines of authority” policy which states that expenditure over \$1000 must be approved. Pam points out that MUPSA has no problem doing that, only with having to justify purchases of paperclips and other small items. Mal suggests that MUPSA get a petty cash tin, keep all receipts, and that will be fine. Michael points out that is what RSA does.

Mat suggests lowering the approval amount to \$500 for VSU years.

Barbara suggests MUGS explicitly writes out what it requires, MUPSA writes out what it requires and the two parties can see what they agree on. All Guild policies will have to be updated for VSU anyway.

8.0 Honorarium for MUPSA President

Pam points out that postgraduates often have no funding except what they get from tutoring and if the tutoring is given up, there is a potential loss of \$3000 a semester. To ask for a \$1000 honorarium to compensate for this loss is not a big ask.

Mal questions whether it is necessary for the MUPSA president to give up tutoring. Pam says it’s not, but would be a lot of work. Mat questions the validity of the honorarium in a situation where the President might be getting a scholarship and deciding not to give up tutoring. In such a case, the president would not need an honorarium. Pam says that there’s still the potential to give up a lot of income for the work being president requires. Tim points out that this is the same for all of the people who do work for the guild. MUPSA is not unique in that sense, though if it is good value for money, it should be looked into. Mat points out that the guild would not have \$1000 to pay honorariums in a VSU environment.

Mal suggests in that case the Postgraduate Resso would go, and the president would have even more work to do. Barbara clarifies we're not just talking about future scenarios but also backdating the payment to past presidents. Mat reaffirms the point that other councils, too, might deserve honorariums for their hard work. Pam asks if there is anything in the regulations precluding the payments of honorariums. Barbs says there's not, but it would still be ethically dubious. Michael agrees, pointing out that in his case as both the guild representative and RSA president, he would be awarding an honorarium to himself. Mat asks if the General Manager could decide. Tim suggests asking MUPSA for more reasons why an honorarium is deserved. Shahn agrees, with an emphasis on why MUPSA should be awarded an honorarium over other councils. Rachael is to write this for the next secretariat meeting.

9.0 Recruitment Policy

The change in the policy is that for an existing position, Greg can advertise a vacancy in consultation with Staffing and Finance, instead of having to call a Staffing and Finance meeting. MUGS does not have to advertise internally, though it is good practice. This allows discretion.

Motion 201/05

That MUGS accepts and implements changes to the recruitment policy, rescinding the old policy.

Moved: Tim Grey-Smith

Seconded: Pam Martin

Carried

10.0 Guild Policies

Mal points out that some of the policies flagged for review are not policies but only action items and can be dispensed with. He suggests going through the policies individually and looking at the policy on conference funding separately. It is suggested that once the action items are removed, the remainder be put on the sec list and brought back for the next meeting. Tim also asks that there be no dates put in policies in the future. Mal points out that anything with a date ought to be an action item, not a policy. Barbara says she will edit the list for the next meeting and would appreciate it if the secretariat actually looked at the list prior to the meeting, as she cannot do much to the list without a response.

Mat asks about the Coke machines that were previously in the refectory. Greg says nothing is being done at present; they were moved hastily to make way for the new bookshop. There is the possibility of putting them in front of the Guild shop, though the glass-fronted one would need to be changed if this were to happen. Mal suggests putting them in the foyer of the Kim Beazley lecture theatre and there is general agreement on this idea. Greg is actioned to investigate the possibility of this.

At Mal's request, Greg explains the circumstances surrounding the university's discussion with ACUMA. Not much is likely to happen.

Mat Menzel leaves at 2:37pm

11.0 Staff Issues

Barbara points out that this will need to be held over to the next meeting. The required attachment has not been distributed with the agenda and there are several important issues that need to be directly addressed.

12.0 Issues Arising from VSU Working Party

Greg explains the outcomes from the meeting that are displayed on the whiteboard. Ian Callahan has suggested that the Guild must work out what its minimum level of services is and then work out the cost of that. If there is any money left over, then the Guild can use that to provide another service. Greg suggests that MUGS needs to be politically careful about this: if MUGS does provide a bare minimum, the university may take it as evidence to support the outsourcing of other services, such as the coffee shop. Greg says that MUGS needs to work out if it wants to provide this minimum and then work out what that minimum is. Tim has taken on board asking students what they want from the Guild. He also suggests that we need to work out our willingness to change. Michael suggests that we have a responsibility to provide certain services, whether students ask for them or not. Barbara suggests that this is too important an issue to be looked at quickly right now. She suggests setting aside a whole day to consider the issues. Tim suggests that each secretariat member write down what he or she thinks the Guild is/should be and then collate the responses. Gerry favours a whole-day meeting. Mal suggests both: have secretariat members come to the meeting prepared and informed, having read everyone's responses. Greg can collate the information on the whiteboard in the next few days if the secretariat would like to meet at the end of the week. Michael suggests we need longer than that. Barbara requests that the secretariat forward to her their availabilities for a whole-day meeting.

Gerry proposes that MUGS get involved in a student exchange programme to China. There is general consensus that the idea is a good one but MUGS will need more detail before committing to the programme.

The meeting is adjourned at 3:00pm until 9:30am Wednesday 27 April. Mal objects, as he is busy every Wednesday. Barbara counters that the Secretariat meets at times convenient for the majority of Secretariat members, not just Mal.

SECRETARIAT MEETING RECONVENES ON WEDNESDAY, APRIL 27TH, 2005 AT 9:30AM

PRESENT:	Barbara Whelan [Chair]	Tim Grey-Smith
	Gerry Georgatos	Michael Brewis
	Matt Richardson	Malcolm Bradley
	Pam Martin	Mat Menzel

APOLOGIES:	Cherish Cherian	Betty Schar
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ABSENT:	Fiona Wong	James Jobson
	Paul Cartwright	Bill Hayward
	Margaret Fawkes	Ellina Chirwa
	Julian Poole	Shahn Rayner
	Melissa Bayley	

IN ATTENDANCE:	Greg Mahney [General Manager]
	Veronica Armstrong [Secretary]

The meeting is declared inquorate at 10:00am.

There was discussion regarding the NDA.

Action – Tim to organise a mailbomb to all students regarding the NDA.