

Students' Association Casual Meeting Minutes (2)



Date: 10th December, 2018

Time: 19:07 - 20:23

Venue: SA Office

Student Executives:

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| 1. President – Roshini | 6. Sports Officer – Nadha |
| 2. Vice President – Jane | 7. Activities Officer – Sara |
| 3. Education Officer – Saajit | 8. International Students Officer - Sam |
| 4. Home Officer – Andy | 9. Postgraduate Students Officer - Ola |
| 5. Sustainability Officer – Juman | 10. Secretary – Yasmin |

Excused Absence:

- Education Officer – Saajit

Outline:

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|-----------|--------------|----------------|---------------------------------------|
| 1. | 19:07 | Roshini | Meeting Call to Order |
| 2. | 19:08 | Sara | Activities Officer Updates |
| | | | Ball |
| | | | Spirit Week |
| | | | SA Voucher |
| | | | New Clubs/Societies |
| 3. | 19:16 | Juman | Sustainability Officer Updates |
| | | | Sustainability Week |
| 4. | 19:18 | Sam | International Students Officer |
| | | | ICN |
| 5. | 19:28 | Andy | Home Officer Updates |
| | | | SA Grant for SAFAS |
| | | | Open Parking Space |
| 6. | 19:34 | Ola | Postgraduate Officer Updates |
| | | | LINK Conference |
| | | | Survey |



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| | | Instagram |
| 7. | 19:38 | Nadha |
| | | Sports Officer Updates |
| | | Womathalon |
| | | New Sports Clubs Proposals |
| 8. | 19:44 | Jane |
| | | Vice President Updates |
| | | Social Media Updates |
| | | Network Contents (Website) |
| | | Video Introducing SA Executives |
| | | Motion |
| 9. | 20:05 | – |
| | | Roshini |
| | | Sara |
| | | Andy |
| | | Roshini |
| | | Sara |
| | | Roshini |
| | | Meeting Recap + Additional Add-ons |
| | | Finance |
| | | Spirit Week |
| | | Printing Machine |
| | | Strategic Road Map |
| | | Main Budget for the University |
| | | Reminders |
| 10. | 20:23 | Roshini |
| | | Meeting Concluded |

No.	Time	Matters Discussed	Action By
1	19:07	<p><u>Meeting Call to Order</u></p> <ul style="list-style-type: none"> - This will be the last meeting for this semester 	Roshini
2	19:08	<p><u>Activities Officer – Updates</u></p> <p>A) Ball</p> <ul style="list-style-type: none"> - Will be looking at the venue for the ball tomorrow morning (Tuesday, Dec. 11). - Further details about the ball is currently being discussed. - Theme is being finalised. <p>B) Spirit Week</p> <ul style="list-style-type: none"> - Logistics are currently being finalised and the team is still purchasing items for this year’s spirit week. - Have already shot the promotional video the previous week and, so far, the video looks promising. <p>C) SA Voucher</p> <ul style="list-style-type: none"> - Sara will share the design for the SA vouchers to other executives via email. - The SA vouchers will come into effect by the following semester and an email will be sent out to all clubs and societies regarding this. <p>D) New Clubs/Societies</p> <ul style="list-style-type: none"> - New clubs and societies have recently been interviewed by Sara. - Each C/S were given the task to submit one finalised proposal for an event planned for the next semester. - However, some do not seem as promising as hoped. - Some clubs discussed include: <ul style="list-style-type: none"> - Engineers without Borders - Writers Club - Project Management - African Society 	Sara
3	19:16	<p><u>Sustainability Officer – Updates</u></p> <ul style="list-style-type: none"> - No major updates from the sustainability officer. <p>A) Sustainability Week</p> <ul style="list-style-type: none"> - Sustainability team is still in the midst of being planned. - Museum showcasing different specimens of animals <i>will not</i> be held this year due to high costs. - Possibly be doing a trip to Taman Negara to volunteer at an elephant sanctuary (1 day trip). 	Juman



		- Will take place from the 25th to 29th of March.	
4	19:18	<p><u>International Students Officer – Updates</u></p> <p>A) ICN</p> <ul style="list-style-type: none"> - Still need to further discuss about the dates for the event since there is conflict on the 4th and 5th of March regarding the venue (Great Hall). - Will have to persuade the president to change the dates to an earlier time to avoid further problems. - Roshini and Sam will help talk this out with those involved to solve this problem. 	Sam
5	19:28	<p><u>Home Officer – Updates</u></p> <p>A) SA Grant for SAFAS</p> <ul style="list-style-type: none"> - The proposal to use the SA grant for SAFAS has still not been approved yet. - Andy has already emailed the upper management regarding this but they have yet to respond back. - There is fear that there will be future conflict, however, we will proceed with the proposal as the SA has already fulfilled their end of the agreement. - Although SAFAS is already written under the SA budget allocation document (written at the beginning of the year), a separate proposal is necessary since it is dealing with different departments of the school. <p>B) Open Parking Space</p> <ul style="list-style-type: none"> - The open parking space is in bad condition – bumpy, muddy, etc. - Andy has already emailed management about this but has not received a reply yet. - Will email again to see if anything can be done regarding this issue. 	Andy
6	19:34	<p><u>Postgraduate Students Officer – Updates</u></p> <ul style="list-style-type: none"> - Recently had a meeting with the graduate school. <p>A) LINK Conference</p> <ul style="list-style-type: none"> - Will be held in April. - There are three things that are being done differently this year: <ol style="list-style-type: none"> 1. The Minister is being invited. 2. People will have to pay to participate. 3. Theme - Struggling to come up with the theme for this year’s LINK conference since it needs to be common amongst the three universities attending (with 2 other UK 	Ola



		<p>universities in Malaysia).</p> <ul style="list-style-type: none"> - Looking for something unique that individuals can speak about, preferably from the realm of research. <p>B) Survey</p> <ul style="list-style-type: none"> - Hoping to do a survey asking PhD students what they would like to learn and <i>how</i> they would like to learn it (face-to-face, online lectures, etc.). - This survey will be similar to the Food and Beverages on that was sent out recently and will be posted on moodle. - Possible survey options include qualtrics and google surveys. - Possibly be implemented in January and August. - Will meet the graduate students this week to discuss further and any new updates will be informed in subsequent meetings. <p>C) Instagram</p> <ul style="list-style-type: none"> - Postgraduate students have opened up their own instagram account now. 	
7	19:38	<p><u>Sports Officer – Updates</u></p> <p>A) Womanathalon</p> <ul style="list-style-type: none"> - Possibly take place on March 10-14 - Will contact the participants from each sports club regarding this event. <p>B) New Sports Clubs Proposals</p> <ul style="list-style-type: none"> - Quidditch team <ul style="list-style-type: none"> - Have asked the club to prepare a legitimate proposal. - Touch Football Club <ul style="list-style-type: none"> - Furthermore, final year students are proposing this and so there is a fear that the club may not continue once they have graduated. - Mr. Affendi is currently on medical leave and so this will still have to be further discussed through a skype meeting. 	Nadha
8	19:44	<p><u>Vice President – Updates</u></p> <p>A) Social Media Updates</p> <ul style="list-style-type: none"> - The SA UNMC instagram account has officially reached 400 followers! <ul style="list-style-type: none"> - Jumped from 132 to 402 followers in a time span of one month. 	Jane



	<ul style="list-style-type: none">- There are new followers and likes on the facebook page every week.- It was suggested that there should be a page on the SA website to promote student start-ups/businesses.<ul style="list-style-type: none">- Their contact details and information will be posted as well to support the business. <p>B) Network Contents (Website)</p> <ul style="list-style-type: none">- Jane still needs network contents from the executives for the SA website. Thus, executives should send organisational charts to Jane soon.- A standard organisational chart will be created to keep consistency in formatting amongst the different teams.- To keep in mind: previous years posted the different organisational charts outside the SA room so that people know who to contact for specific concerns. <p>C) Video Introducing SA Executives</p> <ul style="list-style-type: none">- Initially suggested that a video describing the different roles of the SA executives would be created so that students can get to know the team.- However, this might be too boring since it is already late into the year, and footage will be difficult to capture.- As a result, the team concluded to settle with an online form where students can anonymously ask questions to any executive member.<ul style="list-style-type: none">- Will be done through a google form.- Anonymity will encourage responses.- More effective/engaging than a video. <p>D) Motion</p> <ul style="list-style-type: none">- Currently, if someone resigns their role as an executive, the Deputy is in charge of taking over the position until further notice.- However, this is being discussed since it is the president's role to take care of the SA team. The president is also the one who knows the most about each individual's portfolio, thus is the most competent for this job.- A motion form will be created stating that if there is a vacant position, the responsibilities will be fulfilled by the SA President.	
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9	20:05	<p><u>Meeting Recap + Additional Add-ons</u></p> <p>A) Finance</p> <ul style="list-style-type: none"> - Reminder to send in financial report by December 15 since the account will be closed soon. - The balance from the previous school year is currently being finalised so that the amount left will be known by next semester. <p>B) Spirit Week</p> <ul style="list-style-type: none"> - Spirit week will officially be under the Activities team, however, some resources under Jane’s team will be used. <ul style="list-style-type: none"> - Will require 2 photographers: one at the booth and one walking around campus (taking photos for ~2 hours per day). - Will also be using the SA instagram for the photos. - A numbering system has been made to keep track of the submissions for the competition. Participants must dress up on <i>all</i> days in order to be considered a candidate. - A collage of some sort will be made at the end with the different photos. <p>C) Printing Machine</p> <ul style="list-style-type: none"> - As suggested by Andy, a long-term investment could be a printing machine for clubs to be able to use during events. This will make planning easier and might save more money. <p>D) Strategic Road Map</p> <ul style="list-style-type: none"> - The student council chair would like the executives to create a strategic road map outlining their goals for the next 5 years. - This would give the next people in charge something to hold onto. <p>E) Reminders</p> <ul style="list-style-type: none"> - Send in meeting minutes from separate team meetings by this upcoming Sunday. This includes the council reports and network pages. 	<p>Roshini</p> <p>Sara</p> <p>Andy</p> <p>Roshini</p> <p>Sara</p> <p>Roshini</p>
10	20:23	<p><u>Meeting Concluded</u></p>	<p>Roshini</p>

