

Clubs Association Executive Meeting: 27th Jan 2010

Meeting opened: 6:50pm

Agenda:

- Welcome
- President's Report
- Vice President's Report (incorporating detail from McCarthy's report)
- Treasurer's Report
- O'Week Report
- Booking
- New Clubs Processing
- Grant Processing
- Any other Business

Attendance:

- Peta Johannsen (P)
- William Jarman (VP)
- Scott Schulz (T)
- Tristan Goss (S)
- York Possemiers
- Rebekka Rechten (Staff)

Welcome:

All welcomed

Chair Passes to Jarman (VP) for President's report

Presidents Report (Johannsen):

- Following up a CA key to be placed in the safe. Needs to be produced interstate, hopefully something will be known soon.
- Peta has been setting up emails for new clubs
- Consulting club has changed their constitution, as per last meeting
- Peta has been resetting passwords for clubs without email access
- Grant form updates:
 - We want more detail on budget, descriptions, quotes, exactly what the grant covers, etc.
 - Grants only for registered clubs, they need to re-register with **all** required documentation.
 - Remove 'post event' grant tickbox, this is no longer relevant
 - Digital copy to be put on website (pending website feasibility)
 - Most forms are already up on the exec google docs account (email sent to exec with logon details)

NB: I have this action itemed, but I missed who's action item it is. We may not have even assigned anyone in the end. This will be covered next meeting.

- Grant limits:
 - \$500 as new grant maximum per club per year, discussion. This would also apply to council grants.
 - \$200 as maximum for a single (general) grant (that exec can pass). Previously set by 2009 executive in their last meeting.
 - \$250 per club maximum per semester, discussion. This would also apply to council grants.
 - \$500 capital grants limit, for a single grant towards a capital expenditure. Still included within above \$500 total for the year.
 - \$500 exceptional circumstances grant, not included in above limit.
 - Aim to spend \$3500 per semester for grants, guideline only.
 - General feeling that these limits should be dollar limits not percentage limits.

NB: The above limits were not motioned and are therefore still up for discussion (with exception of the \$200 maximum for exec). Some would require council's approval.

Rechten: BBQ's during the year

- The AUU will offer the CA (at points during the year) several BBQ opportunities to fundraise.
- No cost, we keep all the money (deferred against any AUU bills or other costs, we can't roll it over to next year)
- Preferably run by the CA, although we could defer it to a club. May constitute favouritism, but could be used instead of a grant to raise larger sums.
 - E.g. a club asks for \$1000, we can't give it to them but we may be able to give them a fundraising opportunity.

Presidents Report (con't):

- Games club still need to fix/pay for the marquee.
- Peta will be taking leave

Schulz moves to grant Johannsen leave and appoint Jarman as acting President during this leave.

Possemiers seconds motion.

No dissent.

Motion carried.

Jarman moves to accept President's Report.

Schulz seconds motion.

No dissent.

Motion carried.

Chair passes to Johannsen (P)

Vice President's Report (Jarman):

- Music on the lawns schedule?
 - Rechten to find this out

Rechten: AUU Bookings Division

- As it stands, Bek doing food, Melissa everything else.
- Bek is still organising the arrangement
- Alcohol licenses still being organised by Uni Club. This will take some time.
- We should probably establish the following information packs:
 - Do's and Don't Do's throughout the year (w.r.t. Food)
 - Do respected AUU, Uni Club, etc.
 - Do use common sense (No repeat of C.S. Club with Mayo last year)

NB: Nobody was action itemed to do this, we don't have all the facts yet. When we get more information, we should action this.

Vice President's Report (con't):

- We will use the AUU website, but it doesn't do some things we like. It could be used either solely or in concert with another website.
- CA Website (to cover functionality AUU can't) is under development.
- CA Website functionality ideas:
 - Calendar
 - Easy to enter events/posts
 - Ads/Sponsorship to cover \$240 hosting cost.
 - \$50 sponsorship packages?
- Present both options to council, allow them to choose.
- Preferably most functionality and funding will be organised by the presentation to council.
- Jarman and Possemiers to continue website development

Johannsen moves to maintain website hosting until March to allow development of a CA website to be presented at first council meeting.

Schulz seconds motion.

No dissent.

Motion carried.

Vice President's Report (con't):

- Jarman to talk to CS Club about ongoing webmaster support for future years
 - Develop user manual?
- Goss to research draft sponsorship packages for the website
- All to think about possible sponsors (for the website specifically, but generally any sponsors are good).

- Butcher sponsorship? They'd stand to gain plenty of money from all the BBQs through the year.
- Website needs content, possible content ideas:
 - Newsletter
 - Meet the Exec
 - Games
 - Competitions.
- On Dit:
 - Ask them to publish the above newsletter
 - Ask for ad to encourage clubs to re-register.
- CA Parking Permits
 - How do they work?
 - Bek to chase up

Johannsen moves to accept Vice President's Report.

Goss seconds motion.

No dissent.

Motion carried.

Treasurer's Report:

- Budget updated as specified in last meeting.
 - Handbook line item created
 - Income figures updated (sponsorship)
- Hard copy to be kept of all budget versions to show updates
- Proposed account signatories: President, Vice President and Treasurer only.

Johannsen moves to accept modified budget and Treasurer's Report.

Goss seconds motion.

No dissent.

Motion carried.

O'Week

- Should new clubs get banners?
 - No, but they can apply for the new clubs grant money to print their own.
- CA BBQs on Monday, Tuesday and Thursday.

Johannsen moves to the spending of up to \$1000 for establishing O'Week events to increase CA area foot traffic.

Jarman seconds motion.

Dissent from Possemiers

Motion carried.

Bookings

- Internal bookings
 - Term by term basis, only one day a week unless nobody else wants the remaining day.
 - Attempt to honour existing agreements until term 2.
 - Diary (Goss to supply) will be used to keep booking records
 - Room Booking form to be developed by Jarman and Schulz
- Loan form redraft (Goss)
 - Include more contact details (phone, email, etc)
 - Tick-box to indicate item borrowed
 - Projector costing for non-clubs (and possibly clubs running financial events).
 - Draft by next meeting.
- Create how-to poster for Booking other rooms within the Uni. Possible Idea.
- Once established, email clubs with new procedures.

New Clubs Processing:

One application received for a new club:

- Pathology Society (Path Soc)
 - All paperwork in order.
 - No conflict with other Medical clubs (mainly coursework based, not social).
 - Need to confirm if they are a faculty club, but otherwise provisionally affiliated under the assumption that they are not.

Goss moves to accept the Pathology Society as a provisional affiliate

Schulz seconds

No dissent

Motion carried

Grants Processing:

- An updated grant was received from the Fringe Club for \$200. The updated version included quotes, diagrams and other required details.

Within the limit of \$200 that executive can grant.

Johanssen moves to approve the Fringe Club grant application for the sum of \$200.

Goss seconds

No dissent

Motion carried

- Pride applied for a grant of \$50 to cover O'Week table costs.

As previously discussed, no grants would be accepted for O'Week costs. Instead we will allow payment to be deferred until the end of O'Week when the club will have membership money.

Pride were contacted and the situation explained. They accepted this arrangement.

- Street-Geek applied for a \$915.67 grant for purchase of trestle tables.

This amount was too large to pass by executive.

The grant was also debated as Street-Geek have a limited campus presence.

Street-Geek were contacted and were given the choice of either \$200 from executive or taking the grant to council to try and get more money.

Assuming the choice of an executive grant, the terms were that in return for this grant the CA would gain use of all Street-Geek tables (in addition to the ones purchased) for Clubs Fest. Preliminary estimates suggest that this will save us approximately \$200 on table hire, resulting in a breakeven point.

When contacted Street-Geek opted for executive to grant the lesser amount of \$200 and agreed to the above terms.

Johanssen moves to approve the Street-Geek grant application for the sum of \$200 with the proviso that during Clubs-Fest Street-Geek will supply the CA with their trestle tables.

Schulz seconds

No dissent

Motion carried

Any Other Business:

SRC Funding of Clubs,

Deferred to next meeting.

Executive's personal Future plans for the CA

Deferred to next meeting.

Meeting closed: 10:11pm

Next meeting 27th January, 6:30pm