

Minutes for AUSca General Meeting – Sunday Dec 10, Hub Project Room 331, 2pm

**Chair:** Declan-Price Brooks

**Minutes:** Ellen Swan

**Attendance:** Catherine Douglas-Hill, Joshua Chey, Imogen Winsborough, Phil Grace (telepresent), Michael Capoccia (telepresent)

**Apologies:** Emi Schutz, Kelly Macdonald, Tobi Threadgold, Tamika Burrowes

**Absent:** Karl Asmsussen, Dominick Hentschke, Maggie Potts

## **The Run Down**

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## **THE DOWN LOW**

Meeting opened at 2:22pm.

### **1. Attendance via Remote Communication**

*Phil has indicated he will be attending this meeting through “telepresence”. This will need to be confirmed.*

Both Phil and Michael have asked to attend the meeting through telepresence (via Skype). Declan moved that their telepresence be treated as presence at the meeting (their video stream was projected onto the television screen). Seconded by Josh, passed by unanimous vote.

### **2. Acceptance of Minutes from Meeting Thurs 23<sup>rd</sup> Nov**

*Do we accept Kelly’s minutes from the previous meeting? (We should, they’re pretty great).*

Moved by Declan. Seconded by Catherine. Passed by unanimous vote.

### **3. Attendance at Meetings and Fulfilling Appointed Positions**

*Raised by Ellen. I understand that this is a busy time of year, with people returning home, working, studying and going on holidays. However, there is still very much*

*that needs to be done, in particular for the First Year Magazine (which we will be discussing in-depth today).*

*AGAIN, please maintain communication throughout the holiday period. It is your responsibility to check the Slack channels, at least on a daily basis (ideally, push notifications should be enabled). This is our main line of communication. A Committee is only strong when united, and efficient when communicating well.*

*In addition, I feel I have not been adequately supported by the current Assistant Secretary. I have attempted to contact Maggie about this, but with no response. As per section 6.3.a.v. of the Constitution, the role of the Assistant Secretary is thus:*

### **Assistant Secretary**

**· Who shall be tasked with aiding the Secretary in the discharge of their duties, and with minuting meetings in the Secretary's absence.**

*And Section 6.3.b.:*

**The Committee may vary or make a further decision if the applicable committee member ceases to be a member or declines to accept or continue the assigned role. and as often as said positions become vacant shall again choose members to fulfill said positions.**

*I have attempted to contact her through both Slack and Messenger, and I am aware she has received and seen the messages, without replying. There have been occasions where I have asked for assistance when my workload has been heavy, with no response (I must make it known, however, there have been times in the past when she has fulfilled her duties quite well).*

*M*

*I do not like to point fingers, especially in such a public forum. However it has reached a point where there is no communication, and I am at a loss as to what to do. As I will be Acting President during Declan's absence, I need someone I can rely on to stand in for the role of Secretary during this time. I obviously invite Maggie to provide an explanation for this behavior, and also am open to suggestions from the Committee on this matter.*

Declan concluded that there were essentially three options to rectify the matter:

1. Do nothing.
2. Considering section 6.3.b. of the Constitution, deem her inaction as a failure to continue in her assign role, and declare the position of Assistant Secretary vacant.
3. Consider section 6.6. of the Constitution, whereby a Committee member who fails to attend three (3) consecutive meetings with out notice is removed from the Committee.

There was also thought to consider how each option would impact on our current difficulties to make quorum at meetings.

Ellen move that Maggie has not continued in her role as Assistant Secretary, and under section 6.3.b, we declare that the position be made vacant. Seconded by Imogen. Passed by unanimous vote.

Ellen asked for any interest in the position. Imogen said she would be interested, provided she be assisted/trained. Ellen is more than happy to do this.

Declan moved that Imogen be appointed Assistant Secretary. Seconded by Ellen. Passed by unanimous vote.

#### **4. First Year Magazine**

*As we have fallen behind schedule (particularly with trying to organise meetings during the holidays, Declan would like to move that a small group of people (namely, the Executive, Kelly (as Editor) and Michael (due to his efforts in organising the magazine thus far), who are empowered to make decisions and assign/consult work. This is open for discussion, but in the interest of time, it is strongly recommended that this idea go ahead.*

*Let's get down to business.*

Michael will be absent during most of December and January, so has asked not to be part of this group.

Having the small empowered is not ideal, as the broader committee would basically be assigned jobs. However we need to get things done. However, we can also include members of the broader member base (who are willing/deemed fitting). Kelly will essentially be spearheading the process.

We need to ensure that the articles we write are relevant, and ideally to have individuals experienced in a certain area to write the appropriate articles. The idea of providing an incentive for submissions was discussed. A morning tea was proposed, and we could consider asking the Faculty for assistance in hosting this, as they would benefit from the magazine too.

Michael has forwarded all relevant emails from the Faculty regarding the magazine to the club email (and Slack channel). It was also suggested that we continue to use Trello for organising the magazine writing process.

Declan moved that the Exec and Kelly be able to make decisions regarding the magazine, as required. Seconded by Josh, passed by unanimous vote. Declan has asked if anyone knows of any graphics designers, to please ask them about designing the front cover (as we would like to change the cover each year).

Cathering – last year's magazine looked very text-heavy. Will bring this up with Kelly.

## **5. Reminder for Report Writing for AGM**

*Please do the thing.*

Sooner is better than later. Including anything you have produced for the committee (it would be bad to lose valuable experience).

## **6. Questions Without Notice**

Josh asked if there was a timeline for O'Week and AGM etc. next year. They will all be in the previous minutes.

Catherine – what program did we use for editing the magazine?

Declan- Powerpoint. Really. We tried Publisher but it was... not good.

Phil – Our Patron Ben Geytenbeek is in Adelaide for the next month, we could invite him to any meeting we have in the next month or so (before he heads back to Cambridge).

Meeting closed at 2:54pm.