





## February Committee Meeting Summary

<b>DATE</b>	12/02/2024		
<b>VENUE</b>	ND35	<b>START TIME</b> 17:30	<b>FINISH TIME</b> 19:00
<b>CHAIRPERSON</b>	JM	<b>MINUTES</b> KH	<b>TIMEKEEPER</b> KH
<b>ATTENDEES</b>	PS, VF, EQ, JW, WS, IW, SH, EP, SD, OW, IW, TA, AF, JB, OH, CW, MD, KH, JM. Online: T.M, DQ, DD		
<b>APOLOGIES</b>	BE, RW		

<b>Student:</b> Kate Hewitson (Secretary)	<b>Signature:</b> 
<b>Student:</b> Jack Murray (President)	<b>Signature:</b> 

**Confirmation of Minutes:**

By signing here, the following members confirm

No.	HEADING	DISCUSSION POINTS	NAME
1.	<b>Minutes from previous meeting</b>	n/a	
2.	<b>Business arising from previous meeting</b>	n/a	
3.	<b>New business</b>		
4.	<b>Portfolio reports</b>		



<p>4.1 <b>President's report</b></p>	<ul style="list-style-type: none"> <li>● Welcome to Oliva and Jeremy - our new first year reps!</li> <li>● MSAND publishes a student AMC submission to assist the school in maintaining their accreditation             <ul style="list-style-type: none"> <li>○ The Exec team will be responsible for reviewing our AMC submission (no academic will see our submission until after the process)</li> </ul> </li> <li>● Prospective student page on website due to go live in March - first year guide &amp; student life guide to be finalised for publishing on the website.</li> <li>● Business Case - school funding proposal - JM currently organising</li> <li>● CAMS president wants to do X over events - 2nd and 3rd year reps to liaise.</li> <li>● Aboriginal Student Council TOR has been sent to Prof Davies (AH Team).</li> <li>● Lecture attendance update - the course outline doesn't mandate that we attend lectures in person. MSAND Exec has prepared an evidence based letter to send to the executive when/if there are further concerns raised around attendance.</li> <li>● AGC update re. Electives - transition to internship replacing elective</li> </ul>	<p>JM</p>
<p>4.2 <b>Vice President External's report</b></p>	<ul style="list-style-type: none"> <li>● Prospectus: currently being finalised</li> <li>● It will be difficult for portfolios to get funding from sponsors if they have not</li> </ul>	<p>SH</p>
<p>4.3 <b>Vice President Internal's report</b></p>	<ul style="list-style-type: none"> <li>● Library opening hours: Galvin will now be open all year Monday to Friday 8am-8pm and Saturday/Sunday 10-6pm.</li> <li>● Galvin is the only 'quiet' study space, noise needs to be kept to a minimum.</li> <li>● SOMF jumper 2023 distribution - the jumpers are taking up prime real estate. Year reps to organise distribution of jumpers once we have access to the cupboard.</li> <li>● Key for the MSAND cupboard has been ordered</li> <li>● Gender Diversity Survey - expect a link to a google for the committee to complete. In accordance with the Gender Diversity and Misogyny in healthcare policy.</li> </ul>	<p>VF</p>
<p>4.4 <b>Treasurer's report</b></p>	<ul style="list-style-type: none"> <li>● Refund policy for events - option to introduce Ticket insurance (small fee) that can be paid for with each ticket. Alternatively, have a strict policy re when refunds are available and under which circumstances.</li> <li>● Budgets for subcomms and SplGs: different budgets for each subcom depending on individual requirements. Aim is for most portfolios to break even with profits and expenditure. Each SplG is allocated \$600.</li> <li>● Budget Google form - needs to be filled in whenever money is spent in order to establish future budget and trends. This can be located in the share drive and also pinned in the MSAND messenger chat.</li> </ul>	<p>JM</p>
<p>4.5 <b>Secretary's report</b></p>	<ul style="list-style-type: none"> <li>● Subcommittee applications - these were opened last Monday and close this Wednesday. Applications are sent directly to the portfolio email account and it is the responsibility of each portfolio to reply to applicants and form a subcommittee. If anyone has no applicants they are to contact KH by COB Thursday; KH will organise another call out for any unfilled committees. Year reps to repost this in year group messenger chats to increase visibility. If after extra call outs, some portfolios are left without a subcommittee, portfolio holders are to liaise with their Exec support person to discuss</li> </ul>	<p>KH</p>



	<p>options in their portfolio with less help (allocations discussed during summer meeting)</p> <ul style="list-style-type: none"> <li>• Booking dates for events - you must email the secretary to secure an event date in advance. Secretary needs to approve the date.</li> <li>• RAMP approval timeline - all on campus events need to have a university RAMP completed (template is located on the Google drive under events). You need to allow at least 6 weeks for a RAMP to be approved.</li> <li>• Everyone refers to 'how to' document when organising events.</li> <li>• Social Media Policy - refer to policy re posting on Facebook pages. You can only post once per event.</li> </ul>	
4.6 <b>Social report</b>	<ul style="list-style-type: none"> <li>• O camp debrief - O camp costs and expenses relatively similar to previous year. Report sent to Denver detailing expenditure. Individuals to follow up with Denver RE reimbursement. Food safety concerns - cross contamination; needs to be addressed in future.</li> <li>• Uniform party date proposed for 12th April.</li> <li>• New Inter medical school event with UWA and Curtin in March (Festival style) to be held 22nd March at Metros City.</li> <li>• Ball date - 7th September clashes with BIPOC picnic event - explore option of changing to 31st August</li> </ul>	SD
4.7 <b>Rural report</b>	n/a	
4.8 <b>Social justice report</b>	<ul style="list-style-type: none"> <li>• Refugee health event - JM to provide contents and handover from 2022</li> </ul>	EQ
4.9 <b>AMSA report</b>	<ul style="list-style-type: none"> <li>• Vampire cup. ?Start an ALS ice-bucket- like-challenge to get more people involved.</li> </ul>	PS
4.10 <b>Education report</b>	<ul style="list-style-type: none"> <li>• Thanks to everyone who assisted in running a successful first year survival night.</li> </ul>	DD
4.11 <b>Wellness report</b>	n/a	MD
4.12 <b>Sports report</b>	<ul style="list-style-type: none"> <li>• Footy to start in a few weeks - need to organise a venue. Currently recruiting some volunteer coaches to help out at training.</li> <li>• Lawn bowls competition for inclusive MSAND events, not focused on alcohol.</li> <li>• First years keen for more sports.</li> </ul>	JW
4.13 <b>IT report</b>	<ul style="list-style-type: none"> <li>• Switch from Dropbox &gt; GDrive, issues of possible copyright infringement outweighed by risk of yr reps not getting completely reimbursed year on year. Progressive move from dropbox to google drive to be organised</li> </ul>	JM
4.14 <b>Media report</b>	<ul style="list-style-type: none"> <li>• Anyone who did not get a picture taken needs to send one to OW to facilitate the MSAND committee instagram campaign.</li> <li>• Portfolios need to liaise with OW to create Facebook events. OW will create the event through the MSAND account and make the chair a co host. OW to create a form for facebook events to fast track process.</li> </ul>	OW



	<ul style="list-style-type: none"> <li>If committee members have photos from events OR promotional material to be shared to the MSAND instagram account - send them to OW in full (with all details included)</li> </ul>	
4.15 <b>Equity report</b>	n/a	
4.16 <b>Environment report</b>	<ul style="list-style-type: none"> <li>Need to liaise with social justice re: charities for 10c cans. Create boxes for cans with voting for charity.</li> </ul>	
4.17 <b>4<sup>th</sup> year rep report</b>	<ul style="list-style-type: none"> <li>Boundaries - what to message year reps about . CW to create a poster/picture on what to do</li> </ul>	CW
4.18 <b>3<sup>rd</sup> year rep report</b>	n/a	
4.19 <b>2<sup>nd</sup> year rep report</b>	n/a	
4.20 <b>1<sup>st</sup> year rep report</b>	n/a	
5. <b>Miscellaneous business</b>	n/a	
6. <b>Next meeting</b>	11/03/24	KH

**Key to Initials: 2024 MSAND Representatives**



JM: Jack Murray	JW: Jess Wait
VF: Vicky Ferdinands	DD: Danielle D'Souza
SH: Shiya Huang	WS: William Swarbrick
KH: Kate Hewitson	OW: Olivia Walters
DQ: Denver Quantrill	CW: Caitlin Westover
PS: Prem Sathiamoorthy	BE: Brodie Egan
EP: Eda Pui	TA: Tim Andrews
TM: Toritse Moujeutan	IW: Iza Wojtasik
SD: Shaun Dos	TJ: Tim Jones
EQ: Eva Quattrini	AF: Allex Ferraz
OH: Olivia Holmes	JB: Jeremy Burke
RW: Raphael Watt	MD: Megan Dodd