**Meeting Opened: 6:03pm**

1. **Welcome and Attendance**
	1. **Attending:**

(Chair) Taco Shiraishi, (Tenancy Executive Officer) Fiona Iwansantoso, (SOC Rep) Jacob Roosendaal, (Tenancy OCM) Gavin Tay Fernandez

* 1. **Apologies:**

(Tenancy OCM) Jasmine Sullivan

* 1. **Absentees:**
	2. Taco begins with welcome to country and confirmation of everybody receiving emails.
1. **Amendment to Dates**
	1. The dates for the last meeting will be on the 20 November, not December 2019 as previously stated.
		1. Confirmed that dates are being sent out before reiterating them. Taco highlights change to November 20th rather than December 20th for last check with checkups happening between 3pm-6pm. Busy Bee is being checked on the Wednesday - the room just needs to be clean between 3-6pm.
	2. All meetings will be held in the Guild Council Room which is located on the Second Floor of the Guild Building. The location of the meeting will not change unless prior notice is provided.
2. **Tenancy Website**
	1. Tenancy has created an online form for any works to be processed by Campus Management. This will allow us to keep track of any additional works throughout the semester, rather than at the Tenancy Busy Bees.
		1. Most things on website outdated but has been fixed
		2. Maintenance issues are work orders
		3. Complaints should be redirected to Taco via email
3. **Tenancy Policies**
	1. Tenancy policies can be found on website, updated recently. Will be changed towards March, send through any amendments.
4. **Updates**
	1. Relocation of tenancies sent in Mid-February
		1. Clubrooms that have expired and lockers and spaces that have expired will be put through.
		2. Reallocation will most be the storage spaces rather than the clubrooms. Discussion ensues that agreements should last three years but this has not been the case due to messy paperwork.
	2. Tenancy agreements from last year need executive to fill out ERF for clubroom tenancy agreements.
	3. Work orders:
		1. No longer peeling paint in UNISFA due to renovation
		2. Lights in Cameron Hall loft got fixed but then replaced
		3. UNISFA plastic bag and most other projects have been fixed due to their clubroom renovations sans one broken light in room.
		4. UWASCA and Science Union vent does not work
		5. Pride, Prosh no issues. Womens department rep and Uni Camp rep not here.
		6. UNANIME fluorescent lights broken still happening
		7. Leisure not here - they don’t have a tenancy anymore and its EMAS now.
		8. Window pane got fixed last year from new EMAS.
		9. Guild Council Room has one single broken light 2 away from the Presidents Wall in the middle. Only one of two bulbs broken.
		10. 1/4 of skirting board are missing -> skirting board been ripped off. Looking for industrial carpet that wasn’t replaced under book case below Pride Department.
		11. Pride Department roof is sinking?
		12. UWA WAC has peeling paint -> planning to pay for the cost of the paint (paint for bonding),
		13. Water damage in ceiling in loft.
		14. Trying to get rid of UWASCA and UWANIME redundant door.
		15. Door between IGNTIE and UNISFA that should probably be permanently locked. In the works and low priority due to book shelf security.
		16. Taco said that the process of Work Order is Work Order —> Form -> Irene -> Campus Management
			1. Taco also mentioned that going straight to Irene might make the work order request faster
	4. Storage Application in Cameron Hall
		1. Storage in Cameron Hall will be given priority to clubs who don’t have a clubroom.
5. **General Business**
	1. **Tenant general business**
		1. **MCW and International Student Department (not ISL that’s a mistake)**
			1. After moving away from ISD MCW is cool with still sharing their clubroom.
		2. **Panto have an issue being outside the mobility of the clubrooms President**
			1. Panto President didn’t want to move for themselves since people will always have disabled members
			2. Master plan to renovate Cameron Hall has to wait for other fixing of Cameron Hall likely going to have to do this at the end of next year (2020)
			3. To ensure that there is no more delay:
				1. Action: Require a written prove that the Master Plan will be followed and it will be renovated in 2020
				2. Action: Taco pledges to bring to a Guild Council meeting a reassurance that this will be done and renovations will happen according to the plan.
		3. **Prost not here to talk about room necessity**
		4. **Mailbox complaints**
			1. Complaint about the locker that needs to be emptied out but lockers were emptied the day before they should have been.
			2. Strong encouragement from UNISFA that we should not open the lockers before the designated time so that things can be gathered earlier. Complaint based on the regulations that this wasn’t done beforehand.
		5. **Cameron Hall General cleaning duties**
			1. General Area of Cameron Hall split jobs was positively received —> rotating schedule of jobs for cleaning Cameron Hall for each busy bee.
			2. People doing cleaning in the week leading up.
				1. Allowed people to send in a photo of people who have been cleaned on a Saturday should be good.
			3. We should not mop the loft floor as unsealed wood -> meaning that water will distort the floorboard and create problems. Only can be mopped with Ammonia which is probably too much effort to go through.
			4. Lack of wet floor signs in the loft: Tenancy will get a wet floor sign. Also need a mop to the cleaning supplies list.
			5. Rubber mat would be good for tavern entrance of Cameron Hall to prevent the entire bottom floor will be taken care of. Find out how they clean the Reid Library windows and explore if its affordable for Cameron Hall. Might need to all chip in to get cleaning for that done.
			6. Haven’t found contract for cleaners so unsure whether it applied over the holiday.
			7. Appreciation for cleaning supplies for the loft. In instance the floors.
			8. Return BBQ is right outside of the fire exist
				1. Action: To make sure that the BBQ go somewhere else.
		6. **Unsure what’s happening with collecting rubbish on the 3rd floor of guild**
			1. They exclusively took those floors rubbish. Cleaners said that they wouldn’t empty the bins on the 3rd floor of the building. Should be a bin in the corridor of the 3rd Floor of Guild.
		7. **University supposedly doing an audit of the bathrooms according to Pride.**
			1. Most issues with that need to go through Tony as they are not Tenancy’s responsibilities.
	2. **Asked for the agenda to come out before the meeting beforehand.**
	3. **Primary contact requested to be emails not Facebook.**
		1. Taco has no emails sent to Jacob resend them to Tenancy-Chair.
	4. **Clubroom Keys**
		1. List
			1. UWA Wine Appreciation 2 keys - 1 with President 1 either in GSC
			2. UWAccess 2 keys - Each co officer has one. Possibly another with GSC?
			3. Pride - 2 Keys co-chairs have it, theoretically could be one in GSC unsure
			4. UDS - One key in the lockbox: opens both UDS/Panto and EMAS - separate from Panto Key
			5. WAC shared room: 1 for each club, GSC has one
			6. MCW shared with ISD: One key with ISD and one key with GSC no key with MCW.
			7. Pants: 1 for door and 1 for storage in same ribbon on lockbox.
			8. KWAP: Lack of working lock
			9. UWA SCU: Cameron Hall Storage Locker key, Corridor to UWANIME and storeroom key.
			10. IGNITE has one key and its in the lockbox
			11. President, Secretary, Treasurer, VP have keys to clubroom - 2 sets of keys to Cameron Hall from President and Treasurer cHall key.
			12. Unigames 1 key in cupboard and 1 GSC.
			13. UNISFA 2 keys to clubrooms, 1 held by Ruisi and 1 in lockbox
			14. EMAS 2 keys for clubroom, 1 near door in safe storage: old President has a key who is transferring it to new President
				1. Lock need to be changed in EMAS storage room with a university approved lock.
		2. Process of changing all storage room locks because who knows who has the keys.
		3. Unsure of how many keys to each clubrooms.
		4. Regulations state max of 4 keys copies. Might be changed: WAMS to email Taco to make more decisions about keys.
		5. Regulation review from Tenancy going through in March from Patricia and Taco. Club is liable to replace any locks if the key is lost - this is like $500 because university regulated locks are substantially expensive as they need to take master key and take 3 weeks to be installed.
6. **Next Consultation Meeting**
	1. The next Tenancy Consultation meeting shall be on Thursday the 23rd of March.
	2. All apologies and agendas must be sent to soc-vp@guild.uwa.edu.au at least three days beforehand (Monday 18th of March at 6 pm).
	3. Agenda will be sent out two days prior (Tuesday 19th of March at 6 pm).

**Meeting Closed**: 6:56pm