

MEETING MINUTES

CLUB NAME	Societies & Public Affairs Council meeting 1		
DATE OF MEETING	20 th January	TIME	5:30pm-7:00pm
MINUTES PREPARED BY	Lucy Callis – SOC Secretary	LOCATION	Social Sciences Lecture Theatre
MEETING OBJECTIVE	First meeting of SOC & PAC		
ATTENDANCE	<p>Attendance: SOC, PAC, Access Department, Guild Volunteering, Education Council, PROSH, UWAnime, CWAP, UWA Photography Club, Desi, MSS, FilAus, ARCHSOC, Unigames, UWA Rollerblading Society, EEEWA, SCS, Arts Union, OCF, UWA Vegan club, CHeMnBiO, UniSFA, University Dramatic Society, Maths Union, University Computer Club, MCS, SMIF, Data Science Club, Postgraduate Pathology Association, Science Union, UDSS, PsySoc, ACYA, ASIA, UWA Film Society, UWAMSA, UCAS, UWAMPS, Amnesty, AUJS, MSU, UWA German Club, Coders for Causes, UWA Teaching Society, TLGxUWA, Relay for Life, HSS, UWA Programming Competition, UCBA, WAMSS, Singapore Students Society, UWA History Society, UWASCA, Persian Club, UPsoc, Sober?, Leisure, Blackstone, UWA ESports, UWA Accounting Association, Women in Business, Biomedical Engineering Society, Engineers without Borders, Palestinian Cultural Society of UWA, KCC, Institute of Mechanical Engineers, 8 Ball, IET, Jazz Appreciation Society, UWA Italian Club, Chinese Society, UWA Cheer & Dance, UWA Catholic Society, UWA Car Appreciation Society, AIESEC, AIPSSA, UWA Wine Appreciation Club, Students for Refugees, ALVA, EMAS, Women in Oil & Gas, Students 4 Environmental Action, The Civil Society, Dance UWA, SlavSoc, UWA Christian Union, UWA Vietnamese Student Association, ASU, FABSOC, Progressive Energy Strategies, Society of Petroleum Engineers, PHAC, CHSS, Harry Potter Society, SSAUWA, TEDxUWA, Physics Society, UWA Pantomime Society, Ignite Mentoring, Classics Society, PESA</p> <p>Apologies: UWA Society of Bangladeshi Culture, WA Medical Students' Orchestra, Woolnough, Passion for Jesus, Sri Lankan Australian Youth Association, CPEC, UWA ILS, UWA Consulting Society, Enactus, UWA Labor Club, University Buddhist Youth Club, UWA Pakistani Society, UEC</p> <p>Late/no apologies: 180 Degree Consulting, ASU, Artists Against Poverty, Bachelor of Philosophy (Honours) Union, Baha'i Society, Bloom, Cantonese Student Association, CHSS, CSSA, CSSC, ECOMS, Envoy, FAWA, GAINS, HUG, HBS, Imagine UWA, INDOSS, UWAIRS, JAPSSOC, Oaktree, Palestinian Cultural Society, Peacock, Perth International, PMSS, Robogals, Sanskriti, SSAUWA, SABAS, Save the Children UWA, SWSA, Socialist Alternative, SASWA, SLAYA, SEEC, SSDP, SNAGS, SPACE, TSC, TKUWA, USEL, Uneathed UWA, Uni Camp for Kids, Union of Myanmar, UDSS, University Surf-Riders WA, UVAC, Unlimited Women UWA, UWA Catholic Society, UWA Chess Association, UWA Debating Union, UWA Education Lab, UWA French Club, UWA FT Cohort MBA club, UWA Greens, UWA MBA Student Social Club, MSA, UWA Nepali Club, UWA Origami Club, UWA Oxfam, UWA PAW, UWA Poker Club, UPC, UWA Red Cross Club, UWA Young Engineers, WAMSO, WAASSA, Winthrop Singers, Women in Engineering & Mathematical Sciences, World Vision Youth Club, Zoology Club</p>		

Agenda Points and Minutes	
Topic	Discussion
1. Acknowledgment of Country	The UWA Student Guild acknowledges that this meeting is situated on Whadjuk Noongar land, which was stolen and never ceded.

	<p>The Whadjuk Noongar people remain the spiritual & cultural custodians of their land & continue to practice their belief values, languages and knowledge.</p> <p>We pay our respects to elders past, present & emerging.</p>
2. SOC President's Report	<p>What is SOC & PAC? SOC (Societies Council) supports UWA Guild-affiliated clubs by means of grants, networking events, monthly meetings, club collaborative zones, tenancy, storage, and advertising of club events on campus. PAC (Public Affairs Council) provides additional resources and financial support to PAC-affiliated clubs. PAC also runs themed weeks such as Fringe Festival, Faith Week, Social Impact Week, and Language Week. PAC loves Campus Culture!</p> <p>SOCPAC meetings SOC & PAC are two separate departments in the Guild, however we work closely throughout the year. This is why we host joint SOCPAC meetings every month. All Club Presidents & Executives are invited to SOCPAC meetings. FACSOCs are standing invitees (with their main affiliation with the Education Council) and are unable to vote in New Club Affiliations.</p> <p>What are your responsibilities as a Club Exec?</p> <ol style="list-style-type: none"> 1. Complete EMPs for every single event – minimum of 2 events each year 2. Attend Student Leadership Training 3. Apply for Grants 4. Manage Club social media 5. Hold an AGM every year 6. Submit ERFs to Guild Finance 7. Attend monthly SOCPAC meetings <p>Club status: Explained <u>Active & affiliated</u> – this means your club is actively running events, have fulfilled SOC/PAC requirements, has access to grants & venue hire, and submit ERFs annually. <u>Lapsed</u> – the club has not been active for 1-2yrs (its easy to move your club back to an Active state – just hold an AGM & submit an ERF!). <u>Disaffiliated</u> – the club has not held any events for 2yrs, and will not start up again.</p> <p>Executive Registration Forms (ERFs) ERFs are to be handed in to Guild Finance (Level 1 of Guild building). <i>You have 2 options for submitting your ERF:</i></p> <ol style="list-style-type: none"> 1. Hand written & hand signed forms submitted in-person to Guild Finance. 2. Digitally completed ERF with digital signatures (not photos/ scanned copies of handwritten signatures!), accompanied with valid signed ID – photos of student cards are no longer accepted. <p>All Club Execs must be UWA students and Guild members. Your ERF can take up to 2 weeks to be updated, but SOC Secretary will sent a confirmation email when it has been updated. Once your new Execs have been updated, they will have access to EMPs, will be on the Mailing List, and have access to Club Resources. A guide on ERFs is attached to this email.</p> <p style="text-align: right;"><i>QR code on Slide 9 to the ERF form</i></p>

SOC Handbook QR code on Slide 10

Event Management Plans (EMPs)

EMPs need to be completed for EVERY single event.

This is the paperwork allowing the Guild to cover your event in case something goes wrong, and allows you to book venues.

You can access & create EMPs by:

Logging into the UWA guild website → Manage events → follow prompts for new event → events for approval

Small events can be run before the EMP is approved.

Large events involving alcohol cannot be run before approved – these events must also include risk management plan.

Events involving alcohol cannot be advertised until they are approved by events (which can take around 1 week).

QR code on Slide 12 to the Events Guide

Booking spaces

Club Execs have 24/7 access to the CCZ (with your updated ERF!).

There are bookable spaces in Cameron hall, the Guild Council Room, and other UWA venues.

Spaces can be booked via LibCal: <https://uwaguild.libcal.com/>

If you are running an event overnight, please email Eleanor for afterhours access applications (come to Guild before UWA if you're wanting to book venues for an afterhours event!).

For all UWA venues, Clubs get a 2hr free booking within business hours, \$55/hr thereafter.

Guild Student Centre (GSC)

The GSC looks after the equipment (tressle tables, BBQs, eftpos, spaces) & venues that are accessible to clubs.

It has just moved! You can now find the GSC in the old Co-Op bookshop.

Equipment is booked via LibCal. According to their Hiring Policy, there is a \$25 late fee, so please return items on time!

Event posters can be hung in designated areas around campus but the GSC only.

You can get 20 A3 & 20 A4 posters printed, then hand them into the GSC before Thursday 4pm for them to be checked & hung for Friday morning).

The Guild logo is required on event posters (*QR code on Slide 15*).

O'Day

O'Day is on Friday 19th February, from 11am-3pm. Be There!!

Clubs can set up on the day from 9am.

Don't forget to sign your Club up for a stall on O'Day before 28th January otherwise you won't get a space!

You will receive a tax invoice from events, you will need to bring you pink slip to Guild Finance signed by 2 Execs for this.

If your Club is wanting to bring car on campus for set up, please email Events.

Have your promotional material & and merchandise ready for the day, it's a great way to get memberships & interest generated in your events for the year.

QR code on Slide 16 for Club Sign Up

	<p>Club Carnival Tuesday 2nd March, 12pm-2pm. Club Carnival is basically a mini O’Day but is only for UWA Clubs. This event is especially for anyone who missed out on O’Day – a great way to get more members! <i>More info to come at February meeting</i></p> <p>Student Leadership Training (SLT) Dates: <ul style="list-style-type: none"> - February 23-24 - April 6-7 - July 13-14 A minimum of 2 people per committee must attend. Please email us if your Club has issues with these dates. <i>QR code on Slide 18 for SLT Registration</i></p> <p>SOCPAC meeting dates All SOCPAC meetings will be held in Social Sciences Lecture Theatre at 5:30pm. Dates: <ul style="list-style-type: none"> - 17th February - 17th March - 21st April - 19th May - 23rd June - 21st July - 18th August - 22nd September - 20th October <p><i>Please note:</i> Our primary form of communication is emails. Apologies are due 24hrs before the meeting – they will not be accepted if sent after this cut off.</p> </p>
3. PAC President’s Report	<p>Theme weeks Semester 1: <ul style="list-style-type: none"> - Fringe Festival: week 5 (22nd March) - Faith Week: week 8 (19th April) Semester 2: <ul style="list-style-type: none"> - Social Impact Week: week 4 (16th August) - Language Week: week 10 (4th October) <p>Orientation PAC are running “1 Free Club Membership for Freshers” initiative to increase Club signups. There are some restrictions: FACSOCs, Guild Departments, and non-affiliates not counted. There is no cost to clubs, but the Guild is not liable for any lost tickets Tickets will expire at Club Carnival. <i>More info to come at February meeting</i></p> </p>

	<p>Fringe Festival Semester 1, Week 5, March 22-26. Volunteer signups can be done online & at O'Day. Subcommittee Expression of Interest forms are online. Email Bahira (pac-secretary@guild.uwa.edu.au) for performers. Email Dickson (pac-VP@guild.uwa.edu.au) for club collaborations.</p> <p>PAC Grants <i>Fringe Grants</i> – if your club is running an event this week you can apply for grant to get some reimbursement.</p>
4. Tenancy update	<p>The reallocation process is 80% complete. Appeals for clubrooms & storage underway – if you are appealing, apply with a <i>comprehensive level of detail</i>. No other correspondence other than the appeal will be considered. WHS infringement & Tenancy rules – remember no alcohol, no non-student visitors after hours, no smoking in your club rooms – we will be checking every few weeks. <i>January Consultation Meeting</i> for current tenants – details should have been emailed to you, it is compulsory to attend. If you have an maintenance issues, please email tenancy-maintenance@guild.uwa.edu.au</p>
5. SOC Treasurer's Report	<p><i>S1 & 2 grants</i> are due May & October. <i>Envirogrants</i> due date still TBC (this is a new grant allowing reimbursement for sustainable events on campus). <i>SPGs</i> are due 30th April for Semester 1, 26th August for Semester 2. <i>O'Day Grant</i> are due 26th March – this grant covers cost of the standard stall & sign ups (restricted to 150 per club). A breakdown will be sent out later.</p> <p>Treasurer Training will be announced next week</p>
6. PROSH	<p>ProshJam 24th March, Semester 1 week 5, 5am-12pm. Click going: https://www.facebook.com/events/892761241477405</p> <p>What is PROSH? Students hand out the PROSH satirical newspaper to raise money for selected charities . PROSH 2021 Charities: Dogs Refuge Home, Short Back & Sidewalks, Fair Game.</p> <p>How to get involved? <i>Writers nights</i> (weeks 1 & 2) – writing the paper <i>Layout weekend</i> (week 3) – writing the paper <i>Proshlympics</i> (16th March, week 4, 1pm) – clubs compete in events to win a prize and increase hype, minimum of 4 people per team. <i>ProshJam</i> (24th March, 5am) <i>Proshession</i> @ 10:30am <i>After party</i> from midday Cheque presentation in April to charities Award for most money raised at Guild Ball</p> <p>Merch is available – the money raised goes to the selected charities, will be on sale from O'Day.</p>

	<p>Clubs to advertise PROSH at O'Day! There will be a prize for the club with the best advertisement of PROSH.</p> <p>Register your club's theme, Marshals & Proshlympics attendance via Google form: https://docs.google.com/forms/d/e/1FAIpQLSdnhVTzp9OP0Pj_tDoWIYVNGzjDgpcvo8JBwbIMhVelkyxeTA/viewform</p> <p>Marshals Required for each club – all Marshals must attend training: Tuesday 9th March, 1pm, CCZ Thursday 11th March, 4pm, CCZ Tuesday 16th March, 3pm, CCZ Thursday 18th March, 4pm, CCZ</p>
7. Night Markets at the Grove	<p>Tuesdays night from week 3, 6-9pm. Held on the grove (near cricket nets). Aiming to provide more food & entertainment options for students at night. Clubs can have stalls and sell anything, have games, etc. An expression of interest form will be posted on the SOCPAC exec FB group. <i>QR code on Slide 40 to Club Sign Up</i></p>
8. Venture	<p>A Guild project designed to integrate ideas & innovate minds (where STA travel used to be) Co-working space for clubs, grants, industry professionals, mentorship, access to professionals Chloe.bull@guild.uwa.edu.au</p>

Points of Action		
Topic	To be completed by person	To be completed by date
1.Hand in ERF 2.Sign up for oday & paid 3.Add dates of SOCPAC meeting to diary	Club execs!	ASAP

Next Meeting Date: Wednesday 17th February, 5:30pm, Social Sciences Lecture Theatre