

CLUB NAME	Tenancy Meeting		
DATE OF MEETING	5/7/21	TIME	5:15PM
SCRIBED BY	Chloe Kam	LOCATION	Zoom
MEETING OBJECTIVE			
ATTENDANCE	Noted separately		
AGENDA POINTS AND MINUTES			
TOPIC	DISCUSSION		
1. Acknowledgement of Country	Acknowledgment of Country		
2. General Updates 2.1 Busy Bees	2.1 Busy bees have been great thus far. Majority of club rooms were clean, well organised, and it was so great to see the character of the room come alive with lots of members using the space appropriately.		
3. Keys and Security	However, there were a few issues. The first being that for some clubs, a representative wasn't present for the inspection and there were no prior or even very late apologies. The second is that some rooms resemble storage rooms or have been barely moved into. I'd like to remind you all that it has almost a full semester since you've been able to move in, and inappropriate use or no use of the club room is a breach of your contract as it is a privilege to have this space when there are so many other clubs vying for it. We have also left two sheets of paper, a check list, and an information sheet on the Busy Bees, for your club's future reference. All the information on the checklist has been recorded online for Tenancy's reference as well.		
4. Ordering keys			
5. Covid regulations			
6. Renovations	3. Holiday period now- please remove all perishable foods from lockers and club rooms. Please secure and lock all club valuables- this should not include money! If you need me to come and unlock anything during the holidays you can text me or email me and I will do my best to accommodate for you.		
	4. If you want to order new keys, please send an email to tenancy-maintenance@guild.uwa.edu.au and then fill in a pink slip. The prices of everything have been posted on FB or communicated via email, but feel free to email me again if you are unsure. We've got a shipment of locker and clubroom keys coming and you can cut down on freight costs if you do an order with another club etc. Again, a reminder that you are not allowed to make copies of your own keys. If we find out, we will have to replace your entire lock and you will be charged for that cost.		

	<p>5. You need to ensure that you are still sticking to covid regulations i.e per square meterage, sign-in signs, and hand sanitiser in your room.</p> <p>6. Again if you want to change anything about your room or renovate things, please email Tenancy Maintenance and if it's appropriate we will be able to approve it but you cannot do anything permanent alone otherwise you are breaching your contract.</p>
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