



Golden Key International Honour Society Griffith University Chapter

General Meeting Minutes

Date: 27th April, 2010

Time: 5.35 pm – 7.35 pm

Method: Boardroom Video Conference

Venue 1: Gold Coast, G23_3.01

Venue 2: Mount Gravatt Campus, M24_3.11A

Recorded By: Caren Biddulph (Club secretary and treasurer)

Items:

1. The secretary, Caren Biddulph opened the meeting at 5:30 pm and thanked those present for attending.

Attendees: Brendan Johnstone, Tully Stanley, Caren Biddulph, Adele Rose, Charlotte Pak (lotpak@gmail.com), Sarah Marsanich (s.marsanich@hotmail.com), Nicholas O'Neill, Kyle Macnaughtan, William Despotovic, Dallan Pitman,
General members present: Emily Camilleri (e_camiller@griffith.edu.au), Mengzu Wang (mengzwang@yahoo.com.au), Matt Scott, Casey Sorenson,

2. Apologies: Amanda Awabdy, Sean Costain, Cassandra Graham, Rachelle Forbes, Samuel Lewis, Alison McIntyre, Joanna Czajkowski, Cassie Oswald, Samantha Cassell.

Absentees: Andrew Carrigg.

3. Caren agreed to take the minutes.
4. Matt agreed to document action sheets.

5. Brendan briefly welcomed the executive present to the meeting and congratulated all on the progress made so far (70% of Chapter standards have been met and head office is very pleased with the Chapter's performance).
6. Executive administration:
 - 6.1. Brendan is one of four candidates for the "Council of Student Members", and if successfully voted into position next week, will serve as an advisor to the Presidents across all chapters. Caren will send out an email to general members requesting their support in this.
 - 6.2. The new stationary arrived, with thanks to Sam Lewis. A sample of a letterhead, business card and "with compliments" slip was displayed and approved of.
 - 6.3. Kim Holmes, the Chapter advisor, has been given a GK shirt and Thanks; Sasha Grandin from Guild has also been given a gift of thanks and acknowledgement.
 - 6.4. & 6.5. Tully Stanley (Vice-president) welcomed and thanked the two general members for attending, before introducing the two candidates for the Social chair (Gold Coast) position. The selection criteria and nominations were read, following which questions were posed to the candidates. Whilst stepping out of the room, Tully and Nicholas gave feedback on a prior meeting with the candidates, stating that both were of a high quality and would be of value to the committee. It was suggested that there be a Chairperson and Vice appointed, and this was unanimously agreed upon. A Special General Meeting will have to be called to formalise this motion. The Professional Development Chair, William Despotovic, then thanked the applicants and made the announcement that Sarah Marsanich is the Social committee (GC) chairperson, with Charlotte Pak as her vice-chairperson. Congratulations were offered and the President expressed further confidence in both new members.

*A request was made at this point to address item 12, as Nicholas O'Neill had to leave the meeting early (at 18h00). The Social committee chairs stated good progress was being made on the mentoring program, and tools and promotional plans will be developed after a meeting with Dr R. Hibbins of the business school next week to discuss ideas and attain support for the initiative.

- 6.6. Tully put forward a proposal for a Health faculty networking event, planned for Semester two. This will serve to help clear the common misconception that GK is primarily serving Business students and will provide an opportunity to increase representation from various faculties. It is proposed that the event will follow a structure similar to the CWC, with a panel, speakers and informants on career pathways for these students. Tully and Emily will further plan this event and prepare an executive brief for the next meeting. Adele and Caren agreed this would be a welcome opportunity to increase our presence on campus and Brendan added that this objective should be added to the strategic plan.
- 6.7. There have been good updates and notices on learning@Griffith. Tully has updated, reformatted and monitors the content of the feedback areas and discussion board. It is a good communication tool for members and is being utilised. Rachelle has the task of updating announcements.

- 6.8. The presence of GK on the Guild's website has been held up at the Guild IT department, but it is hoped we will feature there in the near future.
 - 6.9. Brendan has had a meeting with the GBs (Griffith Business Club) president, James Nelson, and collaboration with the club in future events is likely. The first of which is likely to be the Trivia night – sponsorship, funding and delegation of duties will be finalised soon. The two clubs will also cross-communicate in each other's newsletters.
 - 6.10. No survey done.
 - 6.11. Brendan encouraged all committee members to migrate to student Gmail, with a large quota and convenience in being able to reply from a generic email address and check multiple accounts conveniently. Invitations will be sure to follow shortly and Brendan is happy to assist in setting up this system if required.
 - 6.12. The next edition of the GK newsletter is in the final draft stages and is being formatted and will be ready at the beginning of May 2010.
7. The NMR is costly to host at the Southbank campus, and although a call was made for alternative venue suggestions, the following dates and details apply:

Nathan Information Sessions:

Wednesday 2nd of June 2010. Two sessions, 1.00 pm - 2.00 pm and 5.00 pm - 6.00 pm. Both located in N_18 Central Lecture Theater Nathan Campus

Nathan New Member Reception

Saturday the 7th of August 2010, 4.00 pm - 6.00 pm. N_22 Theater 1 Nathan Campus

Gold Coast Information Sessions:

Monday 31st of May 2010, 2.31 A/B Library 1.30 – 2.30pm
 Tuesday 1st of June 2010, 2.31 A/B Library 5.30 pm - 6.30 pm

Gold Coast New Member Reception

Sunday 15th of August 2010, 5.00 pm - 7.00 pm, in the Activity Centre Gold Coast Campus. We will be running a networking event in the attached bar after the event.

- 8. Newly-developed executive documents were discussed and approved of, after being read by the committee members: the annual plan (now in excel format), the Strategic plan, and The Progress report. Some repetition was noted and will be narrowed down, but otherwise all were accepted.
- 9. Tully provided a feedback on the recent Windows7/IT workshop, hosted by Sean Costain. The venue, catering and attendance by 25 members ensured a success overall. The Office 2010 software was also previewed and the event was videographed for upload onto the website. Sean is to track the members' usage of this feature, to judge future use of videography of workshops for member downloads.

10. The date for the RED SHIELD appeal is Saturday 29 May and there will be 3 collection centres (Nathan, Gold Coast and possibly Southbank). There will be a call out to members for volunteers, a target of 100 is hoped for. The volunteers will be briefed and receive recognition for their contribution in collection for this worthy cause.
11. The new website mock-up was previewed and a video layout was suggested: this will add a professional and effective edge at a discounted quote of \$500. Sarah will however first ask a contact to advise on this, as well as send information on “web montage/videos” to Brendan.
12. The Environmental seminar planning is showing good progress and the receipt of the Campus Life funding grant will be announced next week.
13. The financial standing of the Chapter is good; with funds received from Campus Life and the DVC, Sue Spence. We have adequate funds to cover all the planned events for the year.
14. Brendan and Kyle briefed the committee on the Corporate Wine and Cheese evening: a proposal was presented and discussed in sufficient detail. The central location of the Ship Inn (Southbank) will be convenient for corporate guests and has been approved. The date is 7 September 2010 with catering and beverages supplied by the venue. Funding and sponsorship of the event will be sought from Michael Powell from Griffith Business School (thus minimising/ zeroing ticket costs), who will likely also serve as a speaker. Around 40 employers showed interest at the recent Career’s Fair and will be contacted shortly. Suggested guest speakers also include: the Director of Allied and United Health QLD, Ben French (Adjunct professor and businessman) and John Fitzgerald, successful businessman and author. An information pack for this event is being developed by Samuel Lewis.
15. The Trivia Night is planned for Semester Two, with the date (and promotional plans) to be finalised by the Social committee. It will be held at uni Bar, Gold Coast campus, with transport possibly arranged for Brisbane members wishing to attend. Collaboration with other clubs such as GBs and GERMS is an option, with the event theme, prizes and teams to be finalised.
16. The Best lecturer award will be in the form of a restaurant voucher (Versace GC, Aria in Brisbane), to be arranged by Dallen.
17. A stall will be held at Nathan International orientation Day on 15 or 16 July 2010, providing a good opportunity to recruit members, increase our visibility and possibly open doors to inter-country GK collaboration. We have also been invited to do a presentation to International students on the Gold Coast campus in the near future.
18. Funding from the Griffith business school is being sought: 3 subsidies will thus be available (2 of \$1750 and 1 of \$1000) for Business students on the committee. The executive may also request funding from their respective faculties (the presentation and aid is available from Brendan). No further Chapter funding will be provided, but members are encouraged to consider taking this opportunity for networking and with the focus on Strategic development, the executive is especially encouraged to apply. Our Chapter will also run a workshop at the conference, to further increase our visibility. Arts Education and Law PVC will be contacted to gain further funding for AEL students.
19. Anyone willing to attend the Campus Life event, “How to run a successful even” in Indooroopilly Bowls Club on 8 June (6-9pm), is please to let Brendan know.
20. Cassandra Graham and Samantha Cassell have both resigned from the committee.

21. General business:

21.1. A motion to dismiss Andrew Carrigg was passed, on account of his absence from meetings and non-response to other executive members. He has been formally dismissed by unanimous vote, and Brendan will email notice of this decision to Andrew.

21.2. The APHQ report will be due in June and Caren requested all chairpersons to submit a brief summary of the activities and plans to her via email.

21.3. Tully made a request for all outstanding website profiles to be emailed to Caren as soon as possible, as these will be posted on the website in the next week.

22. Brendan thanked everyone for attending the meeting, congratulated the new members on their appointments and the meeting was adjourned at 7:22 pm.

23. Date of next meeting: Friday 4 June, 5:30 pm. (Venue to be confirmed; mid-year celebration!)