

Golden Key International Honour Society Griffith University Chapter

Executive Committee

Minutes: Special General Meeting

DATE: 4 June 2010
TIME: 5.30 – 7:30 pm
VENUE: Griffith University Gold Coast Campus
COMPILED BY: Caren Biddulph



Items:

Note: Most items outlined below follow on from the Action Sheets compiled at the last meeting (27 April 2010) (Please see Appendix).

1. Welcome:

The President, Brendan Johnstone opened the meeting at 5:40pm and established Quorum.

2. Apologies:

Kim Holmes, Sam Lewis, Tully Stanley, Dallan Pittman, Charlotte Pak, Sarah Marsanich.

3. Items on Action Sheet completed (President):

The meeting with Dr Gibbons was held;

The Grant was achieved;

A GERMS meeting is scheduled for late July 2010- to follow up with Leon;

Tully Stanley is working on the Health seminar;

The GUILD website to be taken off agenda- no confirmation to date;

The 2nd edition of the Newsletter was published;

Windows 7 workshop and Red Shield appeal both deemed a success;

The Executive contact details have been updated; to follow-up on Charlotte and Sarah's generic email addresses (Sean Costain);

Both new members received induction packs;

A gift for Sue Spence will be sought at the International conference;

The Vouchers for the Best Lecturer award will be for Aria and Versace restaurants- Dallan to follow up;

Brendan Johnstone is to follow up on the International orientation day- we are still keen to participate and use this marketing opportunity;

The Trivia night has been put aside for now, a post-NMR function will be planned instead, giving us a greater networking function;

Andrew Carrigg was notified of his redundancy from the Executive Committee;

General and financial reports (bi-annual) have been submitted to APHQ and the President, Brendan Johnstone, will travel to Sydney in the near future to report on our progress thus far and possibly attend a strategy meeting;

Website profiles completed by Caren and posted by Sean.

4. President: Officialised Gold Coast Social Chairs positions, with unanimous votes: Sarah Marsanich is now the Gold Coast Social Committee Chairperson and Charlotte Pak will serve as her Vice-Chairperson.
5. President: The pack containing the Bi-annual report and Chapter information will be brought to the next meeting for the Executive to peruse and comment on.
6. Treasurer and President: The Chapter continues to be in good financial standing but there is a lot of current flux with regard to sponsorships for the International Conference; to be finalised at the next meeting. Semester two funding will be made available soon.
7. Community Services : Debrief from Red Shield Appeal :

27 People from GC and Nathan campuses attended, including a few general members and close to \$2700.00 was raised. It was suggested that next year a central meeting point and transport be

arranged, as well as consideration of having a collection over the whole weekend or to include a weekday to target campuses. The committee is compiling a report and the event was considered a success.

8. Community Services: The Mentoring program is in progress, with online forms and lecture presentations already organised. There have been only 2 responses so far and it is aimed to get 15 mentors involved. Materials are to be published on L@G and suggestions were made to approach faculty secretaries and to link to semester functions to garner more support for this pilot program.

9. All Executives involved: Debrief from New Member Information sessions:

Although the attendance was down from last year, the four events were well run and close to 100 people attended. However, more than 100 new members have joined the Golden Key and it is expected that the remainder will do so once the reminder letters are sent out.

10. President: New members Reception:

Speakers to be considered at this stage are John Lunney (Law firm consultant, Brisbane) and Sue Spence (DVC). For the Gold Coast function, Dr Ruth McPhail and one other speaker are to be arranged.

10.1 Funding for Gold Coast New Member's Reception: The event is likely to require funding of around \$1500 (from the Griffith Chapter), and we are thus seeking approval that the Student Guild make a \$550 subsidy available for use on this event upon validating the minutes and receiving receipts of payment. \$100 deposit has already been paid towards venue hire, by the Vice President, Mr. Tully Stanley. Vote on use of Guild Subsidy (\$550) for Gold Coast New Member's Reception put to committee – unanimous decision.

11. It was requested that the Historian, Rachele Forbes look into further promotional opportunities including suggestions for website links to the newsletter and mini-press releases. A blog to encourage more interaction within the Chapter is also being considered, and a possible Channel 9 contact to be followed up with Tully Stanley.

12. IT: Sean Costain reported that the website revamp is in progress and most templates as well as 3 pages have been completed. Videos and the Graphic Interface need development, but the executive was impressed with the preview shown.
13. President: Windows Workshop video is on you tube and at a low cost, this is a good option for future workshops. There have been 28 views to date and at this stage, it is open to all Griffith Students.
14. Best lecturer nominations: A panel of 2 Executives (Rachelle Forbes and Kyle MacNaughtan), Kim Holmes and a general member was formed and will vote on this as soon as the secretary sends out the nominations. Selection criteria were compiled and will accompany the nominations.
15. Recruitment: Development of succession plan for 2011 is to start shortly.
16. President: Attendance at the International Conference was confirmed for the following members: Brendan Johnstone, Tully Stanley, Matt Scott, Nicholas O'Neill, Alison McIntyre and Sean Costain.
17. Additions to Agenda:
 - 17.1 Tully Stanley is now the General Vice-President (all campuses) and Amanda Awabdy will function as the Graduate Advisor- unanimous decision.
 - 17.2 The Treasurer has begun with Semester 2 funding applications and is to start soliciting funding for general travel to the AP regional conference in 2011. A template and covering letter will be compiled.
 - 17.3 Corporate wine and cheese: Invitations to follow in the next few weeks and the planning is in its final stages. Congratulations offered to Kyle Macnaughtan and Samuel Lewis for their input thus far.
 - 17.4 The AGM is planned for October 2010.
 - 17.5 QLD Young Volunteer awards: The motivation for the Community Services team has been compiled and is to be submitted by 18 June 2010. Congratulations to the team thus far.

Other:

Honorary Members networking event: William Despotovic and Matt Scott to work on this, sending out preliminary response queries and arranging funding for this possible event.

18. The president thanked members for attendance and closed the meeting at 6:45pm. This was followed by the Mid-year Gala dinner on the Gold Coast.

Compiled by:

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