

**Golden Key International Honour Society  
Griffith University Chapter**

**MINUTES: General Meeting**

**DATE:** Tuesday 3rd May 2011

**TIME:** 6pm-8pm

**VENUE:** N72\_ -1.18 & G06\_3.60

**COMPILED BY:** Alison McIntyre (Secretary)



---

1. Welcome:

The President opened the meeting at 6.06pm and welcomed and thanked all members for attending.

2. Attendance :

Present:

Dallan Pitman (President), Alison McIntyre (Secretary), Mengzhu Wang (Community Service GC, Alicia McPherson (PR/Recruitment Brisbane), Hayley Quinn (Social GC), Andrew Bukowski (VP Brisbane), Tristan Podger (Social Brisbane), Matthew Scott (Treasurer), Tully Stanley (Graduate Advisor), James Lister Cummins (Operations Officer), Sarah McNamee (PR/ Recruitment GC), Prudence (General Member), Amy (General Member)

Apologies:

Cassie Oswald (Community Service Brisbane), William Despotovic (Professional Development), Nicholas Van Paridon (Graphic Artist), Kim Holmes (Chapter Advisor), Nicola Head (Environmental Officer), Sean Wilson (Corporate Relations), Rosie Atwell (Historian & Media Officer),

3. Discuss Minutes From Last meeting

- Minutes from last meeting were discussed and affirmed

4. Information Sessions

- Both sessions were very successful – approximately 40 prospective members at each
- Came in under budget at approximately \$500 each
- External relations provided projector etc., possibly will give them a thank you gift
- James provided feedback and improvements on operations aspects of the sessions: conditions of the bar tab were not made obvious to students, registration table process could have been improved to ensure efficiency, time wasn't well kept (Brisbane)

- Most of these issues were cleared up by the Gold Coast event and therefore it ran a little smoother than the Brisbane event

#### 5. CWC

- Booked for Wednesday 3<sup>rd</sup> August 2011
- Being held at the Dell Gallery, Southbank
- Invitations to corporates should be out by next week
- Nick has prepared the poster
- Details will be placed on the website/facebook soon

#### 6. Mentoring Program

- Training dates should be released soon
- Mentor capacity has been reached – possibly will increase this number to accommodate more students looking to be involved
- International Fun Day will be the main source of recruiting mentees
- The program will possibly be able to expand to other campuses in the future

#### 7. Launch into Life

- Registrations are to be sent directly to the University through online registration
- Email has been sent out to the member base
- Involvement will be on a volunteer basis

#### 8. Posters

- Golden Key posters have been placed around Nathan and Gold Coast campuses
- Campus Life has advised the Nathan Golden Key poster box must be used or it will be taken away
- Alicia to put posters up in the Nathan poster box

#### 9. Website

- Website profiles have been finalised
- Second Semester event posters will be finalised soon and placed on the website

#### 10. Club Audit & Finances

- 18<sup>th</sup> May Golden Key was audited
- Matt provided the committee with details of the audit results and the current financial position
- Positive feedback – expense forms were well done
- There was an issue with the cheque book – currently missing but details were recorded on the electronic data base
- No supporting documentation from shirts – money was directly deposited into the Golden Key account – if a receipt is required contact Matt
- \$1000 has been pledged from the health faculty
- The financial situation of the chapter should be quite strong as funding from the university comes through

#### 11. Best Lecturer

- Meng and Sarah drafting Jessica's letter
- Alison to draft Zoe's letter
- Honorary member letters have been sent
- Di Fingleton Honorary member letter still to be sent by Alison

#### 12. Big Australia

- Specific details need to be finalised
- Event will be held on the 14<sup>th</sup> of September 2011
- A task list has been formulated by Andrew and was presented to the committee
- Agreed that Shipp Inn will be the venue
- Promotions – Rosie, Alicia, Sarah and Nick – Sarah look after the Gold Coast end of the promotions
- Sarah to come up with ideas of how to promote specifically to the health school
- Until more details are confirmed publications will be slightly limited
- We need to look at different means of publications to promote the event – any possibilities sent to Rosie (Brisbane), Sarah (Gold Coast)
- James – prepare a run sheet for the night and organise operations aspects
- Alison and Andrew – Focus of special guests and writing their invitations
- Invitations will be clarified with execs before sending
- Email Andrew details of speakers desired by execs
- Invitations should also go out to members of the University that will not be speaking – i.e. special guests
- Catering for the event – James to help organise and Alicia (G's)
- Invitations to be sent out by week 2 of semester 2 at the latest
- Important that contacts be formulated as soon as possible

#### 13. General Business

- Executive dinner coming up on the weekend – all exec should make an effort to attend
- Execs who are not getting as much out of their role as they would like should feel free to contact Dallan or Will so this can be improved
- Tristan will be leaving to study overseas – will need to re-elect his position (Brisbane Social Chair) in a special general meeting
- Next Meeting – last week of July

#### 14. Close of Meeting at 6.51pm

Respectfully Submitted, Alison McIntyre (Secretary)