

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

**MINUTES: General Meeting**

**DATE:** Tuesday 3rd May 2011

**TIME:** 6pm-8pm

**VENUE:** N72\_ -1.18 & G01\_2.12

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



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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, Nicola Head (Environmental Officer), Sean Wilson (Corporate Relations), Alicia McPherson (PR/Recruitment Brisbane), Rosie Atwell (Historian & Media Officer)

Prospective members - Tam Le-Vo, Jonathon Hau, Emily Lin, Jack Fan, Mia Zhang, Maupreet Kaur

Apologies:

Late: Hayley Quinn (Social GC), Cassie Oswald (Community Service Brisbane), Andrew Bukowski (VP Brisbane), Tristan Podger (Social Brisbane), William Despotovic (Professional Development), Matthew Scott (Treasurer), Nicholas Van Paridon (Graphic Artist), Sean Costain (VP GC), Tully Stanley (Graduate Advisor), James Lister Cummins (Operations Officer), Sarah McNamee (PR/Recruitment GC), Kim Holmes (Chapter Advisor)

3. Discuss Minutes From Last meeting

- Minutes from last meeting were discussed and affirmed

4. Newsletter

- Main purpose of the May newsletter will be to promote upcoming events
- Submissions to be sent to Rosie by execs on their particular events  
Sean – CWC

Andrew – Big Australia  
Meng & Cassie – Mentoring Program

5. Website

- Website has become a little bit stagnate and needs some updating
- Dallan proposed the idea of placing an update blog on the home page instead of the current video
- Meng suggested photos should be current and continuously updated

6. New Member Info Sessions

- Execs to attend no later than 5.15pm to help set up
- Dallan and James have drawn up a schedule for the night detailing jobs which are required to be fulfilled
- Jobs will be assigned to execs
  - Sean Wilson attending Brisbane and will be running late
  - Meng attending GC and will be running late
- Alison to speak at the Brisbane Session on the benefits of Golden Key
- Advertising in the way of posters will be done before the event
- The event will be opened to the general member base if we need to make numbers
- PowerPoint presentation of photos will be displayed
- Winnie and Kim have been invited
- Event will be promoted through facebook/twitter
- Strictly business attire
- Meng will be tweeting on the night

7. Corporate Wine and Cheese Night

- Dallan and Sean visited the Dell Gallery last month and proposed that this is the best venue for the event
- Catering needs to be organised for the event through Campus Life
- Invitations to corporates will be sent out by the end of the month
- The event has been moved to Wednesday 3<sup>rd</sup> August to coincide with graduate job and vacation recruitment
- Nick will be organising posters and invitations

8. Big Australia

- Will be held on 14<sup>th</sup> September
- Plan compiled by James, Andrew, Dallan and Alison was presented to the committee
- The finer details will be discussed in detail and decided upon at the next meeting – execs to come prepared with ideas
- Expressions of interests from execs on who they would like to invite to speak at the event will be sought next meeting

#### 9. Club Red Posters

- Meng and Nick have designed posters to place around campus
- Meng to send posters to Sarah and Alicia to organise putting them up in designated spots around the university
- Poster should also be placed on the website
- Meng organising a draw for a winter drive, all those who donate blood from now until O-Week next semester will go in the draw

#### 10. Best Lecturer Voting

- Show of hands vote was conducted
- Remainder of exec will be able to vote via email

#### 11. School Aides

- Program will be amalgamated with “Launch Into Life”
- Over 800 primary school aged children attending Griffith to learn about University
- 8<sup>th</sup> September from 9.30am
- The program coordinators are looking for contacts within the various schools to help organise discipline related activities for the children – any suggestions are welcome

#### 12. General Business

- GC NMR venue has been changed to 12<sup>th</sup> August due to a typo on the invitations
- Brisbane venue hire price has been waived
- GC room hire will be charging for video conference facilities in the near future – we will attempt to negotiate with them to get this waived
- Joel and Sasha will be invited to future events so they can get to know us better
- Mentoring Program
  - Recruitment poster is being finalised
  - Registration forms have been set up
  - Email will be sent to the member base and displayed on facebook
- Clean Up Australia Day certificates to be filled out and posted in the near future
- Funding meeting with Professor Cripps next week – Dallon, Sarah, Meng to attend
- Proposed by a general member that an assessment centre tip seminar be run to help students, possibly able to run ths at the CWC
- Issue raised by general member - invitations are not always received at an appropriate time, i.e. if credit points have been obtained from other universities before attending Griffith University students still have to complete 80cp at Griffith before being invited to join and masters students only have a small number of credit points so receiving membership so late in their degree is somewhat unusual. Dallon to raise this issue at COSM.
- Website profiles – Execs who have not sent through their profile to do so ASAP. Rosie to send profiles to Sean Costain to place on the website.

#### 13. Close of Meeting at 7.08pm

Respectfully Submitted, Alison McIntyre (Secretary)