

Golden Key International Honour Society Griffith University Chapter



Executive Committee Meeting

Minutes

DATE: 6 July 2010

TIME: 4pm – 6pm

VENUE: G23_3.01 Gold Coast; N06_0.25 Nathan

COMPILED BY: Caren Biddulph

Items:

1. Welcome
The President, Brendan Johnstone welcomed members on both campuses and opened the meeting at 4:15pm.
2. Attendance:
Brendan Johnstone, Tully Stanley, Caren Biddulph, Rachelle Forbes, Casey Sorenson, Joanna Czajkowski, William Despotovic, Adele Rose, Sarah Marsanich, Charlotte Pak, Emily Camilleri (general member), Mengzhu Wang (general member).
3. Apologies:
Matt Scott, Alison McIntyre, Nicholas O'Neill, Kyle McNaughtan, Adele Rose (late arrival), Cassie Oswald, Sean Costain.
Absentees: Amanda Awabdy, Dallan Pittman, Samuel Lewis.
4. Amendments to minutes from last meeting:
None
5. Treasurer – Update on Chapter Financial Position and forecast for Semester 2 events:
The operational budget and expected expenditures for Semester two events have been updated and although we may be slightly over budget at this stage, Funding is still expected from the Guild and Campus Life and it is possible that the NMR may run under budget. Otherwise, the bank balance is in a healthy state and all outstanding amounts payable have been settled.
6. President/ Vice President – New Member Receptions (GC & Nathan)
Gold Coast: Sunday 15th August, 5-7pm with post-NMR function.
Nathan: Saturday 7th August 4-6pm

- Executive responsibilities – everyone is needed and important and Brendan called for executive support and presence at both the events.
- Update on confirmed attendees (members/ guests): 250 new members have replied, but it is anticipated that this will increase to approx. 700 (both campuses) and around 40% are expected to attend the NMR and post-NMR event.
- Update on speakers (industry/ Academic)
This is proving to be a challenge in terms of the Private sector speakers; Academic speakers are confirmed: Ruth McPhail and Sue Spence
- Vote on Best Lecturer Awards: thank you to the voters, the three winners are Janis Bailey, Ben French and Kate Hutchings. Thus 3 awards will be given at \$150.00 each (and all 3 people will be invited to be Honorary members of the Chapter). The Professional Development Chair will send out invitations to the NMR in this regard. Tully has also invited Kevin Rudd to become an Honorary Member of the Chapter.
- Discuss Honorary Member Inductees (2 at each campus): Michael Powell, Ben French have accepted the invitation; Sue Spence (DVC) and Paul Mazerolle (PVC AEL) pending. Offers also to Allan Cripps (PVC Health) and Janice Bailey and Kate Hutchings provided that they can attend the NMR.
- Dress Standard for Executives: All members to wear their GK shirts, pins and names tags (contact the President if you do not have a pin).
- Preparation of speeches: MC will be William Despotovic at both campuses; other speakers will include: Dallan Pittman, Caren Biddulph, Tully Stanley, and Brendan Johnstone. Other interested parties to contact the President.
- Executive members are requested to arrive at venue two hours before start time for briefing.
- Winnie Liu (APHQ representative) will attend at both campus NMR's and will arrange certificates.
- NMR catering: Tea, Coffee, Soft drinks, Water, Juices and some snacks planned- to be finalised by the Social Committee with Tully Stanley at a later meeting. Dallan Pittman will be contacted to do the same at the Nathan campus.
- Post NMR Networking Function GC (Tully, Sarah & Charlotte):
Tully ran through details of the event structure: NMR at Gold Coast with separate post-NMR reception in Uni Bar after. The venue is booked and a bar tab will be available for Invited guests / Honorary members; there will be a cash bar for all other Golden Key members attending. The Gold Coast Social Committee will take over the planning of the post-NMR event- this includes music, decoration, and guest list (all attending the NMR).
- Meng Zhu Wang (general member) wants to do the music (Classical guitar) for the event and is happy to contribute; suggested cost set at \$60.00 per hour. Brendan requested a recording to review this option.

7. PR & Recruitment (Adele Rose) – Club Sign-On Day Gold Coast, Tuesday 3 August, 10am – 2pm; (Week 2 Semester 2): Adele Rose will be unable to attend and requests other members to assist:

Tully, Rachelle and Will volunteered. Brendan will look into the promotional materials and all executives are requested to help out.

8. PR & Recruitment (Alison/ Joanna) – Club Sign on Day, Nathan (Thursday 29 July, 10am – 2pm); Joanna and Alison will cover the stand except for between 11-12:00 (Brendan may be able to do this hour; to be confirmed).
9. Social Chairs GC – “Announcement for GK Members on Special Program”; International conference in the USA (Boston), October 24- November 2nd 2010. If interested, please contact Charlotte Pak for further details.
10. President - Call for Volunteers for International Orientation Stall (Nathan Campus only) 15 July, 12:30-3pm. Cassie and Joanna will be running this stall and mentees for the mentoring program will hopefully be recruited (smaller groups are now being considered for this initiative).
11. President and Community Service - RSPCA Gold Coast Branch is running an Animal Expo in September and they would be very grateful for any assistance: Cassie covered this.
12. President - Invitation to a Career Boosting Networking Event with the Careers & Employment Service at the launch of the Griffith University Industry Mentoring Program: Broadbeach and Brisbane locations, on 4 August and 27 July respectively and is a 7am Business breakfast. William and Adele will attend the Gold Coast event; Brendan and Casey will tentatively attend the Brisbane function.
13. Vice President - Update on Healthy Afternoon Tea :
Tully gave a progress update: 24th August, 4pm-5:30pm, Gold Coast campus library. Flyers and Invitations have been compiled by Sam Lewis and Caren Biddulph, and sent out. Lynn Griffiths will present a keynote address and then there will be a panel discussion, followed by afternoon tea and networking. Emily Camilleri will promote the event in Semester Two. This event will be video-taped. An email requesting submissions should be sent out prior to the event (questions etc) and now student attendance is the focus. The projected attendance is 50 people.
14. Charlotte Pak – International leadership conference (See point nine please)
15. General Business:
The website is coming along, although there have been some areas to sort out. The corporate video will be put up shortly and the final stage (backend) will follow. Thank you to Sean Costain for work on this. Rachelle requested that the email addresses of all honorary members be included for easier dissemination of the newsletter.

The International conference is next week and the executive members attending will present seminars there and provide feedback.

16. Vice President – Announcement of AGM for 2010, it will be on 4th October, 12pm-2pm Nathan and GC Campuses (N72_1.18 and G06_3.60)

17. Other business:

Vice President, Tully Stanley & Professional Development Chair, William Despotovic: Exciting news about the possibility of a Golden Key office on the Gold Coast campus next semester for all to use. Details to follow.

Honorary members' event: William and Matt have discussed this and feel they need an opportunity to network amongst themselves and with the executive exclusively. Thus a Breakfast in Semester two, around the time of funding requests, at both campuses is suggested. To be addressed from budgetary point of view after the NMR, but in principle this is a good suggestion. Will and Matt will run this event and present finer details at the next meeting.

The sustainability panel/ Community Service event will be on the 12th of October and panellists have been discussed.

CWC: Invitations will be sent out by the President this week to corporate contacts (RSVP date end July). The secretary, Caren Biddulph will follow-up RSVPs mid-July.

18. Brendon Johnstone (President) thanked members for attendance and closed the meeting at 5:30 pm.