

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

MINUTES: General Meeting

DATE: Wednesday 9th March 2011

TIME: 6pm-8pm

VENUE: G06_ 3.60 and N72_-1.18

COMPILED BY: Alison McIntyre (Secretary)



1. Welcome:

The President opened the meeting at 6:10 pm and welcomed and thanked all members for attending.

2. Attendance :

Present:

Dallan Pitman (President), Alison McIntyre (Secretary) Matthew Scott (Treasurer), Hayley Quinn (Social GC), Rosie Atwell (Historian & Media Officer), James Lister Cummins (Operations Officer), Mengzhu Wang (Community Service GC), Tully Stanley (Graduate Advisor), Cassie Oswald (Community Service Brisbane), Nicola Head (Environmental Officer), Charlotte Pak (General Member), Alexandra Mackenroth (General Member)

Apologies:

Kim Holmes (Chapter Advisor), Sean Wilson (Corporate Relations), Alicia McPherson (PR/Recruitment Brisbane), Andrew Bukowski (VP Brisbane), Sarah McNamee (PR/ Recruitment GC), Tristan Podger (Social Brisbane), Nicholas Van Paridon (Graphic Artist), Sean Costain (VP GC), William Despotovic (Professional Development)

1. Minutes from last meeting

- Discussed and revised
- Executives to read through and email any issues or alternations to Dallan

2. Leadership Retreat debrief

- Positive and well run event on the whole
- In future years a cost benefit analysis would be useful to assess the value of a retreat, versus a conference

- Possibly reduce the duration of the retreat to less than 3 days
3. Induction Packs
- Gold Coast Execs who have not received their induction packs yet will be sent to GC - see William/Sean Costain to obtain
4. Annual Plan
- All events required from chapter standards have been accounted for
 - Events need to be broken down and dates etc need to be assigned
 - Anyone who would like to volunteer to help plan events, email to Dallan
5. 2010 Chapter Standards
- Some of the old standards may be worth retaining and implementing into our own standards
 - Best lecturer Award, E-Newsletter recipients, Social Event, Chapter Collaborations.
6. Best Lecturer Award
- Exec to think about who they would like to nominate and bring name and details to next meeting.
7. Newsletter
- All execs to sign up one lecturer for the newsletter to further spread GK within the University
 - Everyone to send email addresses to Alison to compile
 - Discussed the process for newsletters: Rosie to seek submissions, executives to forward blurb for the newsletter, as well as any accompanying documents. Rosie to compile information and newsletter and email to Sean for uploading to website, and emailing to members.
8. Planning Meeting 2011
- Minutes discussed and revised
 - Any amendments to be forwarded to Alison
9. Clean Up Australia Day Review
- Day was a success and ran reasonably smoothly
 - Committee would like to increase numbers for next year but this is dependent upon Couran Cove
 - Todd from Couran Cove has expressed his interest for GK to attend next year
 - Some non GK members attended to fill in for people who couldn't attend – friends of GK members/ people who saw it on the website
 - 25 GK member, 12 exec, 2 non members
 - Cassie and Meng to submit event summary report to Dallan

- James – operations, review of event

10. Club registration forms

- Must be completed for both Brisbane and Gold Coast
- Forms are ready to be submitted and tabled at this meeting
- Dallon will submit for Brisbane – due next Friday 18th March but will be submitted this Friday 11th March 2011
- Sean to submit for Gold Coast
- Forms were viewed by the committee and available for review

11. New Roles from SGM 2010

- New roles were introduced in September/October 2010 – Equity Officer & Operations Coordinator
- Proposed role profiles were distributed by Dallon
- Roles to be added to the Constitution

12. Leadership Training

- 9 modules to be completed
- Committee proposed that modules be completed by start of semester 2
- Training night proposed – to discuss further
- Email to be distributed for proposed date
- Winnie to meet with exec for face to face interviews
- Proposed date Wednesday 6th April – subject to Winnie's availability
- Hayley Quinn to organise the training night

13. Newsletters

- No longer part of chapter standards but will be continued
- Rosie will be seeking submissions from events
- All articles welcome and will be submitted where possible
- First newsletter to be released in the next couple of weeks and will include AP Conference, Leadership Retreat, Clean Up Australia day, New Member Info Sessions, Tully's award, Celine's Pillar of Excellence scholarship profile
- Details of events in the newsletter can be extended upon on the website – i.e. more info, pictures, testimonials etc.
- Alison to email group photo to Sean/Rosie
- Process – Rosie to request submissions and then send to Dallon/Sean
- Everything sent initially to Rosie

14. Social Media

- Password information has been kept to a minimum number of execs due to accountability and quality management purposes

- Person and group page exist for facebook, some confusion has arisen over this
- Rosie to look into merging 'group' into 'person' - pros and cons of each and merging the two pages. Summary to be presented at next meeting.

15. NMR info sessions

- Dallan to look after Brisbane info sessions
- James and Hayley to look after GC info sessions
- Times for sessions should be better accessible for more people
- G's Restaurant - proposed venue for NMI
- Dallan to check if we can ask for RSVP's in the invitations - perhaps open to all first years if not many attendees
- Possibly post on blackboard to invite all new 1st year students to attend info sessions (this extends on promotional work done on GK stalls in O-Week etc.)
- Discussion on whether to invite all first years or just invitees – further discussion required

16. New Members Receptions

- Three potential venues for Brisbane – Club 88, Dell Gallery, Conservatorium
- Meng suggested GH1 hospital campus for the Gold Coast event and Sharks Football Club

17. Honorary Members

- Proposed honorary members – Paul Mazerolle, Di Fingleton and possibly Zoe Rathus
- Letters to be confirmed and sent out in the near future
- Submissions for honorary members to be presented at next meeting.

18. Academic Breakfast

- Executive committee of the University will be invited
- Date is yet to be confirmed
- Similar set up to last year
- Anyone who has any particular academics they would like invited email to Dallan

19. General Business

- New executives need to place orders for executive shirts
- Funding meetings – Kim has been seeking funding meetings
- Kim has proposed that for each head of school, one committee member attends alongside Dallan
- Important that execs are able to attend these meetings
- Sue Spence (DVC Academic), Professor Michael Powell (Business), Professor Paul Mazerolle (AEL), Professor Allan Cripps (Health), Professor Sue Berners-Price (Science, Environment, Engineering and Technology)

- Rosie has been in touch with a general member who is keen to fundraise for the Christchurch earthquake - Griffith to act in cooperation with Canterbury GK chapter to raise funds
- Rosie to contact CGK
- Tom Barwick has offered to provide GK merchandise – Rosie to look into the finer details
- Chapter to purchase some more banners and tablecloths in the near future
- Meng – suggested posters be placed around the university for further advertising
- Any friends/families who have registered for club red to email name to Cassie

Closed at 7.56pm

Respectfully Submitted,

Alison McIntyre (Secretary)