

# Golden Key International Honour Society Griffith University Chapter

## Executive Committee meeting

### MINUTES

**DATE:** 31 August 2010  
**TIME:** 5-7 pm  
**VENUE:** G34\_1.04, N72\_-1.18  
**COMPILED BY:** Caren Biddulph (Secretary and Treasurer)

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1. The secretary opened the meeting at 5:05 pm and the President welcomed and thanked all attendees.
2. Attendance and apologies:

Present: Brendan Johnstone (President), Tully Stanley (Vice President), Caren Biddulph (Secretary & Club Treasurer), Cassie Oswald (Community Services Officer, Nathan), Casey Oswald (Community Services Officer, Nathan), Nicholas O'Neill (Community Services Officer, Gold Coast), Alison McIntyre (Public Relations & Recruitment Officer, Nathan), Joanna Czajkowski (Public Relations & Recruitment Officer, Nathan), Adele Rose (Public Relations & Recruitment Chairperson, Gold Coast), Matt Scott (Operations Coordinator), Dallan Pitman (Social Committee Chairperson, Nathan), Sarah Marsanich & Charlotte Pak (Social Committee Chairpersons, Gold Coast), Mengzhu Wang (General Member), Sean Wilson (General Member), Emily Camilleri (General Member).

Excused: William Despotovic (Professional Development Chairperson), Sean Costain (IT & Web Development Officer), Samuel Lewis (Graphic Arts and Design), Kyle Macnaughtan (Corporate Relations Chairperson) & Amanda Awabdy (Graduate Advisor).

3. Review of previous minutes and action sheets: not done
4. International conference report back:  
An excellent experience with Griffith being one of the largest contingencies present (6 members attended); the workshop was awarded one of the Top 10 places and the community showcase was also a great success. Reports still need to be sent out to sponsors (President).
5. Report: Club sign-on day:  
Good publicity achieved; special thanks to Nick, Tully and Sean for their efforts at the Gold Coast and Alison & Brendan for Nathan Club Sign on Day.
6. NMR debriefings: Nathan and GC and new member survey feedback  
Success at booth campuses, although to ensure better turn-out next year, an alternative day of the week (to Sunday) and perhaps venue (e.g. Southbank) was suggested. The surveys

have been collated by Matt and will be analysed for expressions of interest, particularly in terms of future executive committees.

7. Healthy Afternoon Tea event debriefing:

The first and very successful event of this nature. Held on the 24<sup>th</sup> August 2010, around 30 people attended the panel discussion and should be an event considered in the future. The panel members were most impressed with the initiative and perhaps it could be replicated with similar events hosted for other schools/ faculties. The video will be uploaded onto the website in one week.

8. CWC progress:

Good progress on panel compilation and invitations; to be held on 7 September 2010 at the Southbank Ship Inn. The invitations were sent via Learning@Griffith or via Head office for new members; future enquiry into better communication routes should be considered (i.e. mass email package). It was suggested that at this, and future events, arts students could be involved through display of their work / performances.

9. Student Linx event: World trivia (Amy Tuckwell; Trivia is held on Thursday nights from 5-6pm starting the 19th of Aug and continuing for the nights of the 2nd & 16th Sept, 7th & 21st of October.): *email Brendan for more details.*

10. Update on website:

The latest events and new logo have been uploaded, as have photographs in the gallery section, and telephone numbers have been removed. The out-of-date Microsoft Office offer must be removed and the possibility of the video only being played on demand, investigated. Sean is still working on back-end features.

11. GK profile on face book update – Charlotte Pak:

A face book 'person' in place of a 'group' has been created for ease of notification and message posting. The Griffith Golden Key person has 250 friends to date and Sean is to look into using a generic 'Griffith' email address rather than a Gmail-based one.

12. Discussion of new GK logos and marketing material (from conference):

A transition period for conversion of marketing materials is indicated and thus no changes to our marketing materials will be made at this stage, considering our substantial recent outlays with this regard.

13. Update on GK GC Office:

The room number is to be finalised, but one has been secured for use for office work and storage. Rules regarding sharing of space should be made clear as soon as the office begins to be utilised.

14. New annual plan and discussion of progress and future events:

We are well on track with regards to the Chapter Standards, with only 3 major events still pending. Well done all on excellent efforts so far this year.

15. Chapter finances 2010:

Treasurer training will take place on the 7<sup>th</sup> of September at Nathan, to comply with Campus Life requirements. Caren Biddulph and Sean Wilson are to attend; Matt Scott might attend too. The current budget currently just meets the projected expenditures according to the annual plan, but a slight deficit could be expected if more costs are incurred and thus we will not break even. However, new member funds and earlier securing of funds are expected and the 2011 committee will no doubt be in a good fiscal position.

16. Chapter finances for new exec in 2011: As above

17. Resignation of Historian: Rachelle Forbes is thanked for her contribution thus far, and is wished all the best in her future endeavours. The next bi-monthly newsletter will be compiled by the President, with assistance from the Secretary.
18. Succession plan for 2011 (members to indicate if they will be running for election in 2011 and what positions):

Resignations expected from (primarily due to graduation): Caren, Brendan, Casey, Sarah and Tully.

Expressions of Interest:

Sean Wilson: secretary and treasurer

Alison: Secretary / Community service

Adele: Supportive PR role for the first 6 months

Nick: Supportive role for the first 6 months

Charlotte: Supportive VP/ PR/ corporate relations role for the first 6 months

Dallan: VP / Corporate relations / President

Matt: Treasurer / corporate relations

Cassie: Community service

Joanna: Recruitment

Mengzhu: Community service

Suggestions for new roles:

Operational assistants, Environmental officer and International/ cultural diversity officer.

19. General business:

- We have had excellent media exposure recently: APHQ newsletter, Griffith News Now and at the recent Academic Committee meeting, Sue Spence made an impromptu announcement about Golden Key, saying how impressed she is with our activity thus far; subsequently, Prof. O'Connor has requested a report to present to the University Executive Board.
- An Academic/ Honorary Member breakfast will still be considered in late September on the Gold Coast campus: Tully will look into costing and planning.
- Environmental event: ECO centre, Nathan on 12 October 2010 at 6pm; all executive members are requested to be in attendance.
- The closure of the mentoring program is to be held on Tuesday 7 September at Nathan (12 noon): contact Nick for details, aid is requested.
- Leadership event for all mentors: Gold coast campus (14 September at 6pm) and Nathan (6 September at 6pm); contact Nick for details, all welcome to attend.

20. Close of meeting: by Secretary at 6:40pm.

Next meeting date: SGM on 22<sup>nd</sup> September 2010 (constitutional) (week 9)

And the AGM at 12.00 pm on the 4th of October 2010.