

Golden Key International Honour Society Griffith University Chapter

Executive Committee- Special General Meeting MINUTES

DATE: 22 September 2010
TIME: 5.30 pm - 7:30pm
VENUE: G34_1.04 and N72_-1.18
COMPILED BY: Caren Biddulph and Adele Rose



1. The secretary opened the meeting at 6:48 pm and the President welcomed and thanked all attendees for forming a Quorum.
2. Attendance and apologies:

Present: Brendan Johnstone (President), Tully Stanley (Vice President), Caren Biddulph (Secretary & Club Treasurer), Cassie Oswald (Community Services Chairperson, Brisbane), Nicholas O'Neill (Community Services Chairperson, Gold Coast), Adele Rose (Public Relations & Recruitment Chairperson, Gold Coast), Emily Camillieri (General Member), William Despotovic (Professional Development Chairperson), Sean Costain (IT & Web Development Officer), Kyle Macnaughtan (General Member), Celine Perodeaud (General Member), Kristian Ruthin (General Member), Charlotte Pak (Social Events Committee Vice-Chairperson, Gold Coast), Dallan Pitman (Social Committee Chairperson, Brisbane), Alison McIntyre (Public Relations & Recruitment Chairperson, Brisbane), Matthew Scott (Operations Coordinator), Rosie Attwell (General member) and Kim Holmes (Chapter Advisor).

Excused: Casey Sorenson (Community Services Chairperson, Brisbane), Sarah Marsanich (Social Events Committee Chairperson, Gold Coast), Samuel Lewis (Graphic Arts and Design), Joanna Czajkowski (Public Relations & Recruitment Chairperson, Brisbane).

3. Amendments to minutes from last meeting:

Tully and Caren to confer and send updated minutes to the executive following that.

4. Constitutional changes/ amendments prior to AGM:

The following changes were dealt with (finalised according to the Executive decisions) and any changes further to this are to be finalised by general members within 14 days. Please see accompanying Constitution and track changes in this regard.

- *At this point, the secretary excused herself and minutes were taken by Adele Rose:*

- **Further changes to the constitution:**

Decisions finalised in constitution changes/amendments

- 1 person in each of the following roles:

President

Secretary

Treasurer

Graduate Advisor

Media and Historian Chairperson

IT and Multimedia Officer

Graphic Artist

Operations Coordinator

Environmental and Equity Officer

- 2 people in the following roles:

Vice President

Corporate Relations Committee Chair

Community Service Committee Chair

Recruitment and PR Committee Chair

Social Events Committee Chair

- Chapter standards committee chair dissolved, integrated into other executive roles
- Rename of Media and Historian (remove communications committee chair)
- Environmental and Equity Officer Added
- Rename to IT and Multimedia Officer
- Added in Professional Development and Operations Coordinator
- Removed attend conferences as required (funded) from both Graduate and Primary Advisor roles
- Changes to Petty Cash amounts
- Delete irrelevant info from roles
- Added more clear definitions to roles
- Removal of 2 separate committees on the 2 campuses
- Removal of separate executive meetings
- Rewording of the policy to remove executive
- Decisions on subsidies policy changed

5. Corporate Wine & Cheese Evening Debrief: Brendan & Tully

Suggestions for future improvement:

- Need more general employers to attend
- Give the students a way to talk to employers (e.g. a passport and need to get a stamp)
- 2 Registration tables: 1 for corporates and 1 for students
- Seating to be provided
- Name tags for corporates done before the night
- Set time to advertise any sponsors (process and what they want)
- More networking time
- Employment Panel didn't work very well, remove in future
- People need to know their duties and responsibilities

6. Community Service Update: Status of Environmental Event (Nick, Casey, Cassie)

Organising close to being final, but the committee is still sourcing speakers. Registration is now active through the Griffith GK website.

7. Social Chair Nathan Update: Status of social event with QUT (Dallan)

The theme will be "Beauty and the geek" and the venue is being sourced. Tickets will be approximately \$70.00 and the date is planned for after final exams.

8. GBS committee survey for Marie Wilson Dean (Academic): Tully

All suggestions emailed to Marie please.

9. Status of GC GK Office: Tully & William

Will be received next week: Room: G01_3.57.

10. Academic Breakfast Update: Tully & William

- Tuesday 19th October, 8-10:30am
- G's Restaurant on the GC
- Discussion on equity on the process of executive selection for attendance (subsequently dealt with by Tully and Kim).

11. Reimbursement of Executive expenses to be finalised: Caren & Tully

No monies due.

12. IT Update: Website Backend and Progress Report (Sean)

Sean has spoken with the IP holder and will provide further feedback.

13. General Business:

- No more help from Film Skills;
- Need to come up with a process for vacant/unfilled positions in future;
- Our CWC was featured in the GK Asia-Pacific Newsletter, Griffith News Now (GNN) and Tully will approach local newspapers for further publicity;
- Ideas for improvement and problems - brown box at meetings for this conducted by William – Sean will put something up on the website also;
- Sarah sent out an email about end of year committee dinner. La Roma, Main Beach GC. Pay for yourself 30th October 2010, partners welcome.

Closing and confirmation of next meeting date:
Meeting Closed at 21:14 and next meeting is AGM:

AGM: Monday 4 October at 12:00 noon.