**EXECUTIVE MEETING (Meeting #1 2016 Executive)**

November 23rd 2015 2:27pm - 4:35pm Location: Mac University Campus

**Present:** Ryan Thalari (President), Anneliese Cooper (Secretary), Lachlan McGrath (President Emeritus), Alex Feofiloff, Andrew Fischer

**Agenda:**

1. **Constitutional Review:** Discussing the restructuring of the Constitution and the best way to implement those changes
2. **Overview of Executive Procedures:** e.g. communication channels, explanation of portfolio allocation etc.
3. **Portfolio Reviews and Ideas for 2016:** Discussion of all portfolio roles and discussing ideas for each portfolio for 2016.
   1. Internals/Training
   2. Externals
   3. School's
   4. Competitions
   5. Marketing
   6. Equity
   7. Socials
   8. Camp
   9. Finance

**4. Other ideas:** More general ideas or goals for the Society in 2016.

**Meeting commenced: 2.27pm**

**AGENDA ITEM ONE - Constitutional Review:**

Ryan: Student HQ wants us to amend our Constitution so that it lines up with their affiliation requirements. The only real change to our Constitution, apart from restructuring, would mean having to notify the University if someone under the age of 18 becomes a member. Our Constitution requires us to hold an EGM in order to make changes.

Therefore, Exec needs to decide when we should hold the EGM (before or after Easters 2016).

Summary of Discussion

Arguments for holding an EGM in December:

* Transparency; we don’t want to be operating under a different Constitution for 5 months during which Worlds and Easters would be held, without knowledge of members. Additionally, an EGM allows for questions to be answered and other amendments to be proposed if desired.
* MUDS Constitution requires an EGM to be held in order to change the Constitution. It’s important that we uphold the sovereignty of the Constitution.

Arguments for adopting the Constitution and holding an EGM after Easters 2016:

* The changes are required by Student HQ as part of affiliation requirements. Therefore, we have no choice but to adopt the amendments regardless of the result of the EGM vote
* Many members may not be available in December. Therefore, attendance of members at the EGM may not be a legitimate representation of Society membership. This fails the point of an EGM.
* We can still operate on a level of transparency by notifying the Society of the changes to the Constitution via email. It can still be a publicly announced decision.

**Vote postponed to an email chain – noting that those present at this meeting do not fully represent the views of Executive (4 members absent).**

**Action Items:**

* Ryan to put a vote to Executive via email chain
* Ryan to send through a copy of Affiliation requirements
* Anneliese and Ryan to update 2016 Constitution according to 2015 AGM minutes

**AGENDA ITEM TWO – Overview of Executive Procedure**

Ryan: Let’s discuss methods of communication and general procedure of the Executive. Things to note:

* + Email is the main form of communication although the Facebook page can be used too. Please be checking both of these regularly.
  + Sometimes an email chain can be used to vote on a motion, particularly an urgent one where we have not been able to have an Exec meeting on time. Please reply to these as promptly as possible and remember to ‘Reply All.’
  + We want to aim for transparency amongst Exec members. This means updating the Exec with basic and important information about your portfolio (e.g. we are hosting Mac Mini on x date, with a + b CA’s, with y funding allowance). However, portfolios do have the freedom to operate at a reasonable level of discretion and therefore you don’t need to spam the Exec with updates.
  + It’s important to liaise between portfolios so that relevant people can be notified of tasks that need to be done or dates to be met.

Everyone else: Yep, cool.

**AGENDA ITEM THREE – Portfolio Reviews and Ideas for 2016**

Ryan: We will now discuss portfolios for 2016. Please note that everyone will be able to list portfolio preferences and the Big Three will allocate portfolios in light of this. Please remember that at the end of the day, every portfolio needs to be filled.

Anneliese: Please this year can everyone get timely handovers so that they can plan their portfolios ASAP. Also, can we please make it a priority to allocate dates as early as possible and add them to the Debating Calendar?

Summary of Discussion/Portfolio requirements and/or goals for 2016:

1) Internals/Training

* This person coordinates Internals.
* This involves getting people to run Internals each week, advertising Internals at least 24 hours beforehand
* Also involves putting together a long-term, semester curriculum (e.g. Week 1- Demo debate, Week 2 – Speaking positions, Week 3 – Rebuttal etc.)
* Running Training Days throughout the year (esp. before Easters)
* Foster adj culture
* Advertise events (e.g. a single slide which advertises an upcoming Mini)

**Recommendations:**

Ryan: I’d like to express my appreciation for using other trashy animated TV shows to advertise Internals each week, other than the Simpson’s. I recommend Family Guy.

2) Externals

* Organise tournament trials – times/date for trials, selectors (debates and adjs), notifying people of trials, announcing selected teams, advertising trials policy, booking rooms
* Communicating with Treasurer and Secretary about Tournament admin things (e.g. invoice for Easters needs to be paid by this date)
* Organising equity officers

3) School’s

* Select dates/times, advertise to schools, organise school registration, reply to emails, invoice schools, follow up payments, get a tab director, convene the day, coordinate adjudicators, organise food for the day, submit an event plan, submit a risk assessment
* January Schools Day (Senior), and then an ISD and JSD later on in the year
* Send out a save the date so schools know when they are happening (other unis run Schools Days and we want schools to attend ours first)
* Organise medals (don’t buy them, we are using last year’s)
* Late fees and pre-payment encouraged

**Recommendations:**

Anneliese: Get dates organised as early as possible to avoid last minute planning. There are few dates which overlap between Sem break and school terms.

Anneliese: We should send out ‘save-the-date’ notices to schools before the end of the school year.

Anneliese: Don’t buy medals. We have enough already and we can use them and just change the plaque. This is cheaper than ordering a new set.

Alex: Be strict with pre-payment and late fees to maximise profits

Lachlan: No more Subway for lunch. Pizza is way more profitable.

4) Competitions

* Find dates that don’t clash with other Minis, or are near other minis/major tournaments, organise risk assessment, event planning, booking rooms, organise code of conduct, get CA’s, advertise event, get a tab director etc
* Commonwealth Debating Championships, Mac Micro and Mac Mini
* Chase up payments (late fees and pre-payment discounts encouraged)

**Recommendations:**

Ryan: We can expand CDC to a two day tournament. There aren’t a lot of Minis between Worlds and the beginning of Semester and Easters if early and we we need opportunities to practice. A bigger CDC would work well.

5) Vice-President

Ryan: “In the event of my death…”

* Acts as an Institutional rep when the President is not available (temporarily substitutes them when required)

6) Marketing

* O-Week and Mac-Fest
  + Plugging what the society does (tournaments, Internals etc)
  + Collects registration details
  + Make flyers, use connections with uni to get us onto the big screens lecture bashing, O-Week stall rosters
* Post on FB page to advertise events
* UPDATE WEBSITE

**Recommendations:**

Ryan: Have an elevator pitch so we can quickly reply to questions about Internals at the beginning of Semester

7) Equity

* One male and one female (the female officer is also the Women’s Officer)
* Note: equity is not meant to be punitive, it’s remedial and not just about what the victim wants.
* Equity officers advertise and organise equity policies, equity briefings and equity for tournaments
* Develop an equity policy
* Female equity note (AA): ADIA Council at Australia 2015 passed that AA exemptions can only be passed by female voters. This is due to concern that AA exemptions were not being given proper consideration.

**Recommendations:**

Alex: Equity officers are important for formalities but every Society member needs to ensure that “Humpty Dumpty doesn’t fall off the wall.”

Ryan: We should develop an equity policy to serve as an equity handover (when we need to elect tournament equity officers) and as a way to aid equity briefings.

8) Socials

* Advertise and organise socials
* Aim for a variety of socials throughout the year (beginning of semester, before/after tournaments, end of semester, O-Week). NB: Social events where heaps of MUDS members attend cannot substitute for official MUDS socials
* Liaise with other portfolios (Schools, Comps etc) to organise socials with those events: default is that responsibility lies with the Comps portfolio then they may delegate that responsibility to Socials portfolio
* End of Year Social! Woo!

9) Camp

* Location, dates, costs, program, funding
* Get mentors from other unis
* Market camp (in the same way we market comps e.g. advertise mentors in the same way we advertise CA’s)
* Note: We may be able to host Camp on-campus at the Travel Lodge to help us gain out of round funding. It’s also convenient.

10) Finance

* Update format/content of prospectus
* Aim of this portfolio is to approach companies/individuals for sponsorship etc.

**AGENDA ITEM FOUR: Other ideas for 2016**

General discussion/brainstorming consisted of:

* Culture:
  + Aim to close the exec/non-exec divide.
  + Equity officer, Exec members and general members should all aim to integrate new members into the Society
  + Foster adj culture
* Policy:
  + Sort School’s Day dates at the beginning of the year
  + Add dates to Debating Calendar as early as possible

**Recommendations:**

Ryan: Approve all policies for 2016 (Easters, Australia, Women’s etc) at one long Exec meeting at start of the year. That way they are out of the way and also we can properly look over them, resolve Worlds Trials policy issue etc.

* Subsidies:
  + Re-introduce participation (service) points system
  + This means that you have to actively help out MUDS throughout the year in order to be eligible for subsidies for World.
  + Two categories for on and off campus service
  + Points based system
* Finances:
  + Work towards a better financial position
  + More conservative with spending and charge more for comps/schools/services etc (late fees are a part of this)
  + Prioritise and maximise subsidy payments (noting that cost has been a barrier for attendance)
  + Advertise mobility scholarships
* Student flights: organise student/collective flights for Perth Australs to reduce cost
* Tshirts: Whether or not be have tshirts is up for discussion. General expression of apathy towards the Tshirts.

**Action Items:**

* Ryan to give Sarah NAB Account details as part of Treasurer handover
* Allocate dates for 2016 (Debating Calendar)
* Anneliese to email through portfolio summaries on Tuesday 24th November so that Exec can express portfolio preferences ASAP via email.

**Meeting concluded: 4:35pm**