

**EXECUTIVE MEETING #2**

February 9th 2016 6:10pm - 8:00pm Location: Macquarie University Campus

**Present:** Ryan Thalari (President), Anneliese Cooper (Secretary), Sarah McCabe (Treasurer), Samantha Marshall, Andrew Fischer, Mathew Duardo, Angie Norman, Alex Feofiloff, Lachlan McGrath (President Emeritus)

**Agenda Items:**

1) Portfolio Updates

 - Schools

 - Internals

 - Competitions

2) Handovers

3) Marketing (O-Week)

4) Worlds Recap

5) Finances

6) Social Media

7) Easters

**Meeting commenced: 6:10pm**

**AGENDA ITEM ONE: Portfolio Updates**

Competitions:

Ryan: Commonwealth Debating Championships are happening this Saturday. So far 15 teams and 6 adjudicators have signed up. We need more adjudicators.

Schools

Anneliese: We have 0 schools registered and 3 schools have responded to say they can’t come.

 ACTION ITEM: Anneliese to call Schools for a more direct form of invitation

**Recommendation for 2017 Schools Officers:** Planning for Senior Schools Day needs happen end of 2016. Event Plan/Risk Assessment need to be submitted at the end of Sem 2 and a ‘Save the Date’ can be sent to Schools

Internals

Mat: The first 3 weeks of rooms for Internals need to be booked

Ryan: Internals should start Week 1. I suggest pizza instead of a BBQ at socials and a demo debate at Internals

Sam: I suggest we have shorter speaking times at the Internals demo debate

ACTION ITEM: Lachlan to create a Google doc for areas of interest for Internals presentations

ACTION ITEM: 1st 3 weeks of Internals rooms to be booked

**AGENDA ITEM TWO: Handovers**

Handover forms, bank details, login details etc. were exchanged between relevant Executive members. Ryan to submit handover forms to StudentHQ.

**AGENDA ITEM THREE: Marketing (O-Week)**

Lachlan: I suggest we have an O-Week social where we have a BBQ, do a demo debate and advertise Easters.

Everyone: Yep, agreed that’s a good idea

ACTION ITEM**:** Purchase a new banner – apply for SRC funding

**Lachlan: There’s a measles epidemic on the North Shore!!!**

Mat: O-Week printing needs to be done in advance of O-Week. What is our O- Week budget? Can we use our printing allowance?

ACTION ITEM: Marketing Team needs to be ready by Mon 15th for submission to StudentHQ to be printed for O-Week.

Note: Printing allowance requires 2 weeks before it’s needed

Alex: *Shows us examples of previous O-Week pamphlets*

Ryan: There’s not enough information on those pamphlets. **Assume people are goldfish** and put adequate information on them

Mat: The pamphlets need to have added value attached to them e.g. we stick a lollipop to the paper

 ACTION ITEM: Marketing to create a general MUDS flyer, an Easters flyer and one we can give to other Stalls (e.g. MUNS, MULS, Politics). Suggest we develop the following skills; mooting, communication, critical engagement/analysis, public speaking, teamwork etc.

Lachlan: We also need to hit up lectures

 ACTION ITEM: Anneliese to send out O-Week newsletters

* One general one at targets Internals and big dates coming up (socials etc)
	+ THANKS FOR SIGNING UP – Come on Thurs to Week 0 Exhibition/day
		- Sent everyday
	+ Another one after Monday night/just before – WELCOME BACK SEE YOU TODAY/TOMORROW

Mat: Clubs Day is just like another day of O-Week but is exclusively run for Clubs. We run a stall that day too.

Lachlan: When engaging with other societies I think it’s important that we make ourselves available. E.g. if they want us to mediate a debate that’s a good thing.

Ryan: I suggest that we heavily influence the topic.

Lachlan: Yep, we mostly set the topic if we are adjudicating a debate.

* There will be a debate during O-Week
* Potentially on the 25th there will be the Labor/Liberal debate

ACTION ITEM: Someone to contact MULS to promote Debating Society

**AGENDA ITEM FOUR: Worlds Recap**

Ryan: I recommend we put some subsidy money aside early in the year for Worlds.

Haiping’s potential reimbursement:

Ryan: As you know, Haiping pulled out of Worlds this year and so we sold his spot. Haiping paid us $500 to in rego and we also got an additional $300 from the selling his spot. We therefore have $800 when we should only have $500. We need to discuss whether we should offer to reimburse him and if so, how much. I don’t think we should pay him more than $200.

Mat: I don’t think we have any positive obligations

Sarah: Haiping pulling out was significantly to our detriment and we shouldn’t be making a loss on Worlds.

Lachlan: I think we should apply the same policy we used for camps. This is that:

* If you pull out you have to have given us sufficient time to replace you. If we can’t find a replacement then the market has dictated that that wasn’t enough time. In this situation, we don’t reimburse that individual
* If we do find a replacement in time, we can reimburse you 50% (based on precedent). We should therefore pay him $150 which is 50% of the difference

**Lachlan proposed:** Haiping should be refunded $150

**Seconded by Sam**

**In favour: 7**

**Against: 2**

 **Abstentions: 0**

 **MOTION PASSES**

Anneliese: I wish to note that I think approaching Haiping should be done in writing so we can clearly communicate the reason as to why we are giving him $150.

 **Sarah’s recommendation:** We can’t apply policy in hindsight but I think we should create a reimbursement policy for future tournaments.

**AGENDA ITEM FIVE: Finances**

ACTION ITEM: Ryan to give Sarah the dates for payments due

**AGENDA ITEM SIX: Social Media**

Ryan: I propose that we start an Instagram account for MUDS with the name **‘@mqdebating’**

Angie: I think consent to having photos uploaded is going to be an issue. It’s different to having a public, personal account because if MUDS uploads things then the individual doesn’t have the ability to control their pubic image. It’s also different to Facebook because they are single photos which don’t get lost in an album like Facebook does.

Lachlan: I think we have the ability to use discretion to decide what is and isn’t okay to upload as admin of that page.

Mat: This is a good, free marketing platform and we can make it look really professional

Conclusion: For the time being, Ryan and Anneliese have access to the admin on the Instagram account under the name @mqdebating.

ACTION ITEM: Anneliese or Ryan to create the Instagram account

Ryan: I also think we should have a private Facebook group which we can use to communicate just between MUDS members. We could have used it when we were trying to find a replacement for Haiping without posting publicly and looking disorganised.

 Twitter should also be streamlined to @mqdebating.

Angie: The only disappointing thing about not calling ourselves MUDS is that we can’t keep the slogan ‘where discussion gets dirty’

Andrew: **Oh! That’s why we have that slogan, because it’s MUDS….**

**Everyone: …**

**AGENDA ITEM SEVEN: Easters**

Ryan: Easters is really early this year (late March) wo we have a few things to consider;

* If people are missing classes, assessments etc. they can get a letter from me as President
* The 15th March is the last date to confirm how many teams we are sending (payment is due before then). Sem 1 begins 29th Feb.

**I therefore propose that we hold debater trials on Sunday 13th March and adjudicator trials on Monday 14th March.**

**Seconded by Lachlan**

 **In favour: 9**

 **Against: 0**

 **MOTION PASSES UNANIMOUSLY**

ACTION ITEM: Externals to book rooms and organise adjudicators

Ryan: We’ve paid an Easters deposit for 6 teams and 6 adjudicators. Let’s discuss subsidy amounts.

*Exec agreed that first time Easter participants should receive a greater subsidy amount. Discussion about how much that subsidy will be was deferred until after Schools Day when we have a better understanding of our financial situation.*

Mat: I want to note that I think we can be more resourceful about subsidy amounts. $10 may not be a lot to an individual but could cost us $200 for example. So we need to be mindful of the way we split costs.

Ryan: Do we want T-shirts? We typically charge $10 per shirt.

Angie: I think we should because it creates a sense of community, it’s nice to have a uniform to wear, people appreciate the sentimental value and they are really handy to have.

 ACTION ITEM: Marketing to organise Tshirts

**Meeting concluded: 8:00pm**