



## Monash University Student Association

### **Monash University Student Association Monash Student Council (MSC) 2<sup>ND</sup> Council Meeting Minutes**

Date: 10<sup>th</sup> March 2017

Time: 6.15pm

Venue: MUSA Meeting Room, Level 2, Monash Sports Centre

The following members of the council were present, constituting a quorum:

#### **Voting Members**

President:	Janesh Nathan
Vice President:	Vandana M Suresh Kumar Ratnani
General Secretary:	Priyanka A. Subramaniam
Treasurer:	Tew Chung Yeak, Brandon
Head of Clubs & Societies:	Cheong Wei Yang
MUISS President:	S. M. Mohsin Ali
Activities Chairperson:	Akanksha Mehta
Welfare Officers:	Shaun Prakesh Stanley
Publicity Officers:	Shaun Tan Kien Seng
Wom*n's Officers:	Jasmine Ridwan Abdullah Gomez
School of Arts and Social Science Representatives:	Jaryl Phua Chong Ern Samantha Tan Mei Lynn
School of Business Representatives:	Pang Kai Teng Nur Addina Kharmizi
School of Engineering Representatives:	Terry Lee Loh Jun Mann
School of IT Representatives:	[Proxy] Tan Yu Shen, Franklin ( <i>Draw By-Elections</i> )



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School of Science  
Representatives:

[Proxy] Sharmila Lim Yen  
Soo Suen Tan, Florence

School of Medicine and Health  
Sciences' Representatives:

Woo Ejuin  
Chong Tze Lin

School of Pharmacy  
Representatives:

[Proxy] Michelle Lee Wai Lim  
Yap Wuan Shuen, Serene

### **Non-Voting Members**

Head of Clubs & Societies:

Lai Kai Bin

Wom\*n's Officer:

Hannah Reshma Jambunathan

Publicity Officer:

Charmaine Yeo Shern Li

Welfare Officer:

Mohak Nanik Bhambani

Editors:

Samuel Goh  
Andrew Peter Lim  
Calvin Christopher Willims Fernandez  
See Pei Er, Tiffany

School of Science  
Representative:

Jasvin Singh Cheema

### **Absent (With Apology)**

School of IT  
Representative:

Nur Hidayah Binte Azhar

School of Pharmacy  
Representative:

Sean Liew Jia Xen

### **Absent (Without Apology)**

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### **Meeting Chairperson**

Janesh Nathan

### **MUSA Advisor**

Mr. Zebba Chung



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### **Student Representatives**

Nafisa Mehrab – School of Business  
Raja Nahar Shah – School of Arts and Social Sciences  
Adeline Law – School of Business  
Zuhayr Wazir – School of Business  
Ruhielan Parameswaran – School of Business  
Patrick Nithiaraj Josob – School of Arts and Social Sciences  
Terence – School of Business  
Thian Yao Fu – School of Science

### **1. Acceptance of Apology and Proxy Letters**

- 1.1** Sean Liew is unable to attend today's meeting as he will be attending his church's training program from the 3<sup>rd</sup> of March to 5<sup>th</sup> of May. He grants his voting right to Michelle Lee.
- 1.2** Nur Hidayah is unable to attend today's meeting as she will be undergoing driving lessons at Shah Alam and the lessons are between 5pm to 7pm. She grants her voting right to Tan Yu Shen, Franklin.
- 1.3** Jasvin Singh Cheema grants his voting right to Sharmila Lim Yen for the day as he is involved in the Monash Futsal League Qualifiers between 6pm to 10pm. He will however attend the meeting but not consistently.

### **Motion #1: Acceptance of Apology and Proxy Letter**

**Accepted by: Jaryl Phua**

**Seconded by: Andrew Peter Lim**

### **2. 2017 Office Bearer's Report**

#### **2.1 President's Report**

##### **2.1.1 Office refurbishments**

- Offices have been refurbished with all the necessary equipment for MUSA members to operate effectively for the term.
- These include chairs, lightbulbs, air-conditioners.
- Received quotation from FMD regarding the changing of locks and are in discussion with the Treasurers regarding the funding of the changing of locks.



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- Please keep the doors of the two entrances closed always as per direction of the Security unit.

### **2.1.2 Meeting with PVC and higher level management**

- Deteriorating condition of Eastern Car Park (Free Car Park)
  - The issue was brought up and the will be looked into especially the portholes.
- FORUM by MUSA
  - A Townhall used to be organized by the management however only MUSA members used to attend.
  - Management is strongly supportive of the FORUM to get insights from the student population.
- TEDxMonash
  - Management has expressed interest and are supportive of TED talks at Monash.
- Increased representation of MUSA members in campus level committees were raised.
  - Management are in discussion of including MUSA members in the Campus Research Committee as there are some undergraduate students who are undergoing their Honors' degrees.
- Frequent meetings
  - Mr. President requested for more frequent meetings with the PVC and high level management. Meetings at least twice a semester has been decided upon.
- Campus Masterplan
  - Mr. President requested to view the masterplan to be able to communicate it to the students when inquired upon.

*Pang and Serene just arrived 6.20pm*

### **2.1.3 Overview of campus masterplan with Executive Director (Mr Ong)**

- Areas to be constructed as Part 1 of Phase 1 of the Master Plan
  - Library extension on top of existing library near the Multi-faith centre
  - 3 zones and discussion rooms
  - self-regulatory learning spaces
  - 2-floor deck above cafeteria
  - lower floor for F&B and second floor will be learning spaces
  - stage opposite Maybank kiosk
    - Model will be ready for viewing at the end of the month.
- Naming competition organized by MUSA
  - Building 9 level 3 and level 4 learning spaces
  - Building 6 level 3
  - new cafeteria
  - Jeffery Cheah zone
  - Gazebo area



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### **2.1.4 Alliance**

- Issues about the reason for the Alliance being set-up were raised in the last meeting.
- Ideas of events have been put on stop until further discussion.
- The current discussion is being directed towards Alliance working with the government officials and higher authorities.

### **2.1.5 Booking of recreational sport facilities**

- All bookings will be done through the Welfare Officers for sport facilities.
- Submission of EMR, followed by booking with Welfare Officers.
- Welfare Officers will be introducing a cap system to allow equitable usage of facilities to clubs as well as the general student population.
- A statement will be released regarding this.

### **2.1.6 Meeting with Campus**

- Pooling of events highly supported by campus administrators.
- Encouraged to collaborate with administrators.
- Restructuring of MUSA
  - Event approval process
  - Constitution
  - Electoral process

### **2.1.7 Printing credit for MUSA members**

- The university administrators are looking into the effective use of printing credit as there appears to be misuse by clubs and societies and MUSA.
- Mr. President has explained that MUSA members would need printing credit in order to operate effectively in MUSA offices without bugging administrators to print.
- Data has been requested to help the decision making by the campus.

*Mr. Zebba just arrived 6.50pm*

### **2.1.8 Appreciation gift for external speakers**

- Depending on the quantity and stock, the campus will be able to assist in providing appreciation gifts.
- For School of Business, please check with Education Office prior to purchasing any appreciation gifts as they may be able to assist.



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### **2.1.9 Funds and budget utilization**

- There have been concerns regarding the lack of budget for some departments for 2017.
- Mr. President urges that the MSC needs to be able to both utilize their existing funds effectively and be creative about raising funds for respective department's events/initiatives through sponsorships/fund raising activities.
- This practice is adopted by other universities and should be followed by MUSA to ensure all events/initiatives are executed for the year.

### **2.1.10 Departmental meeting**

- There have been concerns regarding the meetings that it is a reporting.
- The meeting is a mere discussion on the past two weeks, the present time and coming two weeks followed by a discussion on how the MUSA can improve in general.

### **2.1.11 Subcommittee recruitment**

- A few departments had unofficially recruited subcommittee members and other departments have voiced dissatisfaction. However, Mr. President has approached each department separately and discuss to clear the air. All misconceptions have been resolved.
- There seems to be a misconception among MUSA members that the number of subcommittee recruited is entirely based on the appreciation dinner.
- The prescribed number of subcommittee members is to find that right balance between historical data, effective use of human resource, reduce free loaders, cater to the 2017 events/initiatives and foster a collaborative environment in MUSA.
- Mr. President urges each department to work together effectively to lend subcomms to provide a platform for the subcomms to learn as much as possible for their personal developments.

### **2.1.12 Student Advisor**

- Like Monash at Australia, Monash Malaysia has appointed the Head of Student Experience (Mr Selwyn) as the Student Advisor.
- Student Advisor provides the following services:
  - Provides advice on key University policies and procedures
  - Assist in student discipline and academic progress and referring students to the respective campus administrators.

### **2.1.13 Campus Level Committees**

- MUSA Representatives:
  - Academic Advisory Board Committee : Vandana Ratnani
  - Campus Education Committee : Sharmila Lim
  - Food Services Operations Committee : Mohak Bhambhani





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- |  |                 |
|--|-----------------|
| - Human Resource Committee                           | : Nafisa Mehrab |
| - Information Technology Services Committee          | : Hidayah Azhar |
| - Library and Learning Commons Committee             | : Shaun Stanley |
| - Marketing and Future Students Operations Committee | : Shaun Tan     |
| - Student Services Committee                         | : Samuel Goh    |

- Roles of the MUSA Representatives at the CECs:
  - Be punctual
  - Go prepared and contribute/feedback/submit agenda/read previous meeting minutes
  - Report back to Mr. President and MSC on development discussed.

### **2.1.14 Gender Diversity Task Force**

- Promote and communicate gender diversity and monitor gender diversity progress on campus.
- Identify gender diversity objectives/target for Monash Malaysia
- Propose, develop and implement plans to meet Monash Malaysia's gender diversity goals
- Advise on policies concerning gender diversity to the campus
- Identify issues related to gender diversity in Monash Malaysia
- MUSA is required to nominate one person to represent MUSA at this task force.
- Women's Officers are the best candidates for this.

### **2.1.15 Confession page**

- The "Monash University Malaysia" is not an official platform to receive feedback from students. Official feedback must have proof that the person is a Monash student and at least demographic information to be able to assist the student's that are facing problems.
- It was Mr. President's mistake to reply to two different posts that mentioned similar things which caused everyone to believe that it became an official platform.
- Mr. President is in discussion to form an anonymous but official platforms to receive complaints.

### **2.1.16 Meeting with Business Development Manager of LokaLocal**

- The company travels around Malaysia to document and share the natural arts to the modern community.
- Looking for IT and Arts student for:
  - travel and work experience
  - ambassador programme
  - join the team to develop apps and be a journalist



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### **2.1.17 TEDxMonash**

- Monash University Malaysia would like to organize a TED talk which is aligned with the promises made by the Mr. President during election campaign period.
- The university will be applying for the license.
- Rather than a TEDxMonash club being set up, the Mr. President has requested the license to be given to the Mr. President so that a collaborative effort can be arranged to organize a TEDxMonash.
- A collaborative event involving departments which intend to invite speakers in Semester 2 would be a great start.
- The TEDxMonash brand will allow for a competitive platform as other big clubs are also organizing massive speaker events.
- Business and Science are the interested school representatives.
- Looking into getting the administrators to fund this event.

### **2.1.18 Alliance Leadership Camp**

- Being spear-headed by Mr Alvin from Student Life (Sunway University)
- Approximately RM 50/pax
- 3 days 2-night camp
- Still in discussion whether MUSA will be involved in this camp.

### **2.1.19 Assistance from President of Monash Postgraduate Association(MPA)**

- Mr Peter Hurley has expressed concern and is willing to support and represent MUSA during his discussions with the Vice-Chancellor of Monash University.
- This is a follow up from the discussion Mr. President 2017 had with Mr Peter Hurley in December about collaboratively advocating for more independence at the Malaysian campus.
- The matters discussed in December are as below:
  - Assign an independent staff member to provide MUSA executive support, event support and advocacy services.
  - Investigation into feasibility of recognizing MUSA as a student association within the University Regulations (such as recognition by the University Council)
  - Inclusion in the thrice yearly Student President's Forum with the Vice Chancellor.
- These matters are to be followed up by Mr. President and MPA President with the Vice Chancellor.

### **2.1.20 Discussion regarding the day to day management of MUSA**

- Mr. President would like to discuss all the issues faced by MUSA members.
- To come to a solution as to why MUSA members feel the way they feel and it is only fair a robust discussion is undertaken about the issue.





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### Janesh

- *Janesh feels that we should start focusing on bigger things as a lot of our time to date has been spent on internal matters.*
- *Importance of CC-ing in emails. Purpose of doing this are as follow:*
  - o *Need to acclimatize to the working culture.*
  - o *This will allow Janesh to be of assistance to those who are in need.*

### Zuhayr (student)

- *General consensus from students is that MUSA is doing the same thing as last year.*
- *Advice on sorting out internal problems as it shows on the outside.*

### Vandana

- *Importance of cc-ing in emails.*

### Hannah

- *International Women's Day, lack of support from a lot of members.*
- *Friends were mending the booth instead of MUSA members.*

### Terry

- *Post only official messages on official WhatsApp group.*
- *Replies should occur in the unofficial group.*

### Shaun Stanley

- *Why isn't there dinner in MSC's anymore?*
  - o *Meetings that will be extremely long can have heavier meals.*
  - o *We are using students' money.*
  - o *We are also paying for the Amenities fee.*
  - o *Decent food should be served.*
  - o *Budgeted line item was for light refreshments, not dinner.*
  - o *It is not about the money; it should be whether or not the spending is justifiable.*
  - o *Quantity at the very least should be increased.*
  - o *Value for money.*

### Nahar (student)

- *As a normal student, MUSA 2017 needs to be more out there and publicize more.*
- *Sentiment of students nowadays is that MUSA is doing the same thing year in year out hence, what is MUSA 2017 going to do to stand out?*

### Terence (student)

- *Agrees with Nahar. MUSA needs to sort internal matters first.*

### Wei Yang

- *To come up with a suggestion form to ask students about what they want MUSA to do.*

### Pang

- *MUSA Forum.*



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- *Mini-mini forums should be held for individual schools so that bigger schools do not drown out the smaller ones and have lesser opportunities to be heard.*

### **2.1.20 Self-reflection**

- Communication
  - MUSA members are urged to communicate any problems that they face through the right channels to sort the issue rather than continue discussing and becoming unhappy.
  - Any issues among partners, between departments or even towards the Mr. President should be communicated to the Mr. President to ensure we all have a transparent and clean communication between one another.
  - Please do not burden yourself with negative feelings especially towards your fellow MUSA members and please do not complain to past MUSA members as that would only make the issue worst.
  - **Self-reflection question: “Have I communicated this issue to the right person through the right channels?”**
- Understanding
  - MUSA members are urged to understand the situation from everyone’s perspective to fully understand why the other person would suggest/propose that.
  - **Self-reflection question: “What would I do if I were in his/her shoes and have I given him the benefit of the doubt by advising him/her based on my opinion?”**
- Smashing stereotypes
  - MUSA members are urged to always smash the stereotypical ways of doing things/events/initiatives and always stop to think of the fundamental reasons of doing what we do.
  - **Self-reflection question: “Why do we actually do this and could it be omitted/changed or made better?”**
- Creativity
  - MUSA members are to think of creative ways of using the available resources at hand to maximize it and make the best out of it.
  - **Self-reflection question: “How can we make the best use/increase the available resources to effectively achieve our goals?”**
- Leveraging each other’s strengths
  - Every MUSA member has with them their respective strengths, some natural and some resulting from their position that they are in.
  - Each MUSA member should utilize and leverage on each other’s strength to achieve our desired goals
  - **Self-reflection question: “Who in my team can do this task/assist me in completing this task in the most efficient and effective way and have I requested his/her assistance?”**



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- Proactivity
  - Each MUSA member should think outside the box and do events/initiatives that have never been thought of before.
  - **Self-reflection question: “Have I thought of the craziest/wildest/coolest idea or am I still being safe and going with the well worn-out ideas?”**
- Change
  - Change is inevitable, the University and MUSA will be undergoing drastic changes this year. It will make us uncomfortable, uneasy and some unhappy, but we must think of the long-term benefits this short-term unhappiness will bring.
  - **Self-reflection question: “Am I giving this change the benefit of the doubt and critically evaluating the change or am I rejecting the change merely because it is different from how it’s been before?”**
- Harmony
  - MUSA is only as strong as its weakest link.
  - We are faced with challenges be it academic, pressure from students, family, administrators, and even health.
  - the least we could do for ourselves and the people we work is to be kind, loving and compassionate enough to one another.
  - I personally would like to apologize to every MUSA member if I have hurt you, caused your discomfort or unhappiness. I know it’s difficult, I know it’s challenging, and I know you’re trying your best. For that, I thank you for being part of MUSA, trying our best to make a difference in a student’s life.
  - **Self-reflection question: “Have I treated my friend the way I would like him/her to treat me and if not, have I apologized for it?”**

**Motion #2: To accept President’s endorsement of ‘Self-reflection’**

**FOR: 21**

**AGAINST: 0**

**ABSTAIN: 2**

**Motion is carried.**

**Motion #3: MSC to accept President’s Report**

**Accepted by: Shaun Stanley**

**Seconded by: Akanksha Mehta**



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### **2.2 Vice President's Report**

#### **2.2.1 Subsidy**

##### 2.2.1.1 Chem-E Car Subsidy 2017

- MUSA 2016 VP's Agreement for Chem-E Car
  - *MUSA 2016 VP: 7<sup>th</sup> MSC Meeting Minutes on 12<sup>th</sup> August 2016*
  - *MUSA Vice Presidents' 2016 is agreeable to give 60% subsidy of total expenses (RM20.5k) for next year's competition.*
  - *They got first place and representing Monash Australia.*
  - *Chem-E Car is requesting for a higher percentage, which is 80%.*
  - *Motion needs to be passed on whether MSC members are agreeable to give a higher subsidy percentage (80%).*
  - *Increase the subsidy from 60% to 80%.*
  - *If the motion is passed, the next Vice President of MUSA 2017 will give the subsidies of Chem E Car 2017 as much as 80%, instead of 60%.*
- MUSA 2017 Vice President is agreeable to give 80% of (RM20.5k) to Chem-E Car as stated in the MUSA 2016 VP's Subsidy Agreement with Chem-E Car.

##### 2.2.1.2 Model United Nations

- Conference is being held on the 11<sup>th</sup> of March – 18<sup>th</sup> of March 2017 in Montreal.
- Total of 4 delegates attending the conference.
- Total expenses is RM34,562.49.
- Subsidy approved is 60% of total expenses (RM20,737.49).

##### 2.2.1.3 East Asia Medical Student Conference (EAMSC) Australia 2017

- Conference was held on the 9<sup>th</sup> of January – 13<sup>th</sup> of January 2017 in Australia.
- Total of 15 delegates attended the conference.
- Total expenses was RM66,232.64.
- Subsidy approved is 50% of registration fee (RM16,120.00).

##### 2.2.1.4 Asia Leadership Conference

- Conference was held on the 14<sup>th</sup> of January 2017 in Sunway University Malaysia.
- One student attended the conference.
- Total expenses was RM100.
- Subsidy approved is RM100.

##### 2.2.1.5 NUMed Games IV 2017

- Competition was held on the 18<sup>th</sup> of January 2017 in Johor.
- Total of 42 students participated in the competition.
- Total expenses was RM1, 551.50



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- Subsidy approved is 60% of total expenses (RM930.90).

### 2.2.2 Merchandise 2016

- The remaining hoodies from 2016 have been given to the departments to be used as prizes in events.
- As of 1<sup>st</sup> March 2017, there are 83 hoodies remaining in the office (66 reserved for Activities and SoE).

### **Motion #4: MSC to accept Vice President's report**

**Accepted by: Andrew Peter Lim**

**Seconded by: Terry Lee**

## **2.3 General Secretary's Report**

### **2.3.1 Deadlines**

- 2.3.1.1 General Secretary strongly urges all departments and division members to adhere to all deadlines that are set.
- 2.3.1.2 Deadlines set by General Secretary are usually a few days before the actual document is to be sent to Mr. President and/or admins.
- 2.3.1.3 Delay from departments and division members will only result in the delay of the General Secretary submitting the necessary documents to those who have requested for it.
- 2.3.1.4 From now on, those who fail to meet the deadline will have to face serious consequences;
  - 2.3.1.4.1 Not taking into account submission of reports, letters, documents and requests.
  - 2.3.1.4.2 Verbal warning.
  - 2.3.1.4.3 Warning letter.

### **2.3.2 Stationery**

- 2.3.2.1 Stationery requisition for events need to be done a minimum of 3 weeks prior to the event date/when it is actually needed.
- 2.3.2.2 MSC members need to remember that FMD sometimes take 2 weeks to process the request. Thus, to avoid any delays in obtaining the stationeries required, this needs to be implemented.
- 2.3.2.3 Once stationery has been ordered, departments and division members are to collect it within a week unless stated otherwise by the General Secretary.
  - 2.3.2.3.1 Uncollected stationeries will be returned back to FMD.

### **2.3.3 By-Elections 2017 Update**

- 2.3.3.1 By Elections are ongoing at present. Nominations and campaigning period have ended. Polling period begins on Monday the 13<sup>th</sup> of March. Polling room will be the Dance Studio in MUSA Lounge. There are 2 candidates running for the Male IT Representative positions and 1 pair running for the MUISS Treasurers positions 1





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team of 4 for MUISS Editors. Results will be announced on the 15<sup>th</sup> of March, Wednesday.

### 2.3.4 Annual General Meeting

2.3.4.1 Proposed dates for Annual General Meeting 2017: **10<sup>th</sup> April (Monday), 13<sup>th</sup> April (Thursday), 14<sup>th</sup> April (Friday).**

2.3.4.2 Finalised date for AGM is 14<sup>th</sup> April, Friday. To begin at 6.00pm.

### 2.3.5 Printing Cap

2.3.5.1 Printing cap is to be set for all departments.

2.3.5.2 Purpose is to avoid misuse of the funds provided. There is record of which department prints what.

2.3.5.3 Proposed cap is as below and is open for discussion. Departments who wish to discuss further are to meet Madam Secretary later on.

PRESIDENT	100
VICE PRESIDENT	300
<b>GENERAL SECRETARY</b>	<b>500</b>
<b>TREASURER</b>	<b>500</b>
<b>HEAD OF C&amp;S</b>	<b>500</b>
<b>MUISS PRESIDENT</b>	<b>500</b>
ACTIVITIES	200
WELFARE	200
WOMEN'S	100
<b>PUBLICITY</b>	<b>100</b>
EDITORS	300
SASS	100
SOB	100
SOE	100
SOIT	100
SOM	100
SOP	100
SOS	100

*Nafisa Mehrab left at 8.00pm*





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### **Motion #5: MSC to accept General Secretary's report**

**Accepted by: Andrew Peter Lim**

**Seconded by: Shaun Stanley**

#### **2.4 MUISS' Report**

##### **2.4.1 KL Tour (Feb Intake)**

2.4.1.1 The event was held on Saturday, 25<sup>th</sup> of Feb.

2.4.1.2 The tickets were sold at Rm 40.

2.4.1.3 Tickets were sold out, 70 people in total, signed up for it.

2.4.1.4 The budgeted amount was Rm 10,000.

2.4.1.5 Spent Rm 8,500.

2.4.1.6 The event went smoothly, although there were a few complaints regarding the schedule.

2.4.1.7 Event ended around 8 pm after dinner.

2.4.1.8 Would like to thank MUSA photographers to come on such a short notice.



### **Motion #6: MSC to accept MUISS' report**

**Accepted by: Michelle Lee**

**Seconded by: Andrew Peter Lim**



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### 2.5 Publicity's Report

#### 2.5.1 Mingle Night Semester 1, 2017.

- The Publicity Officer and School Representatives of all seven schools had the opportunity to collaborate with one another to organize a mingling session among new and returning students. Thus, Mingle Night 2017 was born. Initially, we were quite afraid of organizing this event as there wasn't a huge response two semesters back. Therefore, Mid-Week Mingle (the initial name for this mingling session) was scraped out last semester. However, we were determined to bring back the hype in 2017 as we felt that it was definitely a need to foster a junior-senior relationship in the beginning of the semester before everyone gets busy with assignments and tests.

This event was held on the 2<sup>nd</sup> of March (Thursday), from 5.45p.m. to 10p.m. at the Monash Field. There was a total of 391 students who signed up for this event. However, after a rough estimation, only 250-300 students turned up on the day of the event. We were still impressed by the number of students who came because this was the first ever time we had opened up 400 slots for registration. The event started off with the decoration of the place by MUSA members at 4p.m. Mats were placed on the field in case some students didn't feel like sitting on the grass. The emcee of the day was Asyraf and thankfully, he was more than willing to host the event for free. There were performances by our very own Monashians – Lakshmi and Monash Street Dance Society. Lakshmi gave an opening performance which included 2 songs. We then proceeded with the games that were planned by each school. Each school's game definitely had a sense of uniqueness and it could be seen that students thoroughly enjoyed themselves.

After completing the games that were planned by each school, we moved on with playing a game which required the students to mix around. It was entitled "Find Someone Who". Students were actually very competitive and went around searching for that certain someone. It was the whole aim of the game for them to be mingling with one another and it was a success. At the end of the game, there were many of them who managed to find all 25-different people who had the traits on the paper. Some people who came up on stage to perform their trait didn't even know that they had that certain talent in them! Even though the game lasted quite long, we could see that the students enjoy watching different people coming up on stage to share their story or even perform their trait. Right before dinner, Asyraf went among the students to distribute merchandises to the students.

At about 8.30p.m., everyone went on to have their dinner. During this time, it was very chaotic and we were all stressed out as it started to drizzle. However, our President – Janesh, stayed calm and gave the necessary instructions. Although there was a lot of moving around from one venue to another, students did not give a single complaint for the constant change of places. After dinner, the students went back to the field to enjoy the dance performance and also the open mic session. It was very heartwarming to see students volunteering for the open mic session. Initially, we were worried that people would be shy but I guess everything went on so naturally. The event ended at about 10p.m. and we started packing up.



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There were a few hiccups during the planning process for this event. One of the things that we can improve on next semester would be the slots for registration. There were about 400 students who signed up by only  $\frac{3}{4}$  of them came. In the future, we can open up to about 500-600 slots to prevent this from happening. Many students that we have approached wanted to sign up but registration was already closed due to the cap that we had. Also, we should have carried out the grouping game which required students to be grouped before getting their food. This is because it will be less messy and they will all eat at the same designated spot in the field. However, there was no one to be blamed for this as the weather stopped us from doing so.

In conclusion, the event was definitely a success all thanks to the MUSA members who were present at the event. Everyone gave their all in this and without your presence, this event wouldn't have gone on smoothly. A huge shout out to the School Reps & President as well for being so proactive since the first day of the planning process. We even managed to save about RM1.1k in this event! We only hope to improve this event in the next semester.

- Many suggestions with regards to the event were given to ensure a smooth flow should it be organized again next semester.

### **2.5.2 Marketing Meeting, MAFS**

2.5.2.1 Monash Logo needs to be used correctly should the need arise to print T-shirts, flyers and other materials.

2.5.2.1.1 A formal requisition needs to be made to Marketing requesting for the Monash logo, a file will be sent and the logo in the file is the one that is to be used.

2.5.2.1.2 No alterations of badge are allowed.

2.5.2.1.3 Anything controversial is also not allowed to be put on merchandises and/or advertisement notices such as any religious symbols.

2.5.2.1.4 Should clubs approach Clubs and Societies for logos, it can be done but Heads are advised to check their logos and ensure that it does not contain any Monash logos.

2.5.2.1.5 Flyer/poster approval process = Approach publicity, fill up a pink form and pay a deposit of RM50, photocopy the flyer, ensure the photocopied flyer has the Publicity approval stamp.

2.5.2.1.6 Flyer and posters are only allowed to be posted on BLUE boards. GREEN boards and career boards are strictly prohibited. Green board in the lounge is fine.

2.5.2.1.7 Upon completion of event, all posters/flyers need to be taken down. Failure to do so will result in not obtaining back the deposit.

2.5.2.2 Helpers required for Open Day.

2.5.2.3 Should anyone be interested in printing T-shirts, they can approach Marketing themselves by emailing the Person In Charge at [andrea.kok@monash.edu](mailto:andrea.kok@monash.edu).



## Monash University Student Association

- 2.5.2.4 Ms. Ooi is interested in collaborating with MUSA. The official Monash pages has wider reach to present students, past students and more. Thus, it was brought to our attention that starting from this year, Shaun Tan will liaise with Ms. Ooi to publicize our events to get a wider reach.
- 2.5.2.5 In terms of Facebook pages, Ms. Ooi advised to not have so many event pages on Facebook as it will cause confusion however, another administrator from Marketing mentioned that we are allowed to create these event pages and logos.
- 2.5.2.5.1 When posting on these pages it will be stated that “‘Events Name’ posted...”
- 2.5.2.5.2 Prior to the event, members are to approach Publicity before making the page live.
- 2.5.3 Allocation of budget for “boosting of post”**
- 2.5.3.1 For events that are on a large scale, event organizers are reminded to approach Shaun Tan with notices or information regarding the event that needs to be highlighted to everyone as he will be able to ‘boost’ the post and have a wider reach of audience.
- 2.5.3.2 Post coverage is to be considered for students to be aware that these services are available.
- 2.5.3.3 It does not have to necessarily be for big events. Perhaps one of the downfalls for International Women’s Day would be that it did not get enough coverage.
- 2.5.3.4 Boosting of posts would require the person requesting for it to download the invoice thus, Shaun has agreed to use his own money first should there be anyone interested in wanting to boost their posts.

### **Motion #7: MSC to accept Publicity’s report**

**Accepted by: Andrew Peter Lim**

**Seconded by: Shaun Stanley**

3. Serene attended a SSLC session earlier that day and the public usage of our Pantry was brought up.
  - 3.1 It was mentioned that microwaving services were made available in Monash Australia specifically in the Parkville campus.
  - 3.2 Stocking up the pantry and opening it up to students will make MUSA members seem more approachable.
  - 3.3 Issues pertaining this matter in terms of maintenance, budget and feasibility are to be looked into first before allowing a trial period of one week or one month.
  - 3.4 A formal proposal is to be sent to Welfare and the next course of action will be taken from there.
  
4. Reminder to all MUSA members to keep all things and asset safely in their respective offices and to not leave anything unattended outside.





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5. Request to make a directory for the Office as students are coming in and are confused looking for offices.
6. Mr. President had a discussion with OHSE, the following were discussed;
  - 6.1 Air conditioning services in the office now come on at 8.00am and stays on till 11pm. Final request is to have it from 8am to 12am.
  - 6.2 Access into office is only allowed from 6am to 12am.
    - 6.2.1 Anything later than 12am or earlier than 6am, a formal email is to be sent to Mr. President stating and explaining the reasons why and this information will be disseminated to the Security and FMD.
    - 6.2.2 Only two people can send these emails, the MUPA and MUSA Presidents.
    - 6.2.3 An email needs to also be sent if requesting for weekends.
  - 6.3 10 tutorial rooms were opened during SWOTVAC and 3 weeks of exams for both semesters. 10 tutorial rooms plus the library that is opened till 2am can hold a capacity of 600 to 700 students. However, over the years and based on statistics, a maximum of 200 students utilize the space for 700 students.
    - 6.3.1 Mr. President has requested for some way of this to be available in Week 12 as well.
    - 6.3.2 Ground rules such as no seat hogging and bringing in household items will be implanted for the usage of the tutorial rooms during SWOTVAC and exams.
    - 6.3.3 Should students be found still doing so, they will be reprimanded and will be escorted out of campus.
  - 6.4 Campus can only be active between 6am to 12am, other than that the campus needs to shut down. Therefore, students that are found loitering after hours will be escorted out. Unless it is during an event or the Postgraduate students and even then, they are only allowed in a certain area.

**Meeting adjourned at 8.40pm**

Prepared by,

Priyanka A. Subramaniam  
General Secretary  
Monash University Student Association