



Monash University Student Association

Monash University Student Association (MUSA)

Monash Student Council (MSC)

10th Council Meeting Minutes

Date: 1st October 2012

Time: 6.30 p.m.

Venue: Tutorial Room 6207

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

Voting Members

| | |
|---------------------------------------|--|
| President: | Nandhini Radhakrishnan (chair-casting vote only) |
| Vice President: | See Di Yao |
| General Secretary: | How Kelly |
| Treasurer: | Chua Yin Xian |
| Head of Clubs & Societies: | Devindhe Dhanushke Ratnaayake |
| Activities Chairperson: | Chan Jiun Jie |
| Publicity Officer: | Tan Weng Zhe |
| Welfare Officer: | Bong Wui Cherring (Jonathan) |
| Wom*n's Officer: | Tan Shi Yee (Chloe) |
| School of Business Representative: | Ali Rizwan Bhujwala Rachel Lim Yi Zhen |
| School of Engineering Representative: | Oh Joo Zjin Chew Yit Guan |
| School of Arts Representative: | Aaron Seth Uduwelagedara Jasveena Kaur Gill |



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School of Science Representative:

Darren Lance Ellsworth Adamally
Ilma Gaffoor

School of IT Representative:

Patel Prinesh Nicash Kumar
Nicole Neo Shwu Shyen

School of Medicine Representative:

Julian Lau Aik Hong
Gayatri Seewoogoolam

MUISS President:

Nesar Hossain

MUPA President:

Yasir Mohammad Alam

Non-voting Members

Vice President:

Ching Minh Hui (Stephanie)

Treasurer:

Tew Chung Yew (Bernard)

Activities Chairperson:

Lim Xue Li (Shirley)

Publicity Officer:

Ivan Looi Jia Jun

Welfare Officer:

Phoon Chi Kit

Wom*n's Officer:

Choong Kar Mun

Editors:

Minoli Yulia Edirisinghe
Prianka Mahesh Jethanand
Altamish Irfaan Mohsin (Alex)
Muhammad Hafiz Ramli
Munira Feeroz Mutaher

Meeting Chairperson

Nandini Radhakrishnan

MUSA Advisor

Mr Eng Cheong Meng
Mr Deneish



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Student Representatives

MUSA 2013

Kevin Osmond

Amanda Tan

1 2012 MUSA Office Bearers' Progress Reports:

1.1 Secretary's Progress Report

1.1.1 MUSA Annual Election 2012

- 1.1.1.1 Report was presented by the Deputy Returning Officer (DRO), Kevin Osmond and the Assistant Returning Officer, Amanda Tan.
- 1.1.1.2 The election committee showed their gratitude to MUSA and Mr Eng for all the help given during the election period.
- 1.1.1.3 Students' vote increased from approximately 12% to 25% with the use of electronic balloting system.
- 1.1.1.4 1250 votes were casted.
- 1.1.1.5 All the positions were won by team Catalyst except male and female school of science representatives, female school of medicine representative.
- 1.1.1.6 Approximately RM 2,200 was spent. These included campaigning materials and remuneration for election committee.
- 1.1.1.7 Suggestion from election committee was forming the committee at an earlier stage for better preparation of election.

Nesar arrives at 6.50p.m.

Motion #1: 'That the MUSA Secretary's report to be accepted by MSC' – tabled by Yin Xian, seconded by Gayatri.

For: 22

Against: 0

Abstention: 0

Motion unanimously carried.



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1.2 Editors' Progress Report

1.2.1 Editorial Board Operations

- 1.2.1.1 It is required that the duties of MUSA Editorial Board be extended to include the sustained maintenance and development of the Monash Editorial Website, www.themongaonline.com, hereafter referred to as the Website.
- 1.2.1.2 However, this is not to interfere with, or receive prominence to, the continued publication of the student publication, MonGa (The Monash Gazette), hereafter referred to as MonGa.

1.2.2 Editorial Board Assets

1.2.2.1 MonGa logo

- 1.2.2.1.1 It is recommended that the MonGa logo, pictured in Figure 1, be officiated as the official logo of MonGa, in order to help maintain its recognition and consistency among the student body.



Figure 1: The MonGa Logo

1.2.2.2 Material created specifically for the MUSA Editorial Board

- 1.2.2.2.1 Any material produced by any member of the student population of Monash University Sunway campus with the sole intention of it appearing in the MonGa or the Website is considered to be the property of the MUSA Editorial Board.



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- 1.2.2.2.2 This includes, but is not limited to,
- text articles, including fiction, non-fiction and poetry;
 - photography;
 - artwork, both hardcopy and digital;
 - layout designs;
 - web designs;
 - video footage;
 - video clips.
- 1.2.2.2.3 Hence, such material is eligible for editing and alteration by the MUSA Editorial Board.
- 1.2.2.2.4 The creator of the material reserves the right to be appropriately credited for his/her/their work.

1.2.2.3 Materials not created under the direction of the MUSA Editorial Board

- 1.2.2.3.1 Material not created under the direction of the MUSA Editorial Board, hence being created for purposes other than to specifically be used in the MonGa or on the Website, but which are reproduced in the MonGa or the Website, remain the property of their creator, or whichever body that holds its rights.
- 1.2.2.3.2 With the permission of the creator of the material, or whichever body that holds its rights, such material is eligible for editing and alteration by the MUSA Editorial Board.
- 1.2.2.3.3 The creator of the material, or the body that holds its rights also possesses the right to be appropriately credited for his /her/their work or property.

1.2.2.4 MUSA Camera

1.2.2.4.1 General Description

- 1.2.2.4.1.1 The Canon EOS 7D DSLR Camera and peripherals (15-85mm kit lens; 50mm prime lens, 16B memory card, Carrier bag, camera battery, charger and cables), referred to collectively hereafter as the Camera, while under the care of the MUSA Editorial Board is the property of the MUSA Council as a whole.
- 1.2.2.4.1.2 It is to be passed on to each incoming council, until it is declared obsolete or replaced. The guidelines for such decisions are left to future councils.



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1.2.2.4.2 Recording the whereabouts of the camera

1.2.2.4.2.1 A log of the cameras whereabouts must be maintained throughout the semester, in hard copy, allowing users to sign when they check out the Camera

1.2.2.4.2.2 This log must always be stored in the MUSA Editorial Board office.

1.2.2.4.2.3 Official Check Out forms, attached herewith, are to be used, when the Camera is checked out by any person other than an Editorial Board member.

1.2.2.4.3 Storage of the Camera

1.2.2.4.3.1 The Camera is to be stored in a safe in the MUSA Editorial Office at all times, except when:

1.2.2.4.3.2 It is officially checked out by an Editorial Board member, who takes on the complete liability for any loss or damage to the Camera, by signing the log of the Camera's whereabouts.

1.2.2.4.3.3 It is officially checked out by a non-Editorial Board member, which includes other elected MUSA members, MUISS members, Editorial Board sub-committee members and other MUSA sub-committee members, who takes on the complete liability for any loss or damage to the Camera, by signing an official check out form and the log of the Camera's whereabouts.

1.2.2.4.3.4 The combination to the safe in which the camera is stored must only be known to the members of the Editorial Board, and it must be changed each semester.

1.2.2.4.3.5 Over extended holidays, such as semester breaks, it is recommended that extra precaution be taken with the safety of the camera, perhaps by attaching a hasp and staple to the Editorial Office door, with a sturdy lock.

Motion #2: ‘That the motion MUSA Executive Committee are empowered by the council members for further changes on Editors’ Standard Operating Procedures to be accepted by the Council’ – tabled by Jonathan, seconded by Chloe.

For: 22

Against: 0

Abstention: 0

Motion unanimously carried.



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Motion #3: 'That the MUSA Editors's report to be accepted by MSC' – tabled by Kelly, seconded by Yin Xian.

For: 22

Against: 0

Abstention: 0

Motion unanimously carried.

1.3 Activities Chairpersons' Progress Report

1.3.1 Monash Food Fiesta and Masterchef 2012

1.3.1.1 Monash Masterchef 2012 [12th May 2012]

- 1.3.1.1.1 5 finalists competed against each other in the presence of 3 chef judges in two rounds, a main course and a dessert round.
- 1.3.1.1.2 The number of attendees was 158 students. The expected turnout was about half the targeted audience.
- 1.3.1.1.3 One reason was that the time of the event was very near to the final exams and assignment week.
- 1.3.1.1.4 The first Monash Masterchef was Nadia. The equipment bought for the competition were given back to the finalists as a form of prizes.

1.3.1.2 Monash Food Fiesta 2012 [19th May 2012]

- 1.3.1.2.1 A total of approximately 13 vendors showed up in the campus for the event, serving different cuisines from different countries. A few examples are La Cocina, which served Spanish cuisines, Frontero sol of Mexico, which served Mexican food, GeorgePeck which served Taiwanese drinks, iCook Italian Gastronomies which served Italian cuisines and others.
- 1.3.1.2.2 The estimated attendees were around 1000 people throughout the whole event. The number of coupons sold was 550+. The actual attendance was lower than the target due to the same reason of the event being too near finals and is during assignment week.
- 1.3.1.2.3 There was also confusion between the two events as students thought that both events were the same and only attended one.



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1.3.2 Orientation Week and Bash Semester 2

1.3.2.1 Orientation Week [20th July 2012]

- 1.3.2.1.1 The MUSA day event was Running Monashians, where it is a spinoff of the Korean reality TV show, Running Man.
- 1.3.2.1.2 The event was a success as students were happy with the event.
- 1.3.2.1.3 However, the hide-&-seek part of the event was a bit dangerous. Students were too into the game where they start to disregard their own safety and the safety of others to escape the grasp of the seekers to avoid elimination.

1.3.2.2 Orientation Bash [28th July 2012]

- 1.3.2.2.1 The location of the Orientation Bash Semester 2 was at A' Famosa Water World, Melacca.
- 1.3.2.2.2 However, the games played this time were not Treasure Hunt, as we did in the first semester. The games played this time around were telematch, so that the games can be longer. One of the bus broke down which delayed the journey to the venue. Another bus had to come over to pick up the students.

1.3.3 Monash Amazing Race 2012

1.3.3.1 The event was carried out on the 8th of September, which was a Saturday.

1.3.3.2 The event started off with a bit of delay due to some complications on the giving out of the breakfast.

1.3.3.3 The game station were said to be luck dependant as there were a few sets of tasks for each game station. However, it also depends on each team's talents and abilities as well, so it is not a valid reason.

1.3.3.4 The event ended around 4.00pm, which was within the expected time.

1.3.3.5 There was also a slight conflict when a team entered a taxi when they were not supposed to get on before reaching their next station. This resulted in an additional team surviving an elimination point.

1.3.3.6 First aiders were stationed in Monash University. As such, there was slight delay in sending first aiders to specific locations when accidents happened.



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1.3.4 Monash Annual Ball 2012

- 1.3.4.1 The event was carried out on the 21st of September, which was a Friday.
- 1.3.4.2 The event was postponed and delayed for an hour, due to the overwhelming jam in KL resulting in attendees and VIPs to arrive late to the ballroom.
- 1.3.4.3 The registration counter for the attendees also took too much time as long queues were present, making students to feel more convenient to take photos first as to waiting in line, wasting time.
- 1.3.4.4 The emcee, although a celebrity and an experienced emcee, did not manage to capture the crowd as he had an accent and has inappropriately handled the Mr. & Ms. Monash Finalist.
- 1.3.4.5 Students were not picked as emcee due to the past tradition of picking celebrity emcee.
- 1.3.4.6 The food from the hotel, Mandarin Oriental, was not up to its 5 star standard, as some dishes were undercooked and overcooked, and was a very disappointing incident to the ball.
- 1.3.4.7 The delay in the itinerary caused the performances to be jumbled up, resulting in the lack of performances during the second half of the event. This caused the audience to take photos outside instead of focusing on the performances from the Mr. & Ms. Monash candidates and the lucky draw.
- 1.3.4.8 Clubs are not to be mentioned for after party celebration as this will violate the university regulation.
- 1.3.4.9 Five empty tables which were not sold were slotted in for performers.

Motion #4: 'That the MUSA Activities Chairpersons' report to be accepted by MSC' – tabled by Yasir, seconded by Darren.

For: 22

Against: 0

Abstention: 0

Motion unanimously carried.



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1.4 Welfare Officers' Progress Report

1.4.1 Multipurpose Court

- 1.4.1.1 Future court manager and loungee will be sent for first aid training. Budget will be bound by welfare department.
- 1.4.1.2 Rules and regulation for the use of multipurpose court was drafted.

Motion #5: 'That the motion MUSA Executive Committee are empowered by the council members for further changes on the rules and regulation of multipurpose court to be accepted by the Council' – tabled by Chloe, seconded by Kelly.

For: 21

Against: 1

Abstention: 0

Motion carried.

- 1.4.1.3 Multipurpose court manger and courts attendant were recruited from the students. Application form was drafted. Any further changes will be notified to the ExCo .
- 1.4.1.4 Suggested salary for court manager was RM200 per month.

Motion #6: 'That the motion MUSA Executive Committee are empowered by the council members for further changes on the application form for multipurpose court manager and courts attendant to be accepted by the Council' – tabled by Chloe, seconded by Kelly.

For: 22

Against: 0

Abstention: 0

Motion unanimously carried.



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1.4.2 MUSA lounge Mural Painting Contest

- 1.4.2.1 Judges are the welfare officers, lounge managers, MUSA president and MUSA vice president.
- 1.4.2.2 Winners for Category A could not be picked as designs handed in were not feasible.
- 1.4.2.3 Winner for Category B was Ms Jun Elle. Cash prize of RM650 was given away.
- 1.4.2.4 Winner for Category C was Ms Nicole. Cash prize of RM500 was given away.

Motion #7: ‘That the MUSA Welfare Officers’ report to be accepted by MSC’ – tabled by Weng Zhe, seconded by Yasir.

For: 22

Against: 0

Abstention: 0

Motion unanimously carried.

2 Other Matters

2.1 Multi-Purpose Vehicle (MPV)

- 2.1.1 The purchase of MPV which can coexist with D-license was suggested by the admin.
- 2.1.2 MUSA logo can be shown on the MPV
- 2.1.3 Such purchase will ease the transportation of goods and items for future events.
- 2.1.4 Clubs and societies will be able send teams for competition without transportation problems.
- 2.1.5 Concerns on leasing the vehicle were raised as vehicle has to be registered under the university since MUSA is not a registered body.
- 2.1.6 As semester is ending, current council has suggested on passing this discussion to the next council.



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Motion #8: 'That the motion further discussion on the purchase of Multi-Purpose Vehicle is to be passed to the next council (MUSA 2013) to be accepted by the Council' – tabled by Yin Xian, seconded by Jonathan.

For: 20

Against: 0

Abstention: 2

Motion carried.

2.2 Attendance Registration Form

- 2.2.1 Mr Eng urged to adopt this business process for SETARA and DESATARA purposes.
- 2.2.2 Such process will aid in improving the university ranking.
- 2.2.3 Mr Deneish mentioned such process will be able to prove the existence of events when it comes to justification on allocation of budget for events.
- 2.2.4 The president advised the next council to decide the necessity of such business process.

2.3 EMR Form

- 2.3.1 All photocopy of EMR form is to be passed to Mr Eng.

2.4 Advises to MUSA 2013

- 2.4.1 Be sure of fulfilling promises made during campaigning period.
- 2.4.2 Budget should be presented at the start of the year with wise use of budget.
- 2.4.3 All policy which falls under MUSA is under MUSA's responsibility. Proper procedures should be conducted for any policy amendments.
- 2.4.4 Current policy should be endorsed during the first meeting to prevent future arguments.

Meeting adjourned at 8.00pm

Prepared by,
How Kelly
General Secretary
Monash University Student Association