



**src** activism  
advocacy  
representation

**Julia Robins**, Secretary to Council  
secretary.council@src.usyd.edu.au

**Students' Representative Council,  
University of Sydney**

Level 1, Wentworth Building (G01)  
University of Sydney NSW 2006  
PO Box 794 Broadway NSW 2007  
t: (02) 9660 5222 f: (02) 9660 4260  
int: 12871 www.src.usyd.edu.au  
ABN: 597 391 306 68

---

**MINUTES** of the **15th** meeting of the Executive Committee, 91st SRC, held on Thursday 8th August in the Office Bearer's Room, SRC Offices.

---

**PRESENT:** Niamh Callinan\*, Dane Luo^ (chair), Caitlyn Chu^, Josie Jakovac, and Vonnie Li.

Apologies: Jacky He, Yuxuan Yang\*, and Xiaoyu Jin

Absent: Alex Yang and Prudence Wilkins-Wheat

Minutes: Julia Robins

In attendance: Chitra Narayanan

Meeting Opened: 2:00 pm

\*^Joint position holders, counted together towards quorum.

**Motion:** for Dane Luo to be Chair for the 15<sup>th</sup> meeting of the Executive

Moved: Niamh Callinan

Seconded: Josie Jakovac

The motion was put and CARRIED

*Dane Luo assumed the chair.*

### **1. Acknowledgement of Country**

The University of Sydney Students Representative Council acknowledges the traditional owners of this land, the Gadigal people of the Eora nation. We pay our respects to the Elders both past and present of the Eora nation and extend that respect to other Aboriginal people present.

### **2. Apologies**

Apologies were received from Jacky He, Yuxuan Yang\*, and Xiaoyu Jin.

Motion to accept the apologies of Jacky He and Xiaoyu Jin

Moved: Niamh Callinan

Seconded: Josie Jakovac

The motion was put and **CARRIED.**

Motion to reject the apologies of Yuxuan Yang

Moved from the chair

The motion was put and **CARRIED.**

### **3. Minutes**

Minutes of the meeting of the Executive held on the 11<sup>th</sup> and 26<sup>th</sup> of July 2019 were distributed.

There were some minor corrections: Dane Luo wanted his dissent to the apologies being accepted noted and Niamh Callinan amended her report to correct Melissa de Silva's work anniversary to 19<sup>th</sup>.

Motion: that the minutes of the 11<sup>th</sup> and 26<sup>th</sup> of July 2019 be accepted.

Moved: Niamh Callinan

Seconded: Caitlyn Chu

The motion was put and **CARRIED.**

**4. Business arising from the minutes**

There was no business arising from the minutes.

**5. Correspondence**

**6. Workplace Health and Safety Report**

*There was nothing to report from the WH&S Officer.*

**7. Report of the President**

*There was no report from the President.*

*Dane Luo passed the chair to Niamh Callinan.*

**8. Report of the Vice Presidents**

**Executive Summary**

Since the 14<sup>th</sup> Executive meeting, we have:

- Oversaw the launch and implementation of the Textbook Subsidy Program;
- Worked on organising Welfare Week next week;
- Met with new SUPRA Executive to discuss collaboration for satellite campus and wellbeing projects in semester 2;
- Promoted the casework and legal services at the Business School Undergraduate Welcome Expo with Julia Robins;
- Met with staff representatives, CPSU Industrial Officer, President and General Secretary for Enterprise Bargaining Agreement negotiations;
- Provided University tours to incoming students through FASS and Business School;
- Helped organise and worked on Welcome Day on Monday 5 August 2019; and
- Attended the French Model Code Implementation Group.

Upcoming plans:

- Student Consultative Committee today at 3pm;
- UE Work Health and Safety Committee on Monday 12 August 2019;
- UE Education Committee on Monday 12 August 2019;
- Welfare Week from Tuesday 13 to Thursday 15 August 2019;
- Satellite campus visits in weeks 3 and 4;
- Open Day on Saturday 31 August 2019;

- Hosting 90<sup>th</sup> Anniversary Celebration on Thursday 17 October 2019;
- Assisting with the USU Health and Wellbeing Week in week 10;
- Negotiating for a new Enterprise Bargaining Agreement; and
- Preparing handover documents and training materials for the 92<sup>nd</sup> Council.

### **Textbook Subsidy Program**

The University's student newsletter email program had a backlog of messages to send out for Monday 5 August 2019 so the email to all undergraduate students will be sent out on Monday 12 August 2019. However, we were able to put an advertisement in *Honi Soit* and several clubs and societies have helped us promote it on their social media and their own email newsletters.

Online applications opened yesterday at 10am. It has been smooth so far. Face-to-face interviews will commence on Monday 12 August 2019 and will be conducted by Mel de Silva.

### **Welfare Week**

Welfare Week is happening next week and we are so excited! Major developments since the last update:

- We have negotiated with the USU to have food trucks to be located on Tuesday to Thursday of the event instead of just Wednesday;
- The following organisations will be featured:
  - SRC
  - SUPRA
  - National Union of Students
  - Public Service Association of NSW
  - Unions NSW
  - Sydney University Muslim Students Association
  - Council of International Students Australia
  - headspace
  - White Ribbon
  - Lou's Place
  - Disability Services
  - Financial Services
  - Accommodation Services
- Moreton Hire (which is supplying the tent materials) will be setting up on Monday so we are ready and prepared for Tuesday morning;
- SUPRA has agreed to split half the costs of Welfare Week for the free food components so we will be catering for an extra 60% than previous numbers. That means we are able to supply MORE FREE FOOD and cost the SRC less, which we are delighted with.

### **August Council meeting**

We are happy that the ordinary August meeting was quorate at the beginning but are disappointed that Representatives elected on Grassroots, Switch and Left Action branding 'pulled quorum' before the Acknowledgement of Country and some individuals acted in a manner that ultimately led to the meeting being declared unsafe. This act prevented the consideration of any reports, minutes and motions that have dated back from April. We were unable to provide our ordinary report to the Council. The report was as follows:

*We are very excited for a jam-packed semester 2. This represents a culmination of a year's worth of preparation and work, and stems from our focus to address welfare and wellbeing issues of students, particularly international students.*

### **Welcome Day and Open Day**

*Earlier this week, we helped out on Welcome Day on Monday 5 August 2019. The University has invited the SRC to partake in Open Day on Saturday 31 August 2019. At Welcome Day, we spoke to all students about the SRC's services and how they can be involved. Dane also promoted the casework and legal services at the Business School Undergraduate Welcome Expo.*

### **Welfare Week**

*Next week there will be Welfare Week from Tuesday 13 to Thursday 15 August 2019 – we have decided to build on the work of Adriana Malavisi to make this initiative bigger and better. We are partnering with student-led organisations SUPRA and USU to deliver three jam-packed days with information stalls from collectives, departments, NGOs, student organisations and unions, free breakfast, BBQ, food trucks, markets and talks. This will include a dedicated part for interfaith groups, which is an area that we would like to work on.*

*We have decided to build on the work of Adriana to make this initiative bigger and better. We are currently in talks to partner with SUPRA and the USU to deliver three jam-packed days. This is a fantastic opportunity for all student organisations to showcase their services and work to all students on Eastern Avenue over those days.*

*If any Representatives, Officers or students would like to get involved and help out by running a stall, helping with food or doing something else, please email us at [vice.president@src.usyd.edu.au](mailto:vice.president@src.usyd.edu.au).*

### **Satellite Campus Visits**

*We will be making satellite campus visits to Nursing, Conservatorium, Cumberland and SCA in weeks 3 to 5. We will be spending leftover Health Day funds to host a smaller event at the Conservatorium and possibly partnering up with the Conservatorium Students' Association.*

### **90<sup>th</sup> Anniversary Reunion**

*As we all know, this year the SRC turns 90 years. We have met with the Alumni Office and the USU to discuss plans to have this event held on Thursday 17 October 2019. We are finalising guest speakers and details, and then proceed to send out invitations to past Representatives, Presidents, Officers and Honi Editors. At the moment, we are thinking of having a cocktails and canapes event in the Great Hall with past campaigns, Honi covers and works as decorations.*

### **Enterprise Bargaining Negotiations**

*Dane has been joining the President and General Secretary to meet with staff representatives on the new Enterprise Bargaining Agreement. So far, the meetings have been going well and this process will continue over the next few months.*

### **Textbook Subsidy Program**

*This is an initiative that Dane has been working on since December. It involves providing a subsidy for textbooks and other learning equipment that students need (eg science lab coats, gloves, calculators). We made a request from the University in the SSAF application process for a pilot program. We met with several representatives from the University to discuss the implementation and importance of such a program. And we are absolutely delighted to roll it out in semester 2 2019.*

*Many students find it difficult making the transition from high school to University. This includes financial difficulty with textbooks, Opal fares (which are, sadly, still at full adult fares for international students), food, rent and everyday expenses. This is particularly the case for international students who are not eligible for the Student Start-Up Loan.*

*Having textbooks and learning equipment is important for students to do well in their studies. Going into classes unable to afford them means that those students are unfairly disadvantaged. To address this, we worked on a Textbook Subsidy Program. The first round involves giving a subsidy of \$100 per student to 400+ undergraduate students from a low socio-economic background or in need of financial support.*

*The Textbook Subsidy Program would operate as follows:*

- *All undergraduate students will be notified via email and in advertising about the Textbook Subsidy Program;*
- *Students who are in need can find details on the SRC website and apply online for an interview with a caseworker;*
- *A caseworker will conduct a short interview with the student and run through the eligibility criteria with them (currently Mel de Silva has expressed interest in doing this); and*
- *If the student is confirmed to be eligible, they will receive the subsidy via electronic funds transfer.*

*In preparing the Textbook Subsidy Program, we have consulted with individuals from the University Financial Support Service and ensured that it is consistent with the Executive's long-standing position that the SRC offices should be cashless.*

*We have received \$100,000 from the University for subsidies under the Textbook Subsidy Program. The Executive has approved \$40,000 for a Textbook Subsidy Program in semester 2 2019 to be administered by a caseworker and overseen by the Vice Presidents with regular reporting to the Executive and Council. The remaining \$60,000 in a Textbook Subsidy Fund for the 91<sup>st</sup> or 92<sup>nd</sup> Council and Executive to distribute to students through a Textbook Subsidy Program.*

*We want to thank Jacky He, Niamh Callinan and Yuxuan Yang for supporting us with SSAF and to Mel, Chitra and James for working with Dane throughout this year to make this work. We are really proud of this initiative and we really hope that this will benefit many students who need that support to do well in their*

studies. We really hope that the Textbook Subsidy Program will be able to continue beyond 2019 and future Councils will commit to expanding it!

We welcome any feedback or ideas to this initiative to [vice.president@src.usyd.edu.au](mailto:vice.president@src.usyd.edu.au).

### **Expanding the Casework Department**

As this can be the busiest time of year for casework and the staffing is required to ensure the operation of the Textbook Subsidy Program involving 400+ applicants over 5-6 weeks in semester 2, the Executive has approved a casual Casework and Policy Officer for 8 weeks and the new caseworker is Jawed.

### **Reminders**

From our staff consultations, we want to remind all Representatives and Officers that the SRC office is a shared space with staff. Issues have been raised about how some people have been treating the shared kitchen and restrooms, and we want to stress the importance of keeping the space clean and tidy. For the kitchen, please remember to return any cutlery, cups and plates used and also wash them. There have been some issues with SRC kitchen items going missing.

Also, some staff members would like to get to know the Executive and Officers better. So please remember that the staff are friendly, approachable and here to help!

### **Discussion:**

Dane Luo noted he would have like to have a longer discussion about the roster for Welfare week but due to time constraints asked that each member of the executive take a shift at the stall over the three days.

Motion: that the report of the Vice Presidents be accepted.

Moved: Josie Jakovac

Seconded: Caitlyn Chu

The motion was put and **CARRIED**.

*Dane Luo resumed the chair*

## **9. Report of the General Secretaries**

### **Research Projects**

The research projects that the SRC is currently undertaking are proceeding well. The two projects are related to the issues of student housing, including accessibility and affordability and student wellbeing and experiences. Both research officers have reached a point in which they are conducting interviews, focus groups and running surveys. I would like to invite all councillors and OBS to partake in the survey (which will be advertised on the SRC pages) as well as inviting their personal networks to also engage. The more data that is available for these projects the better results, scope and recommendations that the research officers will be able to produce. Furthermore, anyone who wishes to share their experiences but is unable to attend an interview or a focus group, you are welcome to contact Niamh and she will pass on the details of the research officers for this information to be shared. We would like to thank everyone in advance for their support regarding these projects and look forward to sharing more information as these projects progress.

### **Budget**

We are currently finalizing the budget, having had some internal changes within some departments over the past few months. We do understand that many collectives and departments have some big plans they wish to see out this year, and therefore we would like to invite all OBs to send any requests for events to the executive. We request that in doing this, for each event/activist activity/materials, OBs provide some information as to what the event is, the purpose and benefits, a cost breakdown and roughly how many students are expected to attend or be involved.

### **Semester Two Events**

This semester the SRC has already been involved in Welcome Day, which was reasonably successfully. We assisted in the organisation and coordination of the materials handed out and spoke to a number of students on the day informing of what the SRC is able to do. The SRC will also be hosting a Welfare Week, organised by the Vice Presidents. We have been assisting in the organisation of various groups including the engagement of a number of Unions and will be helping out during the event. We would like to encourage as many people to also volunteer to assist in building student welfare through awareness and representation around a number of issues that continually impact students. The SRC will also be involved in Open Day on the 31<sup>st</sup> of August, which we are about to commence preparations for.

### **SRC Legal Service**

We have been working on updating a number of policies for the legal service board including various internal procedures, reporting procedures and policies relating to WHS and Casework. We would like to thank Chitra for her assistance in this, as well as the other departments in providing their advice and input on how to improve the Legal Service in order to maintain its efficiency and effectiveness.

### **EBA Negotiations**

Niamh alongside the President and the Vice President Dane, are currently still engaging in EBA negotiations. They are currently proceeding well and we seem to be on track to finish within the timeframe originally agreed upon.

Motion: that the report of the General Secretaries be accepted.

Moved: Josie Jakovac

Seconded: Caitlyn Chu

The motion was put and **CARRIED**.

### **10. Report of the Administration Manager**

*Chitra Narayanan gave a verbal report*

- G-mail is now up and running, if you are having any issues accessing your SRC email please email from a private account

Motion: that the report of the Administration Manager be accepted.

Moved: Josie Jakovac

Seconded: Niamh Callinan

The motion was put and **CARRIED**.

### **11. Report of the Casework and Policy Manager**

*There was nothing to report from the Casework and Policy Manager*

### **12. SRC Legal Service Report**

There was nothing to report from the SRC Legal Service

### **13. Approval of Payments**

#### **13.2 Reimbursements**

Gabi Stricker Phelps:	\$105.60	Sanitary Items for Cumberland campus
	\$33	Facebook post promotion for event
	\$50	women for elections conference day pass 1 attendee
	\$125	women for elections full conference 1 attendee

Motion: that reimbursements be approved en bloc.

Moved: Josie Jakovac

Seconded: Niamh Callinan

The motion was put and **CARRIED.**

### **14. Any Other Reports**

#### **14.1. Report of the Women's Officers**

##### **Safer Communities Advisory Committee:**

The following document relates to the report that was put to the advisory committee by Gabi titled devising a strategy addressing bullying, racism and discrimination at the University of Sydney. Mark Try, Director, Student Support Services kindly spent some time advising on the current frameworks that USYD has in dealing with these issues. We have provided this in our report to update council and to spark further discussion on how we may promote these reporting channels.

	<i>Comments from: Mark Try, Director, Student Support Services (July 2019)</i>
<b>Create a centralised Student Discipline Register.</b> a Work on this register will commence once a new Student Management System currently in development is in place.	The University maintains a central record of students who have been penalised for misconduct
<b>Establish a Staff Help hotline/email.</b> In 2019 a framework will be developed on how to prevent and manage bullying and discrimination complaints, including a reporting process and staff hotline. b	University of Sydney implemented a hotline for this purpose in 2018
<b>Ongoing professional and capability development.</b> Code of Conduct and Bullying and Harassment training is now part of on-boarding new staff and annual mandatory training for all employees. c	University of Sydney academic and professional staff onboarding includes information about our organisational culture, <b>values</b> , support services, and references to related University policies and procedures
<b>Provide easy website and intranet access to clear, plain English information on identifying and reporting misconduct.</b> The TAFE NSW Student Guide 2019 is now available through the website d	Reporting student misconduct <a href="https://sydney.edu.au/students/student-misconduct/report-">https://sydney.edu.au/students/student-misconduct/report-</a>



<p>and students have been familiarised with it through their student orientation sessions. It clearly outlines student roles and responsibilities and information on identifying and reporting misconduct. In addition, a Student Conduct and Discipline procedure manual to support staff as they manage issues of misconduct is in production and will be completed and online next month.</p>	<p><a href="#">student-misconduct.html</a></p> <p>Our safer communities initiatives</p> <p><a href="https://sydney.edu.au/about-us/vision-and-values/safer-communities.html">https://sydney.edu.au/about-us/vision-and-values/safer-communities.html</a></p>
<p><b>Inform and update all students of their rights and responsibilities.</b> An online student induction program has been developed that outlines students' rights and responsibilities and draws attention to the Student Conduct and Discipline Policy. Participation in this can be captured. When the online program is not available, and paper-based induction occurs, the current practice is for students to manually sign a register, however, this process should be possible to automate when our new Student Management System is in place.</p>	<p>All commencing students are automatically enrolled in and must complete</p> <ol style="list-style-type: none"> <li>1. <i>Academic Honesty Education</i> module (AHM)</li> <li>2. <i>Consent Matters</i> module</li> </ol>
<p><b>Centralised TAFE complaints management.</b> TAFE NSW has centralised the process and complaints are now managed by dedicated complaint handling employees bringing it into line with best practice. Complaint response training is being rolled out to all staff responsible for this part of the complaint process, and a complaints network has been established to ensure consistency of approach and share good practice.</p>	<p>Complaints for current students</p> <p><a href="https://sydney.edu.au/students/complaints.html">https://sydney.edu.au/students/complaints.html</a></p> <p>Reporting sexual assault or harassment</p> <p><a href="https://sydney.edu.au/students/sexual-assault.html">https://sydney.edu.au/students/sexual-assault.html</a></p>
<p><b>Establish diversity and equity as a TAFE NSW focus.</b> TAFE NSW is establishing a Culture and Engagement Committee and one of the focuses of this committee will be diversity and inclusion.</p>	<p>Culture strategy initiatives inform the <a href="#">University's 2016-20 strategic plan</a> which has an organisational focus. Diversity and inclusion is one aspect of our culture strategy</p>
<p><b>Diversity and Cultural Inclusion training.</b> Phase 2 of the Diversity and Cultural Inclusion will be launched, targeted to teaching staff, customer facing staff and support staff.</p>	<p>Diversity and inclusion at Sydney</p> <p><a href="https://sydney.edu.au/about-us/vision-and-values/diversity.html">https://sydney.edu.au/about-us/vision-and-values/diversity.html</a></p> <p>We also offer training, multiple networks and programs in which staff may participate, and benchmark annually against key sector and related commercial and professional indicators, such as those set down by the Workplace Gender Equity Agency</p>
<p><b>Expand diversity awareness and education to students.</b> This is ongoing and will be through a range of on-campus programs.</p>	<p>Gender equity</p> <p><a href="https://sydney.edu.au/about-us/vision-and-values/diversity/gender-equity.html">https://sydney.edu.au/about-us/vision-and-values/diversity/gender-equity.html</a></p> <p>Disability action plan</p> <p><a href="https://sydney.edu.au/about-us/vision-and-values/diversity/disability-action-plan.html">https://sydney.edu.au/about-us/vision-and-values/diversity/disability-action-plan.html</a></p>

	<p>Pride</p> <p><a href="https://sydney.edu.au/about-us/vision-and-values/diversity/pride-network.html">https://sydney.edu.au/about-us/vision-and-values/diversity/pride-network.html</a></p>
<p><b>Measure impact.</b> This has commenced and will be ongoing through Voice of the Customer and Employee Engagement research, as well as staff surveys, feedback and complaints trend analysis.</p>	<p>Two surveys are conducted at the University, in alternate years: Staff Engagement Survey, Culture Survey. The former is a sector benchmarking survey</p>

One key issue raised by the group was the importance of advertising the different mechanisms by which a student reports a case of bullying or racism to the university with particular emphasis on the 1800 SYD HLP (1800 793 457) line. Another note from the meeting was that the walking escort service is available to students, despite it being brought to our attention that the service has been removed.

**USYD Women Past, Present and Future Event:**

On the 14<sup>th</sup> of August we will hold this event. We ask for the attendance of all executive members to attend in support of USYD Women and our distinguished alumnae who have kindly offered to speak and share their knowledge, experience and wisdom. In order to cover promotional aspects of the event via Facebook Boosting we have requested reimbursement as per the reimbursement form submitted to the Secretary to Council. We will also be allocating approximately \$300 of our budget to cover food and drink costs which will be detailed in later reimbursement forms post event.

**Meeting with USU Women’s Portfolio Holder:**

We met with newly elected USU board director Cady Brown to discuss potential collaboration with the USU and SRC for upcoming events including the USYD Women Past, Present and Future event, health week and sanitary items projects.

**Women for Election**

There is an upcoming conference run by Women for Election are holding called Women in the House: INSPIRE & EQUIP Conference between the 23-24<sup>th</sup> of August.: [https://events.humanitix.com.au/women-in-the-house-inspire-women-for-election-australia-3rd-annual-conference?fbclid=IwAR0W9kuauOUB7NjDg\\_kG9aTzL9WLM6B\\_BdlbMsPX57JecHA3NeO-Oz8Nwfc](https://events.humanitix.com.au/women-in-the-house-inspire-women-for-election-australia-3rd-annual-conference?fbclid=IwAR0W9kuauOUB7NjDg_kG9aTzL9WLM6B_BdlbMsPX57JecHA3NeO-Oz8Nwfc)  
 We have submitted one reimbursement form to cover the cost of sponsoring a student for the entire conference and also will be sponsoring one student to attend on one day of the conference.

**ENID Videos:**

According to a recent ABC report, 78% of Australian women are dissatisfied with their appearances. As such, we are in the process of producing short videos to encourage women to develop positive body image. Our leading roles in the video are USYD women from different communities and backgrounds. The video is made by the photographers and editors of the FIU-FIU Photography, which is a company owned by Crystal Xu. In order to support female activism, the company covers all the expenses incurred during the production of the video. The video will be released on SRC Facebook page, USYD Women Facebook page and Enid website.

**Welfare Week:**

We would like to invite Penny Gulliver (<http://glmartialarts.com.au/index/0-9>) to come and run Self-defence classes on Wednesday 14<sup>th</sup> August between 1;2:30pm as part of Welfare Week. This will cost \$180 for the session.

Motion: that the report of the Women's be accepted with \$180 of expenditure approved.

Moved: Niamh Callinan

Seconded: Josie Jakovac

The motion was put and **CARRIED.**

#### **14.1. Report of the Queer Officers**

I'm wanting to purchase some LGBTQIA+ friendly material to distribute to the community during Welfare Week! It would be a total of 120 units at \$185 AU including shipping.

We also request a total of 3 units from Gc2b at \$178.37 AUD (\$126USD) including shipping. These items are binders to promote student safety on campus, to make their experience more welcoming and comfortable. Binders will be places in our 'shared clothes system' where they will be used for students who are not able to afford a binder at the time - and returned at the time when they are no longer needed to be reused. I believe this is a good initiative which will benefit the community and one which will be used for many years to come post-purchase.

Motion: that the report of the Queer Officers with all expenditure approved.

Moved: Niamh Callinan

Seconded: Josie Jakovac

The motion was put and **CARRIED.**

#### **15. Other Business**

##### **15.1 Staff Leave**

Amanda LeMay:	TIL, 02/08/19, 1 days, 7 hours Annual, 06/09/19 – 18/09/19, 5 days, 35 hours
Laura Kitsos:	Annual, 07/01/20 – 10/01/20, 4 days, 28 hours Sick, 14/08/19 -15/08/19, 2 days, 14 hours
Melissa de Silva:	TIL, 18/07/19, ½ day, 4 hours
Mickie Quick:	Annual, 29/07/19, 1 day, 7 hours
Sharon Maher:	Annual, 26/08/19 – 13/09/19, 15 days, 105 hours TIL, 03/06/19, 1 day, 7 hours TIL, 12/08/19, 1 days, 7 hours

Motion: that the staff leave be approved en bloc.

Moved: Josie Jakovac

Seconded: Caitlyn Chu

The motion was put and **CARRIED.**

## 15.2 Swipe Access

Akala Newman (Indigenous Student's Officer)  
Wilson Huang (Disabilities Officer)

Motion: that the swipe access be approved en bloc.

Moved: Niamh Callinan

Seconded: Caitlyn Chu

The motion was put and **CARRIED.**

*The meeting was declared closed at 2:20pm*