



SYDNEY UNIVERSITY LAW SOCIETY INC.  
ABN 49 844 560 526

Minutes of Executive Meeting held on: **17/04/2023**

Chair: **Naz Sharifi**

Minute taker: **Christine Aung & Julia Lim**

Meeting opened: **9:05pm**

### **Present:**

Naz Sharifi	President
Vaughan Marega	Vice President (Careers)
Mahmoud Al Rifai	Treasurer
Julia Lim	Secretary
Vivien Lu	Sponsorship Director
Christine Aung	Competitions Director
Priya Mehra	Socials Director
Kaela Goldsmith	Campus Director
Nick Leavenworth	Sports Director
Charis Chiu	Publications Director
Maeve Cairns	Equity Officer
Lucas Diego Kao	Disabilities Officer
Emily Wooding	First Nations Officer
Brianna Ho	Women's Officer
Miesha Binta Noor	Ethnocultural Officer
Annika Lee	Marketing Director
Alice Shan	Design Director

### **Apologies:**

Charmaine Lui	Vice President (Social Justice)
Danielle Tweedale	Competitions Director
Niveditha Sethumadhavan	Socials Director
Lea Nguyen	International Student Officer
Arasa Hardie	Vice President (Education)

**Absent:** Rohan Shankar

**Late:** Kaela Goldsmith (9:16pm)



## MINUTES

### 1 Welcome and Apologies

The Chair welcomed attendees to the meeting and delivered an Acknowledgement of Country. Apologies were received from Charmaine Lui, Danielle Tweedale, Niveditha Sethumadhavan

**Motion:** To accept the apology received from Charmaine Lui, Danielle Tweedale, Niveditha Sethumadhavan, Lea Nguyen and Arasa Hardie for the Executive Meeting taking place on 17 April 2023.

Moved: Naz Sharifi

Seconded: Christine Aung

The motion was carried unanimously with zero abstentions.

### 2 Procedural matters

**Motion:** That the public minutes from the Executive Meeting held 3 April 2023 be approved as a correct and accurate record of the meeting.

Moved: Naz Sharifi

Seconded: Vivien Lu

The motion was carried unanimously with zero abstentions.

**Motion:** That the in camera minutes from the Executive Meeting held 3 April 2023 be approved as a correct and accurate record of the meeting, but maintaining that the minutes themselves will remain in camera and confidential.

Moved: Naz Sharifi

Seconded: Vaughan Marega

The motion was carried unanimously with zero abstentions.

### 3 Last week updates/shoutouts

- Vaughan shouted out Alice and Annika for always being so versatile, especially last week when there were unforeseen changes with a lot of presentations coming up. Vaughan also shouted out Lucas as he was very impressed with his efforts including the flyers and Facebook group.
- Brianna gave a belated shoutout to Naz for letting her take her office hours off for a PIL exam.
- Nick shouted out everyone who reached out and helped him in the last 3 weeks. Nick also shouted out Kaela for all of her work with the Intercohort Mentoring Launch.
- Miesha gave a belated shoutout to Charmaine for the work in the background that she did to organise the catering for the Ramadan Iftar Dinner, as it could not have happened without her. She also shouted out Vivien, Julia, Naz, Arasa and Lucas who came to help set up
- Naz also shouted out Charmaine and Miesha for the remarkable Ramadan Iftar dinner.



- Julia gave a shoutout to Kaela for an incredible First Year Case Note Study Day, and to Annika and Alice for their amazing work and speedy turnarounds despite an intense workload.
- Naz shouted out Charis for always getting out publications on time. Naz also shouted out Vaughan for being on top of everything and running the Careers portfolio so well.

#### 4 What's on this week

**Mon:** SULLS Competitions Quarter Finals - throughout the week

**Wed:** Earth Week Speaker Series 1 (1pm - 2pm)

**Thurs:** Earth Week Speaker Series 2 (1pm - 2pm), International Student Guide Launch (6pm - 7:30pm)

- Naz noted that it is important to show support for these events to show that SULLS is not only about the corporate side of careers and opportunities.
- Vaughan echoed this and mentioned that the Careers portfolio will also be having more events with a non-corporate or commercial focus.

**Sat:** Intervarsity Women in Law Conference (10:30am - 2:30pm)

#### 5 Portfolio updates

Miesha shared that she is currently working on the Legally Bound initiative, and the script is being written. Miesha asked if executives would be open to introducing the initiative through a montage. Naz said this was a great idea, and Miesha asked executives to notify her if they would not like to be filmed.

Alice shared that the Careers Guide is currently being worked on. Alice reminded executives to please check whether event details are correct and consistent throughout to avoid needing follow-up, particularly as there are many events on at the moment.

Julia reminded executives that Thursday is office cleaning day this week. Julia asked that anyone with First Aid or RSA certifications please email their certificate so she can keep a record for C&S and general administrative purposes.

Naz reminded the executives to notify in Slack when items will be stored and cleaned out in the back room for events, to ensure we are taking responsibility for the cleanliness of the office.

Lucas shared that over the next couple of weeks he will continue to promote and recruit for the SULLS Disabilities committee. Lucas also said he would take the time to try and speak with everyone on the executive. Naz asked the executives to help promote the SULLS Disabilities Facebook group on their SULLS pages wherever possible.

Priya said that Socials were finalising details for the cruise on 11 May, and had also started preparation for Law Ball. Priya flagged that they would soon be bringing various venue options to the executive to be discussed and decided on together.

Charis mentioned that the International Student Guide and Education Guide are now printed and available in the SULLS office. Charis mentioned that the ISG Launch was going to be on Thursday,



hosted in collaboration with White & Case. Charis also said she had been working on Amicus Courier, Footnotes and Citations, with the first sponsored Footnotes episode coming out before the end of semester.

Naz provided a brief update on ALSA Council, flagging that there would be a more comprehensive report for the executives soon. Naz asked executives to please note any questions they had in advance so she could address them in her report.

Naz also said that mid-semester check-ups will continue over the next week or two, to ensure executives can keep up with any aims or goals and stay on the same page. Naz noted this as an opportunity to collate data on events held so far, and encouraged executives to raise any feedback for her.

## 6 Law Facilities Booking System

Nick raised concerns about the current system of booking Law Building rooms, such as the Law Foyer and Law Lounge. Nick mentioned that Andy has been great in helping out, but suggested that there could be a much more efficient system in place.

Nick explained for context that he is currently working to organise a sponsored speaker event. Nick said that there have been several delays and mixed messages, which has also resulted in a bad look for SULS and may impact our relationship with sponsors.

Nick asked for any suggestions on steps that we may be able to take for greater transparency and particularly wanted to hear from executives with bigger portfolios who may be booking more often as well. Naz also agreed that the current system is quite messy and could be improved. Naz suggested that a tracker sheet be created for internal use.

Julia said she understood Nick's concerns and noted that there was previously a form which is no longer used, which may be worth bringing up with Faculty. Julia said that the sheet sounded useful but said it may be worth asking Andy to also flag to SULS when non-SULS events are booked, to ensure internal tracking efforts are not futile. Julia offered to contact Andy and make the internal tracker sheet.

Vaughan agreed that a consolidated sheet could work, which could then be sent to Andy for verification with his own records. Vaughan shared the document he has used within the Careers portfolio. Naz noted a spreadsheet may be easier to indicate the status of each.

Nick thanked Vaughan for sharing and suggested a more automated system that could be more efficient for everyone. Nick clarified that he does not intend to take away the element of Andy overseeing and approving bookings.

Naz asked Julia to draft an email to Andy to express these concerns, noting that the executives rely on the Law School for most of these resources. Naz asked for the email to note that a system that is slightly more efficient would be best due to the involvement of sponsors and last-minute changes that arise. Naz thanked Nick for raising this issue.



**7 Other Business**

Naz reminded executives to use the sponsorship feedback QR code and note attendance, to ensure that future SULLS Executives can also benefit from the feedback and information. Naz asked that executives please prioritise and take care of themselves even during busy periods.

Meeting closed: **9:58pm**