

SEMESTER 2, WEEK 12- Monday 16 November 8:00 am

Meeting Opened: 8:05 am

Present: Miriam, Amer, Oscar, Natalie, Alison, Deaundre, Felicity, Barry, Sinem, Donna, Daniel, Eden, Alex, Ibrahim, Sarah Purvis

Apologies: Sarah Tang, Dani, Max

Absent: Mark, Rosie, Abbey, Patrick

Items

- 1. Welcome, Acknowledgement of Country**
2. Capacity-Checkin
- 3. Shoutouts**
- 4. Portfolio Updates**
 - a. SCLSS (AN and NL)
 - b. International Student Portfolio (AN)
- 5. What's On This Week:**
 - a. [Wellbeing week](#)
 - b. **Mon:**
 - c. **Tues:**
 - d. **Wed:** Interfac 5k run via Strava (all day, note that interfac trivia has been pushed to the 25th November)
 - e. **Thurs:** End-of-Year Celebration (7PM)
 - f. **Fri:** Special General Meeting (5PM) and Competitions Dinner (7PM)
 - g. **Sat:** Handover Day (Barbecue) (11AM)
 - h. **Sun:**
- 6. C&S award nomination (DK)**
 - a. DO YOU WANT YOUR EVENT / PUBLICATION TO WIN AN AWARD?
- 7. End-of-Year Celebration (AN)**
- 8. Special General Meeting (AN)**
- 9. Handover Process (AN)**
- 10. Thank you's and Zoom Picture (AN)**
- 11. General Business**

MINUTES

- 1. Shoutouts**
 - (Alex) shoutout to Sarah's for organising an intervarsity competition
 - (Sarah Purvis) shoutout to the exec who were involved in the competition

- (Natalie) shoutout to Amer to attending faculty meetings with me
- (Sinem) shoutout to Amer and Dani for wellbeing week initiatives

2. Portfolio Updates

- (Sinem) Maddy Smith is alum who will be leading a SULS Instagram takeover
- (Amer) Spent quite a bit of time with faculty discussing how to best support international students
- (Amer) we had a really awesome collaboration last week with the Korean Law Society and South-East Asian law society and held an event Friday night which was a career in law in Asia event, it was a big success. In addition to that we left off how to better support international students. Today I'll be having a meeting with the international student committee to think of better ways to support them. Next steps after that will be that Daniel organised a form of international students of how to better support them. I'll then be looking at organising an information session with specific faculty members. In addition to that, we have a summer support program.
- (Sinem) two of my committee members have finished their article of the experience of international students during this time and I've sent it to Alison to be put on the Citations blog and I think that will be good to compliment to your initiatives Amer

3. What's on this week

- (Amer) Wellbeing week is happening this week
- (Oscar) Wednesday is interfac 5km run, if you're in a nice spot take some photos of you running. The event is on strava.
- (Amer) End of year celebration on Thursday, we will try to make it as quick as possible but I'm hoping every one of you can join in and say a quick word to thank your committee members. It will be quite a relaxed event.
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- (Amer) SGM on Friday it is being held at 5:00 pm where we will be amending electoral regulations and confirming new executive
- (Sarah Purvis) 7:00 pm is the competitions dinner.
- (Amer) On Saturday we have our handover day it will be a bbq held at the graduate house of St Pauls College. I have put a form on slack so please fill it out if you can or can't make it. In the form, you'll find a run sheet of event and I'd like you guys to be here by 11:00 am

3. C&S award nomination (Donna)

- (Donna) C&S award nominations I've made a form so please write up what you want for an event if you're keen to nominate and I'll submit them tomorrow night
- (Nat) Can we nominate more than one thing for each category?
- (Donna) Yes you can nominate for as many different things as you'd like

4. End-of-Year Celebration (Amer)

- (Amer) Regarding the SGM there are quite a few things to get through. I've already organised a presentation for it. Hopefully, it will run smoother than the AGM did. It should be finished by 7 pm

5. Handover Process (Amer)

- Within the SULS constitution, we have outlined a handover process and time period where during the month of December outgoing and incoming executive hold position together
- If for any reason you'd like to organise an event during the month of December, I would encourage you to do so and would encourage you to include new incoming executive in the process of organising
- In terms of what to prep and what the expectations are with the handover process- I would encourage you to organise a document and revise any documents you were given last year
- Talk a little bit about what to do and how to get things organised and later on make sure to clean up your emails
- Emails should be handed over by January. Make sure to clean and organize your email accounts
- (Eden) when are appointed positions happening?
- (Amer) it is up to the incoming executive of when to have them organised by
- (Alison) We're planning to do a callout soon and start interviewing the last week of exams so hopefully, before Christmas, we'll have all of them picked

6. Thank you's and Zoom Picture (Amer)

- Wanted to thank you all for such an amazing year. I have created a family over the past year with you guys and I honestly cannot find words but will have something more formal written for Saturday to thank you for all the hard work and all the numerous hours you've put into these roles.
- I'll have a more formal thank you written at our event later this week

Meeting Closed: 8:45 am