



# Golden Key International Honour Society

Queensland University of Technology Chapter

## **Meeting Minutes**

**Date:** 29/11/11  
**Time:** 5:30pm  
**Location:** S-304(GP)

---

### ***Attendees:***

Kim de Looze  
Jennifer Stables  
Lauren Crome  
Rose Sanderson  
Sahail Narayan  
Ibi Repsick  
Selwyn Rees  
Maija Bicevskis  
Tiffany Stansfield  
Claire Jelinek  
Jodie Lee  
Paul Wiseman  
Maureen Usman

### **Agenda Topics**

- 1. Election of New Members**
- 2. Outline of Next Year's Events/Possible Dates**
- 3. Contact Details**
- 4. Handovers – Arranging etc.**
- 5. 2012 Asia-Pacific Conference**
- 6. Reporting/Debrief of the Year (from those exec present)**
- 7. Finances**
- 8. EOY Event**
- 9. Other**

## **1. Election of New Members**

- Jen gave us a run down of how the remaining positions were filled.
- All members were invited to apply by writing approx. 250 words outlining why they wanted to be involved with the exec, what previous experience they had, and what they felt they could bring to the chapter.
- Lauren, Maija, Tiffany and Jen then sorted through the applications and decided who they felt was most suited to each position.
- Please see the exec contact list to see who was chosen for each position.

## **2. Outline of Next Year's Events/Possible Dates**

- Kim will send out chapter standards, previous reports and the annual plan from last year so that we can have a good think about what we would like to do for 2012.

## **3. Contact Details**

- Jen asked that everyone present double check that she had the correct contact details to compose a contact list for the 2012 exec.
- She also discussed providing last years' exec details so that people can arrange handovers, preferably before the next meeting in Jan.
- Jen has now emailed everyone asking for their phone numbers. Not everyone has responded and so she will update the contact list when possible.

## **4. Handovers – Arranging etc.**

- Please include Jen in correspondence for purposes of knowledge management.
- Everyone needs to do individual handovers. Please have a folder/usb of relevant information for new exec members e.g. people you've contacted, quotes, advice etc. Having something physical really helps, especially later in the year. This is the kind of info that will be useful for Jen to have a copy of.
- Please fill out the profile form on the general GK website, go to advisors and officers sections, chapter tool kit.
- You will also be required to do the GK leadership training – this is very easy, and doesn't take long to do. APHQ should provide you more information when they are ready for you to start it.

## **5. 2012 Asia-Pacific Conference**

- Please note that there are lots of workshops for exec positions in order to help you familiarise yourself with the running of a chapter, and to help ease you into your position.
- It really worth going to if you can.
- APHQ have asked us to do a presentation on leadership and so the 2011 upper exec were thinking of sending people down to represent us.
- It was discussed whether we are happy to send people down and pay for it from funding or not. It is thought that it should cost a max of \$500 each. A vote was held and the motion was carried.
- It is proposed that flights and accommodation will be paid for from our budget – could possibly get money from VC of Peter Little to cover these costs.

- Due to the nature of the presentation, it will have to be people from the 2011 exec who go down. It was agreed that having 2 people was a reasonable expectation.
- It is assumed that those people presenting will not have to pay a registration cost. However, if they want to attend the conference as well as presenting, they will be required to cover their own registration cost.

## 6. Reporting/Debrief of the year

- Community service:
  - International Student Mentoring session* – getting involved with EastWest, ISS, Business School helped us getting more students along for mentoring. Made up our own resources, we have these set and ready to go, and they shouldn't need updating. It was difficult to get international students, but we had lots of volunteers – good to have a broad range of students. Pizza's and soft drink went down well.
  - Reading Buddy Program* – It was very successful as both the volunteers and Inala State School seemed to get a lot out of it. The school is keen to continue with this. Format – we took groups of 4/5 kids at a time, let each one read to us for approx. ten minutes, read to them for ten minutes, and then took another group of 4/5 children. It is suggested that next time it is run as close to start of semester as can for this because of our deadlines, pracs etc. Carpooling was very important. Promo for all events needs to be earlier than we did it this year.
- New member drive:
  - Morning tea for staff members* – only ten came, but they were very interested. We sent out a bulk email. Next time it might be better to get staff who have an affiliation with GK and ask them to bring someone who isn't. We may also want to focus on people who are really involved/connected with students. Ordering of coffee from Artisans was definitely worth it! It looked classier etc.
  - NB.** This year we learnt that catering is definitely worth it for events like this. Info Evening – made it an hour, much more highly attended than anticipated. We may need to hold two, or have rsvp's. In future it may be better to hire a lecture room (needs to be booked early on). We should also ask APHQ to email invitations again as we feel that this contributed to the high attendance.
  - NMR* – We expected a lot more people than came - possible system fault with r.s.v.p'ing? We really need to follow up with an email the week before as many students said that they simply forgot about it. The catering worked out well as we didn't over or under cater. However it is generally a good idea under cater a little because of the people who won't turn up. This event requires a big space and must be booked early.
- *Intellectual Event* – guest speaker – getting someone to come along is fairly difficult so again need to start asking early. Some big organisations want a speaker's fee etc. so definitely need to shop around. It is good to find a middle way organisation, as there is only so much that we can raise as these events e.g. a few hundred dollars. Catering wise we provided tea and biccies – tea and coffee generally makes people happy, and it seems that it is better to spend money on good tea and coffee, and to not have food etc.
- IT:

*Wiki* – people forget that we have this. It was upgraded, the theme was changed, and Sahail made it more simple and minimalistic. We really need to get people using the wiki this year, and to start getting info like debriefs and reports up there. This is a really useful facility for everyone and will help with knowledge management and transitions between committees.

Website – it was upgraded, google calendar was integrated and maps were added. We need to speed up event reports and photo uploads.

- *Corporate Networking Event* – industry reps came, and we had a panel with Q&A (worked very well). Afterwards everyone was given the opportunity to mingle. Having HR on panel is always a good idea as they know what companies are looking for. Suggestions for the future include holding the event earlier in the year because recruiting time = Feb March, early 1<sup>st</sup> Sem. This event takes a lot of planning, and so it was suggested that a meeting be held in early Jan. It was also suggested that the contacting of corporates be divide amongst a number of people as it is best when they are contacted personally. Corporate Chairs can ask for General Members to help with making calls etc. A number of around 20 corporates attending is ideal. Delegating tasks early is very important. The 2011 venue was IHBI building which was free and a lovely venue. It is suggested that next year we have only a panel night OR mingling night. The panel could have gone on for a long time. Two separate events could be held, otherwise it is a good idea to invited those corporates who are not on the panel to arrive later to set up so that they are not waiting around.

We also had an event in which people could learn, improve upon and practice their network skills which went down very well.

- PR – Holly produced a newsletter approximately every 6 weeks as well as updating facebook (do we have twitter?)– Everyone needs to send all your event details to the PR person (Courtney) to promote events. The role was not to create the fliers/promo material for your event etc, she is there to publish them, and can possibly help if really needed.
- Quarterly financial reports and spread sheets are online. Biannual reports of activities are a lot of work and so it is good to get people to take responsibility for their own reporting. There perhaps needs to be better delegation in regards to what the Pres and VP's shall do this year.

## **7. Finances**

- We need to sort out banking forms etc. Two VP's, Pres, Treasurer and Ibi need to be signatories.
- Last year we had a \$5000 surplus, plus the \$5000 given to us by APHQ. This year we have \$2800 left over. We may get more than \$5000 from APHQ this year, it depends on how many members joined.
- The funding from APHQ should clear by Jan.
- Spread sheets etc. will be handed over from Kim to Jodie.

## **8. EOY Event**

- Combining with other societies was very good for tickets sales and promo – but need to promote earlier.
- It was easier to coordinate because there were more hands and people to do the jobs required.

- Connecting with other groups will help us get more funding, e.g. from the VC, because we are branching out and the benefit reach more people.
- N.B. We need to have someone with a credit card when here are going to be bar tabs etc.
- The event as a whole went fairly smoothly, but more on campus promotion was definitely needed.

#### 9. Other

- Kim proposed having an end of year event to celebrate a job well done! However, it was agreed that it may be best to have it at the start of the new year.
- Lauren would really like to look into doing a team building day. Claire works at Ticketmaster and may be able to help us out with arranging something, and may even be able to get us comp tickets!

Things people need to do:
<p>Everyone:</p> <ul style="list-style-type: none"> <li>• Keep attending meetings.</li> <li>• Make sure you email the secretary if you are unable to attend a meeting.</li> <li>• Fill out your profile form and send it to Lauren</li> <li>• Arrange your handover.</li> <li>• Check that your contact details are correct in the excel document and send any corrections to Jen.</li> </ul>
<p>Kimberley:</p> <ul style="list-style-type: none"> <li>• Hand over relevant info to Jodie.</li> <li>• Arrange changing over of signatories.</li> <li>• Send out chapter standards, previous reports and the annual plan from 2011.</li> </ul>
<p>Sahail:</p> <ul style="list-style-type: none"> <li>• Create 201 Exec mailing list and add in any email addresses not yet added to the transition group.</li> </ul>
<p>Corporate Chairs:</p> <ul style="list-style-type: none"> <li>• Arrange a date for a meeting in early Jan if possible and start discussing exactly what you would like to do.</li> </ul>