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Description automatically generated**Adelaide University Law Students’ Society Inc.**

**Minutes:** Committee Meeting 3

**Date**: 02.04.2022

**Meeting Opened**: 6:05pm

**Meeting Closed:** 7:08pm

**Location**: Lecture Theatre 231

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| **Meeting called by**: Bella Mickan | **Minutes taken by**: Bella Mickan |
| **Present (33):**   1. Chelsea Chieng\* 2. Bella Mickan\* 3. Aryan Banerjee\* 4. Catherine Chhour\* 5. Anthony Luppino\* 6. Annie Zhang\* 7. Celena Le\* 8. Bryan Lau\* 9. Zachary Carter\* (via Zoom) 10. Georgia Chiswell^ 11. Shivani Gandhi^ 12. Olivia Higgins^ 13. Lucas Michaels^ 14. Sofia Tait^ 15. Henry Allen^ 16. Cerys Davies^ 17. Ikwhan Fazli^ 18. Kush Goyal^ 19. Shunem Josiah^ 20. Amy Lancaster^ (entered 6:06) 21. Thu Nguyen^ 22. Ruby Stewart^ 23. Emma Colovic^ 24. Grace Jin^ 25. Patricia Papathanasopoulos^ 26. Nicholas Reese^ (left 6:36, re-entered 6:38) 27. Kurt Schenk^ 28. Zeyang Wang^ (entered 6:11) 29. Felix Eldridge^ 30. Henry Lewis^ 31. Caitlin Arthur^ 32. Kathryn Jannes^ 33. Gurjot Singh^   *\*Member of the AULSS Executive*  *^Members of the Committee* | |
| **Valid apologies (9):**   1. Magenta Stoba^ 2. Winston Li^ 3. Jessica March^ 4. Aditi Tamhanka^ 5. Kane McAskill^ 6. Paige Cowles^ 7. Katia Saffiedein^ 8. Isabella Burgess^ 9. Tony Tu^   (All general committee members) | |
| **Invalid apologies (1):**   1. Benjamin McAdam | |
| **Not present without notice (0)**: N/A | |

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| **Notice** |
| In accordance with clause 34 of the Constitution, notice of this meeting was circulated before the Executive Meeting, following consultation with the President. An agenda and related documents for this Executive Meeting were circulated on 28 December 2021 |

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| **Quorum** |
| In accordance with clause 22(2) of the Constitution, there being at least half of the current Executive plus one in attendance, quorum was present at the time the meeting opened. |

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| **Chairperson** |
| In accordance with clause 24(1) of the Constitution, the President acted as Chairperson. |

**Agenda Items**

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| **Item: Procedural Matters** | |
| **Presented by** | Chelsea Chieng |
| **Discussion** | Welcome   * Chelsea welcomed everyone to Term 2 Semester 1, although this semester has been hectic it is going to ramp up even more now! * Gearing up for our busiest weeks of the Semester. Have law ball, ladies night so many careers and SJ events on top of exams. * Chelsea reminded the Committee to lean on Chelsea, Bella and the executive for help. |

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| **Item: President Update** | |
| **Presented by** | Chelsea Chieng |
| **Discussion** | Chelsea referred to her report with the following additions:  Reflection on events:   * Reflection on International Student Events: Bella, Bryan and Chelsea hosted Welcome International Students Event. Thank you to the University for funding the event. The full grant was not used however Chelsea has let the University know that. It was a welcoming atmosphere and students seemed to be appreciative of the initiative. * Chelsea told the Committee that she met a fourth year international law student and this student had not yet met any other law students. She was very appreciative of the event and we will hopefully be running this event every year. * If students want to get in touch with international students, reach out to Cornelia Koch as she is the Co-Ordinator for International Students. * Speaking of emails, all student emails are a great way to reach students. Anthony stated   Committee expectations:   * Chelsea emphasised that we are the face of Adelaide Law School and there is a high standard placed upon us. * It is important the Committee communicates with outsiders such as judges, firms and the general public with high professionalism. * A lot of Committee members are new this year, so please ask us for help and get our input If you need help. If you run into problems please let us know.   Semester 2 O’Week:   * There is a new portfolio in charge of running O’Week at the University. Chelsea thinks this will shake things up. The new portfolio is keen to get student perspective and feedback. Chelsea has recommended to them that it is a bit confusing in previous years, lack of music, and this can be hyped up more in future O’Weeks * Chelsea asked if anyone had any criticism or feedback to provide her with regarding O’Week: * *Aryan said it was confusing where to go.* * *Lucas said it wasn’t made clear that the AULSS is for law school students only and that law students get automatic entry and they do not need to sign up.* * *In response to Lucas concerns, Bella suggested having a clubs section and a society section.* * *Chelsea suggested campus tours to not be so generic. For example, when Chelsea did the tour* * This year O’Week will now implementing Faculty specific tours. They would like students from the Faculty to help out. Chelsea asked the Committee to please sign up to do the tours, noting it goes towards Adelaide Graduate Award and it is also a great way to meet first-year students and give back.   Uniform Clerkship Scheme:   * Chelsea explained to the Committee what the scheme was in case some members were unaware. It was previously done by an external organisation but now Universities have taken over. It is for third, fourth year and fifth year law students to apply to law firms all in one go with all the same dates. This helps students and firms having it all consolidated into one scheme. * For a list of confirmed firms refer to Chelsea’s report. * The scheme will be announced Wednesday 15 June via Facebook. The dates are the same as last year and can be located in Chelsea’s report.   Circular Resolution:   * Chelsea reminded the Committee to put invoices into the invoice tracker and this will tell you whether you need to do a circulation or not. Circular resolutions are needed over purchases of $500. If this is needed, contact your Director and then the Director will contact Chelsea. The executive needs to then sign for the circular resolution to be approved.   Chelsea referred to her budget which can be found in her report. |
| **Moved** | Aryan |
| **Carried** | Sofia |

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| **Item: Vice-President Update** | |
| **Presented by** | Bella Mickan |
| **Discussion** | Bella mainly referred to her report emphasising the following points:  Merchandise:   * Merchandise sales have closed and the suppliers are currently undertaking embroidery. The AULSS will be handing out merch to students on 24, 25 and 26 of May. Bella encouraged the Committee to sign up to the volunteer sheet found in the Facebook page. Thank you to those who have already signed up only 5 more slots need filling. * Bella explained volunteers will need to hand out the merch and the suppliers have already placed the names of the customers (students) in the packing. Then you must tick the students name off once they have collected. * Bella called for feedback on the merchandise process this year. *Celena said people loved the new colours.* Bella replied saying that lilac and green were the most popular colours so it was a good idea to expand the colour range this year. * Bella called for ideas for Winter merchandise stating that she is really considering introducing spray jackets, puffer jackets and tracksuits for the first time. This is a really possibility considering the minimum orders are so low with the new suppliers. *Bryan suggested an AULSS Oodie. Chelsea stated there may be some copyright issues with this. Bella will enquire further.*   Committee expectations:   * Unfortunately, the office has been very messy. When Bella last went in there was not 1 clean coffee mug. If you use a mug, please clean it. There are cleaning supplies in the office right next to the mugs. * Although Chelsea and Bella were hoping not to enforce a cleaning roster as they hoped everyone would clean up after themselves, they will now be enforcing this. The roster can be found on the back of the office door. Bella has asked the Executive to reminder their portfolio when it is their week. Please give the table a wipe down and the office a general tidy. Thank you to those Committee members who have been cleaning the office. * Bella also reminded the Committee that non-AULSS members can come in and use the microwave and the coffee machine. Please greet these students. You may politely ask the student to remove themselves from the office if you have a meeting or they are being loud and disruptive when you are trying to do AULSS-related work. We want to create an open door policy and environment that is non-pretentious. * Bella lastly thanked everyone for their hard work. This is an amazing Committee this year we just all have some minor things we can improve on. |
| **Moved** | Celena Le |
| **Carried** | Bryan Lau |

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| **Item: Treasurer** | |
| **Presented by** | Aryan Banerjee |
| **Discussion** | Aryan referred to his report with the following additions:   * Aryan reminded the Committee that they are entitled to $20 reimbursement for any AULSS events they attend. For reimbursements to be processed, please use the invoice tracker. * Sponsorship tracker: Aryan will be tracking everyone’s attendance at sponsored events. There is 75% attendance needed meaning Committee members must attend 3 out of 4. There is an expectation Committee members attend every single online event. Valid apologies include lack internet access only. Aryan has the discretion to accept or deny apologies as valid or invalid. Aryan will be reasonable however this strict rules are to boost attendance. It is reasonable to ask Committee members to attend online event especially. * Aryan ran through the invoice tracking excel document with the Committee emphasising that you need a receipt or tax invoice or bill. A screenshot will not be sufficient. However, if you cannot find proof, you will need a second Committee member to confirm this money was spent. * Aryan emphasised Committee members to get their circular resolutions through. Please message the relevant director with the invoice and then the Director will contact Chelsea for the executive to sign. It is a constitutional requirement that any purchases over $500 go through this process. * *Felix asked what the penalty is for not attending 100% of sponsored events?* * *Aryan said he is unsure at the moment what the penalty is however is operating on good faith basis until he has to enforce harsher penalties.* * *Bella asked if non-attendance at online events for COVID related reasons is a valid apology.* * *Chelsea and Aryan both stated no. It is Aryans discretion and decisions will be made from case to case.* * *Annie asked whether work is a valid apology considering that sponsored online events are outside of business hours and students may need to stay late at work and cannot access their phone.* * *Aryan replied that at this stage he is inclined to say no. However, it is nevertheless at his discretion. Aryan will be operating in good faith as he emphasised before.* * *Chelsea stated that in previous years AULSS members have not attended all sponsored events so we will be getting stricter this year.* * Aryan finished his report and looks forward to seeing everyone tomorrow night at the online sponsored event. |
| **Moved** | Amy |
| **Carried** | Lucas |

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| **Item: Activities** | |
| **Presented by** | Catherine Chour |
| **Discussion** | Catherine hoped that Committee is doing well.   * Catherine ran through upcoming events and referred to her report for the details. Upcoming events being the Alcohol Free Event ran by Katia and the End of Exams Party. * Pro Vino reflection: Catherine congratulated Olivia on a great event, it was a sunny day down at McLaren vale. Big easy radio and Coriolle, as always, have been a pleasure to work with. * Trivarsity Pub Crawl: Catherine thanked Georgia for working hard on this event for working hard a long with the other activity reps from Uni SA and Flinders Uni. It was a great turn out and everyone had heaps of fun.   Law Ball:   * Catherine reminded the Committee there is less than a month to go until Law Ball. * 1,035 tickets have been sold thus far. There is capacity to sell more tickets, urging the Committee to encourage their friends to come. * Well done to Ruby for all the communications on the Facebook event. * The playlist will be organised by Shiv so if you have any song requests let her know. * Olivia and Katia have been working on awards and prizes: Olivia suggested having ‘Best Dressed’ award generally as opposed to female and male best dressed. * Catherine called for ideas for Law Ball Prizes. *The Committee had no suggestions as of yet.* Catherine told the Committee to email Olivia your ideas if you have any. * The after party venues thus far include: Black Bull, Dog and Duck and West Oak. Fat Controllers is getting back to Catherine. Drink specials will also be organised with the venues. * Ticketing Roster: Catherine asked the Committee to please arrive on time and do wrist-banding correctly. This is such an essential part of law ball. This year, there will be shorter time slots. Catherine showed the Committee the roster. * Committee members must download the Eventbrite app and Catherine will send passwords out to everyone. Students will show the ticketer a QR code which the ticketer will scan. Wristbands will be turquoise. * *Chelsea stated that if you are on the 9:00 shift and no one else seems to be rocking up, you may come back up at 9:15. If you do not rock up, in history this has been treated as the most serious offence within the Committee.* * Catherine told the Committee to set an alarm and arrive 5 minutes early and thanked everyone for their help on the night. |
| **Moved** | Georgia |
| **Carried** | Shiv |

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| **Item: Careers** | |
| **Presented by** | Anthony Luppino |
| **Discussion** | Anthony referred to his report with the following additions:   * Anthony recognised this is the busiest time of the year for Careers. * Reflection on How to Interview: there were 35 attendees for this event and it was a great success. 5 of the best HR reps in the state, in Anthony’s opinion, were able to help out on the night and conduct mock interviews with students. Both Anthony and Chelsea stated that it was an amazing night and invaluable skills were taught, thanking Winston for his outstanding presentation on general interviewing tips. * Firm Presentations: There are two firm presentations coming up. One tomorrow night and one on Thursday night. Following on from Aryan, please attend as these are our sponsored events. * Careers and Clerkship Guide Launch: This event is occurring next Thursday night on Level 5 at Liggy. Usually, this room cannot be booked as it for PhD’s students. Anthony therefore thanked the University for allowing the AULSS to book it. Some firms be attending the night. There is currently 50% registration urging Committee members to register and come along. There will be food and platters for the night. Registration details can be found in Anthony’s all student email that was sent out today. * Guide: the guides have been sent off for printing and will be released on Thursday. Anthony thanked Annie and his team for all the hard work undertaken to get the guides out on time. |
| **Moved** | Lucas |
| **Carried** | Gurjot |

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| **Item: Comms** | |
| **Presented by** | Annie Zhang |
| **Discussion** | Annie referred to her report with the following additions:   * Annie recognised is also a hectic time for Communications. * It is clerkship season so please react to sponsored events on our social media as there will be an increase in sponsored posts. * Careers x Clerkship Guide: Annie has been very busy designing the guide. Annie thanked Amy and Sofia and all other Career’s Reps for their support and help during the past few weeks finalising the guide. * The team has also been busy with competitions grand finals and careers seminars promotions and posts. There were many events and posts that have needed completion over the past couple of weeks. Annie made a friendly reminder for everyone to like the posts across all AULSS website as this only takes a few seconds and goes a long way.   Hilarian:   * Annie handed over to Hilarian Rep, Kush, to update the Committee on Hilarian:   + Kush told the Committee that Issue 1 was released today. Currently it is only online, however, the printed copy will hopefully be here soon. Some minor edits have been needed after the issue was sent to the printers.   + Kush and the Hilarian editors are wanting to revive an old tradition of interviewing students at Law Ball. This has not been done since 2019 and encouraged the Committee to please join in and do an interview on the night. Hilarian will likely be relying on Committee members to take part.   + Hilarian is always in need for submissions and content so please use the submissions box on Facebook if you are able to contribute. The submission box is always open on Facebook and submissions will be accepted all year round.   Annie showed the Committee her budget |
| **Moved** | Shu |
| **Carried** | Zeyang |

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| **Item: Competitions** | |
| **Presented by** | Celena Le |
| **Discussion** | Grand Final Reflection   * Celena handed over to her representatives to give a reflection of the grand finals that have taken place thus far:   + Celena handed over to Kurt to give an update on the night. The Negotiation Grand final took place last Tuesday Night and it went very well. Kurt thanked those who came to help out as Celena and Zeyang had covid. Thank you to Aryan and Bella specifically for their support on the night. The winners were Katie and Cate, however, it was a really close competition. Positive feedback was received on the night. Kurt thanked Judge Bochner for her invaluable feedback that she provided the competitors and for judging.   + Celena handed over to Emma for a recap on Witness Examination. Emma stated that one competitor had to connect over Zoom on the night which was a unique experience. Emma noted that all competitors did amazing and thanked everyone who volunteered throughout the Semester. She thanked Judge Mueke for judging.   + Celena handed over to Grace for a reflection of Client Intervening. Grace thanked everyone for who attended and volunteered throughout the Semster. She noted that a lot of parents showed up on the night. She thanked Judge Mueke for judging and Kush in particular for volunteering.   Reminder of upcoming events:   * Celena reminded the Committee that Novice Moot and Open Moot Grand Finals are occurring this week at 6:00pm. This will be taking place at the Supreme Court in front of the Court of Appeal. Celena encouraged the Committee to come along, especially for Open Moot, as this is a sponsored event. *Annie stated that the event is fully registered so there is not enough room for any more Committee Members.* The Committee congratulated Celena for the events being fully registered.   External Competitions:   * Intervarsity Negotiations is taking place this weekend. 2 teams from Adelaide Uni will be attending the event in Sydney. * Celena reminded everyone that ALSA will be taking place in Brisbane this year for the first time since COVID. Chelsea and Bella will be attending the event and representing the AULSS. |
| **Moved** | Sofia |
| **Carried** | Emma |

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| **Item:** | |
| **Presented by** | Bryan Lau |
| **Discussion** | Referred to his report highlighting the following points:  Problem Question and Short Answer 101 Reflection:   * This event was presented by Celena Bryan. Thank you to Celena and Education Reps for helping out. * Bryan noted that student engagement increases with food supply.   Legal Research and Referencing Reflection:   * Bryan thanked the hosts Felix and Paula Everett (Law School Librarian). The turnout was slightly smaller than last year but most students were first years and it was a great turn out nevertheless. The event was run within the hour. Last year it went on for an additional 30 minutes and the Education Portfolio received feedback that it went on for too long. * Paula Everett is happy to keep the relationship between the library and the AULSS ongoing so Bryan encouraged students to reach out to her via email.   Upcoming events:   * Exam Prep 101: This event is being run by Felix. Although the seminar is catered to younger students, older year levels are encouraged if they want a refresher. * Headstart Seminar: This event is running in conjunction with careers. Kane and Henry are taking charge of this event. It is catered for students of all year levels and concerns students getting work experience that is not legal related. The seminar provides many interesting points and different perspectives are bought up during the seminar. Bryan encouraged students to attend.   Possible upcoming events:   * Bryan informed the Committee that the Education Portfolio is in the midst of discussing some new initiative. * Once of these events is ‘First year drinks night 2.0’: the first year reps made a poll in the group chat to see what events students were wanting. Another drinks night was indicated. First year reps are currently trying to organise this but it is hard to organise on such short notice. If this does take place, it will occur after Law Ball. * Mature Age Students Get Together: Tony has been discussing making a Facebook group for Mature Age students and organising a get together. Unfortunately, he is sick at the moment so not much can be done until he is better, as he has all the contacts for venues etc. * Bryan will keep the Committee updated regarding the progress of these potential events. |
| **Moved** | Catherine |
| **Carried** | Felix |

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| **Item: Social Justice** | |
| **Presented by** | Zachary Carter (via Zoom) |
| **Discussion** | Zach referred to his report as he has lost his voice due to COVID, with the following additions and reminders:  Walk for Justice:   * This is taking place in 2 weeks and has been the primary focus on the portfolio for a while now. Zach has donated $614 thus far from the money that was raised throughout the fundraiser. He will be making another payment of $376 from fundraiser proceeds. This will put the AULSS donation up to $1,000. * There are two fundraisers that are being held within the next 2 weeks so more donations can be made after these are completed. * Fundraiser reflection and reminders:   + The sausage sizzle fundraiser (held last Thursday) raised a total of $203.   + Bake Sale Fundraiser will be held on Wednesday in Ligertwood Foyer. Zach encouraged students to come along.   + The last couple of fundraisers have not been held near Ligertwood meaning that not many law students have attended them. Zach is interested to see how the events go in the foyer and whether this will make a difference on the amount raised.   + Zach called for the Committee to donate some baked goods for the day. Zach will make a post on the Committee Facebook page for those who are wanting to do so, urging the Committee to comment on the post with what you will be bringing so the SJ portfolio can prepare and get a bearing on how much else is needed.   + Zach reminded the Committee that next week is the last fundraiser for Walk for Justice so please support the sale.   Ladies Night:   * Zach reminded the Committee that this Saturday is Ladies Night. Unfortunately not nearly as many tickets were sold as much as SJ and Zach expected — only 10 out of 32 tickets have been sold. * This means the portfolio will make less of a profit than they were hoping to. This also means that the event may only have a couple of tables at Golden Boy. Zach hopes the event can go forward considering the lack of tickets purchased.   Aboriginal Law Seminar:   * Zach reminded the Committee that this seminar is coming up in a couple of weeks. Zach is looking to get one more panellist however it is no issue if he cannot find one. * Last year there were 4 panellists and although it was good, because there were so many people on the panel, it was more disjointed and less collaborative. 3 seems to be the ideal number for panel events. |
| **Moved** | Georgia |
| **Carried** | Chelsea |

**Other Businesses**

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| **Item: Other Businesses** | |
| **Presented by** | Chelsea Chieng |
| **Discussion** | Are there any other items that the Committee would like to raise before the completion of this meeting?  *The Committee did not wish to raise any other items.* |
| **Moved** | Bella |
| **Carried** | Aryan |

**Agenda Items – Reminder of Next Meeting on 23 May 2022**

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| **Item: As above** | |
| **Presented by** | Bella Mickan |
| **Discussion** | Bella reminded the Committee that the next Committee Meeting is  being held on 23 May 2022. If students had any suggestions for  affordable food for Committee Meetings, they are encouraged to  reach out to Bella. |
| **Moved** | Aryan |
| **Carried** | Chelsea |

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