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

**Minutes:** Committee Meeting 1

**Date**: 07.03.2022

**Meeting Opened**:  6:00pm

**Meeting Closed:** 7:31pm

**Location**: Lecture Theatre 231

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| **Meeting called by**: Bella Mickan | **Minutes taken by**: Bella Mickan |
| **Present (38)**: Chelsea Chieng, Bella Mickan, Aryan Banerjee, Catherine Chhour , Anthony Luppino, Annie Zhang, Celena Le, Bryan Lau Zachary Carter (‘The Executive’). Georgia Chiswell, Shivani Gandhi, Olivia Higgins, Katia Saffiedein, Kane McAskill, Lucas Michaels, Sofia Tait, Henry Allen, Cerys Davies, Ikwhan Fazli, Kush Goyal, Shunem Josiah, Amy Lancaster, Thu Nguyen, Ruby Steward, Emma Colovic, Grace Jin, Jessica March, Patricia Papathanasopoulos, Nicholas Reese, Kurt Schenk, Zeyang Wang, Felix Eldridge, Henry Lewis, Tony Tu, Caitlin Arthur, Paige Cowles, Magenta Stoba, Aditi Tamhankar (‘General Committee Members’). | |
| **Valid apologies (3):** Benjamin McAdam, Winston Li, Isabella Burgess. | |
| **Invalid apologies (0):** N/A | |
| **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** | * Meeting opened 6:02 pm * Acknowledgement of Country * Chelsea welcomed everyone to the first Committee Meeting of the year. * Chelsea stated that our aim for this year is to keep our Meetings as short as possible but we also are required to give thorough and robust reports so we will balance this throughout the year. |

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| **Item: President Update** | |
| **Presented by** | Chelsea Chieng |
| **Discussion** | Co-Option   * Chelsea made a special welcome to the Co-Opted Members. We had two separate rounds of Co-Option before the Semester started as the AULSS had 1 resignation. * The Executive added another Communications Representative. * Unfortunately, although we opened 2 rounds of Indigenous Representatives positions, we did not receive any applications. This is the only vacant position the AULSS Committee for 2022 has.   O’Week Reflection   * Chelsea thanked Bella, Lucas, Patricia and Annie for volunteering on the day. It was very successful and we sold a lot of merch and meet so many new students.   Humanatix   * Chelsea is exploring possibility of a new ticketing platform. For years used Eventbrite and it is great and worked well but there are large booking fees and we cannot get around those. Although we do try to incur the booking fee costs, we already run at a lost for a lot of our events, so a new option is worthy of exploring. * Humanatix approached Chelsea. It is a non-for profit organisation and is based in NSW. 100% of their proceeds go to disadvantage children in the world and their aim is to bridge the gap. * Humanatix booking fee is 2.5% + 50 cents. * Chelsea is appealed to Humanatix because they currently work with many Law Societies interstate and they have created the platform with law societies in mind. They have also partnered with Google and Ted Talk. * Chelsea showed a visual of Humanatix and showed the features of Humanatix. * Chelsea will keep the Committee in the loop regarding and further developments with swapping over.   Advocacy assessment survey   * In early December Chelsea started the law school advocacy assessment. Dr Kellie Toole is very passionate about this and has been working closely with her. * The University is trying to make that shift to more hands on practical experience * Last time Chelsea checked there was 41 answers but hopefully there are more now. * Chelsea urged the Committee to please do the advocacy survey if you would like to have your say. * The University is trying to make that shift to more hands on practical experience   International event grant:   * The University is offering event grants for up to $500 to Welcome International Students onto campus. * Bella Bryan and Chelsea will be running the event and are in the midst of applying for the grant. * The three of them are thinking of doing something on campus as it is local and accessible and less daunting for students if it is done there. * So far they are thinking of: free coffee, free food in the Moot Court put it in the moot court. * Chelsea called for other ideas and to let her know if you think of anything   Discussion Points:   * Chelsea will be going to her first Law School Board meeting and asked whether there was anything students want to raise to the board. Chelsea has the ability to do this in these meetings throughout the year. * Felix wanted Chelsea to ask ‘what are the implications of the merger?’. Chelsea agreed to ask. * Chelsea let the Committee know that she has asked the Law School if we could have a place to store merch on Level 2. She also asked if we could use the front office, if it ends up being vacant, for an AULSS meeting space or potential expansion of the AULSS office. |
| **Moved** | Sophia |
| **Carried** | Jessica |

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| **Item: Vice-President Update** | |
| **Presented by** | Bella Mickan |
| **Discussion** | Welcome   * Bella welcomed students and was excited to see all the new faces in the office. She reminded students to put their health and also mental health first and to avoid late nights in the office as much as practicable. If you are struggling please reach out to your Director or Chelsea and I if you are struggling with the work load.   Office Supplies:   * Bella bought office supplies recently. If there is anything Committee members want in the office, please let Bella know. If there is anything in particular that we don’t normally stock, you can message Bella individually.   Law School Local:   * Bella has secured the same amount of LSL partners as last year. See written report for full list of venues and brands. * Michelle at St Raphs. will be ensuring the $1 discount will only be available for LSL card holders. So make sure you purchase a card to make it fair for her. * Since the time of writing the report, Bella has secured:  1. St Raphs Coffee — $1 off coffee 2. Optus — 10% accessories and 15% off phone plans 3. Doc Adams Bar & Tasting Shed — 10% off a glass of wine or beer; 15% off a bottle of wine; and Wine tasting & Platter for 2 with a glass of wine each for $29 (save $20) 4. Sourc’d Wine Collective & Bar — 10% off a glass of wine, beer, or Sangria; 15% off a bottle of wine; and Wine tasting & Platter for 2 with a glass of wine each for $39 (save $19) 5. Seven Stars — '$20 AULSS Meal Deal (any burger, schnitzel or salad plus a tap beer, soft drink, or house wine for $20)’. 6. The Franklin Hotel — ‘buy one get one free' meal to the value of $25. 7. MJ Bale — Confirmed and awaiting deal 8. Bracegirdles —Confirmed and awaiting deal 9. Super Beuno – Wednesday $15 Pasta, $10 Aperol Spritz’, $15 Espresso Martini’s after 9pm. Friday and Saturday - $6 base spirits.  * Bella wants to make this year’s LSL bigger and better than previous years. Sales have struggled since COVID – so this is the year to make it big again. * There will be sales in week 4 and 5 – there will be a roster posted in the Committee Facebook group so please help out to volunteer for sales.   Merchandise:   * New committee members and old, merch is one thing everyone avoids having to sell. However, it is so uncomfortable having merch sit in the office as it takes up so much space. Bella has put comprehensive instructions in the Facebook group – it is simple and straight forward. * There is no merch left in Michelle’s office anymore, all in the LSS office. Please follow the instructions carefully. Bella is happy to walk it through step by step if you have any questions or are confused.   Summer order:   * Bella advised the Committee that we will not be ordering any excess merch last year due to sales not selling out last year – this year it will made to order and pick up in office. * We will be keeping the staples of rugby jumpers and crewnecks for the summer drop as these are popular and will sell. * Bella has added a new lighter grey, which most the committee agreed was either better than the previous dark grey or did not care either way. * Bella has also added a new royal blue, which is very on trend. Well received by the Committee. * We will not be ordering any more socks or keep cups as we have many left over from last year. * Bella put to the Committee a potential tote bag competition, the quality of the current one’s were not that great. However, the tote bags are around $22. This was not well received. * Bella also put to the Committee a bucket hat. This was not well received. * A quote was received yesterday which was more expensive than last year to a significant degree. We want to make the merch as affordable as we can for students as this is worrisome. If we stay with the current prices we will have to up the prices by $5-$10 per item or we will make a loss. We will also be unable to make a profit if we stay with this supplier. Bella asked whether they would lower their prices but this was not an option. * Bella will keep the Committee updated as to the status of merchandise and the pricing. She emphasised we want to make it as affordable for students as possible whilst also making some profit to put into other portfolios.   Attending lectures:   * Bella let everyone know that they are welcome to start attending lectures to promote your portfolio’s events. However, as our events are selling out so fast, this is not a requirement. |
| **Moved** | Felix |
| **Carried** | Aryan |

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| **Item: Treasurer Update** | |
| **Presented by** | Aryan Banerjee |
| **Discussion** | Bank Account Access:   * Aryan advised the Committee that the authorisation the bank accounts has been sorted. * Sponsorship is technically closed. The AULSS has received $25,000 approx. thus far in sponsorship and this is only likely to go up from here. * Aryan advised the Committee that attendance at sponsored events are required. It is not a good look if the Committee is not attending these events that support the running the entire AULSS body. * Chelsea seconded this point urging that people please come to sponsored events.   Accounting:   * The current cost of accounting is one of the Treasurers most expensive costs. We could be saving around $2,000 every year just on accounting. It is an expenditure we may be able to cut down.   Merchandise:   * Aryan advised that he recently found out that we can may be eligible to get a GST refund. He will be talking to the accountants tomorrow about this. |
| **Moved** | Ikwhan |
| **Carried** | Kush |

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| **Item: Activities Update** | |
| **Presented by** | Catherine Chour |
| **Discussion** | Opening Party:   * Catherine stated that the opening party was held last Friday night and it was a great success. She loved seeing most of you there. In total 200 tickets were sold and it was a great night all round. * Catherine thanked Shiv for organising the AULSS first event for the year noting it was a great achievement.   Pro Vino:   * Our next event is Pro Vino being organised by Olivia. It looks like Coriole Wines and Big Easy Radio are locked in and details will be confirmed ASAP.   Pub-crawl:   * Pub Crawl will be held on the 22nd April. The Activities Portfolio is currently in the midst of contacting venues for the event. Again this year a t-shirt design competition will be taking placed. The winner will get 2 free pub crawl t-shirts. Catherine encouraged the Committee get on board for the competition. Tickets will be released in a few week’s time. This is the first time Pub Crawl will be held during the Mid semester break but this is the only date that worked between the three University.   Law Ball:   * Catherine asked the Committee whether they saw the Save the Date video for the event on Facebook? The Committee all said they saw it and loved it. * New venue this year: The Adelaide Convention Centre which works well because we can have 1,000 attendees. Last year we only had 750. We went for ACC because footy fixtures at Adelaide Oval haven’t been released yet past May and if they have footy that week we can’t run it. * This year it will hopefully be stand up, we will have resident DJ Alistair. Tickets will go on sale Monday Week 3. Round 1 Monday night and round 2 Tuesday night. Finally, round 3 on Tuesday.   Alcohol free event:   * We will be having 1 alcohol free event later on in the semester which will be organised by Katia. |
| **Moved** | Olivia |
| **Carried** | Jessica |

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| **Item: Careers Update** | |
| **Presented by** | Anthony Luppino |
| **Discussion** | Come and Try Day Competitions   * Anthony congratulated the Competitions and Careers portfolio for the great success of this event. He thanked everyone for showing up and helping out.   Online Webinar   * The Career’s portfolio will soon be holding an online webinar with a law training centre from the UK regarding the process of qualifying as a solicitor in England and Wales. * This is a new initative and possible partners that the AULSS can continue in the future. Anthony encouraged everyone to show up. It will be held on. Microsoft Teams.   How to network evening   * This event is in progress. Presentation by the careers education officer at Adelaide University to give students general skills on networking followed by a discussion from mentors and firms.   Trivarsity Fair   * This event is being held on 31 March 2022 from 11-2 at the Convention Centre. * This is the biggest Careers event of the year in terms of revenue and in general. This is an expectation that AULSS Committee members come at some point throughout the event. * Thus far we have had 85 registrations from Adelaide Uni students. * 14 exhibitors have been locked in thus far including Minter Ellison, Thomson Geer and LK.   Careers x Clerkship Guide   * Anthony gave an update on the status of the guide and thanked his portfolio and Annie, the Director of Communications, on all their hard work thus far. The front end of the guide is finalised. * The launch party is underway and has been mainly organised including food platters and dessert platters. There is also good sponsorship possibilities in the making. * Anthony asked the Committee to let him know if they had any food ideas for the launch party.   Jobs Board   * Anthony is currently working with IT officer Thu updating the Jobs Board every 2-3 weeks. * Anthony informed the Committee, in case they were unaware, that firms can email the AULSS to have their job opportunities placed on the Jobs Board. * Annie and Thu have changed the design of the jobs board this year making it much easier to navigate. |
| **Moved** | Lucas |
| **Carried** | Bryan |

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| **Item: Communications Update** | |
| **Presented by** | Annie Zhang |
| **Discussion** | Committee Photos   * Committee photos were taken before the semester begun, however, due to clashes with some Committee members schedules, there are 10 outstanding photos to be taken – this is especially so for new co-opted members. * As soon as these are taken, Annie will update the website and upload stories to the AULSS Instagram with an introduction of each Committee member and their relevant role and Portfolio. * Annie will be in contact with the members who are yet to have their photo taken to arrange individual meet up times. * Links will then be distributed to the Committee in order for them to be able to access their photos.   AULSS Recourse Bank   * Annie has made a resource bank for the Committee to access. It has photos of the law school and other law related pictures taken by the AULSS to be used by the Committee for seminar hosting, pamphlets and the guide making. * This will be made available by the AULSS Committee Facebook Page   General Update   * Annie welcomed Amy who is her new communications Representation. She thanked Henry, Ruby and Shu for their work undertaken so far in the year. * There is a strong marketing push because all Portfolios are heavy lifting this year. * Annie made a friendly plea the Committee to please constantly be checking all social media platforms of the AULSS and give all posts a love heart react to get the algorithm going.   Hilarian   * Annie called for submission ideas for the Hilarian. * Kush gave an update on the Hilarian: Liggy Love Letters haven now been changed to Liggy Confessions and these will be posted on the Hilarian Facebook page. The Sub-Committee recently met and all members have great initiatives. The meeting also provided a great perspective for intentional students. Please send submissions via Hilarian or Facebook Page.   IT   * Annie introduced Thu to the Committee and thanked her for her hard work. * Thu gave an update regarding IT stating that the LSS website is in the process of being updated and email systems and labelling procedures has been done. |
| **Moved** | Ruby |
| **Carried** | Lucas |

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| **Item: Competitions Update** | |
| **Presented by** | Celena Le |
| **Discussion** | Celena stated that the Competitions portfolio has had a busy. beginning of the Semester. She thanked the executive for allowing her to have 2 extra Competitions Representative via co-option.  Registrations:   * Thus far 111 registrations were received with 37 students opting to do 2 competitions. * However, volunteers are only at 10 registrations. * Celena urged the Committee to please register to be a volunteer. She will play a link the Facebook group for Committee members to sign up. * Celena is confident with the problem questions this year and is very excited for the term ahead.   Come and Try Day   * Come and Try Day which was held last Saturday with the Careers Portfolio was an extremely fun and successful day. The mass of registrations can be attributed to the success of this day. Celena thanked her portfolio and the Careers portfolio for their hard work throughout the day   General update:   * Celena is in the process of updating the Competitions Handbook. This is a huge task considering it has not been updated in years. There are hundreds of pages that require updating for perspective. * Celena thanked past winners of competitions for their contribution to the handbook. * Patricia is also writing a handbook as to the rules for accessibility. * 100 judges have been contacted thus far to judge competitions. Celena will provide updates regarding their response in the upcoming meetings. |
| **Moved** | Chelsea |
| **Carried** | Patricia |

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| **Item: Education Update** | |
| **Presented by** | Bryan Lau |
| **Discussion** | O’Week:   * During O’Week, Bella, Bryan and Chelsea were asked to give a short presentation to the new law students. This year, despite covid, we were lucky enough to have done this in person. Afterwards, there was a meet and greet where we met many new students where we gave out free food and coffee. These first-years are a very enthusiastic bunch and we are looking forward to meeting more of them throughout the year. * We also handed out the first year guides to all the students with Bryan and the Education Portfolio had worked very hard on before the Semester begun. Bryan thanked his reps for getting the guide up and running so fast.   Mentorship Program:   * The mentorship program started today. Bryan thanked those who applied to be mentors. Although a large amount of applications were anticipated, the extent to how many people applied was not. * 106 applications were received from mentees compared to 80 last year. 52 mentors have signed up. Applications are open throughout the course of the entire year.   Upcoming events:   * First year elections: these also opened today. No nominations have been received as of yet however based on past years, most students will apply on the last day. Applications close next Monday. * First year drinks is happening this Friday. All tickets have been sold out (150). We could not increase the numbers, although we wanted to, due to covid and restrictions. With 150 students, this allows for dancing. * Q and A study tips, short answer questions and legal research and referencing will be held this semesters. This is in collaboration with Paula the librarian. * First year mentorship program get together is something to look forward to if you join up to be a mentor. This is a way of saying thank you for being part of program. This is in its planning phase but Bryan is thinking of food and drinks during the first week of the holidays. |
| **Moved** | Henry |
| **Carried** | Felix |

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| **Item: Social Justice Update** | |
| **Presented by** | Zachary Carter |
| **Discussion** | Outlaws:   * The SJ is revamping the outlaws program this year. This is a space safe for LGBTQI + students. Magenta will be taking the lead on this with a new Facebook page being dropped this week. The current one only has a couple of posts a year and we are wanting to increase this.   SJ Articles:   * For those who do not know, the SJ portfolio publishes articles on the website a few times a year on topics of injustices that need advocating. * This year, SJ is hoping to also publish a booklet of all SJ related things.   Ladies Night:   * The SJ portfolio are starting a new initiative this year called ‘Ladies Night’. This will be held in the Semester 1 Term 2 at golden boy. It will be a fundraising where everyone will have a table and will either be part of the ticket or will be a money pool and the table that raises the most will get a desert.   Walk for Justice:   * This walk raises funds for Justice Net which raises funds for legal services. Zach is considering making a sub-committee to hold fundraisers for the event. This was done a few years ago and was extremely successful — the University of Adelaide ending up raising the most funds and ultimately winning the trophy.   AULSS Sports:   * Semester 2 sports are ready to go however Semster 1 registrations were open and closed before the Semester even started so the SJ portfolio opted to go for Semester 2 only this year. * Lucas stated that there. might be the option to start mid-season and teams can join as they go. He will double check with a recreational centre. |
| **Moved** | Magenta |
| **Carried** | Katia |

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