

1) Attendance & Agenda:

Present:

Clinton Cook, Neil Parry

Absent with apologies:

Vincent Goh (Divisional Support Officer DSO) – overseas leave.

The meeting commenced at 11.20 am.

2) Confirmation of minutes of Previous Meeting:

Postponed to next MAPSEC.

3) Agenda items

3.1 MAPS Representation on MSC : Need for on-going representative

(i) MAPS did not have a representative for MSC 4,5,5a,5b,5c & 6/2009 – item deferred to next MAPSEC.

(ii) No nominees from MAPS General Meeting for ongoing MAPS representative on MSC. Clinton and Neil trying to share this role at present – item deferred to next MAPSEC.

(iii) Next MSCs ; special MSC Tuesday 31st March 2009 at 11am ; MSC 8/2009 on Friday 17th April 2009 at 2.30pm – NP to attend MSC 8/2009.

3.2 IPSEC(inclusive Practices Student Equity Committee)

(i) Margaret Heagney (Coordinator Student Equity Unit, Student and Community Services, Equity and Diversity Centre) contacted Clinton to seek a MAPS rep. For IPSEC meeting on 23rd March 2009 – item deferred to next MAPSEC.

(ii) Future correspondence between Margaret and MAPS through NP. NP said that Margaret Heagney will contact Sue Ring regarding being MAPS rep. on IPSEC.

Action

Info

MAPSEC 6

Neil Parry

MAPSEC 6

Info

MAPSEC Meeting Minutes

MAPSEC Meeting no. 5, 2009 Monday March 30th, 2009

Recorded by Neil Parry, reformatted by Vincent Goh (DSO). For any amendments or clarifications, please contact Vincent at 9905-1591.

<p>4.1 <i>MAPS/MUISS DSO, VG informs MAPSEC he returns from overseas leave on Fri.17th April 2009:</i></p>	<p>Info</p>
<p>CC suggested having some meetings after 5pm, for example 5-6.30pm. NP suggested meetings 9-10pm every other Monday, with the possibility of occasional meetings after 5pm on Mondays for all MAPSEC members. It was also suggested to change VG's day with MAPS to Monday am.</p>	
<p>5.1 Arranging for a new third financial signatory to be registered with 100 points of ID – Clinton reported that Oliver Lamb is now the 3rd signatory.</p>	<p>Info</p>
<p>6.1 MAPSEC keys : all 3 signatories (President, Vice-president and Treasurer) to have keys to Vincent's office and MAPS lounge/QSA. Oliver to collect a set from Vincent – Oliver reported he has done so.</p>	<p>Info</p>
<p>6.2 MAPSEC members may also collect their personal storage cabinet key (2 out of the 4 filing cabinets have to be shared) from Vincent.</p>	<p>MAPSEC</p>
<p>6.3 All MAPSEC members to have a key to the kitchen cupboards (for restocking supplies of tea, coffee, milo and printing paper). Currently Sally, Clinton, Paul, Megan, Nathalie & Neil have keys. A kitchen cupboard key is ready for Oliver to collect as well.</p>	<p>MAPSEC</p>
<p>6.4 After hours and weekend access to Campus Centre via back entrance using Student card has been obtained for MAPS President for MAPS business.</p>	<p>Info</p>
<p>7.1 MAPS Study Groups. (i) Interest indicated by Julie Bryden at MAPS GM for a study group – item postponed to next MAPSEC</p>	<p>MAPSEC 6</p>

MAPSEC Meeting Minutes

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| <p>(ii) Seeking other interested MAPS constituents through a sign up list displayed in the MAPS lounge – NP said he would draw up a sign up form/ publicise via whiteboard to ascertain expressions of interest.</p> | Neil Parry |
| <p>8.1 MAPSEC sub-committees – Social Events, Publicity, Services & Welfare. Interest from 2 MAPS constituents from MAPS GM for participation in MAPSEC sub-committees (Fu Ping Lioe and Sarah Keel)</p> | CC & NP |
| <p>(i) CC said he would contact 2 MAPS constituents that gave expressions of interest at the GM to be involved in MAPSEC subcommittees: Fu Ping Lioe and Sarah Peel.
(ii) NP said he would draw up sign-up forms for subcommittees.</p> | |
| <p>9.1 Establishing MAPS on other campuses – item postponed to next MAPSEC.</p> | MAPSEC 6 |
| <p>(i) MAPS at Clayton is constituted for Clayton campus only. There are no facilities for MAPS constituents at other campuses.
(ii) Contact made with Off-Campus Learning Centre (OCLC) and some mature-aged and part-time students at Caulfield.
(iii) Noted that MUISS services Clayton and other campuses, including Caulfield.</p> | |
| <p>10.1 Publicity – item postponed to next MAPSEC.</p> | MAPSEC 6 |
| <p>(i) Paul’s ideas including a MAPS pack for new MAPS students.
(ii) Vincent recommended update of MAPS Survival Guide, noting that much of the current information in the guide is outdated. This could link to the MAPS pack.</p> | |
| <p>11.1 Proposals for new MAPS services – item postponed to next MAPSEC.</p> | MAPSEC 6 |
| <p>(i) Massage service – 3 MAPS constituents interested from MAPS GM. Vincent can recommend an organisation that gives</p> | |

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| <p>trainees experience and thus charge minimal or no fees.</p> <p>(ii) Weekly Personal Training sessions : 6 MAPS constituents interested from MAPS GM.</p> <p>(iii) 6 week coping with stress course : 4 MAPS constituents interested from MAPS GM.</p> <p>(iv) Life Coaching Sessions : 3 MAPS constituents interested from MAPS GM. Kathy Avery, ex-MAPS member and speaker at MAPS orientation this year, may be interested in offering this service to MAPS constituents for free – CC said he would contact Kathy.</p> | <p>Clinton
Cook</p> |
| <p>12.1 Combined Open Forum / Social event – decisions deferred to next MAPSEC.</p> <p>(i) In Semester 1 week 7 : Wednesday April 22nd, 4pm-7pm.</p> <p>(ii) Open forum : 4pm-5pm, Neil suggested having Margaret Heagney, as an opening guest speaker to start the forum on a topic and stimulate ideas – NP said he would contact Margaret. CC suggested including Kathy Shaw and ex-MAPSEC member Dan Brownsden as chair.</p> <p>(iii) Wine and cheese / antipasto / alcohol / soft drinks from 5pm to 7pm. Catering from Safeway Deli section.</p> <p>(iv) Publicity : global emails, MAPS and MSA website, Campus Centre flashing screens, Student Services screens, posters (new MSA posters policy)</p> | <p>MAPSEC 6</p> <p>Info</p> <p>NP and CC</p> |
| <p>13.1 MAPS Tuesday morning teas catered by the Den – decision deferred to next MAPSEC.</p> <p>(i) Possibility of one morning tea catered by wholefoods (vegan) : Megan.</p> <p>(ii) Hold a few publicised morning teas on another morning to involve other constituents.</p> <p>(iii) NP said he and MM would get newspapers, milk and put biscuits out.</p> | <p>MAPSEC 6</p> <p>NP and
MM</p> |

14. General MAPS business – all items below postponed to next MAPSEC.
- (i) MAPS lounge usage and security.
 - (ii) Newspaper subscription and weekday collection – roster of MAPSEC members required.
 - (iii) Purchase of milk from Meeting Point (or possibly the Bar) – roster required.
 - (iv) Cleaning of tea towels
 - (v) Computer headphones – theft of headphones, purchase of new ones, labelling of headphones, secure attachment of headphones to computers.
 - (vi) Computer course?
 - (vii) Possible purchase of extra printer (must be HP) and Computers.
 - (viii) MSA Director Training course and MAPSEC members' obligations : Clinton.

15) Next MAPSEC Meeting : TBC

16) Meeting adjourned at 12.30pm.

MAPSEC 6

Clinton
Cook