



## MEETING MINUTES – April/May 2024

Date	7.5.24
Location	MS Teams (online)
Attendees	Helen Armstrong (HA), Demi Bestry (DB), Alex Brunswick (AB), Phillip Good (PG), Charlotte Ackrill (CA), David Juskiewicz (DJ), Mikaiela Spires (MS)
Apologies	Sabrina Mccay (SM), Lexy Schoenfield (LS), Raoul Hoffmann (RH), Barb Johnson (BJ), Mark Man (MM),

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Proxies: NA

Start of Meeting: 6:08 PM

### 1. Previous items/previous meeting progress

#### 1A. Erin Ring – new environmental officer

- PG sent Erin details of environmental officer role, keen to help with dive roster, gave Erin a trial shift
- All committee in favour of Erin ring joining the committee

#### **Actions**

- **CA will add Erin to the committee Facebook messenger chat;**
- **PG add Erin to info@mud email list; and**
- **AB to check when Erin is available for shed roster and add her accordingly.**

#### 1B. Guild grant and funding

- CA and DB will work on this year's guild grant application

#### **Actions**

- **CA will action this week.**

- AB has arranged to meet with Amanda Ong (guild officer) to discuss and learn about various funding opportunities for clubs. Amanda has only just responded yesterday.

#### **Actions**

- **AB to arrange a meeting with Amanda in the coming weeks.**

- AB signed up for the guild's exam setup funding opportunity, but now has work

#### **Actions**

- **HA may be free to do the shift (11-5PM at the Murdoch Gym) – HA and AB will discuss this week;**

- **MS is possibly also free to assist.**

### **1C. MUD banking signatory changes**

- PG (possibly requiring Sorcha) agreed at last meeting to add HA as signatory to MUD credit card, electronic bank access, and ensure 1 signature required for payment only.
- **HA needs a special witness to sight her documents before filing them,**

#### **Actions**

- **HA will submit forms in the coming weeks.**

### **1D. Abrolhos trip**

- DJ provided a trip update that all trips are full. There is a wait list containing the other people who want to come
- HA raised the issue that some deposits in the MUD account do not have references, meaning she can't tell if they are for the MUD trip or other invoices.
- DJ said that according to his receipts, it appears that the trip payment receipts are all referenced

#### **Actions**

- **DJ will send Helen spreadsheet of the details of people coming on the abrolhos trip, so she can check which payments are for the trip; and**
- **PG will check the details of payments that have come into the MUD bank account, and will update the details of people who have paid.**

### **1E. Sign up link**

- DJ raised that some new members have had issues with the member sign up link
- CA explained that there are 2 different links to become a member are on the website, one works and one doesn't

#### **Actions**

- **PG to check out link that doesn't work (bottom of webpage).**

### **1F. Lexy leaving the committee**

- Lexy has had to leave the committee due to unforeseen circumstances, we will be sad to see her go.

#### **Actions**

- **CA to delete LS off messenger chat, ask to log out of socials; and**

- **PG to remove her from committee email list.**

#### **1H. Adreno sponsorship**

- Previous agenda item. The Adreno representative has not got back to Phil, so it appears that this won't happen in the near future.

##### **Actions**

- **This item be put on hold, if and until PG gets more news**

#### **1I. UEC affiliation**

- Previous agenda item.

##### **Actions**

- **CA and DB to make survey;**
- **CA will send committee questions for approval.**

#### **1J. Dive shed**

- New committee members ( SM, DB) have had one training session.
- PG gave Erin one training session already, and she may need another one.
- With LS gone, we will need to update the roster to fill her shifts.

##### **Actions**

- **DB to train HA on Friday AM shift this week.**
- **AB to talk to Erin about organising further training for her.**
- **AB to update shed roster and notify committee to ensure they know of the updates.**

#### **1K. Member shed-opening**

- Erin is now a committee member. With her added to the shed roster, committee agreed that we should not require additional members opening the shed for now. A good option to consider if things get tight on the shed roster – i.e. people go away.
- No actions

## **2.**

#### **Treasurer's report**

- HA sent the treasurer spreadsheet for the month to the committee via email.

### 3. Upcoming events

#### 3A. Campus kick off (01/08/2024)

- **Thursday 1 August** - campus kick off – we will request members to send us their dive photography via social media. We will use their photos for future promotion, use on FB posts etc.
- HA suggested we keep it to WA-only dive pictures.
- Committee agreed we can print off small (normal photo sized) pictures sent to us, at Officeworks. MUD will pay for this, as it can be seen as an investment for future promotion as well.
- Committee discussed that we can also save these all to a file/google drive folder for future use. We just must ask the photographers consent before doing this.
- **MS, AB, DB ad potentially others will be free to man the stall.**

#### **Actions**

- **MS to post on social media requesting photos, providing directory to put them (email address).**

#### 3B. Brainstorm: movie night and other ideas

- MS suggested that she would look into doing another movie night like last year – this was in collaboration with Save Our Marine Life. Josephine ran the event last year – she may be a good person to get in touch with for a contact.
- DJ suggested that MUD could share the AMSA gage roads event for world oceans day.
- AB suggested that MUD could host a similar event, getting diving marine scientists to do short presentations and a Q&A. DJ could ask his own friends at AMSA, and AB could ask colleagues at his workplace.
  - **These will be discussed further at the next meeting.**

### 4. Social media

#### 4A. Facebook group and social media

- AB suggested that we change the “Facebook group” name to “members only” to reduce confusion about difference between the “group” and the “page”.
  - Present committee agreed that this was better than deleting the old group. But, no social media officer present. Actions postponed until next meeting.

#### 4B. Social media access for committee members

- DJ offered to provide MUD social media details to all MUD committee interested in gaining access to social media.

**4C. Other social media actions**

- CA and MS to help new SM officer (Sabrina) now that LS has left the committee.

Meeting end: 7:11 PM

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