

SRC EXECUTIVE MEETING

DATE: WEDNESDAY 07 SEPTEMBER 2022

TIME: 19:40

VENUE: SECRETARIAT OFFICE

Agenda

2022.09.01 Attendance

2022.09.02 Leave of Absence

2022.09.03 Confirmation of Minutes

2022.09.04 Declaration of Conflict

2022.09.05 Matters Arising

5.1. Progress on Portfolio check-ups

5.2. Proposals

2022.09.06 Housekeeping

2022.09.07 Other Matters for the Agenda

2022.09.08 Date and time of next meeting, TBC

Minutes of meeting

1. Attendance

Present:

-President: Mr. Bothale Modisaotsile

-Vice President: Ms. Nobesuthu Mnkandla

-Treasurer General: Ms. Palesa Makoli

-Secretary General: Ms. Omphulusa Nengwekhulu

-Post Graduate Affairs: Vuyelwa Moyo

-Environmental: Mr. Anda Mtshintsho

2. Leave of absence

-There was no leave of absence.

3. Confirmation of minutes

-There were no minutes, so there will be follow up on that.

4. Declaration of conflict

-There was no declaration of conflict.

5. Matters Arising:

5.1. Progress on portfolio check ups

-There was a consensus after Post Graduate Affairs councillor and the Environmental councillor suggested that the Executive members report portfolio check-ups briefly and not delve into a lot of detail about the meetings they would have had.

-Madam Post Graduate Affairs expressed her concerns with the workload that came with making separate reports after each portfolio check-up meeting. The Secretary general added that the first report is in line with the plans of the year and a check-up report is different as it works as an accountability document. Environmental councillor suggested that Executive members use the year planner and report during the follow up with councillors and then report to the Vice President with the highlights.

-Treasurer General reported back that Madam Media said she was not sure how she was going to use her portfolio funds yet; however, she is willing to share the funds with the SRC student fund. She mentioned that she intends on being consistent with Lalelani. Treasurer General mentioned that Madam Oppidan sent a report, that Madam Treasurer General will go through. During her check-up, Madam Oppidan stated that she feels very welcome in council and if she faces challenges or needs help, she will voice it out. Treasurer General stated that Madam Academics couldn't make the portfolio check-up and the interim Madam Academics (Secretary General) is on sick leave.

-Post Graduate Affairs councillor stated that she set dates at the end of this week, to meet up with Madam Community Engagement and Mr. Projects Manager for their check-up reports.

-Environmental councillor stated that he followed up on Mr. Residence and Mr. Sports and Societies. He has Mr. Sports and Societies' report, which has some outstanding events. Mr. Sports has a Heritage Day event coming up, Soccer and Netball. Mr. Environmental read the proposal and thought it was a good idea. The proposal stated that Mr. Sports and Societies will be getting financial support from Mr. Residence. Mr. Environmental felt that Mr. Residence is piggy backing on Mr. Sports and Societies' event, so he suggested that Mr. Residence come up with original ideas for his portfolio. In the check-up meeting with Mr. Residence, there was a suggestion to have a Residential Experience survey, so that when the hand over to the 2023 councillor happens, that councillor can work with statistics when carrying out his/her work. Environmental councillor added that another idea would be for Mr. Residence to support the noodle drive financially since exams are coming up and it is a residence and oppidan affiliated event.

-Vice President added that there was a general concern with the work ethic from Mr. Residence, with him going on leave with outstanding work, etc and wanted to know how Executive members were going to handle that.

- Secretary General stated that she reached out to the Treasurer General, Post Graduate Affairs and Environmental councillors. She managed to meet with the Treasurer General, but still has to meet with the Environmental councillor and the Post Graduate Affairs councillor. She added that the Treasurer General had a report and included that a report was a good way to go about the check-up. In the check-up, there was a discussion focusing on the upcoming projects.

-Vice President stated that she followed up with the President and the President followed up with the Vice President. She wanted to follow up with Mr. Student Benefits and Sponsorships who was not available, but she will follow up with him when he becomes available. The Secretary General has not been feeling well and thus, the Vice President will follow up with her when she recovers and then update Executive members on her check-ups.

-President followed up with the Vice President, the Activism and Transformation councillor and the International councillor. Mr. President mentioned that the International Affairs councillor explained that after reading the Operational Model she understood what was expected from a councillor and she has adjusted well especially with a successful handover. She has been made aware that portfolio funds haven't been spent yet and she has an event that she would like to propose for Heritage Day. Mr. President stated that the Activism and Transformation councillor is happy with joining the team, but the handover hasn't quite happened yet.

- Treasurer General expressed her concern towards councillors planning to have events for Heritage Day yet the next Executive meeting is on 21 September 2022. In terms of logistics and getting purchase orders approved, there might not be enough time.

- Mr. Environmental expressed concern over the Activism and Transformation and the International Affairs portfolios. He mentioned that the Activism and Transformation councillor sits on a lot of committees and so there should be several feedbacks, yet there aren't. He suggested that the International Affairs councillor might not be keeping up with events and other affairs related to her portfolio. He added that she needs to work with the International office as there will be travel issues and visa expirations that she needs to be on the lookout for.

-Post Graduate Affairs councillor stated that submissions of proposals should be done timeously, so that councillors do not get deductions.

-Treasurer General suggested talking to the International Affairs councillor about commitment to the SRC, what her plan for the Africa ball is, and assisting international students with their papers before it's time to go home.

-Vice President explained that the issue could be that there is a gap that happened during the handover with the Oppidan, International Affairs and Activation and Transformation councillors. She also added that Madam International said she couldn't go ahead with her event because there would be a lot of events on Heritage Day.

6. Housekeeping

- Secretary General stated that there will be a meeting on the 13th or 14th of September 2022 on Secretariat, and she asked councillors with agenda to raise to communicate with her.

- Secretary General stated that the 14th of October 2022 is her suggested deadline to submit the reports. She added that councillors can submit their reports earlier if they finish working on them earlier. Vice President suggested back tracking the dates so that corrections can be made by the time it is SWOT week.

-Secretary General said she is organising a bonding session for council, and she has found a place called Fairwood where there are lots of good facilities that promote team building. Treasurer General asked Secretary General to confirm the facilities and activities the location has and their prices so that she can get purchase orders. Treasurer General also suggested having more team building activities that include games with words of affirmations, 30 seconds, etc. Mr. Environmental added that the last weekend before the event deadlines is when the bonding session can be done, and that the idea does not need a proposal.

7. Other matters for the agenda

-Mr. Environmental raised concerns with the idea of councillors saving money for the Hall Reps, saying that they are a substructure of the SRC and if an event is to be held for them, then funds should come from the SRC main budget. He added that council can use SRC funds for substructures and not another portfolio's funds.

-Treasurer General explained that if a councillor wants to do something (host an event, purchase gifts) for their substructure, he/she can discuss with the Treasurer General how to go about it after they have made the initiative.

-Enviros, I was asking with regards to the substructures recognised in the constitution.

7.1. Proposals

- Vice President stated that when the term is about to end, Executive members of council have to look through proposals and make decisions on them, no proposal should be left outstanding.

- Mr. Environmental expressed that meeting every week might not work for him and suggested using Google docs or other methods to look through the proposals. However, he felt that if councillors know they can propose a project/event/idea every week, it motivates them to work. He added that when a councillor presents an idea, it is not at the councillor's discretion to decide that there are too many events going on already resulting in that councillor cancelling their event/idea.

-Treasurer General urged councillors to go to her directly with concerns about purchase orders.

-Environmental councillor urged councillors to make sure the Purple room is in an orderly state, the rusks or sugar are closed after use and to clean up after themselves. Mr. Environmental suggested that councillors log 2 hours even if they were in office for more than 2 hours as it makes no difference. He added that there must be a way to tell how many hours a councillor would have worked for in each week. Treasurer General stated that the sign in book has 10 spaces to write on and asked councillors to allocate 16 spaces so that all councillors to get space to fill in, even if less than 16 people come in. Secretary General said that she usually signs the book at the end of the day to show that the hours logged in have been captured and that she will send an email to councillors remind them of office etiquette (Purple room included).

-Treasurer General reminded Executive members that there will be a meeting (brain storm session) at the Highlander at 2pm on Saturday. Vice President stated that she would not be able to attend the brain storm session.

-Secretary General shared a few sentiments. She is concerned with people taking leave days, so she spoke to Mr. Ofei about it. She also said that the councillors who had portfolios handed over to them, haven't been briefed on the behaviour and etiquette that an SRC members should have. Environmental councillor specified that Mr Ofei may grant leave when a councillor has to be away (academic or sick leave) but ultimately the Secretary General deals with the other leaves and she has the right to decline a leave application. Vice President encouraged Secretary General to ask Mr. Ofei not to grant leave if she as Secretary General hasn't granted leave.

-Vice President stated that Mr. Projects Manager made the amendments that were requested of him for the Noodle Drive, and she believes the document is ready to pass.

-Vice President mentioned that the Oppidan councillor sent a proposal and the Vice President suggested that she sits with the Secretary General and discuss how to curb the challenges that the Oppidan team faced the first time the event was held, in order to improve the event.

Secretary General responded saying there was a discussion with Madam Oppidan where they concluded that SRC and Oppidan committee will work together in the project. Secretary General requested for the two committees to meet and discuss the details further. She added that there is an expansion in the event so the event will involve residences as well. The Vice President suggested calling the event Safety week seeing as though the project expanded and residence students have been included. Post Graduate Affairs councillor suggested getting the Oppidan councillor to liaise with the Secretary General to send internal invite letters and not the Division of Student Affairs. The Vice President stated that if the event is under Oppidan committee then the invites will be done by the Division of Student Affairs.

-Other suggestions for the Safety week event included:

- Reducing the number of days the event will run for, from 5 days to 2 days.
- Having the event speak on immediate safety. The settlers and Health suite might not be relevant. The rest can be done on social media. The concept needs to be concise.
- Having an activation instead of creating hype at the lawns.

8. Date and Time of Next Meeting

- The next meeting will be held on Monday, the 21st of September 2022, 18:00 in the RA Room.

- Time Adjourned: 21:17