

**Board of Directors Meeting
12pm, Friday the 31st August 2018
Held in the Sutherland Room,
Science Road, Holme Building,
MINUTES**

Board Directors Liliana Tai, President, Adam Torres, Vice President, Claudia Gulbransen-Diaz, Honorary Treasurer, Zhixian Wang, Honorary Secretary, Jacob Masina, Hengjie Sun, Maya Eswaran, Lachlan Finch, Decheng Sun, Connor Wherrett, Zimeng Ye, Courtney Thompson, Immediate Past President, Jane Drummond, Senate Appointed Director, Marie Leech, Senate Appointed Director.

USU Staff Andrew Woodward, Chief Executive Officer and Board Secretary, Sandra Hardy, Director of Human Resources, Alistair Cowie, Director of Sales, Louise Anthony, Director of Student Programs, Jess Reed, Head of Operations, Rebecca Sahni, Head of Finance, Ashlea Wallington, Director of Entrepreneurship and Innovation, Angela Dwyer, Assisting Board Secretary

No# Details

The following minutes will be considered by the USU Board of Directors at the monthly Board Meeting that will be held on the 28th September 2018.

1. Meeting Open

The Chair opened the meeting at 12:05pm

The Chair completed the Acknowledgement of Country Statement.

1.1 Apologies and Leaves of Absence

No apologies were noted

B126/18 Resolved

Early departure was noted for Marie Leech at 1:30pm

Adam Torres / Zimeng Ye

13 Accept/ 0 Against/ 0 Abstain

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1.2 Disclosure of Conflicts of Interest

There were no conflicts of interests.

1.3 Minutes of the previous meeting on 27th July 2018.

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The board advised minor amendments and accepted the minutes of the previous meeting

B127/18 Resolved

That the minutes of the previous meeting held 27th July 2018 be accepted as a true and accurate record of proceedings –

Jacob Masina / Hengjie Sun

12 Accept/ 0 Against/ 1 Abstain

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Marie Leech abstain

2. Meeting Administration

2.1 Business Arising from the Minutes Not Addressed Elsewhere

Alistair raised the Infrastructure report – Honi asked about the windows in the Reading room. This has been escalated – hoping to have traction by the end of the term.

2.2 Open Question Time

There were no open questions

2.3 Motions on Notice

2.3.1 Use of IT Resources Policy

Connor discussed amended policy with the suggestions brought forward by the IT department.

2.3.2 Charity Policy

To be reviewed further at GWP.

2.3.3 Release of Board Documents Policy

The reports of the Executive and Motions on Notice will now be available on request by USU Members. Working Party reports will be noted in confidential - not available on request.

The President's Memo will go out after Board meetings, not including any sensitive details, as a top level summary from the meeting and an overall

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update to members. Courtney mentioned that this needs to be engaging and the President to be passionate about it.

Board minutes and documents will become available one month after the board meeting upon request after these have been approved.

Minor amendments were advised to the Board Documents Policy.

B128/18 Resolved

Motion to approve the Use of IT Resources Policy

Claudia Gulbansen-Diaz / Connor Wherrett

13 Accept/ 0 Against/ 0 Abstain

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B129/18 Resolved

Motion to approve the release of Board Documents Policy with amendments

Adam Torres / Maya Eswaran

13 Accept/ 0 Against/ 0 Abstain

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3. Matters for Decision

3.1 Major Strategic Decisions

3.1.1 Food Truck Capex

Jess announced the final contract signed off and currently researching interior equipment. Confident we could make the \$25k back very quickly. Mechanism for sponsorship and can be rolled out as an outlet. Very diverse and agile.

Adam asked of branding. The trailer is brought blank – white and wanting to keep it flexible to be able to change easily, using decals that can easily be removed.

The supply of electricity to the truck when out on campus was discussed; this has been looked into and can easily have access arranged around campus. The trailer is to be stored at the back of the Holme Building Could

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easily sell if it isn't working for the USU.

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B130/18 Resolved

Motion to approve the capital request of \$25k towards the USU Food Truck.

Jacob Masina / Jane Drummond

13 Accept/ 0 Against/ 0 Abstain

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3.2 Confidential Business

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B131/18 Resolved

To move the meeting in camera –

Connor Wherrett / Zhixian Wang

13 Accept/ 0 Against/ 0 Abstain

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B132/18 Resolved

To move the meeting out of camera –

Connor Wherrett / Zimeng Ye

13 Accept/ 0 Against/ 0 Abstain

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4. Matters for Discussion

4.1 CEO's Report

Andrew spoke of the additional \$1.7million in SSAF allocation available, the USU will be providing a submission for the end of September.

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Claudia asked for an update on Salesforce. Currently the Hostco component is being tested. By the end of December looking to be using and testing ready for 2019.

Jacob asked of the Garden's on Forest Progress. Andrew spoke of the Significant progress this month on the issues, predominantly payroll and the introduction of an Incentive program for the Sales Team.

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B133/18 Resolved

To approve of the CEO's Report and the recommendations contained therein –

Recommendation 1: That the Board note the report.

Maya Eswaran / Courtney Thompson

13 Accept/ 0 Against/ 0 Abstain

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4.2 Finance Report

Rebecca spoke of July's year to date \$413k better than budgeted with operating costs favourable for the month by \$62k. Good results and still ahead of budget.

Andrew acknowledged the team's great work in Rebecca being away on leave during July.

B134/18 Resolved

That the Board note the report.–

Recommendation 1: That the Board note the report.

Connor Wherrett / Zimeng Ye

13 Accept/ 0 Against/ 0 Abstain

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4.3 Sales and Marketing Report

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Alistair spoke of the terrific growth of membership this month encouraged by the membership price drop and a successful O Day. Sales and Marketing are on track to hit and achieve budget for the year.

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B135/18

Resolved

To accept the Sales and Marketing report and the recommendations contained therein –

Recommendation 1: That the Board notes the report

Claudia Gulbransen – Diaz / Hengjie Sun

13 Accept/ 0 Against/ 0 Abstain

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4.4 Operations Report

Jess spoke of the great month for operations, sales were fantastic \$45k up on bottom line \$300k up on top line sales.

The refurb of Laneway has shown successful. 100 more coffees per day and double the amount of sandwiches. Total turnover for the day is up almost 100%.

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B136/18

Resolved

To accept the Operations Report and the recommendations contained therein –

Recommendation: For Board Directors to note the report

Decheng Sun / Maya Eswaran

13 Accept/ 0 Against/ 0 Abstain

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4.5 Student Programs Report

Louise spoke of July being a busy month and the great feedback received from events so far this year.

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Rad Sex and Consent Week to be reviewed as engagement was extremely low this year. Theatresports has also experienced a major decline in numbers and have decided to run less lunchtime shows this semester and engage more promotion on social media this semester.

Marie left at 1:30pm.

B137/18 Resolved

That the report be noted.

Recommendation:

That the Board notes the report

12 Accept/ 0 Against/ 0 Abstain

Lachlan Finch / Connor Wherrett

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4.6 Infrastructure Report

Alistair spoke of the Refectory AV system which has been demonstrated and will be signed off this afternoon. Currently unsure of when this will be installed but expected by the end of 2018.

The waste management trial with Citizen Blue is currently struggling with people putting rubbish in the wrong containers. Cost of separating the rubbish is currently on Citizen Blue.

Level 2 refurbishment of Wentworth has moved forward to the next stage. There will be significant engagement from USU what this space will look like.

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B138/18 Resolved

That the Board notes the report

Claudia Gulbransen - Diaz / Hengjie Sun

12 Accept/ 0 Against/ 0 Abstain

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4.7 Innovations and IT Report

The Innovations and IT Report was taken as read.

Ashlea is currently having discussions with Research and DVC Education hoping to expand the program and make the content more accessible for people not in Sydney.

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Resolved

B139/18

To accept the Innovation Programs report and the recommendations contained therein –

Recommendation: That the Board note this report

Jacob Masina / Zimeng Ye

12 Accept/ 0 Against/ 0 Abstain

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4.8 Honorary Secretary's Report

Zhixian spoke to her report, highlighting the DSP Training, the recent launch of the Pulp Website and the Annual Dinner planning currently underway.

B140/18

Resolved

To accept the Honorary Secretary's Report and the recommendations contained therein –

Recommendation1: That the Board note the report.

Lachlan Finch / Courtney Thompson

12 Accept/ 0 Against/ 0 Abstain

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4.9 Honorary Treasurer's Report

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Claudia highlighted the budget session with Rebecca held Wednesday night. A full summary was noted and will be brought forward to the finance committee.

Congratulated all the first year board directors for their efforts chairing working parties!

B141/18 Resolved

To accept the report and the recommendations contained therein.

Recommendation: That the Board note the report.

Connor Wherrett / Jane Drummond

12 Accept/ 0 Against/ 0 Abstain

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4.10 Vice President's Report

The Vice President's Report was taken as read.

Adam spoke of working parties being successful and engaging so far, and Revues being underway!

B142/18 Resolved

To accept the Vice President's report and the recommendations contained therein.

Recommendation: That the Board note the report.

Connor Wherrett/ Maya Eswaran

12 Accept/ 0 Against/ 0 Abstain

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B143/18 Resolved

To move the chair to the Vice President, Adam Torres, for the President to speak to her report –

Jacob Masina / Hengjie Sun

12 Accept/ 0 Against/ 0 Abstain

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4.11 President's Report

Liliana spoke to her report, congratulating Clare for coordinating another successful Open Day.

Liliana also spoke of the recent Electoral Committee meeting and the main issue faced this year by candidates being bullying and harassment; which will be a focus around elections moving forward.

B144/18 Resolved

To accept the President's report and the recommendations contained therein.

Recommendation 1: That the Board accept the President's report.

Claudia Gulbransen - Diaz / Decheng Sun

12 Accept/ 0 Against/ 0 Abstain

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B145/18 Resolved

To move the chair back to the President, Liliana Tai –

Connor Wherrett / Zhixian Wang

12 Accept/ 0 Against/ 0 Abstain

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5. Matters for Noting

5.1 Work Health and Safety

Noted

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5.2 Minutes of the Debates Committee

Noted

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5.3 Other Matters for Noting

There were no other matters for noting

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5.4 Board and Committee Financials

The Board and Committee Financials were noted.

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6. Close of Meeting

6.1 Matters for Disclosure

There were no matters for disclosure.

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6.3 Next Meeting

The date of the next meeting is Friday 28th September 2018.

There being no further business, the Board meeting closed at 1:55pm.