

**Board of Directors Meeting
11am, Friday the 22nd June 2018
Held in the Cullen Room,
Science Road, Holme Building,
MINUTES**

Board Directors Courtney Thompson, President, Esther Shim, Vice President, Koko (Yifan) Kong, Honorary Treasurer (*Apology*), Grace Franki, Honorary Secretary, Adam Torres, Claudia Gulbransen-Diaz, Liliana Tai, Zhixian Wang, Jacob Masina, Hengjie Sun, Vanessa Song (*Absent*), Jane Drummond (*Apology*) 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, 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 27th July 2018.

1. Meeting Open

The Chair opened the meeting at 11:05am.

The Chair completed the Acknowledgement of Country Statement.

1.1 Apologies and Leaves of Absence

Apologies were noted for Koko Kong and Jane Drummond

B089/18 Resolved

To accept apologies for Koko Kong and Jane Drummond.

Esther Shim / Jacob Masina

11 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 April 2018.

The board accepted the minutes of the previous meeting

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B090/18 Resolved

That the minutes of the previous meeting held 25th May 2018 be accepted as a true and accurate record of proceedings –

Liliana Tai / Adam Torres

10 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

No business arising from the Minutes.

2.2 Open Question Time

There were no open questions

2.3 Motions on Notice

There were no open questions

3. Matters for Decision

3.1 Major Strategic Decisions

Laneway Refurbishment Capital Request

Jess outlined a number of factors influencing the need to refurbish Laneway. With the introduction of a brighter and more inviting design and healthy food options we are hoping to attract traffic back into Wentworth.

Phase one will be mostly cosmetic allowing the work to be rectified over the semester break.

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B091/18 Resolved

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That the Board note the report and the recommendations contained therein.

Recommendation 1: That the Board approve a capital request of \$55,000 for the Laneway Refurbishment.

Jacob Masina / Adam Torres

11 Accept / 0 Against / 0 Abstain

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3.2 Confidential Business

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B092/18

Resolved

To move the meeting in camera –

Esther Shim /Claudia Gulbransen-Diaz

11 Accept/ 0 Against/ 0 Abstain

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B093/18

Resolved

To move the meeting out of camera –

Grace Franki / Esther Shim

11 Accept/ 0 Against/ 0 Abstain

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4. Matters for Discussion

4.1 CEO's Report

The CEO's report was taken as read.

Andrew spoke of the upcoming workshop scheduled to progress the risk register in Governright- which will be regularly updated moving forward.

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B094/18 Resolved

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

Recommendation 1: That the Board note the report.

Esther Shim / Claudia Gulbransen-Diaz

11 Accept/ 0 Against/ 0 Abstain

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4.2 Finance Report

Rebecca spoke of the positive variance of \$120k in total income and the recent training sessions held to enhance accounting skills. The training is to allow an overall understanding of the impact of finance on the USU; with a budgeting session to be held in July.

B095/18 Resolved

That the Board note the report.–

Recommendation 1: That the Board note the report.

Hengjie Sun / Adam Torres

11 Accept/ 0 Against/ 0 Abstain

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4.3 Sales and Marketing Report

The Sales and Marketing report was taken as read.

Alistair spoke of the market research that had been underway for the month with 23 in-depth interviews in phase 1. Results are showing positive responses to the option of ACCESS adopting a points system and staged payments.

Adam asked that copies of the results be circulated.

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B096/18 Resolved

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

Recommendation 1: That the Board notes the report

Adam Torres / Zhixian Wang

11 Accept/ 0 Against/ 0 Abstain

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4.4 Operations Report

Jess highlighted Operations currently sitting \$100k up in revenue, massively impacted by Snow Globe purchases and two record days in Courtyard of over \$15k during Graduations.

Grace asked of the staff costs, appearing to be 10% higher than previous months – Rebecca explained this is due to a budgeting issue.

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B097/18 Resolved

To accept the Operations Report and the recommendations contained therein –

Recommendation: For Board Directors to note the report

Jacob Masina / Liliana Tai

11 Accept/ 0 Against/ 0 Abstain

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4.5 Student Programs Report

Louise spoke of the Verge Festival negotiations falling through and O Day is shaping up to be another big year with 20 club stalls on the waiting list!

Courtney suggested it is in the USU's best interest to revert to the Verge Festival and look into a name change for 2019.

Resolved

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B098/18 That the report be noted.

Claudia Gulbransen-Diaz / Zhixian Wang

Recommendation:

That the Board accept to change the name of USU Fringe to Verge Festival

11 Accept/ 0 Against/ 0 Abstain

Esther Shim / Jacob Masina

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4.6 Infrastructure Report

The Infrastructure Report was taken as read.

Alistair spoke of the progression of the the Wentworth Air Conditioning project and looking into bottle collection points around the University. This would provide an additional stream of income for the USU and reduce waste bottles in campus bins.

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B099/18 **Resolved**

That the Board notes the report

Claudia Gulbransen-Diaz / Zhixian Wang

11 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 spoke of the 44 applications received for the Accelerator program with interviews to begin next week.

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B100/18 **Resolved**

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

Recommendation: That the Board note this report

Jacob Masina / Adam Torres

11 Accept/ 0 Against/ 0 Abstain

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4.8 Honorary Secretary's Report

Grace spoke to her report and her handover with Zhixian, wishing her all the best as Secretary.

B101/18

Resolved

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

Recommendation1: That the Board note the report.

Zhixian Wang / Liliana Tai

11 Accept/ 0 Against/ 0 Abstain

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4.9 Honorary Treasurer's Report

No report submitted

4.10 Vice President's Report

The Vice President's Report was taken as read. Esther congratulated Adam and Grace for their hard work to ensure all policies are update.

Esther thanked the HOD's, the staff, Board, Executive and USU Members.

B102/18

Resolved

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

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Recommendation: That the Board note the report.

Liliana Tai / Grace Franki

11 Accept/ 0 Against/ 0 Abstain

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B103/18 Resolved

To move the chair to the Vice President, Esther Shim, for the President to speak to her report –

Liliana Tai / Claudia Gulbransen-Diaz

11 Accept/ 0 Against/ 0 Abstain

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4.11 President's Report

Courtney spoke to her report highlighting the successes of the USU over the past two years and thanking the Staff, Board, HOD's, Executive and Members of the USU.

B104/18 Resolved

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

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

Adam Torres/ Zhixian Wang

11 Accept/ 0 Against/ 0 Abstain

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B105/18 Resolved

To move the chair back to the President, Courtney Thompson –

Jacob Masina / Claudia Gulbransen-Diaz

11 Accept/ 0 Against/ 0 Abstain

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5. Matters for Noting

5.1 Minutes of the Executive Elections

Noted

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5.2 Work Health and Safety

Noted

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5.3 Other Matters for Noting

Hengjie Sun thanked outgoing Treasurer Koko Kong for bringing the USU to the International Student Community.

Michael Rees congratulated the outgoing Executive and Board acknowledging the incredible development of each individual.

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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 27th July 2018.

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