

**Board of Directors Meeting
1pm, Friday the 27th July 2018
Held in the Cullen 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 (*Apology*), Jane Drummond, Senate Appointed Director, Marie Leech, Senate Appointed Director (*Apology*).

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 31st August 2018.

1. Meeting Open

The Chair opened the meeting at 1:04pm

The Chair completed the Acknowledgement of Country Statement.

1.1 Apologies and Leaves of Absence

Apologies were noted for Courtney Thompson and Marie Leech

B106/18 Resolved

To accept apologies for Courtney Thompson and Marie Leech

Jacob Masina / Connor Wherrett

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 22nd June 2018.

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The board accepted the minutes of the previous meeting

B107/18 Resolved

That the minutes of the previous meeting held 22nd June 2018 be accepted as a true and accurate record of proceedings –

Jacob Masina/ Adam Torres

5 Accept/ 0 Against/ 6 Abstain

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Jane Drummond, Maya Eswaran, Lachlan Finch, Decheng Sun, Connor Wherrett, Zimeng Ye 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

Adam discussed the policies and the removal of the Whistle-blower Policy and Release of Board Documents Policy for further reviewed at GWP.

B108/18 Resolved

Motion to remove 2.3.2 and 2.3.3 from the motions on notice for further review

Claudia Gulbransen-Diaz / Adam Torres

11 Accept/ 0 Against/ 0 Abstain

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Lou questioned 2.6 of the Charity Policy – ‘Partnerships upon invitation’, has been determined yet, and if not when. Lou asked if processes such as these are being decided in working parties and if members of the Programs department can be invited.

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B109/18 Resolved

Motion to remove the Charity Policy for further review

Connor Wherrett / Maya Eswaran

11 Accept/ 0 Against/ 0 Abstain

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Jane questioned whether the Delegation Policy may need to consider social media – AI suggested the Social media Policy be referenced.

B110/18 Resolved

Motion to pass enbloc Motion on Notice 2.3.1, 2.3.5 and 2.3.6

Maya Eswaran / Jacob Masina

11 Accept/ 0 Against/ 0 Abstain

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3. Matters for Decision

3.1 Major Strategic Decisions

There were no major strategic decisions

3.2 Confidential Business

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B111/18 Resolved

To move the meeting in camera –

Zhixian Wang / Lachlan Finch

11 Accept/ 0 Against/ 0 Abstain

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B112/18 Resolved

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To move the meeting out of camera –

Hengjie Sun / Claudia Gulbransen-Diaz

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 highlighted the favourable review of the SSAF allocation.

Liliana asked of the Risk Matrix, which will be updated more regularly and included risks at the Gardens on Forest.

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B113/18 Resolved

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

Recommendation 1: That the Board note the report.

Hengjie Sun / Adam Torres

11 Accept/ 0 Against/ 0 Abstain

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4.2 Finance Report

Rebecca spoke of the USU's current year to date being higher than budgeted. Bars currently a year to date loss although big events in the pipeline for the second half of the year.

Connor asked of the current assets recorded on the balance sheet, appearing to be incorrect. Rebecca to check and confirm.

B114/18 Resolved

That the Board note the report.–

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Recommendation 1: That the Board note the report.

Lachlan Finch / Adam Torres

11 Accept/ 0 Against/ 0 Abstain

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4.3 Sales and Marketing Report

Alistair announced the successful launch of the new Hostco website and welcomed Ashley Thomas to the team.

Financially a positive month ahead of budget with the introduction of semester two ACCESS offer to incentivise staff and student to join!

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B115/18

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 \$300k ahead of budget, Mallet street being a positive contribution, \$40k ahead of the same time 2017.

Maya asked why there is no longer USU food contribution at the Con. Al explained unfortunately there was no option to renew the licence in the space.

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B116/18

Resolved

To accept the Operations Report and the recommendations contained therein –

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Recommendation: For Board Directors to note the report

Hengjie Sun / Jacob Masina

11 Accept/ 0 Against/ 0 Abstain

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4.5 Student Programs Report

Louise highlighted the recent consolidation of events to make bigger and better experiences for students.

B117/18

Resolved

That the report be noted.

Recommendation:

That the Board notes the report

11 Accept/ 0 Against/ 0 Abstain

Zhixian Wang / Maya Eswaran

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4.6 Infrastructure Report

The Infrastructure Report was taken as read.

Alistair welcomed the new Facilities Manager, Jason Denne.

Connor asked of the boarded windows in the Reading Room and when this could be rectified. Al explained this has been an ongoing project for 4 years, although is the responsibility of the University. He believes this is on their agenda but no timeframe.

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B118/18

Resolved

That the Board notes the report

Zhixian Wang / Jacob Masina

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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 new class now underway; with the founders being a very diverse mix and 40% female.

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B119/18

Resolved

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

Recommendation: That the Board note this report

Lachlan / Hengjie Sun

11 Accept/ 0 Against/ 0 Abstain

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4.8 Honorary Secretary's Report

Zhixian spoke to her report, highlighting planning for the USU Annual Dinner underway and the success of the recent board retreat.

B120/18

Resolved

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

Recommendation1: That the Board note the report.

Connor Wherrett / Jane Drummond

11 Accept/ 0 Against/ 0 Abstain

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4.9 Honorary Treasurer's Report

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Claudia highlighted the recent SAF allocation and welcomed the new board.

B121/18 Resolved

To accept the report and the recommendations contained therein.

Recommendation1: That the Board note the report.

Maya Eswaran / Connor Wherrett

11 Accept/ 0 Against/ 0 Abstain

4.10 Vice President's Report

The Vice President's Report was taken as read. Adam congratulated the new board and spoke of the recent review of the Sexual Harassment Policy to be released on the 1st August.

Louise asked for a copy of the Sexual Harassment Policy to ensure we are aligning with the Universities Policies.

B122/18 Resolved

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

Recommendation: That the Board note the report.

Zimeng Ye/ Jacob Masina

11 Accept/ 0 Against/ 0 Abstain

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B123/18 Resolved

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

Zhixian Wang / Claudia Gulbransen-Diaz

11 Accept/ 0 Against/ 0 Abstain

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4.11 President's Report

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Liliana welcomes the board and the students back onto campus. Highlighting ACCESS being of focus and looking at ways to engage Alumni.

B124/18 Resolved

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

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

Maya Eswaran / Claudia Gulbransen- Diaz

11 Accept/ 0 Against/ 0 Abstain

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B125/18 Resolved

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

Lachlan Finch / Zimeng Ye

11 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 31st August 2018.

There being no further business, the Board meeting closed at 3:31pm.