

**Board of Directors Meeting
12pm, Friday the 28th September 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, 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 (*Apology*), Alistair Cowie, Director of Sales, Louise Anthony Director of Student Programs, Jess Reed, Head of Operations (*Apology*), 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 26th October 2018.

1. Meeting Open

The Chair opened the meeting at 1:07pm

The Chair completed the Acknowledgement of Country Statement.

1.1 Apologies and Leaves of Absence

Apologies were noted for Sandra Hardy, Jess Reed and Rebecca Sahni.

An early departure was noted for Zhixian Wang at 2:45pm

B146/18

Resolved

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 31st August 2018.

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The board accepted the minutes of the previous meeting

B147/18 Resolved

That the minutes of the previous meeting held 31st August 2018 be accepted as a true and accurate record of proceedings –

Jacob Masina / Marie Leech

13 Accept/ 0 Against/ 0 Abstain

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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 motions on notice

3. Matters for Decision

3.1.1 Finance Committee Summary

Andrew spoke of the recent Financial Committee meeting. The Finance Committee recommends that existing ETF holdings be sold and reinvested Ethically.

Jacob raised concern is with the change of markets. Andrew confirmed there is research to take place before deciding what to invest in each of these funds.

Marie asked of an expected timeline, concerned if by selling investments we are reducing our income by moving into cash? Andrew confirmed that this is not long term.

B148/18 Resolved

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That the board approve the recommendations in the report.

Recommendation: That the Board approve the sale of USU ETF investments for retention in cash while research is conducted for suitable ethical investments.

Jane Drummond / Hengjie Sun

13 Accept/ 0 Against/ 0 Abstain

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3.2 Confidential Business

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B149/18

Resolved

To move the meeting in camera –

Adam Torres / Claudia Gulbransen-Diaz

13 Accept/ 0 Against/ 0 Abstain

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B150/18

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 success of the Laneway makeover. Overall great feedback and increased sales. Also raising the issues faced with the Salesforce project with Morphate.

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Resolved

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

B151/18

Recommendation 1: That the Board note the report.

Maya Eswaran / Lachlan Finch

13 Accept/ 0 Against/ 0 Abstain

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4.2 Finance Report

Andrew spoke of the missed budget for the month, by 175,000. Overall still ahead of budget for the year.

Courtney asked of HostCo being behind budget, Andrew explained HostCo and The Gardens had been heavily back ended; sales teams' ability to hit these targets is very difficult. Jane mentioned HostCo operations income YTD almost the same as last year although costs have increased. This was due to over utilising casual labour, costing issues with menus and GST.

B152/18

Resolved

That the Board note the report. –

Recommendation 1: That the Board note the report.

Connor Wherrett / Claudia Gulbransen-Diaz

13 Accept/ 0 Against/ 0 Abstain

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4.3 Sales and Marketing Report

Alistair spoke of a quiet month, highlighting a successful University O Day.

Financially spot on for budget coming into \$2 ahead, although 300k ahead of budget for the year, with the semester 2 Access drive playing a big part.

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HostCo website enquiries are up by 40%, looking to hold a strategy day next week to dive deeper into the direction of HostCo.

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B153/18 Resolved

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

Recommendation 1: That the Board notes the report
Marie Leech / Zhixian Wang

13 Accept/ 0 Against/ 0 Abstain

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4.4 Operations Report

Andrew opened to the board for questions. Marie asked of the bar's low income, Andrew believed it to be a quiet month and the cancellation of a large booking; although strong bookings confirmed for the rest of the year.

Lachlan asked of the healthy food in Unimart and if the board can see data for this. Jess will be able to provide this.

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B154/18 Resolved

To accept the Operations Report and the recommendations contained therein –

Recommendation: For Board Directors to note the report

Lachlan Finch / Zhixian Wang

13 Accept/ 0 Against/ 0 Abstain

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4.5 Student Programs Report

Lou spoke of a big month for programs Holding planning sessions for 2019 and creating a draft 2019 events calendar and welcoming Jodi as Lou's maternity cover.

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Courtney asked of Rad Sex and Consent Week and whether this has been cancelled? The programs department and Board agreed moving the content into a Sexual Health and Wellbeing day would be a better option due to a lack of involvement.

Courtney Thompson left the room 2:33pm

Resolved

That the report be noted.

B155/18

Recommendation:

That the Board notes the report

Jane Drummond / Hengjie Sun

13 Accept/ 0 Against/ 0 Abstain

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4.6 Infrastructure Report

Alistair spoke of the Refectory AV which is waiting to be signed off for full funding.

The Citizen blue trial has started to see a small income already. Unfortunately, have noticed a lot of people collecting bottles and cans from the bins around the University affecting the success of the trial.

The Jacaranda tree in Courtyard is will soon be lit, rolled out in time for Summer.

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B156/18

Resolved

That the Board notes the report and recommendations contained therein-

Recommendation: For Board Directors to note the report

Connor Wherrett / Decheng Sun

13 Accept/ 0 Against/ 0 Abstain

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The President requested a motion to suspend meeting order and move to the Honorary Secretary report.

B157/18

Resolved

To suspend the meeting order

Claudia Gulbransen – Diaz / Zimeng Ye

13 Accept/ 0 Against/ 0 Abstain

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4.8 Honorary Secretary's Report

Zhixian spoke to her report highlighting the Annual Dinner planning and highlighting importance of the board attending upcoming events.

B158/18

Resolved

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

Recommendation1: That the Board note the report.

Lachlan Finch / Zimeng Ye

13 Accept/ 0 Against/ 0 Abstain

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Zhixian left the room 2:44pm

4.7 Innovations and IT Report

Ashlea spoke to her report inviting everyone to attend the upcoming Demo Day and visit the new Incubate space.

Courtney Thompson returns 2:46pm

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B159/18

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 / Jane Drummond

13 Accept/ 0 Against/ 0 Abstain

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4.9 Honorary Treasurer's Report

Claudia spoke of the Ethical Investment Strategy and expressed her excitement to see some progress.

B160/18

Resolved

To accept the report and the recommendations contained therein.

Recommendation1: That the Board note the report.

Lachlan Finch / Maya Eswaran

13 Accept/ 0 Against/ 0 Abstain

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4.10 Vice President's Report

The Vice President's Report was taken as read.

B161/18

Resolved

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

Recommendation: That the Board note the report.

Decheng Sun / Maya Eswaran

13 Accept/ 0 Against/ 0 Abstain

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B162/18 Resolved

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

Claudia Gulbransen - Diaz / Lachlan Finch

13 Accept/ 0 Against/ 0 Abstain

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4.11 President's Report

Liliana thanked Lou and Programs team for hosting the Planning Day and taking on the feedback of the Board.

Courtney raised the SRC Election and the importance of the Board to display their best behaviour and treat one another with respect.

B163/18 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 / Lachlan Finch

13 Accept/ 0 Against/ 0 Abstain

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B164/18 Resolved

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

Jacob Masina / Lachlan Finch

13 Accept/ 0 Against/ 0 Abstain

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5. Matters for Noting

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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 26th October 2018.

There being no further business, the Board meeting closed at. 2:55PM