

**Board of Directors Meeting
1pm, Friday the 29th March 2019
Held in the Drawing 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 (*Apology*), 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.

USU Staff Andrew Woodward, Chief Executive Officer and Board Secretary, Sandra Hardy, Director of Human Resources (*Apology*), Alistair Cowie, Director of Sales Marketing & Infrastructure (*Apology*), Jodi Tweed, Director of Student Programs (*Apology*), Jess Reed, Head of Operations, Rebecca Sahni, Head of Finance (*Apology*), 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 Tuesday 30th April

1. Meeting Open

The Chair opened the meeting at 1:05pm

The Chair completed the Acknowledgement of Country Statement.

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1.1 Apologies and Leaves of Absence

An apology was noted for Hengjie Sun

B026/19 Resolved

To approve an apology from Hengjie Sun

Zhixian Wang / Zimeng Ye

6 Accept / 3 Against / 1 Abstain

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Jacob Masina was noted as a late arrival.

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Courtney Thompson noted as an ongoing apology.

Resolved

B027/19

To accept an ongoing apology for Courtney Thompson and a late arrival for Jacob Masina,

10 Accept/ 0 Against/ 0 Abstain

Adam Torres / Marie Leech

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1.2 Disclosure of Conflicts of Interest

There were no conflicts of interests.

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1.3 Minutes of the previous meeting on

The board accepted the minutes of the previous meeting, requesting minor amendments.

B028/19

Resolved

That the minutes of the previous meeting be accepted as a true and accurate record of proceedings –

Maya Eswaran /Jane Drummond

10 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

No open questions

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2.3 Motions on Notice

2.3.1 Cabcharge Policy

Connor outlined the Cabcharge policy which was brought to board as part of the standard review every two years.

Jane suggested the tone of the policy should be reviewed. The policy will be reviewed and brought to board next month.

Adam highlighted that the policy tabled had been updated and therefore requested, in light of Jane's comments, that the policy be tabled again at the next meeting pending a further review.

Jacob entered the room 1:14pm

3.2 Confidential Business

B029/19

Resolved

To move the meeting in camera –

Zhixian Wang / Zimeng Ye

11 Accept/ 0 Against/ 0 Abstain

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B030/19

Resolved

To move the meeting out of camera –

Maya Eswaran / Zhixian Wang

11 Accept/ 0 Against/ 0 Abstain

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3.3 Other Decisions

3.3.1 Student Leadership Role Title Update

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B029/19 Resolved

For the board to approve the update of the student leadership role from 'Verge Festival Coordinator' to 'PopFest Coordinator'

Lachlan Finch / Jacob Masina

11 Accept/ 0 Against/ 0 Abstain

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3.3.1 Student Leadership Role change - Innovations

Ashlea spoke of the report and changing the student leader role from Program Coordinator to Marketing Assistant due to increased demand and providing purposeful portfolio work to students.

B030/19 Resolved

That the Board approves the proposal to change one student leader role from Program Coordinator to Marketing Assistant.

Jacob Masina / Jane Drummond

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 staff survey has been sent out and confirmed that this is a confidential survey. Although comments are individualised, there is no intention to find out who these responses are from.

Claudia commented on the outstanding sales data. The makeovers hadn't in the past convinced the board that this would increase sales and congratulated the team on the amazing job.

Connor asked of the reason behind the Manning Kiosk increase – it was suggested this is due to a lot more people around this area with the addition of Manning Social.

Adam asked for a copy of the staff survey

B031/19

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Lachlan Finch / Jacob Masina

Resolved

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

Recommendation 1: That the Board note the report.

11 Accept/ 0 Against/ 0 Abstain

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4.2 Finance Report

Andrew spoke to the Finance report. Highlighting that the USU is currently ahead of budget for the year – although keeping in mind that due to timing some costs that have been budgeted in the current and past month have not been incurred and therefore may come up later.

Liliana asked of Bars being behind budget. Jess mentioned the Welcome Week opening night party and lack of attendance which impacted the costs for last month compared with the expectations when completing the budget.

Adam asked of paying earlier or later than budget and how that impacts results. Andrew advised that per the comment above, there will be a reconciliation in future board papers of budget items not yet incurred but expected to be in future months. This will provided a clearer picture of the forecast for the year.

B032/19

Resolved

Recommendation: That the Board note the report.

Marie Leech / Claudia Gulbransen-Diaz

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.

Adam requested the socials graphs returned to the report.

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B033/19

Resolved

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

Recommendation 1: That the Board notes the report

Decheng Sun / Zimeng Ye

11 Accept/ 0 Against/ 0 Abstain

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4.4 Operations Report

Jess spoke to the Operations report. Noting record days seen in Footbridge, ABS, USYD Store and improved sales results in Manning kiosk as well.

Regarding Alipay/ Wechat pay Jimmy has met with Bepoz and confirmed they have built integration into a version of their system although is not yet stable. NAB is working on having Alipay integrated into their terminals.

B034/19

Resolved

To accept the Operations Report and the recommendations contained therein –

Recommendation: For Board Directors to note the report

Zimeng Ye / Maya Eswaran

11 Accept/ 0 Against/ 0 Abstain

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4.5 Student Programs Report

The Student Program Report was taken as read.

Connor asked of the meeting with SCA and asked for an update to the board once this has taken place.

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C&S miscommunication regarding funding Jacob sees a growing concern around C&S funding. Liliana suggested to proactively find a date for the C&S Forum.

B035/19

Resolved

To accept the Student Program Report and the recommendations contained therein -

Recommendation:

That the Board notes the report

Connor Wherrett /Lachlan Finch

11 Accept/ 0 Against/ 0 Abstain

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4.6 Infrastructure Report

The Infrastructure Report was taken as read.

B036/19

Resolved

That the Board notes the report and recommendations contained therein-

Recommendation: For Board Directors to note the report

Decheng Sun / Maya Eswaran

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 highlighted the process for selecting a provider to manage the creation of a tender document for a CRM solution. It was noted that the USU had decided to proceed with Cap Gemini for this process.

Adam asked why they were providing a 50% discount. Ashlea explained that this was provided as they have a fund for offsetting costs and supporting discounted rates for Not-for-profit organisations.

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Resolved

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

Recommendation: That the Board note this report

Zimeng Ye / Connor Wherrett

11 Accept/ 0 Against/ 0 Abstain

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4.8 Honorary Secretary's Report

The Secretary Report was taken as read. Zhixian highlighted Pulp doing great and the Finance Intern Position being extremely successful with 99 applicants for the position.

B038/19

Resolved

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

Recommendation1: That the Board note the report.

Zimeng Ye/ Claudia Gulbransen-Diaz

11 Accept/ 0 Against/ 0 Abstain

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4.9 Honorary Treasurer's Report

The Honorary Treasurer's Report was taken as read. Claudia spoke of working on the Reserves Policy which will she will take to GWP in April.

B039/19

Resolved

To accept the report and the recommendations contained therein.

Recommendation: That the Board note the report.

Maya Eswaran / Jane Drummond

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11 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 touched on the uncontroversial meeting with Michael Spence earlier in the month and the Student Consultative Committee meeting with discussions around the consent policy.

B040/19

Resolved

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

Recommendation: That the Board note the report.

Lachlan Finch / Marie Leech

11 Accept/ 0 Against/ 0 Abstain

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B041/19

Resolved

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

Zhixian Wang / Decheng Sun

11 Accept/ 0 Against/ 0 Abstain

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4.11 President's Report

Liliana provided updates on the busy month, highlighting the recent meeting with Michael Spence and library representatives to discuss how the USU and library might be able to better collaborate.

The inaugural Mental Health Wellbeing Group took place and agreed more data needed to be collected on the utilisation of services and how demand has changed in recent years. Marie raised that in the past she had been part of Healthy Sydney University group – suggesting some of the work from this group may be useful.

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Jacob asked of Westmead Campus and whether there is space for outlets. Andrew mentioned current suppliers there have an extremely long lease. Hoping to have outlets out there although won't come easy.

B042/19 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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B043/19 Resolved

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

Jacob Masina / Jane Drummond

11 Accept/ 0 Against/ 0 Abstain

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5. Matters for Noting

5.1 Minutes of the Debates Committee

Noted

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5.2 Work Health and Safety

Noted

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5.4 Board and Committee Financials

The Board and Committee Financials were noted.

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5.5 Other Matters for Noting

There were no other matters for noting

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6. Close of Meeting

6.1 Matters for Disclosure

There were no matters for disclosure.

Andrew acknowledged next board meeting having a lot of public holidays around the meeting. Given these circumstances the board decided to move the meeting to Tuesday 30th April 1 – 3pm.

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6.3 Next Meeting

The date of the next meeting Tuesday 30th April at 1pm

There being no further business, the board meeting closed 2:14pm.