

MINUTES

MEETING: COVID-19 RESPONSE COMMITTEE

HELD ON: Tuesday 15 September 2020

TIME: 8:02am to 8:52am

LOCATION: Online via Zoom

COMMITTEE MEMBERS

Nick Forbutt, Vice President, Chair (via audio-visual link)

Jess Reed, Acting Chief Executive Officer, Deputy Chair (via audio-visual link)

Ruolin Ma, President (via audio-visual link)

Ruby Lotz, Director (via audio-visual link)

Kailin Qin, Director (via audio-visual link)

Nicholas Rigby, Director (via audio-visual link from 4:06pm)

Rebecca Sahni, Director of Finance (via audio-visual link)

Nicole Saadeh, People and Culture Business Partner (via audio-visual link)

Robyn Matthews, Staff Representative (via audio-visual link)

OTHER

Caitlin Brown, Honorary Treasurer (via audio-visual link)

Dane Luo, Board Secretary (via audio-visual link)

MINUTES

OPEN OF MEETING
<p>The Chair opened the meeting at 8:02am.</p> <p>The Chair made an Acknowledgement of Country.</p>
1. Apologies and Leaves of Absence
<p>Due to the global COVID-19 pandemic, the meeting was conducted online via audio-visual link.</p> <p>Connor Wherrett was absent.</p> <p>The Committee agreed to conduct this meeting online via audio-visual link.</p>
2. Minutes of the Previous Meeting
<p>The Minutes of the meeting of the COVID-19 Response Committee held on 8 September 2020 was circulated. The Redacted Minutes of the meetings of the COVID-19 Response Committee held on 8 September 2020 was circulated.</p> <p>Resolved CRC007/20 That:</p> <ol style="list-style-type: none">1. The Minutes of the meeting of the COVID-19 Response Committee held on 8 September 2020 be approved as a true and accurate record; and2. The Redacted Minutes of the meetings of the COVID-19 Response Committee held on 8 September 2020 be approved for release. <p>Mover: Jess Reed Seconder: Ruby Lotz 9 For / 0 Against / 0 Abstain</p>
3. Business Arising from the Minutes of the Previous Meeting
<p>No business arising from the Minutes of the previous meeting.</p>
4. Declarations of Conflicts of Interest
<p>No declarations of conflicts of interest.</p>
5. General Business
<p>5.1 Update on COVID-19 in New South Wales</p> <p>The Committee noted that the number of COVID-19 cases in NSW have been decreasing over the past week.</p>
<p>5.2 Update on Financial State of the USU</p>

The cash flow model (as of 14 September 2020), month-to-date outlet sales in September 2020, comparison of week 2 and week 3 outlet sales, and campus attendance numbers in week 3 was tabled and taken as read.

Jess Reed provided an update on the financial state of the USU and noted:

- The USU has seen strong performance from outlets and HostCo over the past week;
- [REDACTED];
- [REDACTED]; and
- [REDACTED].

The Committee noted the update.

5.3 Consideration of legal advice

[REDACTED]

5.4 Review of staff capacity reductions

The updated proposed roadmap (as of 14 September 2020) was circulated and taken as read.

Jess Reed proposed increasing to 80% capacity from 19 October 2020, which would leave four weeks at 60% capacity. She has proposed this time to give the BOARD OF DIRECTORS some comfort and for our assumptions to come together.

Ruolin Ma said that the University's advisory group has offered to provide some feedback on the financial assumptions that we are working on and look at the cash flow forecast.

Some members of the Committee expressed concern that the University may have a conflict of interest and not an external body to review our financial statements. **The Committee** agreed that any referral must be approved by the BOARD OF DIRECTORS.

With respect to the updated proposed roadmap, **Jess Reed** explained that an additional column was added in the case that campus activity grows. This would allow us to do more student-facing activity. It was further clarified that the last column should be \$108,000.

The Committee discussed making a recommendation to the BOARD OF DIRECTORS about increasing staff capacity reductions. It was noted:

- Some members of the Committee suggested that we wait for the next fortnight so we can have the feedback from an external review and allow for more information. Other members of the Committee noted that a recommendation should be made for the meeting of the BOARD OF DIRECTORS next week;
- The projections going forward are still very conservative;
- There would be greater stability if we can articulate what the BOARD OF DIRECTORS are aiming for.

Resolved

CRC008/20

That the Committee recommends that the BOARD OF DIRECTORS increase the work capacity of all USU employees to 80% of normal operations from 19 October 2020 provided that:

1. An external consultant reviews the cash flow model and does not find considerable fault;
2. There is no change to face-to-face teaching;
3. There are no further government restrictions that are prohibitive to USU operations; and
4. Outlet sales exceed \$185,000 in the month of September.

Mover: Jess Reed

Secunder: Ruby Lotz

9 For / 0 Against / 0 Abstain

5.5 Claims for financial special consideration

[REDACTED]

[REDACTED]

[REDACTED]

Some members of the Committee said they prefer more time to review future applications and require details about their hardship. It was noted that the Executive Committee had received a draft criteria from management but had not actioned on it.

Resolved**CRC009/20**

That the Committee:

1. [REDACTED];
2. Determines that the closing date of special consideration applications shall be Thursday 24 September 2020, and details of the request must be provided.

Mover: Ruby Lotz

Secunder: Kailin Qin

9 For / 0 Against / 0 Abstain

5.6 Communication with staff

Jess Reed outlined the procedure for the Staff Forum to be held today. She has received questions about the recent decision and what will be needed to return to full normal operations.

Nicole Saadeh noted that there were some employees who were upset about the reduction under the Jobkeeper 2.0 plan.

5.7 Staff Retention Plan

[REDACTED]

[REDACTED]

The Committee requested management to provide further information about critical risk roles.

6. Other Business

Kailin Qin said that clubs and societies are confused. **Jess Reed** agreed to follow up about the messaging to the clubs and societies.

Nicholas Rigby said that Caitlin Brown should be added to this Committee so that she can receive documents for this Committee. It is weird that she isn't given access to documents and data. **Nick Forbutt** said that a discussion can be held this week.

7. Date of Next Meeting

The Committee determined that the next meeting of the Committee shall be on Tuesday 29 September 2020.

CLOSE OF MEETING

The Chair closed the meeting at 8:52am.