

MINUTES

MEETING: BOARD OF DIRECTORS

HELD ON: 26 March 2021

TIME: 1:00pm to 3.00pm

LOCATION: Cullen Room, Holme Building

BOARD OF DIRECTORS

Irene Ma	President, Chair	Present
Nick Forbutt	Vice President	Present
Caitlin Brown	Honorary Treasurer	Present
Yinfeng (Benny) Shen	Honorary Secretary	Present
Benjamin Hines	Director	Present
Ruby Lotz	Director	Present
Kailin (Vikki) Qin	Director	Present
Nicholas Rigby	Director	Present
Belinda Thomas	Director	Present
Di (Eve) Wang	Director	Online
Prudence Wilkins-Wheat	Director	Present
David Wright	Senate Appointed Director	Present
Marie Leech	Senate Appointed Director	Present
Connor Wherrett	Immediate Past President	Present /Late arrival

USU STAFF

Andrew Mills	Chief Executive Officer	In attendance
Rebecca Sahn	Director of Finance	In attendance
Marissa Scuteri	Minutes	In attendance

OBSERVERS

Marlow Hurst	Honi Soit journalist	In attendance
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MINUTES

1. Opening
<p>1.1 The meeting opened at 1.04PM</p> <p>The Chair delivered the Acknowledgement of Country.</p>
<p>1.2 Apologies and Leaves of Absence</p> <p>Connor – late arrival by 15 minutes</p> <p>Eve: attended via Zoom link.</p> <p>Resolved B028/21</p> <p>That the BOARD OF DIRECTORS accepts Connor’s ate arrival and Eve’s request for Zoom</p> <p>Mover: Nick Forbutt</p> <p>Secunder Ruby Lotz</p> <p>13 For / 0 Against / 0 Abstain</p>
<p>1.3 Disclosure of Conflicts of Interest</p> <p>There were no disclosures of conflicts of interest.</p>
2. Meeting Administration
<p>2.1 Minutes of the Previous Meeting</p> <p>The draft Minutes of the BOARD OF DIRECTORS held on 26 February 2021 was tabled and taken as read.</p> <p>Change the observer from Marlow to Maxim and Juliet Marche</p> <p>The BOARD OF DIRECTORS made an amendment to the Minutes.</p> <p>Resolved B029/21</p> <p>Mover: Marie Leech</p> <p>Secunder: Belinda Thomas</p> <p>13 For / 0 Against / 0 Abstain</p>
<p>2.2 Business Arising from the Minutes Not Addressed Elsewhere</p> <p>No business arising from the Minutes not addressed elsewhere.</p>
<p>2.3 Open Question Time</p> <p>Honi: USU holds archives for clubs and societies - are these readily available?</p> <p>Irene noted that the USU is reviewing its policy. Currently, there no policy allowing public access to historical archives. Irene will get back to the Honi Soit once it is discussed by the Board.</p>

Honi: Is the USU considering supporting Radical Sex and Consent Week in Semester 1?

Irene noted that the Board is considering the above week in conjunction with the SRC. A meeting with the SRC will take place to discuss their request. Irene also noted that USU has recently updated its Sexual Misconduct and Sexual Harassment Policy and guidelines to clubs and societies (C&S) and is working at improving communication with C&S so that we know they are following it, to ensure more support is given to victims of sexual misconduct or harassment.

2.4 Motions on Notice

No motions on notice

3. Matters for Discussion

3.1 CEO/Secretariat Report

Recommendation 1: That the BOARD OF DIRECTORS notes the Report.

Report covers a range of activities Welcome Fest, meeting key stakeholders, highlighted CEO meeting tenants and any gaps in the relationships and tenancies. Meeting all the staff, high engagement with staff. Ongoing process.

The University has confirmed the go ahead of graduations which will positively impact USU financial outcome as this activity is unbudgeted.

Resolved B030/21

That the BOARD OF DIRECTORS accepts the report as read

Mover: Ben Hines

Seconder: Nick Forbutt

13 For / 0 Against / 0 Abstain

3.2 Finance and IT Report

The new auditors are Pitcher Partners have been present at USU for the past 2 weeks. The audit is going smoothly, and they seem to be very thorough. It is pleasing that senior auditors have been appointed.

Highlights of the financial report as at the end of February: Ended \$55k above budget. Welcome Fest moved to first week of March (traditionally end of February) so results are not covered in this report. Overall, we are still better off compared to budget. Cash on hand is very positive at \$3.8m (up \$1.5m due to maturation of term deposits). USU will be undertaking a financial reforecast following Q1 results.

March sponsorship budget not achieved during Welcome Fest due to restrictions placed on outdoor activation by major sponsors. Also, HostCo event revenue is down due to cancellation of events stemming from decisions made in December 2020 when COVID-19 restrictions were in place (e.g., the Northern Beaches Xmas lockdown). These revenue shortfalls should be offset by overachievement of the revenue budget by our outlets, plus Graduations Ceremony catering income which is unbudgeted.

The Board asked for historical data in the finance report, trends etc., not just a snapshot.

Connor joined the meeting at 1.17pm

Resolved B031/21

That the BOARD OF DIRECTORS accepts the report as read and tabled.

Mover: Yinfeng (Benny) Shen

Seconder: Caitlin Brown

13 For / 0 Against / 0 Abstain

3.3 USU Activity Report

The Activity Report covers number of USU departments including marketing, student programs, commercial operations, and people & culture. The report highlights much of the preparation work for the Welcome Fest in early March. At the time of the report, we had registered just below 34K members. This has grown to 37k+ members and continues to climb and we are on target to achieve 38k members – a new record. As previously mentioned, USU did not achieve its sponsorship budget. F&B revenue from commercial ops is expected make up the shortfall.

The Board noted and discussed the Activity Report highlights as follows:

- Membership growth and composition.
- Increase in Instagram followers and USU APP upgrades due to be launched on Monday.
- Very good trend for ops. in Feb and continuing in March. F&B staff moved to 100% in early March due to increased demand. The rest of the USU staff will move to 100% from 29th March following the end of the JobKeeper program.
- The USU Eats van has been a success. However, HostCo Venues bookings below budget due to many cancellations last year and early 2021.
- P&C: new staff commencements: Andrew Mills joined as the new CEO on 24 Feb 21, and Charmaine Lau started as Program Events Coordinator. Casuals to commence shortly to support catering for the graduation ceremonies throughout April and May.
- C&S Funding: some clubs are concerned that their membership enrolments have dropped due to only having one day to recruit new members during Welcome Fest (due to Covid-19 restrictions). Consequently, these clubs are worried that they will not receive the grant funding they usually receive. Other clubs did quite well.
- The Board noted that C&S grant funding is scaled based on membership levels of 2020 (not 2021).
- Discussion around student positions such as Student Activity Officers (SAOs) and Campus Activity Officers (CACs) and need to review via C&S Committee and Governance Committee to recommend any suggested amendments to regulations if, and when required.
- Discussed the need to improve C&S communications and feedback on reviews. Noted some concern over lack of student engagement.
- Ideally, it was desirable to return the C&S marquees to Eastern Avenue which offered more space than the Quad lawns.
- The proportion of international student is less than usual. Should they be targeted more – appoint an international student coordinator.
- The Board noted the need for a Bar / Events strategy – not just ad-hoc events. Need to develop a timeline of entertainment events over the year, e.g., re-opening Manning Bar with a series of events.
- Student positions will be reviewed at the next Governance Committee meeting.

Resolved B032/21

That the BOARD OF DIRECTORS accepts the report as read

Mover: Ruby Lotz

Seconder Belinda Thomas
13 For / 0 Against / 0 Abstain

3.4 Report of the Honorary Secretary

- Prudence drew attention to the horrific hate crimes in the USA as reported in the international media. Many Asian people have been targeted for hate crimes particularly due to COVID. Noted.
- In Australia, 84.7% of people of Asian background have reported discrimination in 2020 and USU stands in solidarity.
- Noted the success of Welcome Fest, echoing Andrew's report. Congratulated staff on bringing fun back during Welcome Fest.
- USU Rewards program branding (yellow and blue branding) is becoming a recognisable sight around campus.
- Noted Tania Moroko's farewell and her contribution to USU, bringing lots of good times and expertise to USU.
- C&S focusing on new club applications. Timing and flexibility of Welcome Fest. To provide new societies familiarity with application process and training.
- Discussed the updated USU flyer to C&S concerning response to sexual assault.
- Noted that the USU *Sexual Misconduct and Sexual Harassment Policy (2021)* was updated.

Resolved: B033/21

That the BOARD OF DIRECTORS accepts the report as read

Mover: Marie Leech

Seconder: Prudence Wilkins-Wheat

13 For / 0 Against / 0 Abstain

3.5 Report of the Honorary Treasurer

- Noted a fantastic Welcome Fest with special thanks to Clare van de Wall, USU Events Manager
- International Women's Day was a success. Congratulations to Belinda for a successful event with limited resources.
- USU remains in positive cash position. Also noted our operating contribution was \$55K ahead of budget. Attributed to strong performance of the outlets during Welcome Fest. Our budget does not include any revenue for University graduations, so this will be revenue positive.
- As of 17th March 2021, all outstanding invoices have been paid, no current debt.
- It was noted that Ben Hines had prepared a draft proposal for a new investment policy. This was tabled and discussed in the Finance Committee meeting. After amendments are made it will be reviewed by the Governance Committee for further action. Noted.
- Deeper review on current finances is ongoing.
- No governance committee meeting is planned for this February.
- 4th Literacy training session continues.

Resolved: B034/21

That the BOARD OF DIRECTORS accepts the report as read.

Mover: Ben Hines

Seconder: Nick Rigby

13 For / 0 Against / 0 Abstain

3.6 Report of the Vice President

Resolved: B035/21

That the BOARD OF DIRECTORS accepts the report as read.

Mover: Yinfeng (Benny) Shen

Secunder: Ruby Lotz

13 For / 0 Against / 0 Abstain

3.7 Report of the President

Chair moved to Nick Forbutt

Mover: Benny Shen

Seconded: Belinda Thomas

13 For / 0 Against / 0 Abstain

Tabled and read.

Resolved that the report had been read.

Resolved B036/21

Mover: Marie Leech

Seconded: Nick Rigby

13 For / 0 Against / 0 Abstain

Motion: Chair be returned to Irene Ma

Mover: Caitlin Brown

Seconded: Ruby Lotz

13 For / 0 Against / 0 Abstain

3.8 Other Matters for Discussion

3.8.1 Report of the Director of Debates

Tabled and read. Board to note.

4. Matters for Decision

4.1 Confidential Business

Pursuant to resolution B037/21, the Board moved off camera at 2:30pm

Mover: Yinfeng (Benny) Shen

Secunder: Kailin (Vickki) Qin

13 For / 0 Against / 0 Abstain

Moving from camera

Pursuant to resolution B037/21, the Board moved out of camera at 3:04pm

Mover: Ben Hines
Seconder Belinda Thomas
11 For / 0 Against / 0 Abstain

5. Matters for Noting

5.1 Minutes of the Electoral Committee

No other matters for noting.

6. Close of Meeting

6.1 Next Meeting

The next meeting of the BOARD OF DIRECTORS is held on Friday 30 April 2021 at 1:00pm in a location to be determined and will be held in person.

The meeting closed at 3.06pm

For the information of Board Directors, the most recent cash flow forecast is attached.