

MINUTES

MEETING: BOARD OF DIRECTORS

HELD ON: 26 November 2021

TIME: 1:02pm to 3:10pm

LOCATION: Reading Room/Online via Zoom

BOARD OF DIRECTORS

Prudence Wilkins-Wheat	President, Chair	Present
Ruby Lotz	Vice President	Present
Benjamin Hines	Honorary Treasurer	Present
Kailin (Vikki) Qin	Honorary Secretary	Present via audio visual link
Belinda Thomas	Director	Present
Telita Goile	Director	Present
Isla Mowbray	Director	Present
Cole Scott-Curwood	Director	Present
David Zhu	Director	Present
Du Du	Director	Present
Nicholas Comino	Director	Present
David Wright	Senate Appointed Director	Present
Marie Leech	Senate Appointed Director	Present via audio visual link
Irene Ma	Immediate Past President	Present

USU STAFF

Andrew Mills	Chief Executive Officer	Present
Oliver Harding	Assistant Board Secretary	Present
Ruth Altman	Director People & Culture	Present
Rebecca Altman	Director Finance	Present

OBSERVERS

Emily Graetz	Pulp	In attendance via audio visual link
Fabian Robertson	Pulp	In attendance via audio visual link

Marlow Hurst	Honi Soit	In attendance
Shania O'Brien	Honi Soit	In attendance
Samuel Garrett	Honi Soit	In attendance
Maxim Shanahan	Honi Soit	In attendance

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MINUTES

1. Opening
<p>1.1 The meeting opened at 1:02PM</p> <p>The Chair delivered the Acknowledgement of Country.</p>
<p>1.2 Apologies and Leaves of Absence</p> <p>There were no apologies or leaves of absence.</p> <p>Resolved B112/21: That the BOARD OF DIRECTORS accepts Marie Leech and Vikki Qin join the meeting via zoom.</p> <p>Mover: David Zhu Secunder: Nick Comino 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>With regards to queries raised at the previous Board of Directors meeting, there is no legal requirement to register with ASIC as a Board Director.</p> <p>Resolved B113/21: That the BOARD OF DIRECTORS approves the minutes of the previous meeting en bloc.</p> <p>Mover: Ruby Lotz Secunder: Cole Scott-Curwood 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 Motions on Notice</p> <p>No motions on notice.</p>

3. Confidential Business

Resolved B114/21:

That the BOARD OF DIRECTORS moves in camera.

Mover: Ruby Lotz**Secunder: Isla Mowbray**

13 For / 0 Against / 0 Abstain

Ruth Altman left the meeting at 1:48pm

Resolved B115/21:

Pursuant to resolution B114/21, the Board moved out of camera at 1:52pm.

Mover: David Zhu**Secunder: Nicholas Comino**

13 For / 0 Against / 0 Abstain

4. Matters for Noting

There were no matters for noting.

5. Matters for Discussion

5.1 CEO/Secretariat Report

Andrew Mills gave an update on the following:

Student programs

- Wellness week saw 23 events, 10 clubs participated and attendance of 226 individuals
- Three in-person day trip sessions were held in Dec to welcome international students into campus
- A 2022 Programs and Events calendar has been finalised

Event & Membership headlines

- Focus has been on welcome fest 2022 project team for event planning, recruitment/
- Working with the University OPG to scope....
- Gained 178 members in October
- Currently \$163k YTD behind budget
- Still waiting on \$65k income from 3 Colleges
- Preparation of a USYD Staff Rewards Pitch deck

Marketing & Digital Headlines

- Given there is limited campus activity, the digital and social metrics remain stable.

P&C Headlines

- 100% staff have received 'return to full hours' letters
- A draft a mandatory vaccination policy was written, legal advice in progress
- Recruitment drive across all categories of operations staff due to Grads and replacement of vacancies across a number of USU outlets.

Outlets: Oct & Nov snapshot

- Daily sales have grown steadily over the past 4 weeks and are now in excess of \$10k and increasing

USU has collaborated with SCASS with the launch of the Backspace Gallery in Wentworth.

Free 'Piixi' sanitary products are now available across all USU facilities (Holme, Manning & Wentworth)

The Australian Senate has just voted to disallow the ACNC regulations amending Governance Standard 3.

Resolved B116/21:

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

Mover: Du Du

Seconder: Ruby Lotz

13 For / 0 Against / 0 Abstain

5.2 Finance Report

The Board noted that the operating contribution (OC) for Nov21 was substantially negative and queried if we can actually achieve the reforecast. It was noted that accruals and graduations over the next two months will offset this loss.

The Board raised whether there is an update to the funding deferred to 2022 from Destination NSW (DNSW) and SSAF funding. Rebecca noted that we are still waiting on guidance from the Uni, but we have received confirmation from DNSW.

Resolved B117/21:

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

Mover: David Zhu

Seconder: Benjamin Hines

13 For / 0 Against / 0 Abstain

2022 Budget

- 2022 is going to be equally as uncertain as 2021
- USU management has adopted the strategy of delivering a conservative budget to protect the cash and bottom-line position, however we've increased funding to student program activities in line with our strategic plan priorities.
- As was the case with 2021, at the end of each quarter, a reforest will be undertaken to reflect evolving trading conditions.

Total OC 2022 budget - \$321k

Student programs has increased expenditure over 2021 to reflect an activity plan closer to 2019 (normal trading conditions).

HostCo has been budget for \$1.7m

Capex has been budgeted for \$337.5k, factoring in the Finance ERP, IT equipment, content development and furniture for C&S spaces.

The Board raised where the OC from the Secretariat line item was coming from. Rebecca noted that the SSAF funding is listed in this line item and accounts for the OC.

The Board noted what the reduction in colleges budget was from. Rebecca noted that this reduction is in part time reduction in salaries but will check and report on in the next Board meeting.

It was noted that with regards to the 2022 Budget, a board briefing session will be undertaken for key departments to clarify their respective areas and to answers questions on key initiatives.

Resolved B118/21:

That the BOARD OF DIRECTORS notes the 2022 budget.

Mover: Ruby Lotz

Secunder: Belinda Thomas

13 For / 0 Against / 0 Abstain

5.3 USU Activity Report

The USU Activity report was presented within the CEO's presentation.

5.4 Report of the Honorary Secretary

Resolved B119/21:

That the BOARD OF DIRECTORS accepts the report as read.

Mover: Ruby Lotz

Secunder: Nicholas Comino

13 For / 0 Against / 0 Abstain

5.5 Report of the Honorary Treasurer

Resolved B120/21:

That the BOARD OF DIRECTORS accepts the report as read.

It was noted that a typo was identified in the report but will be corrected after the fact.

Recommendation: *That the Board delay the presentation of the Governance Committee Chair's Review of the Regulations and the Constitution to the next formal meeting of the*

Board to allow for the incorporation of the recommendations of the Constitutional Reform Working Party and the assent of the Governance Committee.

Mover: David Zhu

Seconder: Du Du

13 For / 0 Against / 0 Abstain

5.6 Report of the Vice President

The Vice President noted the circulation of the Committee Review that will be presented at the December Board Meeting

Resolved B121/21:

That the BOARD OF DIRECTORS accepts the report as read.

Mover: Isla Mowbray

Seconder: Belinda Thomas

13 For / 0 Against / 0 Abstain

5.7 Report of the President

Motion: That the Chair moved to Ruby Lotz.

Mover: David Zhu

Seconded: Nicholas Comino

13 For / 0 Against / 0 Abstain

Applications for Campus Activity Coordinators are still wanted in higher volumes, USU review will be presented at the next Board meeting.

The Board noted whether a SSAF infrastructure application would suit discussion on a new disabilities space. The Board responded that the USU is increasing their advocacy for disabilities space to the University.

Resolved B122/21:

That the BOARD OF DIRECTORS accepts the report as read.

Mover: Telita Goile

Seconded: Cole Scott-Curwood

13 For / 0 Against / 0 Abstain

Motion: That the Chair be moved back to Prudence Wilkins-Wheat.

Mover: Cole Scott-Curwood

Seconded: Telita Goile

13 For / 0 Against / 0 Abstain

5.8 Other Matters for Discussion

Portfolio Updates

Disabilities Portfolio

- Regular meetings have been had with Andrew Shimp to increase advocacy for disabilities service and accessibility for students across the university.
- Important to note that USU advocates for the social model for disabilities
- Andrew noted that putting disability advocacy on the Student Life agenda would see some real and rapid change

6. Matters for Decision

Recommendation: *The Director of Debates be paid the honorarium for Semester 2 2021.*

Resolved B123/21:

That the BOARD OF DIRECTORS approves the above recommendation.

Mover: Benjamin Hines

Seconded: David Zhu

13 For / 0 Against / 0 Abstain

The Debates Committee minutes to be added to the standing agenda of the Board Meetings.

Motion: That Oliver Harding serve as the Returning Officer for the election of the Honorary Secretary

Mover: Ruby Lotz

Seconded: David Zhu

13 For / 0 Against / 0 Abstain

Prudence Wilkins-Wheat nominated **Belinda Thomas**, who accepted the nomination. David Wright seconded the nomination.

With only one candidate nominated for the position, the Chair declared **Belinda Thomas** provisionally elected as the Honorary Secretary.

7. Open Question Time

Honi Soit

- Have the common room renovations finished?
 - The Board noted they have and will be opening in Semester 1.
- Has the coffee cart been driven yet?
 - The Board noted it has been delivered and is a functioning motor vehicle.

PULP

- Following Mark Scott's tripling of investment in Welcome Fest.
 - The Board noted that USU is still waiting to hear from the university on what this funding will look like
- Will there be a party in Manning on December 8?
 - The Board noted that the event clashed with Balls and other events, and it was decided to not go ahead.

8. Close of Meeting

8.1 Next Meeting

The next meeting of the BOARD OF DIRECTORS is held on Friday 10 December 2021 at 1:00pm in the reading Room/online via audio visual link.

The meeting closed at 3:10pm.

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