

MINUTES

MEETING: BOARD OF DIRECTORS

HELD ON: 27 August 2021

TIME: 1:06pm to 3:06pm

LOCATION: Online via Zoom

BOARD OF DIRECTORS

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

USU STAFF

Andrew Mills	Chief Executive Officer	In attendance via audio visual link
Rebecca Sahni	Director of Finance	In attendance via audio visual link
Oliver Harding	Assistant Board Secretary	In attendance via audio visual link

OBSERVERS

Emily Graetz	Pulp	In attendance via audio visual link
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MINUTES

1. Opening
<p>1.1 The meeting opened at 1:06 PM</p> <p>The Chair delivered the Acknowledgement of Country.</p> <p>Nick Comino delivered an acknowledgement for ‘Wear it Purple’ day to celebrate Pride activities next week.</p>
<p>1.2 Apologies and Leaves of Absence</p> <p>There were no apologies or leaves or absence.</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 ordinary Minutes of the BOARD OF DIRECTORS held on 30 July 2021 was tabled and taken as read.</p> <ul style="list-style-type: none">Ruby noted a typo in the previous Minutes – “colleges” not “colleagues” in Section 3.2 <p>Resolved B079/21: That the BOARD OF DIRECTORS approves the minutes of the previous meeting en bloc, with the above correction.</p> <p>Mover: Belinda Thomas Seconder: David Zhu 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. Matters for Discussion
<p>3.1 CEO/Secretariat Report</p> <p>Andrew Mills gave a presentation update on USU’s activities;</p> <ul style="list-style-type: none">Around 2000 lockdown lunches have been provided to students

- IT project tracker demonstrates the large number of current projects underway for USU, including:
 - Completed - USU2U upgrade, USU Rewards SSO, locker hire system, facilities jo logging and issue tracking solution have all been completed during 2021
 - In progress – Club Suite Replacement Project, Graduation Hire Solution, Website Replacement Project, USU IT Leasing end of life review

Online Welcome Fest 2

- 45,691 C&S webpage views
- +100 clubs participated
- 270 registrations for Language Exchange
- 14 new volunteers signed up between mid-July to August

P&C Headlines

- All permanent and fixed-term employees have agreed to reduce hours by 1 day a week
- Staff newsletter to be sent out at the end of August

Event and Memberships Headlines

- Converted Welcome Fest Sem 2 to fully online.
- Membership risen to just under 35,000 total members

Marketing and Digital

- Recruitment of a graphic designer is underway

Andrew discussed the emerging issues of ‘future universities’ brought on by the pandemic and a shift towards online and digital forms of learning which will have an impact on USU’s strategic future and how they engage with future students.

Andrew also noted evolving political discussing surrounding ACNC powers on unlawful activity which might have an impact on Board member’s involvement in protests impacts USU’s position as a charity not-for profit.

David Wright noted that it would be a good idea to review the progress of the strategy implementation regularly. David also noted that it is usually more cost effective for USU to purchase IT equipment due to the high cost of finance. The University saved millions of dollars over the last 3 years to purchase assets, rather than to lease.

Resolved B079/21:

That the BOARD OF DIRECTORS notes the Report.

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

Mover: Ruby Lotz

Seconder: Marie Leech

13 For / 0 Against / 0 Abstain

3.2 Finance and IT Report

Rebecca Sahni noted that the financial results for July were the same as those presented at the interim Board meeting.

Rebecca also noted that for each column in each operation, a COVID-19 reforecast, and full year reforecast was added.

Rebecca also noted income received from miscellaneous cashflow which consisted of:

- Agent credits (these are commissions USU receives from various suppliers based on our spend with them)
- Royal pay (this is the payment method similar to Visa/Mastercard. It includes WeChat pay and Alipay)
- Uni Syd Union (this relates to sale transactions at the warehouse to on campus trading non-USU tenants)
- Hostco (this is the arm of USU providing catering for weddings/graduations/special venue hire etc)

Ruby Lotz queried what items were included under Support Services costs: Rebecca noted this included Board costs, elections, induction training, etc. Noted.

David Wright noted that we should rethink the financial ratios used in the Financial Report. David also noted the negative YTD revenue for Operations. It was later revealed this number was incorrect due to limitations in the legacy financial reporting package. Noted.

Cole Scott-Curwood queried the 'C&S Trust' account. Rebecca noted this is a USU bank account with the CBA which is used for all C&S accounts, payments, and refunds.

Rebecca noted that we have just received \$99.6k Job Saver payment which will improve our overall financial position. Finance department will also follow up on the invoices from the colleges for Rewards memberships. Cashflow report will be added to One Drive (SharePoint). Board to receive updated financials via email on a fortnightly basis for the duration of the lockdown to maintain Board's visibility to our evolving financial position.

Resolved B080/21:

That the BOARD OF DIRECTORS notes the Report.

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

Mover: Marie Leech

Secunder: Isla Mowbray

13 For / 0 Against / 0 Abstain

3.3 USU Activity Report

Resolved B081/21:

That the BOARD OF DIRECTORS accepts the report as read.

Mover: Ruby Lotz

Secunder: Ben Hines

13 For / 0 Against / 0 Abstain

3.4 Report of the Honorary Secretary

Resolved B082/21:

That the BOARD OF DIRECTORS accepts the report as read.

Mover: Ben Hines

Seconder: Belinda Thomas

13 For / 0 Against / 0 Abstain

3.5 Report of the Honorary Treasurer

Resolved B083/21:

That the BOARD OF DIRECTORS accepts the report as read, and that the new policy recommendations be approved en block.

Recommendation 1: *That the BOARD OF DIRECTORS accepts the revised Board Travel Reimbursement Policy*

Recommendation 2: *That the BOARD OF DIRECTORS accepts the Credit Card and Department Card Policy*

Mover: David Zhu

Seconder: Belinda Thomas

13 For / 0 Against / 0 Abstain

3.6 Report of the Vice President

Ruby Lotz thanked the staff for taking reduced hours. Ruby also noted the good work that has been going on in the club executive's Mental Health First aid training.

Resolved B084/21:

That the BOARD OF DIRECTORS accepts the report as read.

Mover: Isla Mowbray

Seconder: Vikki Qin

13 For / 0 Against / 0 Abstain

3.7 Report of the President

Motion: That the Chair moved to Ruby Lotz.

Mover: Vikki Qin

Seconded: Marie Leech

13 For / 0 Against / 0 Abstain

Prudence Wilkins-Wheat noted the President's report be taken as Read.

Prudence also noted that the COVID-19 lockdown has been extended to at least the mid-semester recess. Prudence noted the COVID-19 Mobilizing Working Group was an excellent and pro-active initiative and thanked the staff for the collaborative approach in negotiating reduced hours. Prudence further noted the 'care packages' being prepared for staff and directors was a very thoughtful initiative which all will enjoy. Prudence commented upon the positive collaboration with SCA for exhibition space in the Wentworth building, as well as positive editorial from Honi Soit. Finally, Prudence noted that the CEO's contract had been confirmed.

Cole Scott-Curwood noted that reforms to Board reporting will help the Board to focus on strategy and risk.

Marie Leech noted that it is important to remind students and promote the value of SSAF funding even during COVID lockdowns, as it supports and underpins many of USU's initiatives (and other student organisations like SRC, SUPRA, and SUSF).

Resolved B085/21:

That the BOARD OF DIRECTORS accepts the report as read.

Mover: Marie Leech

Seconded: Cole Scott-Curwood

13 For / 0 Against / 0 Abstain

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

Mover: Nicholas Comino

Seconded: Ben Hines

13 For / 0 Against / 0 Abstain

3.8 Other Matters for Discussion

4. Matters for Decision

4.1 Electoral returning Officer Honorarium

Resolved B086/21:

Recommendation: That the BOARD OF DIRECTORS approve the Returning Officer be paid her honorarium.

Mover: Ruby Lotz

Seconded: Marie Leech

13 For / 0 Against / 0 Abstain

5. Open Question Time

Honi Soit

- Would we provide an update on CathSoc empathy training? **Prudence Wilkins-Wheat** noted that they have completed the training and have been re-registered.
- What is the status of Faculty Revues for next semester? Prudence responded that a few revues are going ahead for this semester and others are pushing back.
- Is USU providing paid vaccination leave for staff? **Ruth Altman** noted a 'book it and go' mentality of being able to go and get vaccinated during work hours is current protocol.

PULP

- Emily Gratz asked if a new pulp editor was being hired? Prudence noted that a meeting is being held in the on Monday to discuss this matter.

5.1 Confidential Business

Resolved B087/21:

That the BOARD OF DIRECTORS moves in camera.

Mover: Ruby Lotz
Seconder: Ben Hines
13 For / 0 Against / 0 Abstain

6. Matters for Noting

Resolved B088/21:

Pursuant to resolution B087/21, the Board moved out of camera at 3:23pm.

Mover: David Zhu
Seconder: Telita Goile
12 For / 0 Against / 0 Abstain

7. Close of Meeting

7.1 Next Meeting

The next meeting of the BOARD OF DIRECTORS is held on Friday 24 September 2021 at 1:00pm via audio visual link.

The meeting closed at 3:06pm.