MINUTES

MEETING: BOARD OF DIRECTORS

HELD ON: 27 August 2021
TIME: 1:06pm to 3:06pm
LOCATION: Online via Zoom

<table>
<thead>
<tr>
<th>BOARD OF DIRECTORS</th>
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<th>Present via audio visual link</th>
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</thead>
<tbody>
<tr>
<td>Prudence Wilkins-Wheat</td>
<td>President, Chair</td>
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<tr>
<td>Ruby Lotz</td>
<td>Vice President</td>
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<tr>
<td>Benjamin Hines</td>
<td>Honorary Treasurer</td>
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<td>Kailin (Vikki) Qin</td>
<td>Honorary Secretary</td>
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<tr>
<td>Belinda Thomas</td>
<td>Director</td>
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<td>Telita Goile</td>
<td>Director</td>
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<td>Isla Mowbray</td>
<td>Director</td>
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<td>Cole Scott-Curwood</td>
<td>Director</td>
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<td>David Zhu</td>
<td>Director</td>
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<td>Du Du</td>
<td>Director</td>
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<tr>
<td>Nicholas Comino</td>
<td>Director</td>
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<tr>
<td>David Wright</td>
<td>Senate Appointed Director</td>
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<tr>
<td>Marie Leech</td>
<td>Senate Appointed Director</td>
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<tr>
<td>Irene Ma</td>
<td>Immediate Past President</td>
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<tr>
<th>USU STAFF</th>
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<tr>
<td>Andrew Mills</td>
<td>Chief Executive Officer</td>
<td>In attendance via audio visual link</td>
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<tr>
<td>Rebecca Sahni</td>
<td>Director of Finance</td>
<td>In attendance via audio visual link</td>
</tr>
<tr>
<td>Oliver Harding</td>
<td>Assistant Board Secretary</td>
<td>In attendance via audio visual link</td>
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<tr>
<th>OBSERVERS</th>
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<tbody>
<tr>
<td>Emily Graetz</td>
<td>Pulp</td>
<td>In attendance via audio visual link</td>
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</tbody>
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**MINUTES**

1. Opening

1.1 The meeting opened at 1:06 PM

The Chair delivered the Acknowledgement of Country.

Nick Comino delivered an acknowledgement for ‘Wear it Purple’ day to celebrate Pride activities next week.

1.2 Apologies and Leaves of Absence

There were no apologies or leaves or absence.

1.3 Disclosure of Conflicts of Interest

There were no disclosures of conflicts of interest.

2. Meeting Administration

2.1 Minutes of the Previous Meeting

The ordinary Minutes of the BOARD OF DIRECTORS held on 30 July 2021 was tabled and taken as read.

- Ruby noted a typo in the previous Minutes – “colleges” not “colleagues” in Section 3.2

Resolved B079/21:

That the BOARD OF DIRECTORS approves the minutes of the previous meeting en bloc, with the above correction.

Mover: Belinda Thomas
Seconder: David Zhu
13 For / 0 Against / 0 Abstain

2.2 Business Arising from the Minutes Not Addressed Elsewhere

No business arising from the Minutes not addressed elsewhere.

2.3 Motions on Notice

No motions on notice.

3. Matters for Discussion

3.1 CEO/Secretariat Report

Andrew Mills gave a presentation update on USU’s activities;

- Around 2000 lockdown lunches have been provided to students
• IT project tracker demonstrates the large number of current projects underway for USU, including:
  o Completed - USU2U upgrade, USU Rewards SSO, locker hire system, facilities jo logging and issue tracking solution have all been completed during 2021
  o 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
Seconder: 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
Seconder: 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.