

# MINUTES

## MEETING: BOARD OF DIRECTORS

**HELD ON:** 28 January 2022

**TIME:** 1:03pm to 2:17pm

**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
Belinda Thomas n	Honorary Secretary	Present via audio visual link
Kailin (Vikki) Qi	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
Sam Trodden	Head of Student Programs	In attendance via audio visual link
Ruth Altman	Director of P&C	In attendance via audio visual link

### OBSERVERS

Caremeli Argana	Editor - Honi Soit	In attendance via audio visual link
Khanh Tran	Editor - Honi Soit	In attendance via audio visual link

## MINUTES

<b>1. Opening</b>
<p><b>1.1</b> The meeting opened at 1:03 PM</p> <p>The Chair delivered the Acknowledgement of Country.</p>
<p><b>1.2 Apologies and Leaves of Absence</b></p> <p><b>Rebecca Sahni</b> was an apology.</p> <p><b>Resolved B1/22:</b> That the BOARD OF DIRECTORS approves the apology requested by Rebecca Sahni.</p> <p><b>Mover: ruby Lotz</b> <b>Seconder: Belinda Thomas</b> 13 For / 0 Against / 0 Abstain <b>Carried.</b></p>
<p><b>1.3 Disclosure of Conflicts of Interest</b></p> <p>There were no disclosures of conflicts of interest.</p>
<b>2. Meeting Administration</b>
<p><b>2.1 Minutes of the Previous Meeting</b></p> <p>The Board noted a typo on page 4.</p> <p>The Board noted that on page 25 – it should read Andrew Shim (not Andrew Shimp).</p> <p><b>Resolved B2/22:</b> That the BOARD OF DIRECTORS approves the minutes of the previous meeting en bloc.</p> <p><b>Mover: Marie Lynch</b> <b>Seconder: Cole Scott-Curwood</b> 13 For / 0 Against / 0 Abstain <b>Carried.</b></p>
<p><b>2.2 Business Arising from the Minutes Not Addressed Elsewhere</b></p> <p>The Board noted that the Business Review findings written by Ruby will be incorporated into the wider Governance Review. Prue and Ruby will develop a schedule for the next steps. Noted.</p>
<p><b>2.3 Motions on Notice</b></p> <p>There were no motions on notice.</p>

### 3. Matters for discussion

#### 3.1 CEO/Secretariat Report:

**Andrew Mills** gave an update to the Board via a PowerPoint presentation. Andrew noted that the Board does not usually meet in January, a meeting was appropriate to update the Board about Welcome Fest, C&S funding, 2021 preliminary financial results and USU spaces. Andrew thanked everyone for their attendance today.

#### **Student Programs Update:**

- Clubs Welcome Brief – the Clubs team will be delivering a Welcome Brief on Monday 7 February 2022, via Zoom. The briefing will include funding updates, the USU Dollars program, Welcome Fest, venues updates and planning for development of Club Communities.
- Discretionary funding – criteria has been drafted following consultation with the C&S Committee. Discretionary funding will open in Semester 1 and applications will be reviewed monthly.
- Club Forums – the Clubs team is developing a schedule for regular forums, with one at the beginning of each semester and tentative dates mid-semester forums if required. The Clubs team will also implement a ‘feedback’ option at the bottom of each newsletter to assist with content creation while also generate FAQs where required.
- Club Communities (Communities of Practice) – the team is currently working on developing a framework for the Club Communities program and will consult the C&S Committee and relevant club executives to develop the relevant community groupings.

#### **Welcome Fest 2022 planning**

- USU is ready to go ahead with WF ‘22....
- Uni reviewing requirements and timing for indoor activities and ‘invitation only’ events (face masks, space capacity, etc)
- Outdoor events still ok to proceed. 180+ stalls
- Working with Uni teams on safety and security settings and crowd control
- ‘Main Stage’ events are currently on but are subject to PHOs. No singing or dancing at concerts (to be reviewed on 27 January)
- Uni communications expected on 31 January
- Orientation Activities
  - Campus Race - 10<sup>th</sup> February
  - Day Trips- 15<sup>th</sup> February
- USU Welcome Fest
  - 16th -18th February
- Week 1 Extended Welcome
  - 21st – 23rd February

#### **P&C Headlines**

- Mandatory Vaccination Policy implemented in December, prior to the PHO being lifted to give us continuity and maintain optimum staff protection and health and safety.
- 22 cases of COVID reported over December & January (permanent staff)
- Any positive cases who have been on site are reported to the University COVID Task force
- Offices/outlets where employees based are deep cleaned and work colleagues take Rapid Antigen Test (RAT)
- USU requires everyone to wear face masks and QR code into every location visited
- Working from home where feasible
- Masks and cleaning kits in every location. RATs are difficult to get but order is in

**Outlets: December snapshot**

- December results have ended up much better than forecasted or budget, with MTD results buoyed by extended grads, and at-capacity Christmas functions at Courtyard.
- Special note should go to the all-hands-on-deck effort to deliver our busiest and most successful grads period yet, with staff from all departments of USU helping with dressing, ushering, catering, bar service and other activities. USU added its new coffee cart to its arsenal for the grads set up and was a huge success.
- Sponsorship has been incredibly busy, establishing some key arrangements for 2022 for both Welcome Fest and the remainder of the year. Currently working with a number of key brands to build an exciting roster of first semester events.
- HostCo returned from shutdown a week early to deliver a wedding and a breakfast at the SCG for the Pink Test. Unfortunately, due to the recent outbreak of COVID in Sydney, multiple events pulled out and postponed, with all bar-one of HostCo's staff taking leave for the month of January.

The Board asked if USU Management were recording booster vaccinations. Ruth Altman reported that due to privacy reasons, USU cannot mandate these be provided, but managers can 'sight' the certificates. Staff may consent to upload their booster vaccination certificates on the USU's Employment Hero intranet.

The Board noted its congratulations to Management on its effective engagement with the Con and Con Student's Association and its success in securing SSAF funding for student wellness activities.

The Board further noted that the recent SSAF funding wins will create additional workload on the team to operationalize the new initiatives for 2022. Management will set up a meeting with interested Board members to set up Working Parties for the key new initiatives to ensure an effective student voice is heard. The Board also discussed why the funding applications for improvements to student spaces in the Manning Building were not approved. Andrew noted that these will be resubmitted as SSAF infrastructure funding grants in early 2-022 when applications are expected to open.

**Resolved B3/22:**

That the BOARD OF DIRECTORS accepts the reports *en bloc* as read and tabled.

**Mover: Du Du**

**Seconder: Telita Goile**

13 For / 0 Against / 0 Abstain. **Carried**

**3.2 Finance Report**

The Finance report was taken as read.

**Resolved B105/21:**

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

**Mover: David Zhu**

**Seconder: Cole Scott-Curwood**

13 For / 0 Against / 0 Abstain; <b>Carried.</b>
<b>3.3 USU Activity Report: was noted above in 3.1 CEO Report.</b>
<p><b>3.4 Report of the Hon. Secretary</b></p> <p>Belinda Thomas noted that she had met with Prue and the Directors of Student Publications (Isla Mowbray &amp; Nick Comino) to discuss preparations for the new PULP publications.</p>
<p><b>3.5 Report of the Hon. Treasurer:</b></p> <p>Report to be taken as read.</p>
<p><b>3.6 Report of the Vice President</b></p> <p>Nil to report</p>
<p><b>3.7 Report of the President:</b></p> <p><b>Motion:</b> That the Chair moved to Ruby Lotz.</p> <p><b>Mover: Isla Mowbray</b>  <b>Seconded: Telita Goile</b>  13 For / 0 Against / 0 Abstain; <b>Carried.</b></p> <p>The President noted the success of Open Day, and upcoming Welcome Fest and Commerce Revue, and that she had been busy participating in USU Governance and Uni meetings, and COVID response planning.</p> <p><b>Resolved B4/22:</b>  That the BOARD OF DIRECTORS accepts the report of the President as read, and ExCo reports <i>en bloc</i>.</p> <p><b>Mover: Telita Goile</b>  <b>Seconded: Isla Mowbray</b>  13 For / 0 Against / 0 Abstain; <b>Carried.</b></p> <p><b>Motion:</b> That the Chair be moved back to Prudence Wilkins-Wheat.</p> <p><b>Mover: Belinda Thomas</b>  <b>Seconded: Cole Scott-Curwood</b>  13 or / 0 Against / 0 Abstain; <b>Carried.</b></p>
<p><b>3.8 Other Matters for Discussion</b></p> <p>No Portfolio reports and no other matters for discussion.</p>
<p><b>4. Other Matters for Decision</b></p> <p>No other matters for decision.</p>
<p><b>5. Open Question Time</b></p>
Honi Soit

- What COVID precautions are being prepared for Welcome Fest? Also, what is happening with the Glitter Ball?
  - Ruth Altman responded that the USU can't mandate student must wear facemasks – this is a University decision. USU can and has mandated that staff and casuals working for the USU must conform to its Vaccination Mandate Policy to work in USU premises. Detailed COVID safety plans are in place for Welcome Fest, including social distancing, barrier fencing, marshalling, etc.
  - Glitter Ball: this will take place subject to PHOs (public health orders).
- What's the status of Student Life grants to student organisations for Welcome Fest?
  - Andrew noted that this is a matter for the Office of Student Life to announce, however we understand that around 28 applications were successful – up to a max. value of \$5k each.
- Student Media left the meeting at around 2:05pm

**Resolved B5/22:**

That the BOARD OF DIRECTORS moves in camera.

**Mover: Belinda Thomas**

**Seconder: Marie Leach**

13 For / 0 Against / 0 Abstain; Carried.

**Resolved BC3/22:**

Pursuant to resolution B130/21, the Board moved out of camera at 2:15pm.

**Mover: Ruby Lotz**

**Seconder: Telita Goile**

13 For / 0 Against / 0 Abstain; **Carried.**

**6. Close of Meeting****6.1 Next Meeting**

The next meeting of the BOARD OF DIRECTORS is held on Friday 25 February 2022 at 1:00pm in person or via audio visual link.

The meeting closed at 2:17pm.