

MINUTES

MEETING: BOARD OF DIRECTORS

HELD ON: 30 April 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 Shen	Honorary Secretary	Present
Benjamin Hines	Director	Present
Ruby Lotz	Director	Present
Kailin Qin	Director	Present
Nicholas Rigby	Director	Present
Belinda Thomas	Director	Present
Di Wang	Director	Online
Prudence Wilkins-Wheat	Director	Present
David Wright	Senate Appointed Director	Absent (apology)
Marie Leech	Senate Appointed Director	Present
Connor Wherrett	Immediate Past President	Present/Late Arrival

USU STAFF

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

OBSERVERS

Marlow Hurst (Honi Soit)	In attendance
Fabian Robertson (PULP)	In attendance

MINUTES

1. Opening
1.1 The meeting opened at 1.04pm The Chair delivered the Acknowledgement of Country.
1.2 Apologies and Leaves of Absence Connor arrival at 1.15PM David Wright sent his apologies. Resolved B038/21 That the BOARD OF DIRECTORS accepts David’s apology of absence and Connor’s late arrival. Mover: Yinfeng Shen (Benny) Seconder Nick Rigby 12 For / 0 Against / 0 Abstain
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 draft Minutes of the BOARD OF DIRECTORS held on 26 March 2021 was tabled and taken as read. 3.2 – Change wording to “asked for” and not “noted”. Proposed resolution: The Board approves the minutes of the previous meetings en bloc. With the above amendment. Resolved B039/21 Mover: Marie Leech Seconder Belinda Thomas 12 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 Open Question Time: Marlow Hurst (Honi Soit) question: 2.3.1 Where can I locate the executive reports on the USU website?

IM noted USU would investigate this request.

Fabian Robertson (PULP) questions:

2.3.2 **Re: Collaborating with SRC** regarding the proposed Radical Sex and Consent Week event- what progress?

IM noted that USU had met with SRC Women's Office representatives, but it was impossible to hold events during semester 1 due to a full schedule of events including EnviroWeek last week and the USU Elections over the coming weeks, and short timeframe.

SRC subsequently proposed the event be held during Week 2 of Semester 2. USU will continue discussions on event timing and format and inform student media in due course.

2.3.3 **Re: Catholic Society signage** – How is the USU responding to the Catholic Society?

IM noted that on the morning of 26 April USU was alerted to the use of inappropriate signage by the Catholic Society on Eastern Avenue. As the event was not registered with the USU, we immediately went to question the society over their presence and asked for the immediate removal of the sign and other resources. The Society team immediately complied with this request. The event was booked by the USYD Chaplaincy through USYD not USU. USU questioned the use of club-associated branding. Any complaints USU received have been forwarded to the Chaplaincy as they were the sponsors of this event. The USU is in the process of fully investigating this matter and has written to Catholic Society informing them that an investigation will take place. C&S committee called for urgent meeting have prepared a recommendation to the Board to consider.

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.

- The CEO report relates to March and Q1.
- Return to Manning Party – over 450 students in attendance over the course of the night. Management to develop an activation plan for Manning Party events with the aim to hold 5-6 parties per year.
- Financial results are holding up and Rebecca will discuss in further detail.
- Sponsorship and Membership is lagging budget. Sponsor cancellations coincided with the COVID-19 Northern Beaches lockdown as companies did not want to commit. We are developing recovery plans to address the revenue shortfalls.
- HostCo venue events (such as weddings) has also been negatively impacted by COVID and are developing a recovery plan.

Resolved B040/21

That the BOARD OF DIRECTORS accepts the report as read.

Mover: Nick Forbutt

Seconder: Prudence Wilkins-Wheat

12 For / 0 Against / 0 Abstain

3.2 Finance and IT Report

- Q1 – good income year to date. Outlets have been performing above budget.
- We've taken up a lot of accruals for Welcome Fest. Some invoices were delayed due to staff on leave. Approx. \$17K should be released in April as actual invoices will be less than the accrued amount.
- Sales – Cereal Lab: Andrew touched on a review which we are undertaking to assess the performance of the Kellogg's 'sponsored' space.
- Current budget and full year forecast included in the Finance Report.
- Capex has not yet been costed. USU was asked by the Finance Committee to consider CAPEX requirements, e.g., to invest in better infrastructure, better processes and systems, staff training, etc.
- BH asked for the Finance Report to include quarterly trends in the next report.
- PW-W asked about the financial results of the Manning Party. AM noted that the event raised more than \$9k in revenue, and that we posted a small loss of approx. \$700.

Resolved B041/21

Recommendation 1: That the Board of Directors reappoint Pitcher Partners Sydney as Auditor for 2021.

Mover: Caitlin Brown

Seconded Nick Rigby

12 For / 0 Against / 0 Abstain

Resolved B042/21

Recommendation 2: That the BOARD OF DIRECTORS accepts the report as read and tabled.

Mover: Ruby Lotz

Seconder: Kailin (Vikki) Qin

12 For / 0 Against / 0 Abstain

3.3 USU Activity Report

- AM noted the improved content and format of the Finance Report which now includes P&L by departments, and focuses on outcomes reporting, not just activity reporting.
- F&B is over performing. At least 2 times over the budgeted revenue.
- Commenced recovery plans for HostCo venues, sponsorships and membership.
- Rewards recovery plan will investigate improving the value proposition for the Rewards program, as well as a holistic view of the program including team structure.

Resolved B044/21

That the BOARD OF DIRECTORS accepts the report as read.

Mover: Ben Hines

Seconded Yinfeng (Benny) Shen

12 For / 0 Against / 0 Abstain

3.4 Report of the Honorary Secretary

It has been a busy time for USU, and Benny gave a 'shout out' for staff and members, Manning Bar and EnviroWeek.

Resolved B045/21

That the BOARD OF DIRECTORS accepts the report as read.

Mover: Belinda Thomas

Seconded Nick Forbutt

12 For / 0 Against / 0 Abstain

3.5 Report of the Honorary Treasurer

Resolved B046/21

That the BOARD OF DIRECTORS accepts the report as read

Mover: Ben Hines

Seconded Marie Leech

12 For / 0 Against / 0 Abstain

3.6 Report of the Vice President

The VP noted EnviroWeek was great, with Prue and staff putting in the hard work. The open-air cinema, and Party at Manning were well received.

The first Board strategic planning session went well.

Resolved B047/21

That the BOARD OF DIRECTORS accepts the report as read.

Mover: Belinda Thomas

Seconded Ruby Lotz

12 For / 0 Against / 0 Abstain

3.7 Report of the President

Motion: that the Chair be moved to Nick Forbutt.

Mover: Ben Hines

Seconded: Yinfeng (Benny) Shen

Carried

IM noted that USU Strategic Planning is in progress and that the first workshop had taken place on 23 May 2021.

Resolved that the report had been tabled and read.

Mover: Ruby Lotz

Seconded: Belinda Thomas

12 For / 0 Against / 0 Abstain

Motion: That the Chair be moved back to Irene.

Mover: Prudence Wilkins-Wheat

Seconded: Nick Rigby

Carried

3.8 Other Matters for Discussion**3.8.1 Report of the Director of Debates**

Tabled and read. No motion needed.

4. Matters for Decision**4.1 Confidential Business****Resolved B048/21**

That the BOARD OF DIRECTORS moves in camera

Mover: Nick Rigby

Seconder: Marie Leech

12 For / 0 Against / 0 Abstain

5. Matters for Noting**5.1 Other Matters for Noting****Moving from camera**

Pursuant to resolution B048/21, the Board moved out of camera at 2:38pm

Mover: Belinda Thomas

Seconder: Prudence Wilkins-Wheat

12 For / 0 Against / 0 Abstain

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

The next meeting of the BOARD OF DIRECTORS is held on Friday 25 June 2021 at 1:00pm in the Cullen Room and will be held in person, and via Zoom for overseas directors.

The meeting closed at 2:39PM