MINUTES

MEETING: BOARD OF DIRECTORS

HELD ON: 27 November 2020
TIME: 1:02pm to 2:42pm
LOCATION: Online via Zoom

BOARD OF DIRECTORS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Presence Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruolin Ma</td>
<td>President, Chair</td>
<td>Present via audio-visual link</td>
</tr>
<tr>
<td>Nick Forbutt</td>
<td>Vice President</td>
<td>Present via audio-visual link</td>
</tr>
<tr>
<td>Caitlin Brown</td>
<td>Honorary Treasurer</td>
<td>Present via audio-visual link</td>
</tr>
<tr>
<td>Yinfeng Shen</td>
<td>Honorary Secretary</td>
<td>Present via audio-visual link</td>
</tr>
<tr>
<td>Benjamin Hines</td>
<td>Director</td>
<td>Present via audio-visual link</td>
</tr>
<tr>
<td>Ruby Lotz</td>
<td>Director</td>
<td>Present via audio-visual link</td>
</tr>
<tr>
<td>Kailin Qin</td>
<td>Director</td>
<td>Present via audio-visual link</td>
</tr>
<tr>
<td>Nicholas Rigby</td>
<td>Director</td>
<td>Present via audio-visual link</td>
</tr>
<tr>
<td>Belinda Thomas</td>
<td>Director</td>
<td>Present via audio-visual link</td>
</tr>
<tr>
<td>Di Wang</td>
<td>Director</td>
<td>Present via audio-visual link</td>
</tr>
<tr>
<td>Prudence Wilkins-Wheat</td>
<td>Director</td>
<td>Present via audio-visual link</td>
</tr>
<tr>
<td>Jane Drummond</td>
<td>Senate Appointed Director</td>
<td>Present via audio-visual link</td>
</tr>
<tr>
<td>Marie Leech</td>
<td>Senate Appointed Director</td>
<td>Present via audio-visual link</td>
</tr>
<tr>
<td>Connor Wherrett</td>
<td>Immediate Past President</td>
<td>Present via audio-visual link with apologies accepted for early departure</td>
</tr>
</tbody>
</table>

USU STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Presence Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jess Reed</td>
<td>Acting Chief Executive Officer</td>
<td>In attendance via audio-visual link</td>
</tr>
<tr>
<td>Rebecca Sahni</td>
<td>Director of Finance</td>
<td>In attendance via audio-visual link to 2:12pm</td>
</tr>
<tr>
<td>Tania Moroko</td>
<td>Director of Sales, Marketing and Membership</td>
<td>In attendance via audio-visual link to 2:12pm</td>
</tr>
<tr>
<td>Dane Luo</td>
<td>Board Secretary</td>
<td>In attendance via audio-visual link</td>
</tr>
</tbody>
</table>
### OBSERVERS

| Elinor Stephenson | In attendance via audio-visual link to 2:12pm |

### MINUTES

#### 1. Opening

The meeting opened at 1:02pm.

The Chair delivered the Acknowledgement of Country.

#### 1.1 Apologies and Leaves of Absence

Due to the global COVID-19 pandemic, the meeting was conducted online via audio-visual link.

**Connor Wherrett** requested an apology for an early departure.

**Resolved B244/20**

That the **BOARD OF DIRECTORS** agree to conduct this meeting online via audio-visual link and accept the apology of Connor Wherrett.

**Mover:** Prudence Wilkins-Wheat  
**Seconder:** Belinda Thomas

13 For / 0 Against / 0 Abstain

#### 1.2 Disclosure of Conflicts of Interest

**Belinda Thomas** and **Nicholas Rigby** declared that they were members of the Executive of the Sydney Arts Students Society when they were discussing collaboration and events with the individuals seeking to establish the FASS Postgraduate Society.

**Prudence Wilkins-Wheat** declared that she was a member of the FASS Faculty Board, which approved the FASS Postgraduate Society.

**Rebecca Sahni** declared that her son works at Pitcher Partners but is not involved or engaged in work for the USU.

#### 2. Meeting Administration

##### 2.1 Minutes of the Previous Meeting

The draft Minutes of the **BOARD OF DIRECTORS** held on 27 October 2020 was tabled and taken as read.

**The BOARD OF DIRECTORS** made an amendment to the Minutes.
Resolved
B245/20
That the Minutes of the BOARD OF DIRECTORS held on 27 October 2020, as amended, be approved as a true and correct record.
Mover: Ruby Lotz
Seconder: Marie Leech
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 Open Question Time

Elinor Stephenson asked about the progress of the proposed amendments for transparency that were discussed at the last meeting and what are the concerns of the BOARD OF DIRECTORS. Ruolin Ma said that the BOARD OF DIRECTORS established a Governance Committee meeting to redraft policies and put them into the Regulations so that it is clear and easy. At the last meeting, there were many changes that need to be made and it is a time-consuming process. All the Board Directors have been very busy doing the SSAF residual application, financial discussion and budget.

Elinor Stephenson asked about whether the BOARD OF DIRECTORS have received any complaints or feedback about the LifeChoice Sydney stall and how students should deal with controversial clubs. Ruolin Ma said that Board Directors attended the protest. There is no official statement about it. The BOARD OF DIRECTORS will issue an update when more is known.

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 report was tabled and taken as read.

Jess Reed thanked all Board Directors who attended the operational discussion.

Jess Reed clarified that she will be meeting with the University next week regarding graduations in 2021. There is uncertainty about how graduations will be run next year but they hope to have it take place in some form.

Resolved
B246/20
That the BOARD OF DIRECTORS accepts the recommendation and notes the CEO/Secretariat Report.
Mover: Benjamin Hines
3.2 Finance Report

Recommendation 1: That the BOARD OF DIRECTORS notes the Report.

The report and Finance Dashboard were tabled and taken as read.

Nick Forbutt noted that there was a discussion about moving meetings of the BOARD OF DIRECTORS to middle of the month so that the Finance Report would be more relevant.

Nicholas Rigby requested details about whether there have been savings this year. Rebecca Sahni clarified that the savings incurred this year include not renewing the Salesforce licence, which was budgeted for $20,000 per month. Staff costs have been offset by the Jobkeeper payment and reduced capacity until March 2021. Member costs have been reduced because clubs and societies grants have not been paid. Operational costs have also been reduced with outlet closures. Utility and cleaning costs will remain low. Overall, there have been cost reductions across-the-board.

Marie Leech requested details about staffing. Jess Reed clarified that there are over 300 staff including short-term staff, such as seasonal casual employees and electoral poll workers. We have approximately 83 permanent staff. There are approximately 52 long-term casuals. The remaining staff are hired as needed depending on events and activities.

Jane Drummond noted that sales performance in 2020 is 21% of the performance from 2019.

Yinfeng Shen requested for a summary of the details to help the BOARD OF DIRECTORS for the budget session.

Resolved
B247/20
That the BOARD OF DIRECTORS accepts the recommendation and notes the Finance Report.
Mover: Caitlin Brown
Seconder: Nicholas Rigby
13 For / 0 Against / 0 Abstain

3.3 USU Activities Report

Recommendation 1: That the BOARD OF DIRECTORS notes the Report.

The report was tabled and taken as read.

Tania Morko added to the report and noted that we have achieved 33,000 members. Her department is now planning for 2021 with welcome events. Using the feedback we have received, the USU is working to improve clubs and societies and revues.
Belinda Thomas requested details about publicising the Garden Bath has been publicised. Tania Moroko clarified that it has been put on hold, but we are exploring organising an Indigenous garden space with cocktails and items in the menus.

Benjamin Hines requested a breakdown of changes to the number of ordinary members and Rewards purchases over time. Tania Moroko agreed to provide that information. She noted that we currently have a Rewards to free members ratio of 20:80. In 2021, we are targeting a Rewards to free members ratio of 40:60. This has factored in the fact that we are offering 2020 Rewards members an additional year of Rewards. It was noted that a large contributor is the Centre for English Teaching (CET) and we are holding regular discussions about CET students returning in September/October 2021.

Belinda Thomas asked a question about pages 20-21 of the report with respect to human resources. The Chair ruled her question was invalid because the USU Activity Report is only about the Student Programs and Sales, Marketing and Membership Departments.

Marie Leech noted that there was a discrepancy with the People and Culture Department’s portion of the report and the Finance Report. Further clarification will be provided later.

Tania Moroko clarified that we are scoping process to integrate a ‘skip the queue’ function into the app. This function would allow members to either dine in, order from their table, pay for the item and have it delivered to them. Alternatively, they can pre-order and pre-pay for a drink or item and collect it from the pick-up counter of an outlet.

Tania Moroko further clarified that the USUeats page on the website has been updated with opening and closing dates and times, and there is a digital campaign to notify members. Yinfeng Shen requested for a full social media schedule to advertise opening and closing dates and times over the summer holidays, and requests that it be advertised on Facebook and Instagram.

Ruolin Ma noted that a resolution of the Board of Directors requires that each Department is covered to work on all five working days. Tania Moroko clarified that her Department has implemented the resolution and staff are available across the week.

Resolved
B248/20
That the Board of Directors accepts the recommendation and notes the USU Activities Report.

Mover: Yinfeng Shen
Seconder: Belinda Thomas
13 For / 0 Against / 0 Abstain

3.4 Report of the Honorary Secretary

Recommendation 1: That the Board of Directors notes the Report.

Recommendation 2: That the Board of Directors accepts the proposed editor structure of Pulp 2021.

The report was tabled and taken as read.
Yinfeng Shen summarised his report. He reminds the BOARD OF DIRECTORS to support clubs and societies funding in the upcoming budget. He thanked the Pulp editors for their outstanding contribution. After considering all the ideas of Pulp, staff and Directors, he has proposed a strategy for Pulp 2021 with a senior editor and other ordinary editors. He notes a consensus amongst all Directors.

It was noted that there is a discussion for C&S Annual Dinner to be considered.

Ruolin Ma thanked all the editors who considered the consultation. She noted Elinor Stephenson’s long-term dedication to report on meetings of the BOARD OF DIRECTORS.

It was agreed and discussed at a private informal meeting prior to the meeting of the BOARD OF DIRECTORS that the recommendations contained in the report should not be accepted. Further discussion was required between Board Directors. The recommendations will only be noted.

Resolved
B249/20
That the BOARD OF DIRECTORS notes the recommendations.
Mover: Nicholas Forbutt
Seconder: Ruby Lotz
13 For / 0 Against / 0 Abstain

3.5 Report of the Honorary Treasurer

Recommendation 1: That the BOARD OF DIRECTORS notes the Report.

The report was tabled and taken as read.

Caitlin Brown added to her report and thanked staff members who worked hard to cut costs. The USU submitted a SSAF residual application, which shows that the USU is supporting students. She thanks the University for giving money to the USU. The budget is being developed and was endorsed by the Finance Committee. Over the next few months, she will be working to refresh the In Camera Policy and Reserves Policy.

Ruolin Ma reminded all Board Directors of their duty to read the Budget carefully

Resolved
B250/20
That the BOARD OF DIRECTORS notes the Report of the Honorary Treasurer.
Mover: Nicholas Rigby
Seconder: Prudence Wilkins-Wheat
13 For / 0 Against / 0 Abstain

3.6 Report of the Vice President

Recommendation 1: That the BOARD OF DIRECTORS notes the Report.

The report was tabled and taken as read.
Nick Forbutt added to his report and noted that the COVID-19 Response Committee has lapsed. He believed that it was a very workable forum. He would like to see the committees continue their work over the January and February holiday period to ensure continuity.

Nicholas Rigby said that the COVID-19 Response Committee was a fantastic initiative from a dynamic decision. He enjoyed the robust discussions about the committee and commends the BOARD OF DIRECTORS for putting together the very useful group.

Resolved
B251/20
That the BOARD OF DIRECTORS accepts the recommendation and notes the Report of the Vice President.

Mover: Caitlin Brown
Seconder: Yinfeng Shen
13 For / 0 Against / 0 Abstain

Resolved
B252/20
That the Chair be moved to the Vice President.

Mover: Benjamin Hines
Seconder: Prudence Wilkins-Wheat
13 For / 0 Against / 0 Abstain

3.7 Report of the President

Recommendation 1: That the BOARD OF DIRECTORS notes the Report.

The report was tabled and taken as read.

Ruolin Ma added to her report and noted that we are in the process of conducting the CEO recruitment. The job market is active and the USU has received over 70 expressions of interest. Interviews will be conducted on Tuesday 15 December 2020 with a final decision in early January 2021. She thanked Jess Reed and Nicole Saadeh for organising the application process for the new Director of People and Culture. She thanked Dane Luo and Jess Reed for organising the SSAF application and delivering an outstanding result. And she thanked Nicole Saadeh for arranging an interview skill training session for first-year Directors.

Resolved
B253/20
That the BOARD OF DIRECTORS accepts the recommendation and notes the Report of the President.

Mover: Belinda Thomas
Seconder: Prudence Wilkins-Wheat
13 For / 0 Against / 0 Abstain

Resolved
B254/20
That the Chair be moved to the President.

Mover: Ruby Lotz
Seconder: Prudence Wilkins-Wheat
3.8 Other Matters for Discussion

3.8.1 Report of the Director of Debates

Recommendation 1: That the BOARD OF DIRECTORS, pursuant to section 7.6 of the Regulations, approves to pay the semester 2 honorarium of $2500 to the Director of Debates.

Recommendation 2: That the BOARD OF DIRECTORS notes the Report.

The report was tabled and taken as read.

Benjamin Hines summarised the report on behalf of Kaity Crowe.

Resolved
B255/20
That the BOARD OF DIRECTORS accepts the recommendations en bloc.

Mover: Yinfeng Shen
Seconder: Belinda Thomas

4. Matters for Decision

4.1 Dates of Meetings in 2021

Nick Forbutt suggested holding meetings of the BOARD OF DIRECTORS earlier in the month.

Rebecca Sahni said that it is not feasible to produce financial documents. It was clarified that considerable information needs to be collected from each Department after the end of each month, which is collated by the Finance Department and then cross-checked by each Head of Department.

Nick Forbutt, Marie Leech and Connor Wherrett expressed that reports should be made available as soon as possible and noted the convention of boards to be held as early as possible.

Marie Leech requested that details of meeting dates and times be distributed as early as possible. Dane Luo said that meetings of the BOARD OF DIRECTORS in 2021 can be finalised with the passage of this resolution. As for meetings of Committees, there will be a timetable created for semester 1 2021 after the timetables of student Directors have been released on 8 February 2021.

Ruolin Ma settled that ordinary meetings shall continue to be held on the last Friday of each month but proposed a condition that the Director of Finance shall be directed to include financial information about the month of the meeting.

Resolved
B256/20
That the BOARD OF DIRECTORS, pursuant to article 11.2(b) of the Constitution and section 1.1.1 and clause 2.8.1 of part B of appendix 3 to the Regulations:
1. Determines that the meeting dates of ordinary meetings of the BOARD OF DIRECTORS in 2021 shall be 26 February, 26 March, 30 April, 28 May, 25 June, 30 July, 24 August, 29 September, 29 October and 26 November 2021;
2. Determines that a special meeting of the BOARD OF DIRECTORS shall be convened on 3 December 2021 for the purpose of considering the budget; and
3. Directs that the Director of Finance provide financial information about the financial state of the month of each meeting.

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

### 4.2 Recommendation of the Finance Committee

Recommendation: *That the BOARD OF DIRECTORS, pursuant to resolution GM005/20 of the General Meeting, appoints Pitcher Partners as the auditors of the USU for the year ending 2020 provided that the out-of-pocket expenses does not exceed $2000.*

The submission by management to the Finance Committee was tabled and taken as read.

Rebecca Sahni summarised the paper and noted that she will closely monitor the conduct of the audit.

Jane Drummond asked about a management response to the recommendations from the auditors earlier this year. Jess Reed agreed that an update will be provided at the budget meeting.

**Resolved**  
B257/20  
That the BOARD OF DIRECTORS, pursuant to resolution GM005/20 of the General Meeting, accepts the recommendation.  
**Mover:** Caitlin Brown  
**Seconder:** Nicholas Rigby  
13 For / 0 Against / 0 Abstain

### 4.3 Recommendation of the Clubs and Societies Committee

**Recommendation 1:** That the BOARD OF DIRECTORS decline the application to establish the Security Analysis Society.

**Recommendation 2:** That the BOARD OF DIRECTORS decline the November 2020 application to establish the Sydney University Golf Society.

An explanatory note to the recommendations was tabled and taken as read.

Yinfeng Shen summarised the recommendation and explanatory note.

Benjamin Hines noted that the application to establish the Security Analysis Society can be distinguished from the Jacaranda Stock Market Society and Financial Management Association of Australia.
It was clarified that, if declined, the societies will be informed of the decision by the C&S Office and will be provided with reasons for decision.

Resolved
B258/20
That the BOARD OF DIRECTORS:
1. Accepts recommendation 2; and
2. Refers recommendation 1 to the C&S Committee for further consideration regarding its similarity to other societies.

Mover: Yinfeng Shen
Seconder: Benjamin Hines
13 For / 0 Against / 0 Abstain

### 4.4 Recommendation of the Executive Committee

*Recommendation: That the special meeting of the BOARD OF DIRECTORS to consider the Budget that was scheduled on 4 December 2020 be now held on 14 December 2020 from 1:00pm.*

Ruolin Ma declared that the meeting will be held in-person.

Resolved
B259/20
That the BOARD OF DIRECTORS accepts the recommendation

Mover: Yinfeng Shen
Seconder: Caitlin Brown
13 For / 0 Against / 0 Abstain

### 4.5 Extension of Deadlines for Club and Society General Meetings

*Recommendation: That the BOARD OF DIRECTORS, pursuant to part 2 clause 3 of the Clubs and Societies Handbook, extends the semester 2 2020 deadline for the holding of clubs and societies general meetings to 16 December 2020.*

Resolved
B260/20
That the BOARD OF DIRECTORS accepts the recommendation

Mover: Yinfeng Shen
Seconder: Marie Leech
13 For / 0 Against / 0 Abstain

Connor Wherrett left the meeting at 1:55pm.

### 4.6 Appointment of ordinary members of the Debates Committee

A selection panel was convened for the ordinary members of the Debates Committee consisting of Nick Forbutt, Benjamin Hines and Ruby Lotz pursuant to clause 2.3.1 of the Debates Committee Guidelines and Procedures and resolution B228/20 of the BOARD OF DIRECTORS.
It was reported that the Selection Panel, pursuant to clause 2.3.1 of the Debates Committee Guidelines and Procedures, recommends the appointment of Oliver Cummins, Yijun Cui, Zongbin Fang, Ella Finlay, Isabella Freeland, Alexander McManis, Matthew Neal, Elinor Stephenson, Sam Trotter, Anna-Sophia Zahar and David Zhu as ordinary members of the Committee.

Prudence Wilkins-Wheat declared a conflict of interest with respect to Elinor Stephenson and Ella Finlay. Benjamin Hines declared a conflict of interest with respect to David Zhu. They both took part in the consideration of the appointments but took no part in the decision of the appointments.

**Resolved**
B261/20
That the BOARD OF DIRECTORS pursuant to clause 2.3.1 of the Debates Committee Guidelines and Procedures, accept the recommendation of the Selection Panel.

**Mover:** Marie Leech  
**Seconder:** Caitlin Brown

11 For / 0 Against / 2 Abstain

**Benjamin Hines** and **Prudence Wilkins-Wheat** abstained.

### 4.7 Other Matters for Decision

#### 4.7.1 Approval of FASS Postgraduate Society

An explanatory note was tabled and taken as read.

**Dane Luo** summarised the explanatory note.

**Resolved**
B262/20
That the **BOARD OF DIRECTORS** approves the application to establish the FASS Postgraduate Society

**Mover:** Yinfeng Shen  
**Seconder:** Ruby Lotz

10 For / 0 Against / 3 Abstain

**Nicholas Rigby, Belinda Thomas** and **Prudence Wilkins-Wheat** abstained.

### 4.8 Confidential Business

The Chair stated that there will be consideration of tenancy issues, staff contracts and financial matters in confidential business.

**Resolved**
B263/20
That the **BOARD OF DIRECTORS** move in camera.

**Mover:** Nicholas Rigby  
**Seconder:** Yinfeng Shen

13 For / 0 Against / 0 Abstain

The **BOARD OF DIRECTORS** moved in camera at 2:12pm.

Resolved
### B264/20
That the Confidential Minutes of the BOARD OF DIRECTORS held on 27 October 2020, as amended, be approved as a true and correct record.

**Resolved**

**B265/20**
That the BOARD OF DIRECTORS accepts the recommendation and notes the Confidential CEO/Secretariat Report.

**Resolved**

**B266/20**
That the BOARD OF DIRECTORS accepts the recommendation and notes the Confidential Tenancy Report.

**Resolved**

**B267/20**
That the BOARD OF DIRECTORS accept the recommendations.

**Resolved**

**B268/20**
That the BOARD OF DIRECTORS accepts the recommendation and notes the Confidential Honorary Secretary Report.

**Resolved**

**B269/20**
That the BOARD OF DIRECTORS move out of camera.

**Mover:** Prudence Wilkins-Wheat  
**Seconder:** Ruby Lotz  
13 For / 0 Against / 0 Abstain

The BOARD OF DIRECTORS moved out of camera at 2:41pm.

### 5. Matters for Noting

#### 5.1 Minutes of the COVID-19 Response Committee

The Minutes of the COVID-19 Response Committee held on 14 October 2020 were tabled and taken as read.

#### 5.2 Minutes of the People and Culture Committee

The Minutes of the People and Culture Committee held on 19 October and 6 November 2020 was tabled and taken as read.

#### 5.3 Minutes of the Clubs and Societies Committee

The Minutes of the Clubs and Societies Committee held on 14 October 2020 were tabled and taken as read.
### 5.4 Minutes of the Debates Committee

The Minutes of the Debates Committee held on 19 October 2020 was tabled and taken as read.

| Resolved  
| B270/20  
| That the BOARD OF DIRECTORS notes the minutes of meetings of Committees tabled at the meeting.  
| Mover: Nicholas Forbutt  
| Seconder: Benjamin Hines  
| 13 For / 0 Against / 0 Abstain |

### 5.5 Other Matters for Noting

No other matters for noting.

### 6. Close of Meeting

#### 6.1 Matters for Disclosure

No matters for disclosure.

#### 6.2 Next Meeting

The next meeting of the BOARD OF DIRECTORS is held on Monday 14 December 2020 from 1:00pm to 3:00pm in the Isabel Fidler Room, Manning House.

The meeting closed at 2:42pm.
# BOARD REPORT

## REPORT OF THE HONORARY SECRETARY

**USU BOARD MEETING DATE:** Friday 27\(^{th}\) November 2020  
**AGENDA ITEM:** 3.4  
**REPORT PERIOD:** 22\(^{nd}\) October - 27\(^{th}\) November, 2020  
**AUTHOR:** Yinfeng Shen  
**TITLE:** Honorary Secretary  
**PHONE/CONTACT:** 0435346281/ y.shen@usu.edu.au

|----------------|----------|----------|
| Recommendation 1  
That the Board notes the report. | | |
| Recommendation 2  
That the Board accepts the proposed editor structure of Pulp 2021 | | 6 |
INTERNATIONAL FEST

October sees another success of USU Flagship event - International Fest operating in the new hybrid model. Thanks to Kelly and Student Programs Team, S&M Team, volunteers and student members for making the day as a splendid one!

As the main contact person from the Board, together with International Student Portfolio Holder, Vikki Qin, I have been meeting with staff weekly prior to the event to provide insights and recommendations on the planning and execution. Many great opportunities were also designed for the Board to get involved on the day with the membership. Thanks Tania for gathering all the information and providing the detailed run sheet.

It was also very lovely to host International Trivia on the day. There are quite a few events have been very well received by the membership, especially Online events like Trivia and Geoguesser have seen an increasing level of engagement from overseas students around the world. The USU and its International Programs shall look into developing its online engagement events to connect more international students in the coming period.

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**USU International Fest**

**Dates & Times**

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
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<tbody>
<tr>
<td>WJC 12th October 2020</td>
<td>Line across socials + marketing</td>
</tr>
<tr>
<td>WJC 19th October 2020</td>
<td>Line across socials + marketing</td>
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</tbody>
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**USU Digital Social Channels + Marketing**

<table>
<thead>
<tr>
<th>Date</th>
<th>Channel</th>
</tr>
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<tbody>
<tr>
<td>WJC 12th October 2020</td>
<td>Event Feed/USU/USU_Honoraries/USU on Facebook/USU on Twitter/USU on Instagram/USU on LinkedIn</td>
</tr>
<tr>
<td>WJC 19th October 2020</td>
<td>Event Feed/USU/USU_Honoraries/USU on Facebook/USU on Twitter/USU on Instagram/USU on LinkedIn</td>
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**Event Day 21st October 2020**

**Prior in Action**

- Welcome to Country: [https://www.youtube.com/watch?v=vr5zYi1D0B0&feature=youtu.be](https://www.youtube.com/watch?v=vr5zYi1D0B0&feature=youtu.be)
- Ask us Anything: Aboriginal & Torres Strait Islander People: [http://www.youtube.com/watch?v=V-SrZmiqSkw&feature=youtu.be](http://www.youtube.com/watch?v=V-SrZmiqSkw&feature=youtu.be)

**Music - Playlist**

- Hits from Around the World: [https://open.spotify.com/playlist/3RdiB0iBw8eMk3aI50Nhk0k12](https://open.spotify.com/playlist/3RdiB0iBw8eMk3aI50Nhk0k12)

**Club Submissions/Video Content on USU YouTube Channel**

- Indonesian Culture Soc
- Greek Soc
- Pop Music Soc
- Vietnamese Student Association
- Chinese Dance and Musical Instrument Society
- Chinese Student Association

**Following clubs are happy for us to use/share their facebook content:**
- Armenian Soc (facebook)
- French Soc (facebook)
- Jalsa (facebook)
- Fabrics - Mixes

**9.00 am**

**Welcome to International Fest Launch Pre-Record VIP**

<table>
<thead>
<tr>
<th>International Portfolio Holder:</th>
<th>USU Digital social + content over the day</th>
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<tbody>
<tr>
<td>Welcome to International Fest Launch Pre-Record VIP</td>
<td>USU Digital social + content over the day</td>
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</tbody>
</table>

**0.00am - 10.30am**

- Free All Member Broadcast - Pancakes on Eastern Ave USU/USU Food Truck
- Lunch on Eastern Ave USU/USU Food Truck
- International Fest Trivia
- Rewards VIP Line
- International Fest Events Program

**11.30am - 2pm**

- Rewards Free Drink
- Rewards Spin to Win - giveaways drink/meals/travel gift pack/
- USU/USU diced pancakes
- Board to 4pm to mingle with members
- Spex & Akin Feature + Board Interaction

**12.30 - 1pm**

- Salad Asian Trails / Irish Video Plus Q&A on Zoom
- On Line Survivor Hunt - Zoom
- Language Exchange Zoom break-out rooms
- Geoguesser Zoom

**12.30 - 2pm**

- International Thinks Zoom Hosted by Vikki & Sean
- Hamilton Finishes Live Event Zoom
- SouKino - live stream of their performance on IS from 4pm-4.30pm

**3.30pm - 4.30pm**

- Board to 4pm to mingle with members
- Spex & Akin Feature + Board Interaction

**4.30pm - 5.30pm**

- All K’s set for event with measurable target for engagement - full report in November Board report
C&S COMMITTEE

C&S X Student Experience

Board Student Experience session was held on 10th November. C&S as one of the closest touchpoints that connects members to student experience has also been covered in various topics in the session. The Board has discovered some current issues of C&S program and brainstormed relevant actions that might be helpful and improve in certain areas. I have recorded Board’s discussion in the following table and have shared with the Committee for further discussion and improvement in the coming year.

| Club and Club Communication | C&S President communication channel-Official (facebook) group chat/page. |
| Club Development | C&S Executive networking  
C&S Mentoring  
Compulsory C&S executive training  
C&S Annual Dinner |
| Club and USU Communication | Key contact person for generating and supporting more incentives |

Club and Society Funding 2021

C&S survey has been sent out to Clubs executives to collect more insights about how the pandemic has impacted individual societies and how USU can support the societies in the coming year.

As is getting closer to the Budget session, I would like to recommend the Board to consider about the importance of C&S program and how it values to the USU that help us connects with all student members and provide the student experience and extra-curricular support we have promised.

Yet COVID friendly funding modelling for 2021 is being developed, it would be helpful to the societies to plan their own budgeting if the model is to be announced soon.

Club and Society General Meeting (Refer to Agenda 4.5)

Given that the pandemic has impacted many societies operation and a relatively shorter semester of 12 weeks, many societies find it difficult to hold their General Meeting by the end of last teaching week with 2 weeks of notice.

It is proposed that the Board accepts the resolution to extend C&S General Meeting Deadline to 16th December to allow societies to have more time to prepare and hold the meeting after exam.

New Club Panel (Refer to Agenda 4.3)

12 new club applications were reviewed and received in the last new club panel meeting of the year.

6 applications were approved by the committee, 4 applications are to be determined with more additional information and 2 declined applications are referred to the Board for approval. The following table presents the list of applications with more details in the confidential report.
<table>
<thead>
<tr>
<th>Name</th>
<th>Notes and action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pretzel Club</td>
<td>Approved.</td>
</tr>
<tr>
<td>Golf Society (Oct)</td>
<td>Approved.</td>
</tr>
<tr>
<td>Security Analysis Society</td>
<td>Referred to the Board of Directors with recommendation to decline the application.</td>
</tr>
<tr>
<td>Diplomat Society</td>
<td>Approved, subject to the meeting with C&amp;S Office to amend the aims.</td>
</tr>
<tr>
<td>KICS</td>
<td>Defers consideration until further information is received from the C&amp;S Office or the society.</td>
</tr>
<tr>
<td>Undergraduate Manufacturing Technology Society</td>
<td>Defers consideration until further information is received from the society.</td>
</tr>
<tr>
<td>Ice Skating Society</td>
<td>Approved.</td>
</tr>
<tr>
<td>Goon Appreciation Society</td>
<td>Approved, subject to the meeting with C&amp;S Office regarding mitigation strategies</td>
</tr>
<tr>
<td>Forum Society</td>
<td>Defers consideration until further information is received from the C&amp;S Office or the society.</td>
</tr>
<tr>
<td>Postgraduate Arts Society</td>
<td>Defers consideration until a further information is received from the society.</td>
</tr>
<tr>
<td>Dental Association</td>
<td>Approved.</td>
</tr>
<tr>
<td>Golf Society (Nov)</td>
<td>Referred to the Board of Directors with recommendation to decline the application.</td>
</tr>
</tbody>
</table>
2020 has been a special year for the USU, also for Pulp.

I would like to thank the four editors of this year, Ellie Stephenson, Nicolette PT, Jossie Warrant, Vina Zhou for their outstanding contribution and enthusiasm for Pulp and USU.

Together with the staff team, the DSPs organized an End of Year Thank You Lunch to meet up with the editors to thank their contribution, gather feedbacks/insights about PULP this year and plan for 2021.

- **Strengths + things to continue:**

  Diversity and variety of strength of editors: This year’s editorial team has been a well-suited combination that each of the editors has found our own niches so no one stepped on else's toes and hit a lot of different article categories (e.g. campus, travel, politics, art and culture, reviews).

  Strong and engaging Election + stupol coverage: Pulp’s election coverage this year was very high-quality and widely read. Lots of positive feedbacks were received. The coverage has been very transparent and accountable and providing the most detailed live coverage/recaps of student democracy in recent years. The interactive content like bingos, videos and quizzes and Explainers makes the content more engaging and approachable to a broader audience coverage.

  Campus news + recording history: In a momentous year for USyd, Pulp were very proactive in covering (often breaking first) news. This was particularly important when covering the student protest movement - we captured footage of the education protests which may be looked back upon as illustrative of a year of upheaval. We even interviewed Jacqui Lambie on the day the HESA Bill reached the Senate!

  Platform: Various online presence improvements have been made this year. The editors redesigned the website to make it more usable and visually appealing, with easier to find categories and a much more engaging front page. Video content on insta and Pulp YouTube is also introduced.

- **Weakness + things to improve:**

  Initiatives that were not be able to proceed due to limited budget:
  
  - Pulp podcast
  - Pulp puzzles
  - Pulp events (Pulp trivia, Pulp writing and art competition)

  Contribution Pool: A new mechanism needs to be developed to fix the drop off of contribution to Pulp this year. Due to the lack of contributors, the editors were faced with the pressure of having to produce a lot of content on their own, sometimes with entire weeks of solely-editor produced articles. A consistent and diverse contributor pool can also engage more student communities on campus and attract more potential audience.

  Pulp outreach: Many students have said that they hadn’t heard of Pulp until either this year or last year. This is a testament to the current marketing of Pulp. Pulp and the USU’s media and marketing team needs to work together more closely in the future. It is also recommended that Pulp shall look into collaborating with faculties to let more students know about the opportunity, having stickers and postcards at Welcome Week, more introduction of Pulp on both online and offline USU channels.

  Support to the editors: the following support could be provided that allow editors to better perform throughout the year.
Editor space
Editor equipment hiring - camera/laptop/video making
Official images and media resources
Subscriptions of software
Organizational induction

- **Distinguishing Pulp from Honi**: Pulp this year has put a great emphasis on the differentiation from Honi. There are two main directions that Pulp can go into for the future. (suggested by Ellie)

  - **Better quality reporting** - e.g. beating Honi to big news, more thorough election covering, more unbiased election analysis
  - **Different content** - specifically this should revolve around
    1. More connections with clubs and societies - outreach editor should form connections with SUDS, SASS, etc. to cover their events, work with society members, inter alia.
    2. More culture coverage - linked to the above, but a good niche for *Pulp* is covering the Arts + culture more.

- **Idea of Senior editors**

  The setting of senior editor’s role is well received among the current editors, where editors all agree that the senior editor can help set a clear vision for Pulp and executing that vision, deciding when and how content is distributed, prioritising consistent content output, ensuring the high quality of content, and directing marketing across all platforms and working closely with the USU media/marketing team to promote Pulp. It can also make the most of that opportunity is to have the other editors have particular focuses.

**Pulp 2021 Planning**

Pulp 2021 planning session has also been held to discuss the structure of editors, timeline of recruitment, role of each position and KPIs, DSP involvement, editor training and induction and etc.
At the Special Board Meeting for the Budget, I will propose an amendment to the Regulations to merge the Multilingual and Ordinary Pulp Editors together. Therefore, there will be 3-6 Ordinary Editors each year and at least one of them must be multilingual.

Draft Job Description

Senior Editor
- 16 hours/40 weeks – appointed by semester/semester probation
- 1 self-generated article per week
- Senior Editor to provide KPI tracking for team & monthly reporting
- Team and performance management for 3 editors
- Strategy and Project Management
- Integral in liaising with Marketing Dept
- Manage DSP approval process – preapproval of content prior to DSP
- Newsletter development strategy
- Brand ID development with Marketing Dept
- Ultimately responsible for the growth/circulation/engagement across platforms
- Senior Editor will be responsible for co-ordinating key event content and coverage including but not limited to Welcome Fest, USU Elections, Flagship Events, official USU announcements
- Senior Editor must show no political preference or affiliation during term as Pulp Senior Editor
- Key Brand ambassador for Pulp able and willing to promote Pulp as required at events, University welcomes & coordinated faculty & club events.
- This role is intended to be recruited from within to encourage succession and continuity to drive engagement, brand presence and readership

Domestic Editors
- 10 hours/37 weeks – appointed by semester/semester probation
- Total 3 articles from contributors per week, this can include multi-media formats. Including Min 1 self-generated article per week
- 2 editors in Semester 1 with possibility to add another in Semester 2 from contributor pool.
- Find consistent contributor pool each of 5-10 people
- Engage and maintain contributor pool

International Editor
- 10 hours/37 weeks
- Total 3 articles from contributors per week, this can include multi-media formats including Min 1 self-generated article per week or translated articles or notifications
- Relevant Articles to be published on Pulp website + USU’s WeChat account.
Recommendation 1
That the Board note the report.
The past month has been a busy time for students and everyone at the USU.

International Festival rounded out October and was a great celebration of the diversity of our membership. Thank you to all the staff involved, especially to those charged with the delivery of online events. The online events had great engagement from students who remain overseas, which is a crucial portion of our membership that should be at the forefront of our minds going into next year.

The Food Truck has been out on Eastern Avenue and outside Fisher Library providing cheap and free food to students. Many students have commented to me how delicious the food has been, and how needed it is while everyone is cramming for their final exams. Thank you to the operations team and everyone involved for making the Food Truck such a success!

Student Experience 2021 Planning

Thank you to Jess, the HOD’s and all Directors for participating in the planning session for the USU’s 2021 programs, events and services. In 2020, the USU was forced to cancel a lot of events, festivals, funding for societies and revues etc., which has been disappointing to many USU members, especially first year students who feel as though they have missed out. It was great to collate our ideas and have important conversations around resourcing to ensure that we can build back better and work towards delivering the best student experience in the country in 2021!

COMMITTEES

COVID-19 Committee

We had the last meeting of the COVID-19 Response Committee this month. Thank you to all members of the committee for your commitment to meeting the many challenges that faced the USU this year. I am extremely proud that the committee was a forum for Staff and Directors to work together. This iterative and consultative decision-making process should be followed whenever the organisation is facing challenges that have a deep impact on staff members and the culture of this organisation. Thank you to the staff representative, Robyn Matthews, for your valuable insight.

The Committee will meet again if the USU faces new challenges from COVID-19 and the Executive deems it necessary. In the meantime, the Committee has delegated a number of functions and projects to other committees to continue into 2021.

Committee Reporting

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>MAJOR ISSUES/RISKS</th>
<th>DECISIONS</th>
<th>THINGS TO DO</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID-19 RESPONSE COMMITTEE</td>
<td>Risk of government restrictions and COVID-19 outbreak.</td>
<td>Delegation of Committee Functions to Finance Committee, C&amp;S Committee, People and Culture Committee, Governance Committee.</td>
<td>Continue monitoring the external environment, government and medical advice. Continue to regularly meet with the University to be in step with their approach.</td>
</tr>
<tr>
<td></td>
<td>Financial risk or JobKeeper payment expiring on March 28.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PEOPLE &amp; CULTURE COMMITTEE</td>
<td>Recruitment of a Director of People and Culture.</td>
<td>To recruit before the end of 2020.</td>
<td>Selection panel to select a successful applicant and present to Board following interviews.</td>
</tr>
<tr>
<td>Committee</td>
<td>Task</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
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<td>------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Organisational structure</td>
<td>To review the organisational structure over the coming months.</td>
<td>Interviews to occur in December.</td>
<td></td>
</tr>
<tr>
<td>Recruitment of CEO</td>
<td></td>
<td>Adopt an organisational structure following the completion of CEO Recruitment Process.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Selection Panel to report regularly to Board.</td>
<td></td>
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<tr>
<td><strong>FINANCE COMMITTEE</strong></td>
<td>2021 Budget analysis and approval.</td>
<td>2021 Budget to be presented to Board at December meeting.</td>
<td></td>
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<tr>
<td></td>
<td>Cashflow and Future Operations.</td>
<td>Continue monitoring.</td>
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<td>Long-term budgeting.</td>
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<td></td>
<td></td>
<td>The Board to clarify its expectations for 'working capital' to be held.</td>
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<tr>
<td>Appointment of Debates Committee Members</td>
<td>Recommendation for appointment to be presented to Board.</td>
<td>Plan for 2021 Debating.</td>
<td></td>
</tr>
<tr>
<td><strong>DEBATES COMMITTEE</strong></td>
<td>A strategy is being developed for club and society funding for 2021.</td>
<td>Survey send out to clubs and societies to understand needs.</td>
<td></td>
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<tr>
<td></td>
<td>SSAF Application. Monitoring departmental operations. Delivering on student experience, membership and marketing.</td>
<td>SSAF applications have been submitted.</td>
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<tr>
<td></td>
<td></td>
<td>Investigate registration for NSW Government Out&amp;About Scheme.</td>
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<tr>
<td></td>
<td></td>
<td>Ensure we meet obligations for SSAF and under Affiliation Agreement.</td>
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</tr>
<tr>
<td>Review the in-camera policy and conduct of Board Meetings.</td>
<td>The Governance Committee must meet ASAP and recommendations for new in-camera policy to be brought to Board.</td>
<td>Review of the Reserves Policy.</td>
<td></td>
</tr>
<tr>
<td><strong>EXECUTIVE COMMITTEE</strong></td>
<td>Funding for societies in 2020.</td>
<td>Discretionary funding for digital engagement to be available in the interim.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Club and Society applications.</td>
<td>Approval of six Clubs and Society applications, deferral of four and two referred to Board.</td>
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<tr>
<td></td>
<td></td>
<td>Create plan and funding model to fund COVID-Safe events in Semester 1 2021.</td>
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<tr>
<td></td>
<td></td>
<td>Streamline Club application and decision process.</td>
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</tr>
<tr>
<td><strong>GOVERNANCE COMMITTEE</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>C&amp;S COMMITTEE</strong></td>
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</table>
COMMITTEE REVIEW

As stipulated in the Constitution and Regulations, the Vice President is charged with providing oversight to the goings on of the various committees. Pursuant to clause 2(d)(ii) of Appendix 1 to the Regulations, I will provide a brief report on the performance of the Committees and the Committee Chairs for the preceding six-month period.

All Committees have functioned well throughout the past six months. Most Committee meetings have been conducted via Zoom, which has worked well.

The People and Culture Committee has been meeting frequently during the course of the last six months. I wish to thank Mark Wilde for his outstanding commitment and contribution to the USU in his capacity as chair of the People and Culture Committee. This year, the Committee has often met on very short notice in order to make time-sensitive decisions, and Mark has always made himself available. Mark is an effective chair and is well suited to the People and Culture Committee given his background in employment law.

The Finance Committee has not been meeting as frequently as it should during this time, largely due to the temporary ‘delegation' of many of its functions to the COVID-19 Committee because the COVID-19 Committee was tasked with monitoring the financial risks posed by the pandemic. However, now that the COVID-19 Committee has expired, I expect the Finance Committee to meet more regularly. I wish to thank Megan Lavender for her commitment and contribution to the USU in her capacity as chair of the Finance Committee. Megan provides valuable independent guidance to the Committee and is an effective chair.

Further, cl 2(d)(iv) of Appendix 1 of the Regulations requires the Vice President to report on the feedback of a comprehensive exit review of Committee members for this meeting. However, this provision appears to have been necessary when appointments lasted from 1 January to 31 December each year. Given the recent tendency for appointments to run from July 1 to June 31 each year, I intend to deal with this in my June report and bring to Board to change the regulations accordingly.

Past VP’s Recommendations

The past VP made three recommendations for committee functions.

The first recommendation was to introduce greater regularity of meetings throughout the year. Even though the regulations stipulate that the Standing Committees must meet at least four times per year, all Committees have been exceeding four meetings. Further, Committees have been adept to meet and discuss urgent or important matters on short notice. Relevant Committees will also meet at least once over the “holiday” period for the sake of both continuity and to ensure adequate oversight.

The second recommendation was to fill the external positions on committee’s provided by the regulations. The Governance Committee has seen the addition of Micah Burch and the People and Culture Committee has seen the addition of Wendy Klaassen. A search will continue amongst suitable alumni and through other networks for additions to the Finance Committee.

The third recommendation was to adequately brief Committee chairs. The Chairs have been receiving relevant briefings and I have called Committee Chairs before meetings of significant importance.
BOARD REPORT
PRESIDENT

USU BOARD MEETING DATE: 27 Nov 2020
AGENDA ITEM: 3.7
REPORT PERIOD: October - November
AUTHOR: Irene Ma
TITLE: President
PHONE/MOBILE: 0450 108 966

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>That the Board note the report.</td>
<td></td>
<td></td>
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</tbody>
</table>

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<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>The Board endorses the CEO Recruitment Timeline, subject to the decisions of each committee/panel.</td>
<td></td>
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</tr>
</tbody>
</table>
November has been an extremely busy, yet productive, month for the USU with so many exciting events and discussions happening at the same time. The report covers the major events and the discussions we had.

**CEO RECRUITMENT UPDATE**

<table>
<thead>
<tr>
<th>CEO Recruitment Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>11 December 2020</strong></td>
</tr>
<tr>
<td>Short list presented to People &amp; Culture Committee; the Committee decides whether shortlist is satisfactory.</td>
</tr>
<tr>
<td><strong>15 December 2020</strong></td>
</tr>
<tr>
<td>CEO Interview Panel interviews shortlisted candidates and makes recommendation to People &amp; Culture Committee.</td>
</tr>
<tr>
<td><strong>11 January 2021</strong></td>
</tr>
<tr>
<td>Recommendation of the CEO interview panel presented to the People &amp; Culture Committee for approval.</td>
</tr>
<tr>
<td><strong>18 January 2021</strong></td>
</tr>
<tr>
<td>Board Directors meet recommended candidate. Will have ample opportunities for questions. CEO contract negotiated.</td>
</tr>
</tbody>
</table>

Note: This timeline is the best-case scenario. The actual time period in practice may differ. If any of the groups mentioned above are not satisfied with the list/approved candidate – the timeline can be extended in order to find a satisfactory candidate/scope out more options.

**DIRECTOR OF PEOPLE AND CULTURE RECRUITMENT UPDATE**

Per the Board motion, Nicole and the members of the People & Culture Committee have been working on the recruitment of Director of People and Culture since the USU moved to 80% capacity. Recruitment in this role is important to our organization in many aspects. The successful candidate is expected to modernise the Department of People and Culture, as well as to uphold the good traditions and values we have honoured for 147 years. The panellists are satisfied with the quality of the shortlisted candidates. The interview process has been separated to two parts. Starting from the week of 16th Nov, we have interviewed preliminary shortlisted candidates. Among the seven candidates, five of them are woman identifying. In the following week, second round of interviews have been conducted where the four candidates selected from the first-round interview presented their plan for the first one-hundred-days. The final candidate will be presented to the Board for approval at the December budget meeting.

**UPDATE ON UNIVERSITY MEETINGS**

a. **UE SCC** – discussion of student centric campus. The discussion that most related to the USU is their recommendation of the food range and price point be reviewed to suit a healthy food requests from students. As the report identifies students have reduced income due to COVID and therefore are price sensitive to food options. The USU has been working on collaborating with the SRC to set up mutual aid program (food bank). Additionally, there is a plan to continue the community kitchen that offers subsidies meal for students.

b. **SSAF meetings** – Jess and I met up with Helen via zoom, where we went through the process of applying for base, contestable, and residual funding this year. The submission update is below.

c. **Student panel discussion with Susanna Scarparo and Peter McCallum.**

  i. I suggested to setting up an email chain for every tutorial group to increase the interaction with students in small group and as a back-up communicative tool when the Canvas page collapses. Peter has followed up on this suggestion and told me this is achievable in next semester.
ii. Exam arrangement. I advocated for the students and cohorts whose exams have clashes. Acknowledging the difficulties given the large numbers of exams to be scheduled, however some common combination of certain subjects should be taken into consideration. The President of SUPRA agrees and said they are also dealing with some of these cases.

STUDENT EXPERIENCE STRATEGIC PLANNING

I want to thank Jess for organising and conducting the strategic planning session for next year’s student experience. Thank you to the Board and HODs’ for your participation and continued enthusiasm. All your contributions are of value and I am excited to see them turned to action in the coming year. Upon reflection of this year, I am looking forward to seeing more successful online and/or in-person events are delivered to students in the time we have to physically distance.

COVID-19 RESPONSE COMMITTEE

The COVID-19 Response Committee has met for the last time in November. There is a lot of good work that has been done and also much work that needs to be continued. The Committee identified the tasks and delegated them to the other Committees including People and Culture, Finance, Clubs and Societies and etc. I want to thank the Chair, Nick Forbutt, all the Committee members, particularly the staff representative, Robyn Matthews.

OTHER ISSUES

SSAF Residuals

I wish to thank Jess and Dane for their extraordinary work in the application for SSAF residual funding. I will leave the details to Cady, who will provide a more comprehensive update to the Board.

First-year Board Director Interview Skill Training

Thanks to Nicole for delivering an interview training session for the first year Board Directors. The feedback is very positive. Thanks for the directors who came to the training.

SSAS AGM

In preventing any major disputes, I acted as the returning officer for the SASS AGM. I can briefly report that the AGM went down without any disputes or complaints arising.

PARTING RECOMMENDATIONS

Per the Board motion in June, the Board will continue the discussion of parting recommendations.

- The Board meeting has been moved to the middle of each month and we have been more flexible on scheduling special meetings in the light of the rapid changes occurred during the COVID-19. The Board paper has been more focusing on the strategic planning, instead of retrospective information and reflection to better suit the current environment.

- The Board has passed the motion that changed the name of HR & Remuneration Committee to People & Culture Committee that in line with the name of the department.

- The Board has established the Governance Committee that creates a formal and efficient channel to update or to draft policies. It worth mentioning that the Committee has been working on amending in-camera policy and has had Board level discussions.
• The continuity of the USU. In order to better connect with alumni of the USU, including past directors and indeed Presidents, I wish to collaborate more closely with the IPP who has kept access to these details.

Given the unprecedented changes to the overall context and situation in which the USU is operating, the Board will continue to assess the parting recommendations and proceed when it is ascertained to be appropriate.

As we are approaching the end of this year, I want to thank the Board, Jess Reed, the senior leadership team, and all members of staff. You are taking on responsibilities at the most stressful and vital period of the USU, and I am proud that no one has buckled under the pressure. I am looking forward to a new year of the USU.