

MINUTES

MEETING: BOARD OF DIRECTORS

HELD ON: 27 November 2020

TIME: 1:02pm to 2:42pm

LOCATION: Online via Zoom

BOARD OF DIRECTORS

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

USU STAFF

Jess Reed	Acting Chief Executive Officer	In attendance via audio-visual link
Rebecca Sahni	Director of Finance	In attendance via audio-visual link to 2:12pm
Tania Moroko	Director of Sales, Marketing and Membership	In attendance via audio-visual link to 2:12pm
Dane Luo	Board Secretary	In attendance via audio-visual link

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

Secunder: Marie Leech
13 For / 0 Against / 0 Abstain

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

Secunder: 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

13 For / 0 Against / 0 Abstain

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

13 For / 0 Against / 0 Abstain

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, 27 August, 24 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 27th November 2020

AGENDA ITEM: 3.4

REPORT PERIOD: 22nd October- 27th November, 2020

AUTHOR: Yinfeng Shen

TITLE: Honorary Secretary

PHONE/CONTACT: 0435346281/y.shen@usu.edu.au

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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.

USU International Fest		
Dates & Times	Schedule	USU Digital Social Channels + Marketing
W/C 12th October 2020	Live across socials + marketing	Club profiles VSA/Greek Soc General Pre Launch Back of Toilet Doors/Notice Board Posters Xpromo: USYD Socials/Student News/Engo/Library/Staff News/Study Abroad/CET/FASS
W/C 19th October 2020	Live across socials + marketing	eDM International Fest/ Program/ Food Truck/Verge /STARR team event/SAT event Club profiles: SUCSA/ Armenian/French+ Soul Express Website Banner feature General Content across FB/Insta/Stories/ Twitter/USUeats/CY/USUApp/ WeChat: Live Program and uploads
Event Day 21st October 2020		
NB timing to align with China/ students		
Prior in Action	Welcome to Country - https://www.youtube.com/watch?v=sxioGZ5c0&feature=youtu.be Ask us Anything: Aboriginal & Torres Strait Islander People https://www.youtube.com/watch?v=SHVbVBLhCM&t=9s Verge: Podcast Latinx Identity https://verge-gallery.net/2020/10/14/entre-todo-todxs-among-everything-everyone-podcast-series/ Hits from Around the World https://open.spotify.com/playlist/1i08O1M9n8xM2GHx9kc12	
Music - Playlist	1. Chinese Culture Soc 2. Greek Soc 3. Pop Music Soc 4. Vietnamese Student Association 5. Chinese Dance and Musical Instrument Society 6. Chinese Student Association Following clubs are happy for us to use/share their facebook content: - Armenian Soc (facebook) - French Soc (facebook) - Italian (facebook)	
Club Submissions/ Video Content on USU YouTube Channel	8. FABSOC - trivia	
9.00 am	Welcome to International Fest Launch Pre Record- Vikki International Portfolio Holder	USYD Digital reshare + content over the day
9.00am - 10.30am	Free All Member Breakfast - Pancakes on Eastern Ave USUeats Food Truck	Live from Food Truck
11.30am - 2pm	Lunch - on Eastern Ave USUeats Food Truck	International Fest Trivia
	Rewards VIP Line	International Fest Events Program
	Rewards Free Drink	
	Rewards Spin to Win - giveaways drinks/noodles/ gift packs/ 5 x USU2U dinner packs	
	Board to do Spin to Win/engage with members	Spin & Win Feature + Board interaction
12.30 - 1pm	Subtle Asian Traits 1min Video Plus Q&A on Zoom	
1pm- 1.30pm	On Line Scavenger Hunt - Zoom	
1pm- 2pm	Language Exchange Zoom Break out rooms	
1.30pm -2pm	Geoguesser Zoom	
2pm - 2.30pm	International Trivia Zoom Hosted by Vikki & Benny	
2.30pm -3pm	Hamilton Finish the Lyric Event Zoom	
4pm-4.30pm	SoulXpress - live stream of their performance on IG from 4pm-4.30pm	
4.30pm-6pm	STAR Team Cooking Demo https://www.eventbrite.com.au/e/baking-on-a-budget-tickets-119562989119	
Day concludes	NB KPIs 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.

Name	Notes and action
Pretzel Club	Approved.
Golf Society (Oct)	Approved.
Security Analysis Society	Referred to the Board of Directors with recommendation to decline the application.
Diplomat Society	Approved, subject to the meeting with C&S Office to amend the aims.
KICS	Defers consideration until further information is received from the C&S Office or the society.
Undergraduate Manufacturing Technology Society	Defers consideration until further information is received from the society.
Ice Skating Society	Approved.
Goon Appreciation Society	Approved, subject to the meeting with C&S Office regarding mitigation strategies
Forum Society	Defers consideration until further information is received from the C&S Office or the society.
Postgraduate Arts Society	Defers consideration until a further information is received from the society.
Dental Association	Approved.
Golf Society (Nov)	Referred to the Board of Directors with recommendation to decline the application.

DSP

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 Warnant, 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

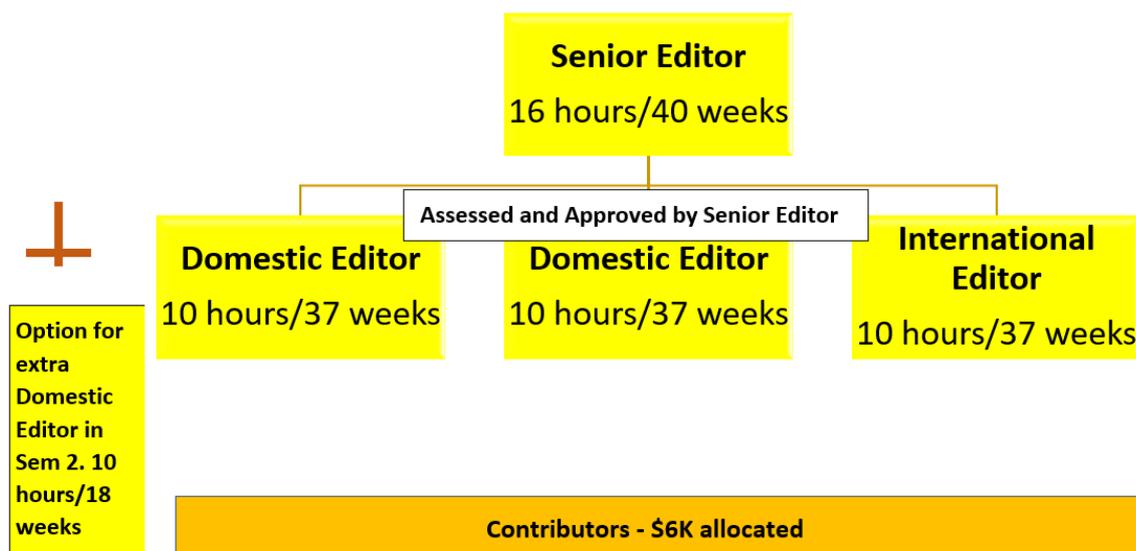
1. More connections with clubs and societies - outreach editor should form connections with SUDS, SASS, etc. to cover their events, work with society members, inter alia.
- b. More culture coverage - linked to the above, but a good niche for *Pulp* is covering the Arts + culture more.

- **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.

BOARD REPORT

VICE PRESIDENT

USU BOARD MEETING DATE: 27 November 2020
AGENDA ITEM: 3.5
REPORT PERIOD: October 27 – November 25
AUTHOR: Nick Forbutt
TITLE: Vice President
PHONE/MOBILE: 0429549521

	Page No.	Res. No.
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

COMMITTEE	MAJOR ISSUES/RISKS	DECISIONS	THINGS TO DO
COVID-19 RESPONSE COMMITTEE	Risk of government restrictions and COVID-19 outbreak. Financial risk or JobKeeper payment expiring on March 28.	Delegation of Committee Functions to Finance Committee, C&S Committee, People and Culture Committee, Governance Committee.	Continue monitoring the external environment, government and medical advice. Continue to regularly meet with the University to be in step with their approach.
PEOPLE & CULTURE COMMITTEE	Recruitment of a Director of People and Culture.	To recruit before the end of 2020.	Selection panel to select a successful applicant and present to Board following interviews.

	<p>Organisational structure.</p> <p>Recruitment of CEO.</p>	<p>To review the organisational structure over the coming months.</p> <p>Interviews to occur in December.</p>	<p>Adopt an organisational structure following the completion of CEO Recruitment Process.</p> <p>Selection Panel to report regularly to Board.</p>
FINANCE COMMITTEE	<p>2021 Budget analysis and approval.</p> <p>Cashflow and Future Operations.</p>	<p>2021 Budget to be presented to Board at December meeting.</p> <p>Continue monitoring.</p>	<p>Long-term budgeting.</p> <p>The Board to clarify its expectations for 'working capital' to be held.</p>
DEBATES COMMITTEE	<p>Appointment of Debates Committee Members.</p>	<p>Recommendation for appointment to be presented to Board.</p>	<p>Plan for 2021 Debating.</p>
EXECUTIVE COMMITTEE	<p>A strategy is being developed for club and society funding for 2021.</p> <p>SSAF Application. Monitoring departmental operations. Delivering on student experience, membership and marketing.</p>	<p>Survey send out to clubs and societies to understand needs.</p> <p>SSAF applications have been submitted.</p>	<p>Investigate registration for NSW Government Out&About Scheme.</p> <p>Ensure we meet obligations for SSAF and under Affiliation Agreement.</p>
GOVERNANCE COMMITTEE	<p>Review the in-camera policy and conduct of Board Meetings.</p>	<p>The Governance Committee must meet ASAP and recommendations for new in-camera policy to be brought to Board.</p>	<p>Review of the Reserves Policy.</p>
C&S COMMITTEE	<p>Funding for societies in 2020.</p> <p>Club and Society applications.</p>	<p>Discretionary funding for digital engagement to be available in the interim.</p> <p>Approval of six Clubs and Society applications, deferral of four and two referred to Board.</p>	<p>Create plan and funding model to fund COVID-Safe events in Semester 1 2021.</p> <p>Streamline Club application and decision process.</p>

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

	Page No.	Res. No.
Recommendation 1 That the Board note the report.		
Recommendation 2 The Board endorses the CEO Recruitment Timeline, subject to the decisions of each committee/panel.		

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

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

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 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 had 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.

DRAFT