

# MINUTES

## MEETING: BOARD OF DIRECTORS

**HELD ON:** 27 October 2020

**TIME:** 12:03pm to 2:05pm

**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

### 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 1:14pm
Tania Moroko	Director of Sales, Marketing and Membership	In attendance via audio-visual link to 1:14pm
Samantha Trodden	Programs Manager	In attendance via audio-visual link to 1:14pm
Dane Luo	Board Secretary	In attendance via audio-visual link

## OBSERVERS

Elinor Stephenson

In attendance via audio-visual link  
from 12:12pm to 1:19pm

## MINUTES

<b>1. Opening</b>
<p>The meeting opened at 12:03pm.</p> <p>The Chair delivered the Acknowledgement of Country.</p>
<b>1.1 Apologies and Leaves of Absence</b>
<p>Due to the global COVID-19 pandemic, the meeting was conducted online via audio-visual link.</p> <p><b>The BOARD OF DIRECTORS</b> agreed to conduct the meeting online via audio-visual link.</p>
<b>1.2 Disclosure of Conflicts of Interest</b>
<p>There were no disclosures of conflicts of interest.</p>
<b>2. Meeting Administration</b>
<b>2.1 Minutes of the Previous Meeting</b>
<p>The draft Minutes of the BOARD OF DIRECTORS held on 22 September 2020 was tabled and taken as read.</p> <p><b>Resolved</b> <b>B217/20</b> That the Minutes of the BOARD OF DIRECTORS held on 22 September 2020 be approved as a true and correct record. <b>Mover:</b> Benjamin Hines <b>Seconder:</b> Belinda Thomas 13 For / 0 Against / 0 Abstain</p>
<b>2.2 Business Arising from the Minutes Not Addressed Elsewhere</b>
<p>No business arising from the Minutes not addressed elsewhere.</p>
<b>2.3 Open Question Time</b>
<p>No questions were presented.</p>
<b>2.4 Motions on Notice</b>

Pursuant to s 1.1 of the *Constitution*, Due Notice has been given for the following Special Resolutions.

#### **2.4.1 Motions Relating to the Conduct of Meetings of the BOARD OF DIRECTORS**

*Recommendation 1: That the In Camera Policy, Micro-Blogging of Board Meetings Policy, Minutes Policy and Release of Board Documents and Financials Policy be repealed.*

*Recommendation 2: That the BOARD OF DIRECTORS and Committee Meeting Policy be approved and enacted.*

*Recommendation 3: That the Regulations be amended as provided in Schedule 1 to this document.*

*Recommendation 4: That the BOARD OF DIRECTORS note the Explanatory Memorandum.*

**Ruolin Ma** noted that there has not been enough time to read the documents.

**Yinfeng Shen, Nicholas Rigby** and **Ruolin Ma** said that individualised meal card expenditure and other expenditure of Board Directors should not be made available publicly because it would not help transparency. **Ruolin Ma** noted that it had been changed on another document to show only the total amount received, instead of individualised amount.

**Prudence Wilkins-Wheat** proposed making an amendment to define ‘sensitive financial information’ in the Policy and provide guidance on the meaning of that phrase. It was noted that it was already defined but she stated that the cash flow may not always be sensitive.

**Jane Drummond** proposed making an amendment to allow the President to access confidential documents and further noted that staff should be allowed at meetings of the BOARD OF DIRECTORS at the invitation of the President.

**Benjamin Hines** proposed making an amendment to make the committee agenda in the Policy non-binding and leave it to Chairs.

**Nick Forbutt** proposed making an amendment to define other terms from the *In Camera Policy*, including ‘salary’. He also proposed an amendment to allow a simple majority of Directors to release the vote count of a resolution carried in camera because a unanimous consent requirement is too high a burden

**Marie Leech** noted that she agreed with the proposed changes to the minutes for a general reflection of the discussion to allow Board Directors to speak frankly.

**The Chair** deferred consideration of the motion to the next meeting of the BOARD OF DIRECTORS.

#### **2.4.2 Amendment to the Regulations Relating to Student Leadership and Coordination Roles**

The text of the recommendations are as follows:

*Recommendation 1: That section 7.1 of the Regulations be amended as follows:*

1. In subsection (d), omit 'Three (3)' and substitute 'Up to six (6)';
2. In subsection (e), omit 'One (1)' and substitute 'Up to two (2)';
3. In subsection (e), omit 'Editor' and substitute 'Editors';
4. Omit subsections (g) and substitute 'Up to one (1) Senior Pulp Editor or Editor-in-Chief'; and
5. Omit subsections (h) and (i).

*Recommendation 2: That the BOARD OF DIRECTORS authorises the hiring and appointment of Ordinary Pulp Editors, Multilingual Pulp Editors and Senior Pulp Editor or Editor-in-Chief for 2021.*

*Recommendation 3: That the BOARD OF DIRECTORS note the Explanatory Memorandum.*

On Monday 26 October 2020, the Executive Committee proposed the following resolution be adopted for this agenda item, which was circulated that day to all Board Directors:

*That the BOARD OF DIRECTORS:*

1. Notes the recommendations;
2. Amends section 7.1 of the Regulations as follows:
  - a. In subsection (d), omit 'Three' and substitute 'Up to three';
  - b. In subsection (e), omit 'One' and substitute 'Up to one'; and
  - c. Omit subsections (g), (h) and (i);
3. Omits section 7.3 of the Regulations and renumbers sections 7.4 to 7.6 of the Regulations accordingly; and
4. Authorises the hiring and appointment of Ordinary Pulp Editors and a Multilingual Pulp Editor for 2021.

The Explanatory Memorandum was tabled and taken as read.

**Benjamin Hines, Prudence Wilkins-Wheat, Kailin Qin, Belinda Thomas and Nicholas Rigby** spoke in favour of the original proposal. They stated that it provides greater flexibility, provides a strategic position to expand Pulp and would allow the USU to experiment with a different model. They noted that a Senior Editor is appropriate to lead a team and guide new editors. They also noted that a Multilingual Editor promotes stronger engagement with international students.

**Nick Forbutt** stated that, from his observations and discussion with previous Pulp editorial teams, the best teams have three editors that cover separate interests and skills. He does not believe that more editors would necessarily help and proposes a horizontal structure without a Senior Editor with greater funding to build a large contributor pool.

**Tania Moroko** said we need to revolutionise Pulp. A Senior Editor was needed to provide leadership and to provide transitional person that could liaise and help the marketing team. She noted that there have been issues with transitioning from one team to another, which will be clarified in the contractual agreement and KPIs.

**The Chair** invited Elinor Stephenson, a current Ordinary Editor of Pulp, to comment on the proposal. **Elinor Stephenson** questioned why the current Editors were not consulted on this proposal yet former Editors were consulted. She stated that the Senior Editor would be helpful in developing editorial talent and ensuring a balanced workload. However, the priority is to

restore and increase Pulp's budget to pay contributors and hold events so that the contributor pool can grow.

**The BOARD OF DIRECTORS** noted the following:

- The model proposed in the original proposal is favoured over the model presented by the Executive Committee;
- However, there should be a minimum number of 3 Ordinary Editors and 1 Multilingual Editor;
- The issue of remuneration will be considered at a later meeting;
- The issue as to whether there should be a requirement that the Senior Editor must come from the Editors of the previous year will be considered by the Directors of Student Publications; and
- The Directors of Student Publications will consult the current Editors and the Director of Sales, Marketing and Membership as to the structure and model of the 2021 editorial team.

### **Resolved**

#### **B218/20**

That the BOARD OF DIRECTORS, by Special Resolution pursuant to article 9.2(e) of the *Constitution*:

1. Tables the resolution proposed by the Executive Committee;
2. Notes recommendation 1 of the original proposal;
3. In lieu thereof, amends section 7.1 of the *Regulations* as follows:
  - a. In subsection (d), omit 'Three (3)' and substitute 'Three (3) to six (6)';
  - b. In subsection (e), omit 'One (1)' and substitute 'One (1) to two (2)';
  - c. Omit subsections (g) and substitute 'Up to one (1) Senior Pulp Editor or Editor-in-Chief'; and
  - d. Omit subsections (h) and (i); and
4. Omits section 7.3 of the *Regulations* and renumbers sections 7.4 to 7.6 of the *Regulations* accordingly; and
5. Accepts recommendations 2 and 3 of the original proposal.

**Mover:** Benjamin Hines

**Seconder:** Yinfeng Shen

13 For / 0 Against / 0 Abstain

## **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** added to her report and noted that she has been discussing how to conduct COVID safe graduations.

**Marie Leech** suggested that the USU should attend graduation events, which can provide continuity with alumni. She noted that a recent survey was conducted on emerging needs for students and it was suggested that the USU conducts a survey about operating in a hybrid online and physical world. **Jess**

**Reed** replied that a longer-term strategic plan will be developed in January. In the next two weeks, there will be a discussion for shorter-term strategic planning.

**Resolved**

**B219/20**

That the BOARD OF DIRECTORS accepts the recommendation and notes the CEO/Secretariat Report.

**Mover:** Ruby Lotz

**Seconder:** Prudence Wilkins-Wheat

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.

It was clarified that all employees are claiming the JobKeeper payment except four individuals who are not eligible.

**Jane Drummond** asked for a summary of the cost of goods sold. **Rebecca Sahni** agreed to provide it in the cash flow report for next month.

**Resolved**

**B220/20**

That the BOARD OF DIRECTORS accepts the recommendation and notes the Finance Report.

**Mover:** Nicholas Rigby

**Seconder:** Caitlin Brown

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 Moroko** added to the report and noted we are about to achieve 33,000 members. Over the past month, the USU has worked on Wellness Work and International Fest with very high engagement at the food truck. Recently, the USU has acquired shopping privileges on Instagram which links to our online store.

**Samantha Trodden** added to the report and noted that we are working to open rooms for clubs and societies in a COVID safe way. It was clarified that college students having issues accessing the USU app should contact Membership Services.

**Resolved**

**B221/20**

That the BOARD OF DIRECTORS accepts the recommendation and notes the USU Activities Report.

**Mover:** Kailin Qin

**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.*

The report was tabled and taken as read.

**Yinfeng Shen** added to his report and drew attention to the work of the Clubs and Societies Committee. He noted the work he has done on providing COVID safe guidelines.

**Resolved**

**B222/20**

That the BOARD OF DIRECTORS accepts the recommendation and notes the Report of the Honorary Secretary.

**Mover:** Nicholas Forbutt

**Seconder:** Kailin Qin

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 the Board Directors who attended the financial literacy program.

**Resolved**

**B223/20**

That the BOARD OF DIRECTORS notes the Report of the Honorary Treasurer.

**Mover:** Nicholas Rigby

**Seconder:** Di Wang

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.

**Resolved**

**B224/20**

That the BOARD OF DIRECTORS accepts the recommendation and notes the Report of the Vice President.

**Mover:** Benjamin Hines

**Seconder:** Ruby Lotz

13 For / 0 Against / 0 Abstain

**Resolved**

**B225/20**

That the Chair be moved to the Vice President.

**Mover:** Benjamin Hines

**Seconder:** Yinfeng Shen

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 the SSAF Base Application has been submitted. She also said that the USU is collaborating with the SRC.

**Resolved**

**B226/20**

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**

**B227/20**

That the Chair be moved to the President.

**Mover:** Yinfeng Shen

**Seconder:** Kailin Qin

13 For / 0 Against / 0 Abstain

**3.8 Other Matters for Discussion**

No Other Matters for Discussion.

**4. Matters for Decision**

**4.1 Other Matters for Decision**

**4.1.1 Election of Directors for the Selection Panel for Ordinary Members of the Debates Committee**

**Resolved**

**B228/20**

That the BOARD OF DIRECTORS appoints Dane Luo as Returning Officer for the conduct of the elections of Directors to the Selection Panel for Ordinary Members of the Debates Committee on 27 October 2020.

**Mover:** Belinda Thomas

**Seconder:** Nicholas Rigby

13 For / 0 Against / 0 Abstain

Prudence Wilkins-Wheat nominated **Benjamin Hines**, who accepted the nomination. Nicholas Rigby supported the nomination.

Benjamin Hines nominated **Kailin Qin**, who accepted the nomination. Nicholas Rigby supported the nomination.

Kailin Qin nominated **Ruby Lotz**, who accepted the nomination. Prudence Wilkins-Wheat supported the nomination.

As the number of nominations received was equal to the number of vacancies and the affirmative action provisions were satisfied, the Returning Officer declared **Benjamin Hines**, **Kailin Qin** and **Ruby Lotz** provisionally elected as the Directors for the Selection Panel for Ordinary Members of the Debates Committee.

**The Returning Officer** reported that **Benjamin Hines**, **Kailin Qin** and **Ruby Lotz** are elected as the Directors for the Selection Panel for Ordinary Members of the Debates Committee.

**Resolved**

**B228/20**

That the BOARD OF DIRECTORS accepts the report of the Returning Officer.

**Mover:** Nicholas Forbutt

**Seconder:** Yinfeng Shen

13 For / 0 Against / 0 Abstain

**4.1.2 Authorisation of Discretionary Funding for Clubs and Societies**

*Recommendation 1: That the BOARD OF DIRECTORS authorises the C&S Office to establish guidelines for and approve discretionary funding for clubs and societies for the remainder of 2020 for a total amount of up to \$40,000.*

The submission titled “Authorisation of Discretionary Funding for Clubs and Societies” was tabled and taken as read.

**Samantha Trodden** proposed a small pool of funding for clubs and societies to access resources of digital content, including, for example, website upgrades. Applications would be made to and considered by the C&S Office. It was clarified that the amount was budgeted in the cash flow model for 2020. Funding for clubs and societies for next year will be developed later.

**Resolved**

**B229/20**

That the BOARD OF DIRECTORS accepts the recommendation.

**Mover:** Prudence Wilkins-Wheat

**Seconder:** Kailin Qin

13 For / 0 Against / 0 Abstain

**4.1.3 “Protect Us Equally” Motion**

**Connor Wherrett** presented a motion, which provides:

Preamble:

*Everyone deserves to live, study, and work with dignity, no matter what they believe, who they are, or whom they love.*

*Everyone should be afforded an equal opportunity to access the services and support they need, such as education, housing and healthcare, to realise the best lives they can achieve for themselves and the people they love.*

*Unfortunately, One Nation NSW's Religion Bill fails to protect all of us, equally. The Bill allows religion to be used as an excuse to hurt, exclude and demean others, including other people of faith.*

*The Bill makes it harder for employers, educators, and professional and licencing bodies to foster inclusive cultures and protect their employees, customers and clients from harmful conduct motivated by one person's beliefs.*

*Conduct that is unlawful or even criminal today, could also be protected in the name of the religion.*

*The Bill also privileges institutions over people, by setting standards for others to meet which those institutions are not willing nor required to meet themselves.*

*The One Nation NSW Religion Bill seeks to divide our communities; it creates double standards in our laws. For this reason, we oppose the Bill and call for fair and equal discrimination laws which protect all of us, including people of faith and those who are not religious, equally alongside other groups.*

Platform:

1. *The University of Sydney Union ('USU') supports the above statement from Protect Us All.*
2. *The USU recognises that it supports religious freedom, but does not believe that religion can ever be used a platform to discriminate against others.*
3. *The USU affirms its strong support for the LGBTQIA+ community and feminist movements.*

Action:

1. *The USU will sign the above statement on <https://protectusall.com.au/orgs/>*

**Connor Wherrett** noted that 90 organisations have signed the statement.

**Jane Drummond** noted that she will abstain on the motion because she is a public servant and must remain apolitical.

**Resolved**

**B230/20**

That the BOARD OF DIRECTORS agrees to the motion.

**Mover:** Connor Wherrett  
**Seconder:** Nicholas Forbutt  
12 For / 0 Against / 1 Abstain  
**Jane Drummond** abstained.

**Prudence Wilkins-Wheat** proposed consideration of a motion relating to the NSW Police Force.

**The Chair** ruled that the motion could not be considered because it had not been circulated at least 24 hours before the meeting.

#### 4.2 Confidential Business

**Resolved**

**B231/20**

That the BOARD OF DIRECTORS move in camera.

**Mover:** Jane Drummond

**Seconder:** Kailin Qin

13 For / 0 Against / 0 Abstain

The BOARD OF DIRECTORS moved in camera at 1:14pm.

**Resolved**

**B232/20**

That the Confidential Minutes of the BOARD OF DIRECTORS held on 22 September 2020 be approved as a true and correct record.

**Resolved**

**B233/20**

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

**Resolved**

**B234/20**

That the BOARD OF DIRECTORS accepts the recommendation and notes the Confidential Tenancy Report.

**Resolved**

**B235/20**

That the BOARD OF DIRECTORS accept recommendations 1 and 3, provided that an exit clause with four weeks' notice is included.

**Resolved**

**B236/20**

That the BOARD OF DIRECTORS accepts recommendation 4, provided that an exit clause with four weeks' notice is included.

**Resolved**

**B237/20**

That the BOARD OF DIRECTORS accepts recommendation 5, provided that an exit clause with four weeks' notice is included.

**Resolved**

**B238/20**

That the BOARD OF DIRECTORS notes recommendation 2 and refers the proposal in recommendation 2 to the People and Culture Committee for review and to make a recommendation to the BOARD OF DIRECTORS.

**Resolved**

**B239/20**

That the BOARD OF DIRECTORS accepts the recommendation and notes the Confidential Honorary Secretary Report.

**Resolved**

**B240/20**

That the BOARD OF DIRECTORS accepts the recommendation of the Selection Panel and appoints Sweeney Hughes as Director of Debates for 2021.

**Resolved**

**B241/20**

That the BOARD OF DIRECTORS move out of camera.

**Mover:** Jane Drummond

**Seconder:** Prudence Wilkins-Wheat

13 For / 0 Against / 0 Abstain

The BOARD OF DIRECTORS moved out of camera at 2:03pm.

**The Chair** reported that the BOARD OF DIRECTORS considered financial, tenancy and staff salary matters.

**5. Matters for Noting**

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

The Minutes of the COVID-19 Response Committee held on 29 September and 6 October 2020 were tabled and taken as read.

**5.2 Minutes of the Remuneration Committee**

The Minutes of the Remuneration Committee held on 8 September 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 22 September and 1 October 2020 were tabled and taken as read.

**5.4 Minutes of the Debates Committee**

The Minutes of the Debates Committee held on 14 September 2020 was tabled and taken as read.

### 5.5 Minutes of the Electoral Committee

The Minutes of the Electoral Committee held on 17 June 2020 was tabled and taken as read.

#### **Resolved**

#### **B242/20**

That the BOARD OF DIRECTORS notes the minutes of meetings of Committees tabled at the meeting.

**Mover:** Nicholas Forbutt

**Seconder:** Belinda Thomas

13 For / 0 Against / 0 Abstain

### 5.6 Other Matters for Noting

There was no other matters for noting.

## 6. Close of Meeting

### 6.1 Matters for Disclosure

There are no matters for disclosure.

### 6.2 Next Meeting

#### **Resolved**

#### **B243/20**

That the BOARD OF DIRECTORS:

1. In lieu of the scheduled ordinary meeting of the BOARD OF DIRECTORS on 24 November 2020, schedules an ordinary meeting of the BOARD OF DIRECTORS from 1:00pm on 27 November 2020; and
2. The BOARD OF DIRECTORS directs the Board Secretary to provide notice thereof.

**Mover:** Nicholas Rigby

**Seconder:** Yinfeng Shen

13 For / 0 Against / 0 Abstain

The meeting closed at 2:05pm.

# AMENDMENT

## USU REGULATIONS

<b>BOARD MEETING DATE:</b>	27 October 2020
<b>AGENDA ITEM:</b>	2.4.2
<b>AUTHOR:</b>	Dane Luo (with credits to Benjamin Hines and Nicole Saadeh)
<b>CONTACT:</b>	d.luo@usu.edu.au / b.hines@usu.edu.au / n.saadeh@usu.edu.au

	Page No.	Res. No.
<b>Recommendation 1</b> That section 7.1 of the <i>Regulations</i> be amended as follows: <ol style="list-style-type: none"><li>1. In subsection (d), omit 'Three (3)' and substitute 'Up to six (6)';</li><li>2. In subsection (e), omit 'One (1)' and substitute 'Up to two (2)';</li><li>3. In subsection (e), omit 'Editor' and substitute 'Editors';</li><li>4. Omit subsections (g) and substitute 'Up to one (1) Senior Pulp Editor or Editor-in-Chief'; and</li><li>5. Omit subsections (h) and (i).</li></ol>	2-3	
<b>Recommendation 2</b> That the BOARD OF DIRECTORS authorises the hiring and appointment of Ordinary Pulp Editors, Multilingual Pulp Editors and Senior Pulp Editor or Editor-in-Chief for 2021.	3	
<b>Recommendation 3</b> That the BOARD OF DIRECTORS note the Explanatory Memorandum.	2-3	

## EXPLANATORY MEMORANDUM

### EXECUTIVE SUMMARY

1. This proposal amends the *Regulations* with respect to student leadership and coordination roles.
2. The People and Culture Business Partner, Nicole Saadeh, recommends omitting the provision to appoint Hermes Editors and Incubate Coordinators. The Hermes publication will not be published in 2020 and its future continuity will be reviewed in strategic planning discussions to be held in November 2020. Nevertheless, it is the view of management that, whether the publication continues, the appointment of Editors can be made by management.<sup>1</sup>
3. A Director of Student Publications, Benjamin Hines, proposes a new structure for managing Pulp that expands the number of Ordinary Editors up to 6, Multilingual Editors up to 2 and establishes up to 1 Senior Pulp Editor or Editor-in-Chief.

### DETAILS OF AMENDMENTS

4. Presently, section 7.1 of the *Regulations* provides that:

The Board may appoint people to the following roles:

  - (a) Two (2) Welcome Week Event Coordinators
  - (b) Two (2) PopFest Creative Directors.
  - (c) One (1) Director of Debates.
  - (d) Three (3) Ordinary Pulp Editors.
  - (e) One (1) Multilingual Pulp Editor.
  - (f) Four (4) Campus Activity Coordinators
  - (g) Two (2) Hermes Editors
  - (h) One (1) Incubate Content Coordinator
  - (i) One (1) Incubate Marketing Coordinator
5. Following the decision recently with respect to Incubate, the roles of Content Coordinator and Marketing Coordinator, prescribed in subsections (h) and (i), are no longer required and are no longer within the responsibility of the USU to appoint.
6. With respect to the publication Hermes, this was deemed financially unfeasible to operate in 2020 due to the financial constraints caused by the COVID-19 pandemic and the government and community response to reduce the spread of the infectious virus.
7. The future of Hermes will be a matter for discussion as the USU engages in strategic planning for the future. This amendment is not concerned about the merits of the future continuity of that publication, which is to be resolved at a later date. This amendment is only concerned as to whether it should be mandated in the *Regulations* that the BOARD OF DIRECTORS may appoint Hermes Editors.
8. This was briefly discussed at the Governance Committee and it was settled that, no matter the future of the publication, the *Regulations* should no longer provide that. If the publication continues, management, in their discretion, could make the appointments. Or the BOARD OF DIRECTORS could, pursuant to section 7.4 of

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<sup>1</sup> See *Constitution* art 13.3(a).

the *Regulations*, turn the position into a student leadership and coordination role by ordinary resolution carried by simple majority.

9. With respect to matters concerning Pulp, the current makeup provides for three Ordinary Editors and one Multilingual Editor. Benjamin Hines proposes:
  - a. Up to six Ordinary Editors;
  - b. Up to two Multilingual Editors; and
  - c. The creation of up to one Senior Editor or Editor-in-Chief.
10. It is proposed that the remuneration and honorarium of the Pulp Editors would be changed. However, this resolution does not deal with those changes, which can be made by management (provided that it only occurs from the following year) or by the BOARD OF DIRECTORS, pursuant to section 7.6 of the *Regulations*.
11. In recommendation 1, the combined effect of the amendments will change section 7.1 of the *Regulations* to read:

The Board may appoint people to the following roles:

- (a) Two (2) Welcome Week Event Coordinators
  - (b) Two (2) PopFest Creative Directors.
  - (c) One (1) Director of Debates.
  - (d) Up to six (6) Ordinary Pulp Editors.
  - (e) Up to two (2) Multilingual Pulp Editor.
  - (f) Four (4) Campus Activity Coordinators
  - (g) Up to one (1) Senior Pulp Editor or Editor-in-Chief
12. It is proposed that Pulp should continue with an editorial team in 2021. Therefore, recommendation 2 authorises the hiring of the relevant Pulp Editors for 2021.

# BOARD REPORT

## HONORARY SECRETARY

**USU BOARD MEETING DATE:** Tuesday 27<sup>th</sup> October 2020

**AGENDA ITEM:** 3.4

**REPORT PERIOD:** 23rd September- 21st October, 2020

**AUTHOR:** Yinfeng Shen

**TITLE:** Honorary Secretary

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

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<b>Recommendation 1</b> That the Board notes the report.		
<b>Recommendation 2</b> That the Board notes COVID Safe C&S Events Guidelines.		

## C&S COMMITTEE

Congrats to the two student advisors Nicole and Margaux joining the Committee.

Student advisors are a very essential component for the Committee, who represent the voices of the community. Both student advisors have been highly involved in the programs and hold a very outstanding application among all the applicants. I have encouraged both Nicole and Margaux regularly consult the student bodies they are engaged with and raise any relevant concerns and issues to the Committee.

October sees the first official meeting of C&S Committee.

As the chair, I warmly welcomed two student advisors to the Committee and introduced the fellow Committee members to each other.

### COVID Safe C&S Events Guidelines (see attachment)

The Safe Guidelines was discussed and approved by the committee to allow small rehearsals and in-person AGM/GMs.

Space opened	Person Limit
Manning Meeting Room 1	7
Manning Meeting Room 2	7
Isabel Fidler	14
Elliott Miller Studio	14

The Committee also agrees to take steps for gradually open more spaces on campus for society to fulfill the student experience, in line with government restrictions and university guidelines.

Groups of 10 can also book a table at Courtyard for private dining and small size gathering ([courtyardorders@usu.edu.au](mailto:courtyardorders@usu.edu.au)), in line with government restrictions.



### **Special Funding for Clubs and Societies**

The Committee has also discussed the special funding to support urgent need such as creating websites and digital content, online platforms access and memberships.

### **INTERNATIONAL FEST**

Together with International Student Portfolio Holder, Vikki, I have been meeting with Kelly and Sam from Programs Team every week to plan and discuss the details of International Fest. The program would be a combination of both online content and in-person offerings.

Clubs confirmed to attend:

Chinese Culture Soc

Greek Soc

Pop Music Soc

Vietnamese Student Association

Chinese Dance and Musical Instrument Society

Chinese Student Association

American Soc

French Soc

Italian Soc

FABSOC

Soulxpress

(More updates will be presented in next month's report.)



## **USU | COVID SAFE C&S EVENTS GUIDELINES**

### **PURPOSE**

This practical guide has been prepared for Clubs and Societies Executives to conduct events in approved USU spaces, while following the government and University advice during the COVID-19 pandemic. The purpose of this document is to support Executives to carry out the activities of the clubs and societies that contribute to the student experience and the vibrant campus culture while supporting the efforts to reduce transmission.

### **BACKGROUND**

COVID-19 is a respiratory illness caused by a virus whose symptoms include fever, coughing, sore throat, and shortness of breath.

The virus can spread from person to person, but good hygiene and physical distancing can reduce the risk of infection. For most people, COVID-19 is experienced as a mild disease. The focus on reducing transmission is to ease the burden on our health system, rather than eliminate the spread.

If anyone in the club or society is sick and displays symptoms of COVID-19, medical advice must be sought immediately. Advice can also be sought through the National Coronavirus Hotline on 1800 020 080. The line operates 24 hours a day, seven days a week.

## **PRINCIPLES FOR UNIVERSITIES**

Universities are considered essential and university activities should continue with appropriate risk mitigation measures in place. The Australian Health Protection Principal Committee (AHPPC) supports the re-activation of the on-campus environment with the following principles:

- help stop the spread and stay healthy;
- stay informed and continue to support physical distancing in accordance with the Australian Government and State/Territory guidelines; and
- apply specific sector-based guidelines to all entities on campus where relevant (e.g. child care centres, schools, sporting facilities, cafes etc.)

Universities should continue to support all measures to stop the spread and to stay healthy. Universities will encourage their university communities to download and utilise the **COVIDSafe app** to assist in contact tracing, recognising that it is an individual's choice

## **GENERAL GUIDELINES FOR CLUBS & SOCIETIES**

The following general measures will apply to support physical distancing and help to protect health service provision as well as ensuring business continuity:

- Members who are sick with cold and flu symptoms must NOT attend and participate in any in-person events. This should be communicated members prior to meetings or events.
- Members who are in vulnerable populations should continue to participate from home or seek medical advice from their health practitioner to support informed risk assessment and decision-making regarding the suitability of returning to university environment.
- Only events that are registered with the USU can be conducted in USU spaces.

The most up to date NSW Government advice about current restrictions and guidelines can be found [here](#) and all clubs must review this information when planning events.

### **PRIOR TO EVENT**

- Executives must share this information with all members of their clubs and societies to encourage compliance and inspire confidence.
- Check with all the attendees at the beginning of the event if they are unwell or have any symptoms of COVID19
- All clubs and societies events must be registered with the USU through Club Suite.
- An Executive who has reviewed these guidelines must be in attendance at each event and their details must be provided to the USU.

### **DURING THE EVENT**

- Executives must maintain accurate attendance sheets for each event which contains the names and contact details of all attendees and must be submitted to the USU. All attendees are required to check-in using the QR posted in the venue.
- Physical distancing of at least 1.5 metres from others must be followed at all times during the event
- The number of persons allowed in each of the USU venues is presented the table below as determined by the one person per 4 square metre rule. Executives must ensure that the person limit for each room is being followed and that the venue is never overcapacity at any time.
- All members are encouraged to carry their own hand sanitisers and practice good hygiene.
- All members are encouraged to bring their own water bottle and sweat towels, particularly for Performing Arts and Social Sports clubs and societies.
- Executives must ensure that all activities are non-contact as far as practical.
- Executives must take note of any incidents, e.g., a sick member attending an event and report it to the USU through the post-event form.

- Post event forms must be submitted in every instance in order to access USU spaces in the future.
- Where first aid is required, caution must be applied at all times.

### **POST EVENT**

- Any incidents must be reported to the C&S Office immediately via email at [c.societies@usu.edu.au](mailto:c.societies@usu.edu.au)

### **ROOM LIMITS**

No	Venue	Person limit
1	Manning Meeting Room 1	7
2	Manning Meeting Room 2	7
3	Isabel Fidler	14

### **CLEANING AND ACCESS**

Rooms will be cleaned throughout the day and between each group using the space. Cleaning kits and sanitiser will be provided for each room.

To access rooms, please see the C&S staff in the Programs Office to have the room you have booked unlocked.

### **OTHER MEASURES BEING TAKEN**

The University and the USU continue to operate within their risk management and Workplace Health and Safety frameworks and ensure obligations to provide safe workplaces and work practices are maintained. This includes where staff may be working in a relatively isolated circumstances as transition into on campus environments proceeds. All business or internal meetings which can be held with physical distancing measures in place can occur, but long or large meetings are held by audio visual link or other remote means.

## Treasurers Report September for October 27th

### Overview

We have had a busy time navigating the home stretch- With a special shoutout to the marketing and programs department for putting together a perfect hybrid of online and physical events relating to International Fest. I found the food truck was a great success and the food was super super yum! Looking at the massive lines that appeared at lunchtime, i'd love to see the food truck more regularly!

As mentioned by the finance director we have had a more positive month;

- Contrastingly to the last month, total income Sep 2020 is 29% less than budgeted. This includes JobKeeper.
- In total so far the USU has saved \$6M in OPEX much of this since June. Again, this is the result is due to massive effort across every department to reduce costs.
- Due to these efforts, the board has raised staff capacities to 80%. This is due to increased student activity on campus leading to increased revenue thus now safely able to transition. We took staff concerns very seriously in this process and hope that the increase to 80% will alleviate some difficulties. I urge staff to reach out to management if there are any issues arising from this change.

### Finance Committee

Again, I commend all committees for working financially this year. I find that most committees I sit on are working harmoniously with common issues arising this year. In reference to my last report, the finance committee is meeting more regularly.

- The Finance Committee made a recommendation to the board to engage in an external consultant in regards to our transition to back ordinary functions. This was accepted by the board and the results came back recommending our planned proposal and forecasting for the rest of the year. This gave the board upmost confidence in moving forward.
- The Finance Committee are in the process of selecting Auditors for 2020 and will present a recommendation to the board in coming weeks .
- I would like to commend Board Director and Deputy Chair of Finance Committee Nicholas Rigby for efficiently leading these discussions with constant commitment and investment into this committee.

### Governance Committee

Governance Committee has had an extremely productive start with a large submission by management in regards to conduct and accessibility of Board Meetings. It was a personal commitment of mine as the previous chair of Governance Working Party to amend the large amount of inactive policies and condense into large governing documents - and this Proposal does quite that. If passed this document will have benefits in our transparency and efficiency as board directors.

- Next on the agenda is a review of the Reserves Policy. The committee is in the process of rescinding the current policy and reintroducing a more structured and legally formulated Reserves Policy to match the current financial climate. This will hope to include a contingency plan in financial crises.

## **SSAF Application**

- Management have been working hard on the first submission of the SSAF Application.
- Now the board has to work together with staff on how we are going to deliver on SSAF agreements in the long term. This will intertwine with our strategic planning for 2021.

## **Financial Literacy Training**

On Friday we began our first session of Financial Literacy Training with the Finance Director. This was an introductory session mandatory to all first year directors continuing on a monthly cycle. In the coming months we will be having in-depth discussions on SSAF, the Audit and the Budget so board directors feel most informed going into their decision making.

A massive thankyou to Rebecca for initiating this program and I hope this becomes mandatory for all board directors as these sessions are proving many benefits.

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# BOARD REPORT

## VICE PRESIDENT

**USU BOARD MEETING DATE:** 27 October 2020  
**AGENDA ITEM:** 3.5  
**REPORT PERIOD:** September 22 – October 27  
**AUTHOR:** Nick Forbutt  
**TITLE:** Vice President  
**PHONE/MOBILE:** 0429549521

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<b>Recommendation 1</b> That the Board note the report.		

## Planning

It has been encouraging to witness a consistent level of students on campus over the past couple months who have been enjoying USU outlets and programs.

Now that we have a clearer idea of what the 'new campus normal' looks like, the next couple of months will involve significant efforts on behalf of the Board and management to plan for 2021 and beyond. This is critical work to ensure the USU develops a sustainable plan to deliver a student experience that provides for students who are on campus, as well as those studying at home or abroad.

## Staffing

Thank you to all our staff for continuing to deliver during these tough times. I'm very aware of the difficulties brought about by the staffing arrangements over the past few months. I hope the move to 80% capacity as of last week will alleviate some of these difficulties and allow the USU to refocus on rebuilding revenue streams and developing student programs that are attuned to our current environment.

## Job-Ready Bill and Police Brutality

In July, the USU Board passed a motion calling on students to campaign and protest against the Job-Ready Graduates Legislation. In October, we unfortunately saw the passage of this legislation.

This is deeply disappointing. The idea of funnelling students into "job-ready degrees" is fundamentally flawed because it is well-known that better and more skilled workers are derived from all disciplines, and universities must be places to learn essential critical thinking skills. The targeted attack towards humanities degrees in particular promotes the misguided idea that education should only ever be vocational, and that humanities could never meaningfully contribute to a vocation.

This legislation will actively hurt first in family, Indigenous, wom\*n, disabled, financially disadvantaged and regional students.

As someone who moved to Sydney from a regional area to study a humanities degree, I know that this legislation will make cost an insurmountable barrier for regional high school students when they are deciding whether to move to the city to study, or even whether to study at all.

I feel deeply for students who will now have the HECS scheme shut off to them if they don't succeed, which will disproportionately affect students living with a disability, survivors of sexual assault, and those financially disadvantaged, and make our universities less accessible and diverse.

These policies have been passed at a time when the Government has repeatedly denied stimulus to the higher education sector. The government has offered no adequate solutions to the tertiary education crisis brought about by COVID-19, resulting in less resources, less staff, course cuts and restructures.

But it is no coincidence that the Government is attacking universities because they are the institutions within our civil society that provide citizens with the skills to question, challenge and hold power to account.

This month we saw students and staff who were fighting for affordable and high-quality education suffer from police brutality under the guise of wildly inconsistent public health orders. The suppression of peaceful and socially distant protests on campus through the use of extreme force and violence against students was utterly disproportionate and unwarranted.

As an organisation that values students' interests, the USU must continue to defend the fundamental right to free speech and political dissent and continue to fight against the Federal Government's attacks on tertiary education.

## COMMITTEES

### Committee Reporting

COMMITTEE	MAJOR ISSUES/RISKS	DECISIONS	THINGS TO DO
<b>COVID-19 RESPONSE COMMITTEE</b>	Staff Capacity Reductions.  Risk of government restrictions and COVID-19 cases on campus.	The Board resolved to increase permanent staff capacity to 80%, effective Monday 19 October.	Continue monitoring the external environment, government and medical advice.  Continue to regularly meet with the University to be in step with their approach.
<b>HR &amp; REMUNERATION COMMITTEE</b>	Recruitment of a Director of People and Culture.  Organisational structure.	To manage recruitment internally at the lowest cost possible.  To review the organisational structure over the coming months.	Advertise position.  Investigate the best structure for an organisation our size.
<b>FINANCE COMMITTEE</b>	Cashflow and Future Operations.	Engaged an external consultant to review management's assumptions surrounding the cashflow.	The Board to clarify its expectations for 'working capital' to be held and consider whether current cashflow model provides enough protection in closing cash for a 'stress event'.
<b>DEBATES COMMITTEE</b>	Appointment of Director of Debates.	Recommendation for appointment.	Interviews currently underway to appoint Director of Debates.
<b>EXECUTIVE COMMITTEE</b>	Need for an operational strategy session around resourcing and planning for activity.  SSAF Application. Monitoring departmental operations. Delivering on student experience, membership and marketing.	To be held within the next two weeks.  SSAF application in development and will be presented to Board.	HOD's and Board to work closely to develop operational strategy.  Develop long-term strategy for delivering on SSAF obligations.
<b>GOVERNANCE COMMITTEE</b>	Review the in-camera policy and conduct of Board Meetings.	Recommendations for new in-camera policy to be brought to Board.	Review of the Reserves Policy.
<b>C&amp;S COMMITTEE</b>	Review of the COVID Safe Events Policy.	Policy to be distributed to Clubs & Societies.	Create plan to fund COVID-Safe events in Semester 1 2021. Discretionary funding

	Club and Society applications.	Approval of Clubs and Society applications.	for digital engagement to be available in the interim. Streamline the club application process.
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# BOARD REPORT

## PRESIDENT

**USU BOARD MEETING DATE:** 27 October 2020  
**AGENDA ITEM:** 3.7  
**REPORT PERIOD:** September and October  
**AUTHOR:** Irene Ruolin Ma  
**TITLE:** President  
**PHONE/MOBILE:** 0450 108 966

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<b>Recommendation 1</b> That the BOARD OF DIRECTORS note the Report		

In these trying times, less news is good news. I am delighted to see the COVID-19 pandemic has increasingly come under control in October and our organisational operation is starting to spring back and will hopefully continue to grow. The Board is working closely with senior management to proactively navigate the current situation. We have also been consulting with the University and professional advisers regarding the current operational strategy and finances. Another critical task of this month is the submission of SSAF base application.

## **UPDATE ON UNIVERSITY MEETINGS**

- USU Advisory Group – Jess and I had met with the group members twice this month, and discussed the HR and Finance of the USU respectively.
- Student panel of online learning – I met with the panelists, including Susanna Scarparo and Adam Bridgeman and discussed the issues relating to the shift to online learning and assessment during the pandemic.

## **SSAF APPLICATION**

Thank you to Jess for your hard work on getting this application together, we all really appreciate it. This year, given the unique situation, only the base funding application is requested to submit for now. The contestable funding will be ascertained after the allocation of base funding.

## **UPDATE ON MEETING WITH OTHER STUDENT ORGANISATIONS**

### **Collaboration of Mutual Aid Program with SRC**

Jess and I have been working with the secretary to the SRC, Julia Robins, regarding collaboration on mutual aid program with the SRC in the next year.

### **Collaboration with SUPRA**

SUPRA has held an event to meet with Postgraduate Candidates for the Senate election on 13 October. The USU had assisted with the promotion of the event, after the President of SUPRA reached out to us.

## **CURRENT ISSUE ON CAMPUS**

Freedom to safely protest on campus. I am concerned about the incident that happened on campus, especially the physically excessive police presence and their forceful handling of the students and Professor Rice. At the student panel, we have raised this with the University, who has already been meeting with the relevant policing body to discuss these concerns.