

**Board of Directors Meeting  
1pm, Friday the 1<sup>st</sup> March 2019  
Held in the Sutherland Room,  
Science Road, Holme Building,  
MINUTES**

Board Directors Liliansa Tai, President, Adam Torres, Vice President, Claudia Gulbransen-Diaz, Honorary Treasurer, Zhixian Wang, Honorary Secretary, Jacob Masina, Hengjie Sun (*Apology*), Maya Eswaran, Lachlan Finch, Decheng Sun, Connor Wherrett, Zimeng Ye, Courtney Thompson, Immediate Past President (*Apology*), Jane Drummond, Senate Appointed Director, Marie Leech, Senate Appointed Director.

USU Staff Andrew Woodward, Chief Executive Officer and Board Secretary, Sandra Hardy, Director of Human Resources, Alistair Cowie, Director of Sales Marketing & Infrastructure, Jodi Tweed, Director of Student Programs, Jess Reed, Head of Operations (*Apology*), Rebecca Sahni, Head of Finance, Ashlea Wallington, Director of Entrepreneurship and Innovation, Angela Dwyer, Assisting Board Secretary

**No#                      Details**

**The following minutes will be considered by the USU Board of Directors at the monthly Board Meeting that will be held on the 29<sup>th</sup> March 2019.**

**1. Meeting Open**

The Chair opened the meeting at 1:11pm

The Chair completed the Acknowledgement of Country Statement.

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**1.1 Apologies and Leaves of Absence**

Apologies were noted for Hengjie Sun and Jess Reed.

Courtney Thompson requested an ongoing apology

Jacob Masina and Maya Eswaran were both noted as early departures at 2:30pm

**B001/19**

**Resolved**

**Jane Drummond / Zimeng Ye**

**12 Accept/ 0 Against/ 0 Abstain**

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**1.2 Disclosure of Conflicts of Interest**

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There were no conflicts of interests.

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**1.3 Minutes of the previous meeting on 30<sup>th</sup> November 2018.**

The board accepted the minutes of the previous meeting, requesting minor amendments.

**B002/19 Resolved**

That the minutes of the previous meeting be accepted as a true and accurate record of proceedings –

**Jane Drummond / Zimeng Ye**

**12 Accept/ 0 Against/ 0 Abstain**

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**2. Meeting Administration**

**2.1 Business Arising from the Minutes Not Addressed Elsewhere**

No business arising from the minutes

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**2.2 Open Question Time**

No open questions

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**2.3 Motions on Notice**

**2.3.1 International Concession Card**

Liliana addressed the USU motion to support the International Concession Card campaign.

**B003/19 Resolved**

**Recommendation:**

That the USU support the International Concession Card campaign

**Zhixian Wang / Zimeng Ye**

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**9 Accept/ 0 Against/ 3 Abstain**

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*Jacob Masina, Jane Drummond and Claudia Gulbransen-Diaz were noted as conflicts of interest*

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**3.3.1. Evolution of Verge - Popfest**

Jodi spoke of the plans of evolving Verge Festival into a Pop Culture Event; opening the event to a larger demographic base.

Lachlan agreed that this would be a great idea and would appeal to a broader range of students.

Liliana emphasised the importance of satellite campus consultation and her concerns around removing a very SCA focused event.

Connor raised concerns around Jodi's contract and whether this event would be able to run without her and her contacts in this area. Jodi confirmed the event will not just be based on her presence and contacts.

Marie thinks it is fantastic although has concerns that Verge has been pushed aside, suggesting both events could run alongside one another. Jodi explained the importance to distinguish between Verge festival and the gallery. The gallery is going well although has not directly benefited from the festival in the past. There has been some branding confusion between the two in the past.

Liliana suggested for the board to vote today, and heavily involve SCA inviting representatives to sit on the steering panel for Popfest.

**B004/19**

**Resolved**

**Recommendation:**

That the Verge Festival is evolved and developed into a Pop Culture Event (working title PopFest)

**Connor Wherrett / Lachlan Finch**

**12 Accept/ 0 Against/ 0 Abstain**

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**3.3.2 MAD Declaration of Interest**

Jodi spoke of the MAD proposal which she wishes to go out to Hope Alliance. The proposal has now gone out to 10 charities and looking to go out to another 10.

Maya suggested it is best to look outside the University base. Marie asked if Jodi would abstain from the selection panel.

**B005/19**

**Resolved**

**Recommendation**

For board to decide if the charity Hope Alliance, of which Jodi Tweed is on the board of Directors for, can submit a proposal for consideration to be one of the MAD charities.

**Jacob Masina / Jane Drummond**

**12 Accept/ 0 Against/ 0 Abstain**

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**3.3.3 MAD Working Group**

Jodi spoke of a working group for MAD and the selection panel which will be held on Friday 15<sup>th</sup> March. Extending to the board to advise which members will be sitting on this working party.

**B006/19**

**Resolved**

**Recommendation**

For board to select two directors to sit on the MAD working group

**Jacob Masina / Lachlan Finch**

**12 Accept/ 0 Against/ 0 Abstain**

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**3.3.4 Verge Gallery Position**

Jodi explained that there will be an internship role at the Verge Gallery. Adam asked if this would be a paid internship and suggested it should be. Jodi explained that it would not.

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Jodi spoke to the difficulty of succession planning without permanent positions in the Gallery. This position would be open to both students and externals as only having this open to students can be quite limiting.

**B007/19 Resolved**

**Recommendation:**

For the casual assistant role at Verge Gallery to be changed to a permanent part time position

**Jacob Masina / Zhixian Wang**

**12 Accept/ 0 Against/ 0 Abstain**

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**3.3.5 Electoral Arbiter**

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**B008/19 Resolved**

**Recommendation**

That the Board appoint Penelope Crossley as the Electoral Arbiter of the 2019 USU Elections

**Marie Leech / Claudia Gulbransen- Diaz**

**12 Accept/ 0 Against/ 0 Abstain**

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**3.3.6 Election Schedule 2019**

The schedule was noted.

**B009/19 Resolved**

**Recommendation:**

That the Board approve the proposed election schedule

**Lachlan Finch / Maya Eswaran**

**12 Accept/ 0 Against/ 0 Abstain**

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#### **4. Matters for Discussion**

##### **4.1 CEO's Report**

The CEO's report was taken as read.

Andrew highlighted the enormous amount of work from the USU staff and the successes of Welcome Week. The Affiliation Agreement has now been circulated and asked for the board feedback as promptly as possible to close this matter.

The SSAF and Graduations proposals have both been submitted.

Liliana asked of the Ivy and Salesforce relationship. Andrew explained HostCo's current server is being shut down and Ivy was able to be a quick and affordable solution. Currently HostCo staff are using and loving the software. Ashlea confirmed his platform does plug into Salesforce and off the shelf so no modifications required.

**B010/19**

**Resolved**

To approve of the CEO's Report and the recommendations contained therein –

**Recommendation 1:** That the Board note the report.

**12 Accept/ 0 Against/ 0 Abstain**

**Connor Wherrett / Zimeng Ye**

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##### **4.2 Finance Report**

Rebecca spoke to her report, highlighting the quiet although better than budget month for January.

Claudia asked of the operating contribution as it looks too be off. Andrew suggested to discuss out of camera.

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Motion to move to camera

**B011/19**

**Resolved**

**Claudia Gulbransen-Diaz / Adam Torres**

**12 Accept/ 0 Against/ 0 Abstain**

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**4.2 Finance Report – continued**

Adam asked of the total operating contributions for December, Rebecca explained that this will be closed off and finalised once the audit is complete – although is showing to be ahead of budget for revenue and costs.

Liliana asked of the Investment Report and the Investments in NAB increase; which was due to SSAF.

Andrew explained the difficulty around knowing when things will happen – often budget for things that may fall into other months.

**B012/19**

**Resolved**

That the Board note the report. –

**Recommendation 1:** That the Board note the report.

**Maya Eswaran / Zimeng Ye**

**12 Accept/ 0 Against/ 0 Abstain**

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**4.3 Sales and Marketing Report**

The Sales and Marketing Report was taken as read.

Alistair spoke of the membership figures with 4,000 USU members increase from this time last year. Renewals have doubled and new members currently at 9,810. This year 3,700 members with ACCESS rewards.

Financially 2018 well ahead of budget despite a shortfall of income and 2019 has started off well. Claire Van De Wall was congratulated on the biggest Welcome Week yet.

Branding and Communications required a lot of work due to the new membership identity and new app.

Decheng – app looks better than before although have heard that there have been issues. Alistair confirmed there has been far fewer complaints than ever before.

*Maya and Jacob left the room 2:30pm*

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**Resolved**

**B013/19** To accept the Sales and Marketing report and the recommendations contained therein –

**Recommendation 1:** That the Board notes the report

**Lachlan Finch / Jane Drummond**

**10 Accept/ 0 Against/ 0 Abstain**

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**B014/19** Motion to move the chair to Adam Torres

**Connor Wherrett / Marie Leech**

**10 Accept/ 0 Against/ 0 Abstain**

*Liliana Tai left the room 2:36pm*

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**4.4 Operations Report**

The operating report was taken as read.

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**B015/19** **Resolved**

To accept the Operations Report and the recommendations contained therein –

**Recommendation:** For Board Directors to note the report

**Zhixian Wang / Marie Leech**

**9 Accept/ 0 Against/ 0 Abstain**

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*Liliana Tai entered the room 2:41pm*

**B016/19** **Resolved**

Motion to move the chair to Liliana Tai



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**Decheng Sun / Zhixian Wang**

**10 Accept/ 0 Against/ 0 Abstain**

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**4.5 Student Programs Report**

Jodi spoke to her report highlighting the extremely busy month for programs and the USU in general.

Welcome Week saw the biggest welcome to Sydney Party yet with over 2,000 students. Congratulations to Tess for all her extremely hard work in the lead up.

Thank you to everyone for responses to approve the handbook. There is a lot of unknown with the new membership model and the C&S office are addressing all concerns and are open to all feedback. Jodi confirmed calculations do not have the clubs missing out.

Marie confirmed the amazing the work and programs coming out of the USU currently. This really aligns with the Pip documents.

**B017/19**

**Resolved**

To accept the Student Programs Report and the recommendations contained therein -

**Recommendation:**

That the Board notes the report

**Claudia Gulbransen- Diaz /Lachlan Finch**

**10 Accept/ 0 Against/ 0 Abstain**

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*Zhixian Wang left the room at 2:51pm returned at 2:53pm*

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**4.6 Infrastructure Report**

The Infrastructure Report was taken as read.

Alistair spoke of the better than budget year in 2018 which was unfortunately decreased due to a huge electricity bill.

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Refectory AV has been approved again and looking to have this finalised by April. Level 4 Incubate is almost finished and looking exceptional.

Adam asked around ISS cleaning contract. Alistair suggested we are going to tender s part of the due process.

Decheng asked of the USU electricity bill. Alistair explained the confusion is due to multiple levels in Wentworth, not all belonging to the USU it can be difficult to indicate where the electricity is being used.

**B018/19**

**Resolved**

That the Board notes the report and recommendations contained therein-

**Recommendation:** For Board Directors to note the report

**Claudia Gulbransen- Diaz / Zimeng Ye**

**10 Accept/ 0 Against/ 0 Abstain**

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**4.7 Innovations and IT Report**

Ashlea spoke of the team accelerator kicking off with 8 start-ups and the positive experience at Welcome Week engaging with societies.

Pleased to announce INCUBATE will be holding an International Women's Day event next week in the new space.

Decheng asked about the previous space which will be used INCUBATE alumni.

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**B019/19**

**Resolved**

To accept the Innovation Programs, report and the recommendations contained therein –

**Recommendation:** That the Board note this report

**Lachlan Finch / Marie Leech**

**10 Accept/ 0 Against/ 0 Abstain**

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**4.8 Honorary Secretary's Report**

Zhixian spoke to the secretary report. Highlighting Pulp's coverage during Welcome Week and the Wechat editors training session. Looking to engage with SUPRA to better use Wechat.

**B020/19**

**Resolved**

To accept the Honorary Secretary's Report and the recommendations contained therein –

**Recommendation1:** That the Board note the report.

**Zimeng Ye/ Lachlan Finch**

**11 Accept/ 0 Against/ 0 Abstain**

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**4.9 Honorary Treasurer's Report**

The Honorary Treasurer's Report was taken as read. Claudia mentioned the SSAF submission and thanked Andrew for his help.

**B021/19**

**Resolved**

To accept the report and the recommendations contained therein.

**Recommendation1:** That the Board note the report.

**Adam Torres / Decheng Sun**

**10 Accept/ 0 Against/ 0 Abstain**

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**4.10 Vice President's Report**

Adam took his report as read.

Highlighting the Nous workshop late last year with a focus around improving student services and the disappointment to only see two students on the panel.

Chancellor's Breakfast was a success and a lot of great conversations came from this meeting. Very exciting to see the artwork in the Queer space will be underway tomorrow.

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Marie agreed that it is disappointing that the USU is not heavily involved in the Student Life Working Group. Liliana and Andrew to look closely to getting involved with this group

**B022/19 Resolved**

To accept the Vice President's report and the recommendations contained therein.

**Recommendation:** That the Board note the report.

**Decheng Sun / Connor Wherrett**

**10 Accept/ 0 Against/ 0 Abstain**

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**B023/19 Resolved**

To move the chair to the Vice President, Adam Torres, for the President to speak to her report –

**Jane Drummond / Zhixian Wang**

**10 Accept/ 0 Against/ 0 Abstain**

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**4.11 President's Report**

Liliana welcomed everyone back and congratulated the team on another successful Welcome Week!

Worlds' debates were won by USU – such a great achievement beating some prestigious Universities, such as Harvard.

Thanking Adam for attending several meetings on Liliana's behalf out of semester.

**B024/19 Resolved**

To accept the President's report and the recommendations contained therein.

**Recommendation 1:** That the Board accept the President's report.

**Lachlan Finch / Zimeng Ye**

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**10 Accept/ 0 Against/ 0 Abstain**

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**B025/19**

**Resolved**

To move the chair back to the President, Liliana Tai –

**Zhixian Wang / Connor Wherrett**

**10 Accept/ 0 Against/ 0 Abstain**

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**5. Matters for Noting**

**5.1 Minutes of the Debates Committee**

Noted

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**5.2 Work Health and Safety**

Noted

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**5.4 Board and Committee Financials**

The Board and Committee Financials were noted.

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**5.5 Other Matters for Noting**

There were no other matters for noting

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**6. Close of Meeting**

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**6.1 Matters for Disclosure**

There were no matters for disclosure.

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**6.3 Next Meeting**

The date of the next meeting Friday 26<sup>th</sup> April

There being no further business, the board meeting closed 3:15pm.