

MINUTES

MEETING: COVID-19 RESPONSE COMMITTEE

HELD ON: Wednesday 14 October 2020

TIME: 1:02pm to 1:23pm

LOCATION: Online via Zoom

COMMITTEE MEMBERS

Nick Forbutt, Vice President, Chair (via audio-visual link)

Jess Reed, Acting Chief Executive Officer, Deputy Chair (via audio-visual link)

Ruolin Ma, President (via audio-visual link)

Caitlin Brown, Honorary Treasurer (via audio-visual link)

Yinfeng Shen, Honorary Secretary (via audio-visual link from 1:07pm)

Ruby Lotz, Director (via audio-visual link)

Kailin Qin, Director (via audio-visual link)

Nicholas Rigby, Director (via audio-visual link)

Connor Wherrett, Immediate Past President (via audio-visual link)

Rebecca Sahni, Director of Finance (via audio-visual link)

Nicole Saadeh, People and Culture Business Partner (via audio-visual link)

Robyn Matthews, Staff Representative (via audio-visual link)

OTHER

Dane Luo, Board Secretary (via audio-visual link)

MINUTES

OPEN OF MEETING
<p>The Chair opened the meeting at 1:02pm.</p> <p>The Chair made an Acknowledgement of Country.</p>
1. Apologies and Leaves of Absence
<p>Due to the global COVID-19 pandemic, the meeting was conducted online via audio-visual link.</p> <p>The Committee agreed to conduct the meeting online via audio-visual link.</p>
2. Minutes of the Previous Meeting
<p>The Minutes of the meeting of the COVID-19 Response Committee held on 6 October 2020 was circulated. The Redacted Minutes of the meetings of the COVID-19 Response Committee held on 6 October 2020 was circulated.</p> <p>Resolved CRC038/20 That:</p> <ol style="list-style-type: none">1. The Minutes of the meeting of the COVID-19 Response Committee held on 6 October 2020 be approved as a true and accurate record; and2. The Redacted Minutes of the meetings of the COVID-19 Response Committee held on 6 October 2020 be approved for release. <p>Mover: Jess Reed Seconder: Ruby Lotz 10 For / 0 Against / 1 Abstain Caitlin Brown abstained.</p>
3. Business Arising from the Minutes of the Previous Meeting
<p>No business arising from the Minutes of the previous meeting.</p>
4. Declarations of Conflicts of Interest
<p>No declarations of conflicts of interest.</p>
5. General Business
<p>5.1 Update on COVID-19 in New South Wales</p> <p>Nicholas Rigby updated the Committee that NSW is at the point of where it was when Crossroads Hotel cluster began. There are concerns of high complacency but appears to be isolated to Sydney's south-west. Nevertheless, NSW Health is concerned with the ability to quickly spread to other geographical areas.</p>
5.2 Update on Financial State of the USU

The updated report on the Financial State of the USU (as of 12 October 2020) was circulated and taken as read.

Jess Reed updated the Committee that, notwithstanding the semester break, we have had a strong performance from outlets. It was noted that the independent external consultant's report has been provided. The University reviewed the cash flow model and will be providing a second report. [REDACTED]

5.3 Update on Capacity Reduction

The Committee noted that an email was sent to all staff that informed them of an increase to 80% capacity. It was discussed that the staff are feeling positive with the increased capacity but there was limited notice to make changes to childcare arrangements and other commitments. There is a JobKeeper information session held on 14 October 2020 and a Staff Forum being planned after the next meeting of the BOARD OF DIRECTORS.

5.4 Claims for financial special consideration

[REDACTED]

The Committee noted that the applications are moot as capacity is increasing to 80%. If capacity is reduced in the future, they would be reconsidered.

Resolved

CRC039/20

That the Committee:

1. Notes the response and claims for special consideration;
2. Determines that they are moot; and
3. Commits to reconsidering the applications if work hours are reduced below 80% of normal capacity.

Mover: Nicholas Rigby

Seconder: Yinfeng Shen

11 For / 0 Against / 0 Abstain

6. Other Business

The Committee noted that there will be an operational planning session by management and the BOARD OF DIRECTORS. A staff retention plan would be better done after holding the operational planning session. The session will be held on the first or second week of semester.

Yinfeng Shen noted that he is developing COVID C&S Safe Events Guidelines.

The Committee noted that no outlet is presently making a loss. Management agreed to explore whether Fisher Coffee Cart could be opened on weekends by examining swipe card data.

7. Date of Next Meeting

The Committee determined that the next meeting of the Committee shall be in three weeks.

CLOSE OF MEETING

The Chair closed the meeting at 1:23pm.