

# MINUTES

## MEETING: COVID-19 RESPONSE COMMITTEE

**HELD ON:** Tuesday 18 August 2020

**TIME:** 4:03pm to 5:13pm

**LOCATION:** Online via Zoom

### COMMITTEE MEMBERS

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

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

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Ruby Lotz, Director (via audio-visual link)

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Kailin Qin, Director (via audio-visual link)

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Nicholas Rigby, Director (via audio-visual link from 4:06pm)

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

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

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

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

### OTHER

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

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Belinda Thomas, Director (via audio-visual link)

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

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## MINUTES

<b>OPEN OF MEETING</b>
<p>The Chair opened the meeting at 4:03pm.</p> <p>The Chair made an Acknowledgement of Country.</p>
<b>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>Ruolin Ma requested an apology.</p> <p>It was noted that Nicholas Rigby was a late arrival.</p> <p><b>Resolved</b> <b>CRC001/20</b> That the Committee agree to conduct the meeting online via audio-visual link and accept the apology of Ruolin Ma. <b>Mover:</b> Jess Reed <b>Seconder:</b> Ruby Lotz 7 For / 0 Against / 0 Abstain</p>
<b>2. Minutes of the Previous Meeting</b>
<p>The Minutes of the meeting of the COVID-19 Response Committee held on 11 August 2020 were circulated.</p> <p><b>Resolved</b> <b>CRC002/20</b> That the Minutes of the meeting of the COVID-19 Response Committee held on 11 August 2020 be approved as a true and accurate record. <b>Mover:</b> Jess Reed <b>Seconder:</b> Ruby Lotz 7 For / 0 Against / 0 Abstain</p>
<b>3. Business Arising from the Minutes of the Previous Meeting</b>
<p>No business arising from the Minutes of the previous meeting.</p>
<b>4. Declarations of Conflicts of Interest</b>
<p>No declarations of conflicts of interest.</p>
<b>5. General Business</b>
<b>5.1 Update on COVID-19 in New South Wales</b>

**Ruby Lotz** provided an update to the Committee on her research of the COVID-19 pandemic and government restrictions in New South Wales. Since the last meeting of the Committee, there has been a steady decline in cases but there has been lower testing. It was noted that there were three cases today and the City of Sydney has been declared a hotspot. It was very worrying that a hotel quarantine security guard has tested positive.

Nicholas Rigby entered the meeting at 4:06pm.

**The Committee** noted that it is positive to see an overall downward trend in NSW and Victoria.

## 5.2 Update on face-to-face teaching at the University of Sydney

**The Committee** noted that communication received from the University of Sydney is that they intend to continue with their plan of having some classes taught in-person. There are extensive plans to enforce social distancing and clean regularly.

## 5.3 Update on Financial State of the USU

The Cash Flow Forecast (as of 17 August 2020) was tabled and taken as read.

**Jess Reed** provided an update on the financial state of the USU and noted:

- [REDACTED]
- [REDACTED];
- The modelling accounts for a 50% decrease in December and January when the University and USU closes;
- The modelling accounts for a move to 100% staff capacity in October;
- [REDACTED]
- [REDACTED]; and
- [REDACTED].

**The Committee** noted the Cash Flow Forecast.

## 5.4 Proposed Road Map

The Proposed Road Map was tabled and taken as read.

**Jess Reed** explained the proposed road map and recommended [REDACTED]

**The Committee** clarified the following:

- [REDACTED]
- [REDACTED]; and
- Given that outlet sales have increased month-by-month, it is expected that the sales will increase when campus activity increases as students start again.

## 5.5 Consideration of legal advice

**Jess Reed** and **Dane Luo** summarised legal advice based on recent decisions in the Fair Work Commission.

**The Committee** discussed:

- [REDACTED];
- [REDACTED];
- [REDACTED]; and
- [REDACTED].

**The Committee** noted that further legal advice should be sought and requested Jess Reed to circulate that advice to the BOARD OF DIRECTORS.

## 5.6 Review of staff capacity reductions

**The Committee** discussed the impact of staff capacity reductions. Staff members on the Committee noted:

- There has been a severe drop in morale and loyalty to the organisation. The very high level of loyalty has significantly decreased, and some people are looking to leave because of the financial unviability of the recent decisions;
- There should be a staff retention plan and a return to work plan; and
- The BOARD OF DIRECTORS needs to be transparent and provide some certainty so that employees can plan their lives.

**The Committee** discussed increasing staff capacity reductions. It was noted:

- Some members of the Committee were concerned about a reduction of sales during the semester if students stop coming to classes. If there is no consistent trend, there would be a high risk of staff capacity is increased. Other members of the Committee said that, given recent sales have improved with only staff on campus, it will only increase when semester begins and students come to campus;
- Some members of the Committee were concerned about the instability of increasing staff capacity and decreasing back down if there was a second lockdown. Other members of the Committee noted the University's commitment to bring face-to-face teaching and the downward trend of COVID-19 cases in NSW; and
- Some members of the Committee noted that the number of cases, government restrictions, ability to have face-to-face teaching and demand for food and beverage on campus are all connected. A sudden spike in cases would have a dramatic effect on the USU. Other members of the Committee stated that the current trend cuts the other way and that there has been a steady increase in outlet sales over the past few months despite small clusters in Sydney.

[REDACTED]

**Resolved**

**CRC003/20**

That the Committee:

1. Notes the roadmap; and

2. [REDACTED];

a. [REDACTED];

b. [REDACTED]; and

c. [REDACTED].

**Mover:** Ruby Lotz

**Seconder:** Jess Reed

8 For / 0 Against / 0 Abstain

**5.7 Claims for financial special consideration**

**The Committee** noted:

- A financial hardship criteria has been sent to the Executive Committee for its consideration; and
- This should be reviewed at the Committee's next meeting.

**6. Other Business**

**Kailin Qin** requested for details about selling face masks. **Jess Reed** said that we are selling masks at our outlets and that they will be advertised soon.

**The Committee** discussed whether to publish minutes of its meetings to the staff. It was discussed:

- [REDACTED];
- It was agreed that redacted minutes can be distributed. The Chair and Board Secretary will review the minutes to publish a redacted version; and
- Given that Ruolin Ma has not been able to attend today, it should be approved by circular resolution before publication.

**7. Date of Next Meeting**

**The Committee** determined that the next meeting of the Committee shall be Tuesday 1 September 2020 at a time to be determined by the Board Secretary.

**CLOSE OF MEETING**

The Chair closed the meeting at 5:13pm.