

MINUTES

MEETING: COVID-19 RESPONSE COMMITTEE

HELD ON: Tuesday 6 October 2020

TIME: 9:33am to 9:53am

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)

Yinfeng Shen, Honorary Secretary (via audio-visual link)

Ruby Lotz, Director (via audio-visual link)

Kailin Qin, Director (via audio-visual link)

Nicholas Rigby, Director (via audio-visual link from 9:36am)

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 9:33am.</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>Caitlin Brown requested an apology. Kailin Qin and Connor Wherrett were absent.</p> <p>Resolved CRC032/20 That the Committee agree to conduct the meeting online via audio-visual link and accept the apology of Caitlin Brown. Mover: Ruby Lotz Second: Yinfeng Shen 10 For / 0 Against / 0 Abstain</p>
2. Minutes of the Previous Meeting
<p>The Minutes of the meeting of the COVID-19 Response Committee held on 29 September 2020 was circulated. The Redacted Minutes of the meetings of the COVID-19 Response Committee held on 29 September 2020 was circulated.</p> <p>The Committee discussed whether the Committee should publish the Redacted Minutes of the meetings of the COVID-19 Response Committee held on 29 September 2020.</p> <p>Nick Rigby entered the meeting at 9:36am.</p> <p>Resolved CRC033/20 That:</p> <ol style="list-style-type: none">1. The Minutes of the meeting of the COVID-19 Response Committee held on 29 September 2020 be approved as a true and accurate record; and2. The Redacted Minutes of the meetings of the COVID-19 Response Committee held on 29 September 2020 be approved for release. <p>Mover: Jess Reed Second: Ruby Lotz 9 For / 0 Against / 1 Abstain Ruolin Ma 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

No declarations of conflicts of interest.

5. General Business

5.1 Claims for financial special consideration

[Redacted]

To resolve a conflict of interest, Rebecca Sahni and Robyn Matthews left the meeting at 9:38am.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

**Resolved
CRC034/20**

[Redacted]

Robyn Matthews returned to the meeting at 9:43am.

[Redacted]

[Redacted]

[Redacted]

**Resolved
CRC035/20**

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

Resolved
CRC036/20

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

Rebecca Sahni returned to the meeting at 9:46am.

[Redacted text block]

[Redacted text block]

[Redacted text block]

Resolved
CRC037/20

[Redacted text block]

<p>[REDACTED]</p>
6. Other Business
<p>The Committee noted that a circular resolution was sent to members of the Finance Committee to appoint an independent external consultant and send the cash flow forecast, and is awaiting sufficient responses. Given the time sensitivity, responses need to be received as soon as possible.</p> <p>The Committee noted that an email was sent to all staff by the Acting Chief Executive Officer about working from home arrangements. It was noted that the <i>Working From Home Policy</i> would be reviewed at the Governance Committee.</p>
7. Date of Next Meeting
<p>The Committee determined that the next meeting of the Committee shall be on Tuesday 13 October 2020.</p>
CLOSE OF MEETING
<p>The Chair closed the meeting at 9:53am.</p>