

MINUTES

MEETING: COVID-19 RESPONSE COMMITTEE

HELD ON: Tuesday 8 September 2020

TIME: 2:06pm to 3:01pm

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)

Ruby Lotz, Director (via audio-visual link)

Kailin Qin, Director (via audio-visual link)

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

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

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

OTHER

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

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

MINUTES

OPEN OF MEETING
<p>The Chair opened the meeting at 4:03pm.</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>Connor Wherrett and Rebecca Sahni requested an apology.</p> <p>Resolved CRC004/20 That the Committee agree to conduct the meeting online via audio-visual link and accept the apology of Connor Wherrett and Rebecca Sahni. Mover: Kailin Qin Seconder: Nicholas Rigby 8 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 18 August 2020 were circulated. The Redacted Minutes of the meetings of the COVID-19 Response Committee held on 11 and 18 August 2020 were circulated.</p> <p>Resolved CRC005/20 That:</p> <ol style="list-style-type: none">1. The Minutes of the meeting of the COVID-19 Response Committee held on 18 August 2020 be approved as a true and accurate record; and2. The Redacted Minutes of the meetings of the COVID-19 Response Committee held on 11 and 18 August 2020 be approved for release. <p>Mover: Ruby Lotz Seconder: Jess Reed 8 For / 0 Against / 0 Abstain</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

5.1 Update on COVID-19 in New South Wales

Nicholas Rigby provided an update to the Committee on his research of the COVID-19 pandemic and government restrictions in New South Wales. The rest of nation has accepted that NSW is the gold standard with businesses open and not many restrictions. The state have been able to quickly identify clusters and follow up on them. There were some people who tested positive who went to Broadway. A member of public also used the Carslaw Building toilets. The Premier's advice is to stay vigilant. Cases have fluctuated between 5 and 15 over the past few weeks.

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

5.2 Update on Financial State of the USU

The month-to-date outlet sales in September 2020, comparison of week 1 and week 2 outlet sales, and campus attendance numbers in week 2 was tabled and taken as read.

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

- [REDACTED];
- The model has been updated with the actual performance for August to the close of month;
- A new Director of People and Culture has been factored from March;
- [REDACTED]; and
- Using conservative revenue, we are getting a positive cash flow.

The Committee noted the update.

5.3 Consideration of legal advice

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5.4 Review of staff capacity reductions

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

- Some members of the Committee argued that we are performing well financially [REDACTED]. [REDACTED]. Other members of the Committee said that they are hesitant to support an increase unless they see positive upward trends consistently because there are risks with revenue falling;
- Some members of the Committee said that capacity needs to be increased because there is adequate work with forward planning for semester 1 next year. Other members of the Committee said that we should work with what is in front of us as we do not know about the future; and
- Some members of the Committee said that it is important to help staff as much as possible, generate loyalty and staff morale. They suggested that we develop a Staff Retention Plan. Other members of the Committee said that the move to 60% capacity was going to be supportive of staff.

The Committee decided that:

- An extra week of data would be helpful and the Committee should revisit this issue next week;
- The management should provide an updated cash flow model, [REDACTED] and foot traffic at our peripheral outlets; and
- At its next meeting, develop a Staff Retention Plan.

5.5 Claims for financial special consideration

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Resolved
CRC006/20

[REDACTED]

Mover: [REDACTED]

Seconder: [REDACTED]

[REDACTED]

6. Other Business

The Committee noted that the Redacted Minutes of the COVID-19 Response Committee should be distributed and we should explain the special consideration process. It was noted that staff are looking for a plan going into 2021 and when we will return to normal capacity. It was suggested that the Committee meets again before the next Staff Forum.

The Committee discussed whether staff members should conflict off decision-making about staff capacity. **Jess Reed** agreed to conflict off those issues to alleviate the concerns raised by some members of the Committee.

7. Date of Next Meeting

The Committee determined that the next meeting of the Committee shall be on Monday 14 or Tuesday 15 September 2020 at a time to be determined by the Board Secretary.

CLOSE OF MEETING

The Chair closed the meeting at 3:01pm.