

**Board of Directors Meeting**  
**1pm, Friday 31<sup>st</sup> May 2019**  
**Held in the Drawing Room,**  
**Science Road, Holme Building,**  
**MINUTES**

Board Directors Liliana Tai, President, Adam Torres, Vice President, Claudia Gulbransen-Diaz, Honorary Treasurer, Zhixian Wang, Honorary Secretary, Jacob Masina, Hengjie Sun (teleconference), 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 (*Apology*).

USU Staff Andrew Woodward, Chief Executive Officer and Board Secretary, Sandra Hardy, Director of Human Resources (*Apology*), Alistair Cowie, Director of Sales Marketing & Infrastructure, Jodi Tweed, Director of Student Programs, Jess Reed, Head of Operations, 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 Tuesday 18<sup>th</sup> June 2019**

**1. Meeting Open and acknowledgement of Country**

The Chair opened the meeting at 1:04pm

The Chair completed the Acknowledgement of Country Statement.

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**1.1 Apologies and Leaves of Absence**

An apology was noted for Maire Leech and Sandra Hardy

Ongoing apology for Courtney Thompson

Hengjie Sun via teleconference

**B044/19**

**Resolved**

To accept an Apology from Maire Leech and Sandra Hardy

**Connor Wherrett / Claudia Gulbransen-Diaz**

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

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**1.2 Disclosure of Conflicts of Interest**

There were no conflicts of interests.

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**1.3 Minutes of the previous meeting**

The board accepted the minutes of the previous meeting

**B045/19**

**Resolved**

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

**Zimeng Ye / Claudia Gulbransen-Diaz**

**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 Regulation Changes**

Adam spoke to the changes to the changes in the Regulation document.

Decheng asked to clarify the disciplinary actions towards board and who would enforce this. Adam commented that this would come from the board as a Motion on Notice.

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Connor stated he is excited to include the Disability Portfolio and asked for confirmation if this will be elected at the Executive Elections.

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**Resolved**

**B046/19** To accept the Regulation amendments

**Jacob Masina / Jane Drummond**

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

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**3.2 Confidential Business**

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**B047/19** **Resolved**

To move the meeting in camera –

**Connor Wherrett / Zimeng Ye**

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

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**B048/19** **Resolved**

To move the meeting out of camera –

**Connor Wherrett / Lachlan Finch**

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

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**3.3.1 Disability Space Report**

Adam spoke to the Disability Space Report and the importance in prioritising and supporting the provision of a Disability Space.

Alistair highlighted the infrastructural considerations which are difficult in Holme and Manning and suggesting working with the University - suspecting they will be keen to get involved.

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Jacob asked if there have been discussions with the Disability Collective, and if there were specific requirements for the space.

Jane highlighted that this project is meeting the objectives of the strategic plan but without a direct link.

**B049/19**

**Resolved**

**Recommendation 1:**

That the Board supports the provision of a Disability Space.

**Recommendation 2:**

That relevant Executive Members and Heads of Departments work to try to find appropriate spaces.

**Maya Eswaran / Zhixian Wang**

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

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**4. Matters for Discussion**

**4.1 CEO's Report**

Andrew spoke to the report highlighting the amazing results in CampusLink with the USU winning 5 awards, and the positive responses from the staff survey.

Claudia congratulated Andrew on the staff survey results.

Decheng has asked of staff overseas trips and whether these at the expense of the Union. Andrew explained ACUI has historically been an event that senior staff have attended. ACUI and CampusLink are the only two conferences staff attend to network and develop.

Adam asked about graduations, and if these moved to ICC how would this impact the USU. Jess confirmed this is not an option on the table.

Jacob asked if the University are having good feedback of salesforce which Ash confirmed and is a big part of us going down this path is to consolidate. Jane asked if a proposal can be provided to the board before the salesforce force document is awarded. Ashlea confirmed this decision will come to board and believe the USU will be spoilt for choice.

**B050/19**

**Resolved**

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

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

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

**Claudia Gulbransen- Diaz / Lachlan Finch**

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#### **4.2 Finance Report**

Rebecca spoke to the Finance report. Highlighting the net surplus for the month being better than budgeted and a good month for sales although expenses slightly higher than expected. The SSAF money has been moved into a term deposit.

The board discussions the Impairment cost which the auditors required to write off. Andrew confirmed there will be future benefits from the project and without liquidation this would have been an asset. Therefore, would have added to reserves. It was only confirmed to be a write off with the Auditors two weeks ago.

**B051/19**

**Resolved**

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

**Jacob Masina / Lachlan Finch**

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

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#### **4.3 Sales and Marketing Report**

Alistair welcomed and congratulated the incoming board.

Highlighting record membership numbers, form combination of new but encouraging members to upgrade as well. Only budgeting for 7,000 Rewards memberships by the end of the year and currently at 10,000. Staff membership drive has been successful – and almost doubled.

Alistair spoke of a successful Sustainability Campaign which clearly resonates with our membership!

Connor suggested it would be great to have pulp editors at board meetings.

Zhixian asked for the progression of the PD for the Mandarin speaker, Alistair confirmed the position should be finalised by the end of next week.

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**B052/19 Resolved**

To accept the Sales and Marketing report and the recommendations contained therein –

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

**Adam Torres / Maya Eswaran**

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

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**4.4 Operations Report**

Jess spoke to the Operations report, highlighting the successful April Graduation period, seeing great work between operations and marketing and contributing significantly to the operating contribution.

Bars are struggling, although Hermann's is picking up thanks to the revamp. Total commercial ops are on budget, despite poor results in Hostco and Bars.

Maya asked of HostCo and whether they will meet budget. Which is hard to predict the future, although can say it will at least be favourable to budget.

Claudia: noticed margin is significantly better than usual; Jess confirmed this is particularly due to graduations and some of the outlets are operating better than budgeted.

**B053/19 Resolved**

To accept the Operations Report and the recommendations contained therein –

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

**Jacob Masina / Jane Drummond**

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

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**4.5 Student Programs Report**

Jodi spoke to the Student Programs Report. Highlighting a great semester one and some really exciting events planned for semester 2.

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Elections saw an 82% increase in voting, which is a fantastic result and shows there is interest in the USU. Thanking Sam for her efforts in making this possible!

Jodi also congratulated Tess Bennett's for winning a travel scholarship at CampusLink.

Zimeng spoke of the recent Twice Loved Market, suggested moving forward to run this alongside the current USU markets on Eastern Avenue.

Zhixian asked of an update on the New club's panel expression, Jodi commented that there hasn't been great traction. The board confirmed they will reach out to their connections.

*Maya Eswaran left 3:06pm*

**B054/19**

**Resolved**

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

**Recommendation:**

That the Board notes the report

**Lachlan Finch / Claudia Gulbransen-Diaz**

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

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**4.6 Infrastructure Report**

The Infrastructure Report was taken as read.

Alistair spoke of the Wentworth Air-Conditioning project progressing and issues with the INCUBATE spaces Air conditioning as the supplier has gone into administration. The USU is still in conversations with the University regarding energy usage.

Cleaning contract tenders going out – welcomed directors to sit on the panel as this is one of the USU's biggest expenses! Connor volunteered.

**B055/19**

**Resolved**

That the Board notes the report and recommendations contained therein-

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

**Claudia Gulbransen-Diaz / Decheng Sun**

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

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#### **4.7 Innovations and IT Report**

The Innovations and IT Report was taken as read.

Ashlea spoke of INCUBATE winning most successful Student Outcomes at Campuslink, and the USU CRM tender being released to market, with at least 6 vendors notifying they wish to respond.

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**B055/19**

**Resolved**

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

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

**Zimeng Ye / Zhixian Wang**

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

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#### **4.8 Honorary Secretary's Report**

The Secretary Report was taken as read.

Zhixian welcomed the incoming board and is happy to see international representation coming through board, specifically the USU's first post grad representative, Oscar.

Also speaking of some exciting new clubs that have been approved in the month, such as Dog Soc.

**Resolved**

**B056/19**

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

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



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**Jane Drummond / Adam Torres**

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

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*Hengjie Sun left the meeting 3:15pm.*

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**4.9 Honorary Treasurer's Report**

The Honorary Treasurer's Report was taken as read.

Claudia sat on the Incubate Marketing Assistant Panel and was extremely pleased with the talent! Absolutely spoilt for choice.

**B057/19**

**Resolved**

To accept the report and the recommendations contained therein.

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

**Connor Wherrett / Jane Drummond**

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

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**4.10 Vice President's Report**

The Vice President's Report was taken as read.

Adam welcomed the incoming board. The current Executive have been working on handover documents, to help them find their feet!

Also acknowledging another great 'How to Life' session and thanked Maya for her extremely special Welcome to Country at this event.

**B058/19**

**Resolved**

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

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

**Decheng Sun / Zhixian Wang**

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

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**B059/19**

**Resolved**

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

**Zimeng Ye / Decheng Sun**

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

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**4.11 President's Report**

Liliana provided updates on the busy month; congratulating the newly elected board directors!

Really pleasing to see \$1 million contestable funding confirmed and the consent module to be compulsory by semester 1.

Connor commented on the importance of congratulating not only those who were elected but also those nominating!

**B060/19**

**Resolved**

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

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

**Zhixian Wang / Lachlan Finch**

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

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**B061/19**

**Resolved**

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

**Jacob Masina / Zimeng Ye**

**12 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**

**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 Tuesday 18<sup>th</sup> June at 11am.

There being no further business, the board meeting closed 3:21pm.