



PUBLIC

CONFIRMED Board MINUTES of The University of Sydney Union held Sutherland Room at 1.08PM on Friday 24 February 2023

PRESENT

Cole Scott-Curwood (President, Director)	Onor Nottle (Director)
Telita Goile (Vice President, Director)	Isla Mowbray (Honorary Secretary, Director)
Alexander Poirier (Director)	Yining (Du) Du (Director) via Zoom
Naz Sharifi (Director)	Nicholas Dower (Director) via Zoom, from 1.30pm
Nicholas Comino (Director)	David Wright (Senate-Appointed Director) via Zoom
Prudence Wilkins-Wheat (Director, Immediate Past President) via Zoom	David Zhu (Honorary Treasury, Director)
Madhullikaa Singh (Director)	

IN ATTENDANCE

Andrew Mills (CEO)
Rebecca Sahni (Director Finance) – joined at 2.10pm
Steven Wang (Finance Manager) – joined at 2.10pm
Danni Bluston (Director of Marketing) – joined at 2.35pm
Carole McElligott (Asst. Board Secretary/Governance Coordinator)
Jess Reed (Chief Operating Officer) – joined at 3.00pm
Student Media: Luke Cass and Marlow Hurst

1. Opening

1.1. Welcome and Acknowledgement to Country

The meeting opened 1:08pm.

The President made an acknowledgement to Country.

1.2. Apologies and Leaves of Absence

The Board **NOTED** attendance as follows:

Present: Cole Scott-Curwood, Telita Goile, Isla Mowbray, Nicolas Dower, Naz Sharifi, Alexander Poirier, Onor Nottle, Nicholas Comino, David Zhu, Madhullikaa Singh

Via Zoom: Yining (Du) Du, Nicholas Dower, Prudence Wilkins-Wheat, David Wright

Apologies: Alyssa White (Senate-Appointed Director)

2. Meeting Administration

2.1. Minutes from Prior Meetings

RESOLUTION		RB#1/23
It was RESOLVED that the Public Minutes of Board meeting held on Friday 25 November be accepted as an accurate record, subject to correction to the name of Madhullikaa Singh.		
Proposed: Naz Sharifi	Seconded: Nichola Comino	Carried

2.2. Business Arising from the Minutes Not Addressed Elsewhere

It was noted the rise in the cost of living for students at USYD, including the increase in rental accommodation and asked if there was any data on attendance. This item will be reported on later in the meeting. Feedback from Welcome Fest will be discussed at the next meeting.

2.3. Motions on Notice

RESOLUTION		RB#2/23
It was RESOLVED that the Board of Directors approve en bloc the recommendations to:		
<ol style="list-style-type: none">1. Appoint Simone Whetton as Returning Officer2. Appoint Dr Penelope Crossley as Election Arbiter.3. That Nominations open on Monday 20 March and close Wednesday 5 April.4. Approve proposed remuneration of the Returning Officer from \$4,000 to \$4,500.		
Proposed: David Zhu	Seconded: Naz Sharifi	Carried

It was noted that the choice of both the Returning Officer and Election Arbiter is dependent on both the experience and willingness to take on either role. The appointed Returning Officer has previously returned approximately half of the fee. There is no fee for the Election Arbiter. It was also noted that the Electoral Committee reviewed the biography of both appointees.

2.4. Endorsement of Circular Resolutions

Nil

3. Conflicts of Interest

It was noted for the Register of Directors' Interests that Alex Poirier is a councillor of the 95th SRC and also an intercampus for the SRC.

4. CEO Report

4.1. CEO Report

The Board **NOTED** the CEO Report, which was taken as read, plus the Activity Report PowerPoint presentation.

The Board further noted:

- Governance and Risk Update: From the period from November – February there were 17 COVID cases. In line with government guidelines this measure will not be reported on in the future.
- WHS: There were 12 reported WHS incidents. Most of the incidents are low impact.
- The investment manager, Koda Capital, is now onboarded. The Responsible Investment questionnaire has been sent to the Board and both this document and the Risk Profile questionnaire has been sent to the Finance Committee. The completed questionnaires will be sent by Carole to Koda for them to canvas the range views in line with the initial strategy review.
- The new Finance ERP System is now in place. It was noted that financial data within the previous 10 years from the original finance system is accessible following additional agreement with the ERP provider.
- The new USU website was successfully launched on 6 February. Features include a central source for all memberships and a new payment gateway for Clubs and Societies.
- The USU election handover is on track from Sam to Carole.
- Andrew will give an update on the strategic plan at the next Board meeting. It was also noted that an Employment Engagement Survey will be conducted in March.
- USU Projects Update: USU Website (Phase Two). Further development on business systems including Ivvy systems and the website. The CCTV Replacement Project is in progress, as is the Job Tracking Solutions which now includes marketing requests.
- It was noted that C&S management on the website is still being refined and short-term work around solutions are in place. The new online form for C&S will mean less administration and less manual checking. New reporting will allow C&S track student's engagement with C&S, ie how many clubs a student joins. Club Suite is used as a backup in the short term.
- Helpdesk: Two thirds of tickets have been closed and 20% of business system queries remain outstanding.
- Emerging issues: The University of Sydney Foundation will benefit from recent DGR reforms which mean less red tape and clearer definitions for charities. Legislated expanded Domestic and Family Violence leave is available to all staff as of 1 February. This type of leave will be confidential within Employment Hero. The NTEU may organise a strike on 9 March. The Board noted that the Uni announced a new pay deal of 4.6% to staff in 2023. USU has

already provided this increase to all staff. USU is mindful of the recent two rate increases in relation to cost of living and strategic implications.

- Student Programs: The Clubs Conference was very well attended across a wide range of sessions and a new notice board promotes Clubs activities. Welcome Fest had an attendance of 40,000 – 50,000 students over the 3 days. Membership and merchandise sales increased. Extended time to bump in and bump out resulted in zero incidents. The launch of the personal pronoun pins was a sell out. Welcome Fest received media coverage from SBS and SMH. The Vice-Chancellor thanked USU for a very successful Welcome Fest.
- Danni presented a snapshot of the new branding initiatives which included animated graphics. The new graphic designer, Shen Osaki, formally an intern who started in October 2022, designed the Welcome Fest branding assets which were featured on stage and down Eastern Ave. The images related to unlocking a world of possibilities. Two new part time student content creators manage the Tik Tok channel. 11 videos have been posted with 56,000 views. The Instagram feed is up 11% following cobranded posts with the Uni. Membership is now at \$35,300 members which is 14% increase on 2022.
- Although most colleges are not supporting Rewards membership, a new cohort comprised of MySydney, CET, E12 and the Gadigal Centre have been provided with this membership by the Uni.
- Food and retails outlets: USU now has a new Food Truck which is SSAF funded and a new range of merchandise is now on offer. The new Footbridge bakery had a soft launch on 24 February. It will offer, pies, baguettes and fresh bread. To address food security every outlet will offer a Cheap Eats option between \$3 - \$6 which is available daily to a student through the membership app. The budget has seen a Return to Good through January – December 2022. October was a huge month for revenue and dropped off November – January. However, January achieved an increase in revenue from the same month in 2021.
- P&C Headlines: There were 50 new roles filled, mainly for casuals and SAOs. 250 phone screening interviews were conducted, 3x group interviews. Induction sessions were held which included one session of 34 new casuals. An end of year bonus was provided to every member of staff. Sharron Keogh is employed as the new WHS advisor who will implement a WHS management system over a six-month period. Employees of the month were Lilly Aggio, (C&S) and Tiffany Panthu, (Manning Milk Bar), for their collaborative contributions and Shen Osaki, (Marketing), for innovation. They are provided with a certificate and gift voucher and are entrants for Employee of the Year.
- Events from last year included 95 gigs at Manning Bar. Coming up include Heaps Gay Mardi Gras (25 – 26 February), which has sold \$3,500 tickets.

5. GROWTH

Noted

5.1. S.2021.1 Student-Centric Mindset (Strategic: S.2021.1 Student-Centric Mindset).

5.2 Engaged Stakeholders and sustainable Development (Strategic: S.2021.2. Engaged Stakeholders and Sustainable Development)

Noted

5.3. S.2021.3. Right culture, Right Values (Strategic: S.2021.3. Right Culture, Right Values)

Noted

6. CHANGE

Noted

6.1. C1. SSAF Funding – Change in Government or University policy leading to loss of funding (Emerging: C1. SSAF Funding – Change in Government or University policy leading to loss of funding)

The Board NOTED impact of Federal Budget or students. Government has promised 20,000 additional university places.

6.2. C2. Membership – Loss of income, relevance, engagement and reputation (Emerging: C2. Membership – Loss of income, relevance, engagement and reputation).

6.3 C3. Senate – Changes to the composition of the Senate resulting in a loss of support for the USU (Emerging: C4. Governance – Changes to the composition of the Senate resulting in a loss of support for the USU)

6.4. C4. Governance – Changes to the governance of the USU impact ongoing operations (Emerging: C4. Governance – Changes to the governance of the USU impacting ongoing operations)

6.5. C5. Building Stock – Potential loss of spaces under the USU's control (Emerging: C5. Building Stock – Potential loss of space under the USU's control).

7 RISK

Noted

7.1 – 7.5 Risk items. The Board noted that the orange traffic light cannot be changed. The business continuity plan is with the HODs to complete.

7.1. CG1. Corporate Governance (:CG1. Corporate Governance)

7.2. F1. Current Year Result (: F1. Current Year Result)

7.3 F2. Balance Sheet (: F2. Balance Sheet)

7.4. ICT2. System and data protection (: ICT2. System and data protection)

7.5. M1 Marketing (: M1. Marketing)

7.6 PC1. Safe Workplace (WHS) (: PC1. Safe Workplace (WHS))

7.7. PC2. Compliant with employment legislation, policies & procedures (: PC2. Compliant with employment legislation, policies and procedures)

7.8. PC3. Engaged staff (: PC3. Engaged staff)

7.9. SD1. Safe, Compliant and Profitable Venues (:SD1. Safe, Compliant and Profitable Venues)

7.10. SD2. Student Programs (:SD2. Student Programs)

8. Actions Arising from Previous Meetings

#	Action	Due Date	Responsible
03713	Cole will provide Carole with his monthly President's Report for publication on the USU website.	The February report will be published on the website.	Carole McElligott

#	Action	Due Date	Responsible
03711	Andrew will send the Clubs funding slide to the Board.	Completed	Andrew Mills

9. Finance Reports

Noted

9.1. Board Finance Report

The Board noted that long service leave entitlements are now within the appropriate risk parameters.

USU made a net profit of \$12,000 in January compared to a budgeted loss of (-\$43k). The Board noted that the new ERP Financial System made the reporting easier to interpret.

The Board noted the Finance Report.

The Profit and Loss statement for 2022 indicated a net income of \$1.2M, which is similar to 2021, allowing for valuation adjustments in our investment portfolio. The \$600,000 valuation adjustment is a 'book adjustment' valuation for USU share portfolio.

Isla asked about the timeline to achieve a portfolio of ethical investments. The Board noted that the current investments will not be sold at a loss. Andrew advised that the results from the individual responsible investment survey, from Koda Capital is supplementary and provides flavour but not direction to the investment strategy plan. The investment policy is the primary driver which reflects both the strategy and risk tolerance of USU. The Koda investment strategy plan will require both Financial Committee and Board approval.

9.2. USU Compliance Report

The Board NOTED the Compliance Report was taken as read.

The Board noted that that the audit will start next week.

9.3. Finance Dashboard

The Board NOTED that the Financial Dashboard is in line with the Board report.

10. Exec reports

10.1. Report of the Hon Secretary

The Board **NOTED** the Hon. Secretary's Report was taken as read.

Report of the Hon Secretary

The Board **NOTED** the Hon. Secretary's Report was taken as read.

Isla noted that Welcome Fest was a vital touch point for students to connect with Clubs and Societies. The Clubs Conference was a success in upskilling clubs executives and the Clubs Mixer is a useful bridge to engagement between students and the Board. The details of the Festival of Creativity in Semester 2 are coming and the recruitment process for PULP editors had started. Outcomes and comparisons from the UK Study Tour will be compiled in a report for discussion.

10.2. Report of the Hon. Treasurer

The Board **NOTED** the Hon. Treasurer's Report was taken as read.

David noted that the 'sizzle document' infographic presented both existing and new initiatives which will be funded in 2023. The poster will be distributed throughout USU.

10.3. Report of Vice President

The Board **NOTED** the Vice President's Report was taken as read.

Telita will set up a working party for the Student Safety Conference. The conference will be led by student organisations and focus on what it means to be safe around conference.

10.4. Report of the President

The Board **NOTED** the President's report was taken as read.

Cole noted that cost of living was a cause of concern for students. Andrew highlighted the new 'Cheap Eats' program and planned Breakfast Club initiative, as well as Food Hub and the additional support provided by the new wellness coordinator based in C&S. Cole also noted that he had participated in a large number of presentations during Welcome Fest.

11. Other Business

11.1. Reports of Portfolio Holders

Ethnocultural: Naz will organise a lunch with other student leaders focussing on ethnocultural issues. Naz will ask C&S for a list from Kelsey.

International: Madhu noted that the International Fest will take place 14 – 16 March to support the 23,000 international students. It will support both new and returning students and will focus on cost of living, food security and well-being away from home. Promotion of the event will be via email.

Disability: Alex noted that Clubs & Societies accessibility is a key issue and that the preliminary Disability Action Plan is in progress. He also noted that Dylan Alcott, as the key speaker at the Welcome Fest welcome highlighted disability issues.

Queer: A number of events were coming up including Mardi Gras and the largest global event, World Pride, which will host 500,000 people. Alex noted the corporatisation of Mardi Gras was a concern. Associated USU events included Party @ Manning and the Glitter Gala.

12. Open Question Time

Student media asked for feedback on the following: -

- **Accessibility of Cheap Eats to students:** Andrew advised that one offer from a single outlet was available to a student every day and is available now. Promotion of this food offer is in progress.
- **Position of the Board on the upcoming NTEU strike:** Andrew advised that USU will shut down operations, apart from essential staff for WHS.
- **Scope to pay volunteers:** Andrew spoke about the motivation of the volunteers which included involvement in campus life, developing new skills and expertise. International students are able to participate with no visa restrictions. The volunteers received dedicated training, tickets, social events, meals and vouchers in exchange for their time and effort.
- **Spaces in USU:** The disability and ethnocultural rooms are and will continue to be two separate spaces and fit for purpose for the needs of both these groups of students.
- **Disclosure of Conflict of Interests:** Carole will put the Directors' Conflict of Interests onto the governance page of the new USU website.
- **How to increase new Board candidates in the next election:** The current Board is producing additional information on Board membership awareness and expectations, including videos and supplementary board member role information. This new information and digital assets will be integrated into the election process. Cole will also be available to potential candidates before campaigning starts.
- **Motions from minutes 'in camera':** Carole will add the motions from the 'in camera' minutes to the previous minutes on the website.
- **USU is 150 years old in 2024:** Andrew advised that this milestone is on the USU radar for celebrations.

17. Next meeting of the Board of Directors

Next meeting of the Board of Directors, Friday 31 March, 1pm – 3pm, Cullen Room

18. Close of Meeting

The meeting closed at 3.45pm.