



MINUTES

USYD STUDENT UNION LTD
ACN 688 637 818

Minutes of Meeting of Directors held on: **2 July 2025**
Location: **Level 6 Meeting Room and online via Zoom**
Chairperson: **Ben Hines**

Meeting opened: **1.05 pm (AEST)**

Present

Ben Hines (BH)	Director
Phan Vu (PV)	Director
Bryson Constable (BC)	Director
Jane Coles (JC)	Public Officer
Laura Camilletti	Company Secretary

1. Opening

The first meeting of the University of Sydney Student Union Ltd commenced at 1.05 pm.

2. Acknowledgement to Country

3. Conflicts of Interest

Directors Bryson Constable and Phan Vu both hold current conflicts of interest with the University of Sydney Union (USU).

Motion:

Director Ben Hines to be nominated as an Independent Director of the University of Sydney Union Ltd.

Moved: PV Seconded: BC Motion Carried.

4. Appointment of Chairperson

Director Bryson Constable moved that Ben Hines should be appointed as Chairperson of USyd Student Union Ltd.

Moved: BC Seconded: PV Motion Carried.

5. Appointment of Deputy Chairperson

Chairperson Ben Hines moved that Phan Vu should be appointed as Deputy Chairperson of USyd Student Union Ltd.

Moved: BH Seconded: BC Motion Carried.

6. ABN Acquisition

It was informed that an application for an Australian Business Number (ABN) for the University of Sydney Student Union Ltd had been submitted. The ABN will be active

from 1 July 2025 (if approved). Directors will be informed once the submitted application has been processed; G&T to confirm this.

It was noted that new President of the USU, Phan Vu has been introduced to lawyers, G&T.

ACTION: A motion for ongoing legal costs to be drafted; due to time constraints this could be a circular motion to the Board. (BC/BH/PV)

ACTION: An email to be sent to the University of Sydney informing them of the successful registration of University of Sydney Union Ltd and requesting them for their constitutional element amendments.

7. Next steps

Directors discussed the next steps:

- A governance timeline, that is aligned with the University, must be drafted alongside G&T. Meeting, and incorporation dates to be scheduled in with the University.
- OurCatHerder (OCH) will be used as a main point of resource for Incorporation documentation going forward.
- Once Charitable status has been assigned, a proposal will have to be bought back for approval.

8. Any Other Business

There was no other business.

9. Next Meeting/Close

Meeting closed: **1.30 pm (AEST)**



MINUTES

USYD STUDENT UNION LTD
ACN 688 637 818

Minutes of Meeting of Directors held on: **21 August 2025**
Location: **Level 6 Meeting Room and online via Zoom**
Chairperson: **Ben Hines**

Meeting opened: **8.39 am (AEST)**

Present

Ben Hines (BH)	Director
Phan Vu (PV)	Director
Bryson Constable (BC)	Director
Jane Coles (JC)	Public Officer

Apologies

Laura Camilletti	Company Secretary
------------------	-------------------

1. Opening and Acknowledgement to Country

The meeting opened at 8.39am.

2. Apologies in advance

Apologies noted above.

3. Disclosure of Conflicts of Interest

No new conflicts of interest were declared.

4. Previous minutes and actions arising

The minutes of the 2 July 2025 meeting were approved and actions were updated accordingly.

5. Change of Public Officer

It was confirmed that a resignation has been received from USU Ltd Public Officer, Jane Coles. CEO, Janina Jancu will now be appointed to the Public Officer position and all relevant documentation will be submitted to ASIC to affect this change.

ACTION: To register the change of the USU Public Officer; Jane Coles to CEO, Janina Jancu via ASIC. (LC)

6. ACNC Registration

ACTION: To complete all ACNC documentation for registration. (PV)

7. Constitutional amendments

It was agreed that:

- the Charitable status will remain as it aligns with the current purpose and what is required from the ACNC.
- the constitutional amendments made by G+T to be reviewed before circulating back to the University for comment.

ACTION: To review the constitutional amendments and to then feedback to the group. (JJ/BC)

8. Timeline and Next steps

Directors discussed the next steps:

- Aim to respond to the University on the constitutional amendment comments by latest next week.
- Asset transfer – to start to engage with the University and G&T to effect the transfer of assets subject to member approval for USU to transfer to USU Ltd.
- To schedule in weekly update meetings

ACTION: To schedule in (1) weekly update meetings with this group and, (2) regular update meetings with the University.

9. Any Other Business

ACTION: To draft a granular incorporation timeline. (PV)

Meeting closed: **9.30 am (AEST)**