



# MINUTES

USYD STUDENT UNION LTD  
ACN 688 637 818

Minutes of Meeting of Directors held on: **5 February 2026**  
Location: **Level 6 Meeting Room and online via Zoom**  
Chairperson: **Ben Hines**

Meeting opened: **8.05 am (AEDT)**

## Present

Ben Hines (BH)	President, Chair
Phan Vu (PV)	Vice President, Deputy Chair
Bryson Constable (BC)	Director
Janina Jancu (JJ)	Public Officer
Helena Millard (HM)	Company Secretary

### 1. Opening and Acknowledgement to Country

The Chair opened the meeting at 10.06 am (AEST) and acknowledged Country.

### 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

To be tabled at the next meeting.

### 5. Incorporation Step-by-Step Notice Plan

- Internal vs Member Communications - PV is consulting with internal comms. The preference is that staff receive the same information as members.
- Staff Communication Timing - JJ clarified that staff have not yet received any communications beyond the CEO report. Feedback from HODs is that staff should receive updates *before* members, mainly as a timing consideration.
- Content of Initial Comms - PV emphasised that the first communication should *not* be the SGM notice. It should be a high-level update explaining that members will be asked to approve the transfer of assets.

- Channels & Sequencing – BH suggested an email and follow-up Instagram post with FAQ-style graphics explaining the road ahead and the SGM relating to the transition. BC agreed: staff email first, Instagram next.
- Timeline Considerations - JJ noted that if the SGM is in the week of 16 Feb (or 20 Feb), then official notice must go out in the week of 23 Feb. If comms happen *before* the SGM, they'd need to be in the week of 16 Feb, though students are not yet back. Alternatively, comms could go out Monday 23 Feb. There is a staff meeting on 24 Feb, where updates could also be delivered verbally.
- Consultation - BC noted that concerns about lack of consultation from last year are less relevant now; most students expect and support the transition.
- Welcome Fest Opportunity - BH suggested releasing comms during Welcome Fest (18–20 Feb) via email or Instagram. Then issue the formal SGM notice the following week. Two pieces of communications are needed and should follow a clear timeline.
- SGM Date Discussion - JJ requested agreement on an approximate SGM date. PV initially proposed 10:30 am; JJ noted 11 am is not ideal for staff attendance. PV suggested Friday 20 March. BH added that it could move to Monday 23 March if needed.
- Board Meeting Timing - PV asked whether all special resolutions should be released and whether the normal February board meeting can be a fallback. February Board meeting: 26 Feb. Special board meeting should occur between 16–19 Feb to allow adequate notice.

**ACTION:**

- PV to prepare a communications timeline for the next meeting.
- PV to share a draft SGM notice and add the comms plan after meeting with Violette.

**6. Incorporation Transition Plan**

To be discussed at the next Incorporation Meeting.

**7. Governance Reform**

To be discussed at the next Incorporation Meeting.

## 8. Calling of a Special General Meeting

**Recommendation 1:** *That the Board resolves to convene a Special General Meeting of USyd Student Union Ltd (ACN 688 637 818) to be held at **8:20 am AEDT on Thursday, 5 February 2026, at Level 6, Holme Building and online via Zoom.***

*The Notice of this Special General Meeting, attached as an appendix to the agenda of the present meeting, will be immediately distributed attaching the new Constitution that was attached to the agenda for the present meeting. The Meeting will vote to approve the motions contained therein to update the Constitution of the USyd Student Union Ltd.*

**Moved:** BH; **Seconded:** PV

## 9. Waiver of Notice Requirements

**Recommendation 1:** *That the Board, entirely and unanimously, consents to the holding of the present meeting, and the passing of all motions therein, notwithstanding the shortened notice periods given.*

**Moved:** BH; **Seconded:** PV

## 10. Any other business

There was no other business.

Meeting closed: **8.24 am (AEDT)**