



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
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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)**



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Minutes of Meeting of Directors held on: **13 November 2025**
Location: **Level 6 Meeting Room and online via Zoom**
Chairperson: **Ben Hines**

Meeting opened: **10.06 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)	USU Governance Officer

1. Opening and Acknowledgement to Country

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

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 21 August 2025 meeting were approved, and actions were updated accordingly.

5. Change of Company Secretary

With the resignation of Laura Camilletti, the Board approved the appointment of Helena Millard as the Company Secretary.

ACTION: PV/JJ update the ACNC register with details of the change of the USU Ltd Company Secretary from Laura Camilletti to Helena Millard.

6. Change of Public Officer

PV advised that documentation to effect the change of Public Officer from Jane Coles to Janina Jancu had been completed and lodged with the ASIC/ATO.

7. ACNC Registration

PV advised that the company has been registered as a charity by the ACNC, effective from 1 July 2025.

8. Constitutional amendments

The Board noted the development and proposed changes to the company's Constitution following discussion with the University.

9. Transition Timeline and Next Steps

Directors discussed the next steps:

- Work is ongoing in identifying all assets that need to be transferred, and the steps required to achieve effective transfer
- Transition is currently slated to occur mid-March

ACTION: PV to advise the University of the proposed transition timeline.

10. Any Other Business

There was no other business.

Meeting closed: **10.15 am (AEDT)**