

# PUBLIC

## MEETING: BOARD OF DIRECTORS MINUTES

**HELD ON:** 28 June 2024

**TIME:** 1:00 to 3:00pm

**LOCATION:** Cullen Room or Online via Zoom:

### BOARD OF DIRECTORS

Nazanin (Naz) Sharifi (NS)	President, Chair (Apology)
Madhullikaa (Madhu) Singh (MS)	Vice President (Joined online)
Nicholas (Nick) Dower (ND)	Honorary Treasurer (In person)
Onor Nottle (ON)	Honorary Secretary (Joined online)
Bryson Constable (BC)	Director (In person)
Benjamin (Ben) Hines (BH)	Director (Joined online)
Julia Lim (JL)	Director (In person)
Grace Porter (GP)	Director (Joined online)
Sargun Saluja (SS)	Director (In person)
Grace Wallman (GW)	Director (Joined online)
Alexander (Alex) Poirier (AP)	Director (Joined Online)
David Wright (DW)	Senate-Appointed Director (Joined online)
Alyssa White (AW)	Senate-Appointed Director (Joined online)
Cole Scott-Curwood (CSC)	Immediate Past President (In person)
Ethan Floyd (EF)	Incoming Director (joined the meeting at Item 9.0)
Georgia Zang (GZ)	Incoming Director (joined the meeting at Item 9.0)
James Dwyer (JD)	Incoming Director (joined the meeting at Item 9.0)
Phan Vu (PV)	Incoming Director (joined the meeting at Item 9.0)
Shirley Zhang (SZ)	Incoming Director (joined the meeting at Item 9.0)

### USU STAFF

Michael Bromley (MB)	CEO
Michelle Tonge (MT)	CFO and Director of Corporate Services
Jane Coles (JC)	Director of Marketing, Membership and Communications

Jess Reed (JR)	COO
Sam Trodden (ST)	Director of Student Experience
Geraldine Roffe (GR)	Governance Coordinator/Asst. Board Secretary

## 1. Opening

### 1.1 Welcome and Acknowledgement to Country

The meeting opened at 1.11pm with Madhu Singh (MS) chairing the meeting on behalf of Nazarin Sharifi, a late apology for this meeting. MS made an acknowledgement to Country.

### 1.2 Apologies and Leaves of Absence

The Board **NOTED** attendance as follows:

**Present:** Madhullikaa (Madhu) Singh, Nicholas (Nick) Dower, Onor Nottle, Bryson Constable, Benjamin (Ben) Hines, Julia Lim, Grace Porter, Sargun Saluja, Grace Wallman, Alexander (Alex) Poirier, David Wright, Alyssa White, Sam Trodden, Jane Coles, Michael Bromley, David Wright (SAD), Alyssa White (SAD)

**Apology:** Nazarin Sharifi

**Absences:** Nil

<b>RESOLUTION</b>		<b>RB#48/24</b>
It was RESOLVED that the Board of Directors move to Out of Camera.		
Proposed: Grace Wallman	Seconded: Bryson Constable	Carried

## 9.0 Meeting Administration - Out of camera session opened at 3.28pm

### 9.1 Any changes to make. Sargun Saluja's name was spelt incorrectly on last set of minutes. Secretariat to amend this.

<b>RESOLUTION</b>		<b>RB#49/24</b>
It was RESOLVED that the Secretariat amend and correct the spelling of Sargun Saluja's name on the previous set of Minutes.		
Proposed: Julia Lim	Seconded: Sargun Saluja	Carried

### 9.2 – Review Public Action Items from Out of Camera Sessions

One of the items has been completed and dealt with and BH has completed.

## 10. Finance Reports

MT discussed May forecast where the surplus was driven primarily by strong outlet revenue and higher graduation income for usher services. Cost savings. Q2 reforecasting process – eg contestable. This will be presented at next board meeting in July.

Otherwise taken report as read with any questions.

MS thanked MT for all the work her team has done.

Questions were asked from CSC and BC on whether the surplus could be used and put back into students, with BC asking why HostCo sales had declined and why gross margin remains unchanged.

**Action Item: MT and JR to provide further analysis on this and revert to Board at July meeting.**

<b>RESOLUTION</b>		<b>RB#50/24</b>
It was RESOLVED that the Board accept the Financial Report as read.		
Proposed: Bryson Constable	Seconded: David Wright	Carried

## 11. USU Risk Register - Draft

MB advised the Risk Register has now been updated and there are rating for overall risk from low to very high. Will be an ongoing piece of work with any item from medium risk above will be presented to the Board at each meeting.

**Action Item: MB to present the Risk Register to the Board with any medium risk and above items.**

MS thanked MB and the HOD's for the work on this. DW mentioned the link sometimes does not work for the Director to view.

## 12. Exec Reports

### 12.1 Report of the Hon. Secretary

The Board noted this report and there were no questions.

<b>RESOLUTION</b>		<b>RB#51/24</b>
It was RESOLVED that the Board noted the Hon. Secretary Report.		
Proposed: Grace Wallman	Seconded: Nick Dower	Carried

### 12.2 Honorary Treasurer

This report was taken as read. ND stated he was honoured to have been on the USU Board for the last two (2) years and held the Honorary Treasurer role for the past one (1) year. The USU has some big strategic items which have already been dealt with to mention the new EA, student safety conference, governance reform are just some of the achievements of the past few years. Extended his thanks to CSC, NS, the Executive, the management team and all the USU staff who have achieved all of these things. It was an unforgettable two (2) years.

<b>RESOLUTION</b>		<b>RB#52/24</b>
It was RESOLVED that the Board noted the Hon. Treasurer Report.		
Proposed: Alyssa White	Seconded: Ben Hines	Carried

### 12.3 Vice President Report

Will take the report as read.

Governance review really important particularly for the committees on an ongoing basis and will trust this will be done. Feels emotional, such a long journey. Wanted to thank everyone on this call, NS, CSC for all of the time, conversations, insights that you've shared. Has full faith in first year Directors and all of the Working Parties and Committees which you've contributed to. Have fun at the induction and enjoy the coming year.

<b>RESOLUTION</b>		<b>RB#53/24</b>
It was RESOLVED that the Board accept the Vice President Report as read.		
Proposed: Alyssa White	Seconded: Sargun Saluja	Carried

### 12.4 President Report

MS stated on behalf of NS 'like wrap it up folks, nothing is as important' and will revert next week for her wrap up.

<b>RESOLUTION</b>		<b>RB#54/24</b>
It was RESOLVED that the Board accept the President Report as read.		
Proposed: Ben Hines	Seconded: Alyssa White	Carried

## 13.0 Other Business

### 13.1 Reports of Portfolio Holders – Verbal updates

JL is looking forward to handing over to Ethan Floyd and thanked the marketing team particularly Justin for his work in this space.

GW on DIAP mentioned the committees are ongoing. Looking forward to working with some of the consultants. Thanked the outgoing committee and the Board and looking forward to working with Ethan Floyd.

AP is very glad he's moving on in the Q\*\*eer portfolio, after two (2) years in that portfolio. He has completed his handover document with Ethan Floyd who has started conversations with stakeholders.

MS thanked AP and SS for their work, as well as NS and CSC and AW.

CSC mentioned it would be a different ending of NS year as President and not be at this board meeting. Over next few days send NS a little message with regards to how you've felt with her being President and best wishes. JL advised there a bouquet of flowers for NS today.

DW thanked AW for her efforts on the Board and noted she will still be involved in the USU Governance Committee.

AP wanted to note he was quite disappointed with the University as was using the Welcome Week space during the encampment, as the encampment was doing some great work but now the front lawn is clear. There is an upcoming general meeting for a continued discussion on why the encampment were moved on by the University.

Query from Angus, Editor, Honi Soi regarding a report that the Honorary Treasurer role is currently vacant. MS advised the Board would be conducting a meeting very soon under democratic process, as the role is currently not vacant, but it will be vacant in the coming month.

MB left the meeting at 3.58pm.

<b>RESOLUTION</b>		<b>RB#55/24</b>
It was RESOLVED that the Board accept the Portfolio Holder verbal updates.		
Proposed: Alyssa White	Seconded: Alex Poirier	Carried

**16 Open Question Time**

The publication team did not have the Agenda. This to be sent to them in future.

Planning for the International Festival will be held in September with a slight change to the name and format.

The President expressed her heartfelt thank you for all the efforts from the team on all their inputs to all working party

**17 Next Meeting of the Board of Directors**

Friday 26 July, 1-3.30pm AEST

**18 Close of Meeting**

The meeting closed at 3.59pm.