

**TASMANIAN UNIVERSITY STUDENT ASSOCIATION**  
**Board of Management**  
**MINUTES**

For the meeting of the TUSA Board of Management to be held on  
**22nd of May 2023 at 5:30pm**  
at the TUSA Building Boardroom, Sandy Bay TAS [with zoom access].

**Chair: D Sutton**

**Purpose:** To address matters of management, strategy and direction of the Association, and of property, income and funding.

**Meeting opened: 6:30pm**

#	ITEM LISTING	APPENDIX	TIMING
1.	<b>INTRODUCTORY ITEMS</b>		5 mins
	<b>1.1 In-Camera Session (as needed)</b>		
	<b>1.2 Acknowledgement of Country</b> D Sutton <ul style="list-style-type: none"> <li>Danny has recently been reflecting on the Indigenous Voice to Parliament and referendum and the importance not only of the outcome (the what) but also the process we take to get there (the how). His hope was that the debate and discussion throughout this period is about listening and understanding as much as it is the about achieving a different future state for the Australian population.</li> </ul>		
	<b>1.3 Welcome</b> D Sutton <ul style="list-style-type: none"> <li>TUSA Board of Management welcomed B Williams to her new role on the Board of Management UTAS Representative.</li> </ul>		
	<b>1.4 Present</b> D Sutton, L McLaren, J Newman, T Wienker, A Lamont, S Crothers.  Online: B Williams, S Crothers, T Wienker, A Lamont, J Newman		
	<b>1.5 Apologies</b> R Meredith, R Mawad		

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	<b>1.6 Absent</b>		
	<b>1.7 Staff, guests &amp; observers</b> TUSA Staff: S Gorringe, SL Ward, E Knuckey, R de Villeneuve		
	<b>1.8 Conflicts of interest</b>		
<b>2. MINUTES AND MATTERS ARISING</b>			
	<b>2.1 Minute approvals</b> <b><u>2.1.1 TUSA Board of Management Meeting Minutes Amendments</u></b> A discussion of any substantive items redacted from previous minutes prior to circulation to board.  <b><u>2.1.2 TUSA Board of Management Meeting Minutes Approval</u></b> <u>Motion:</u> That the minutes of the TUSA Board of Management Meeting held on <b>April 26<sup>th</sup> 2023</b> be accepted as a true and accurate record of the proceedings of that meeting pending above correction.  <b><i>MOVED: L McLaren SECONDED: S Crothers</i></b>  <b><u>2.2.3 TUSA Board of Management Meeting Minutes Online Upload</u></b> <u>Motion:</u> That the minutes of the TUSA Board of Management Meeting held on <b>April 26<sup>th</sup> 2023</b> are approved to go online, withholding appendices and any sensitive discussions, following any amendments noted above.  <b><i>MOVED: A Lamont SECONDED: T Wienker</i></b>	<b>APPENDIX A</b>	<b>2 min</b>
	<b>2.3 Matters arising from previous minutes</b> <ul style="list-style-type: none"> <li>• As per action table.</li> </ul>		<b>5 min</b>

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<b>3.</b>	<b>CORRESPONDENCE</b>	
	<b>3.1 Inward correspondence</b> <ul style="list-style-type: none"> <li>• Nil</li> </ul>	<b>Nil</b>
	<b>3.2 Outward correspondence</b> <ul style="list-style-type: none"> <li>• Nil</li> </ul>	<b>Nil</b>
<b>4.</b>	<b>MATTERS FOR DECISION MAKING/DISCUSSION</b>	
	<b>4.1 Board Calendar Review – Reduction of BOM Meeting Frequency and inclusion of FRAC and Gov Meetings – For Decision</b> S Gorringe <ul style="list-style-type: none"> <li>• Board accepted the paper as read. The Board calendar has been circulated to members, and includes division of responsibilities between Board and Sub-Committees.</li> <li>• Board noted the need for Board members to be able to request a special meeting outside the published schedule, and/or have provisions for Board paper circulation outside of meetings.</li> <li>• A Governance Sub-Committee is in development, with J Newman as Chair. Terms of Reference development and an agenda for first meeting in June are underway. There are a number of policies and governance drafts to be approved at the first meeting.</li> <li>• Board noted that the governance committee requires 2 student nominations, and further potential membership enlistment underway via J Newman in consultation with L McLaren.</li> <li>• R Meredith assumed Chair position of FRAC subcommittee.</li> <li>• B Williams offered to join the FRAC subcommittee</li> <li>• Board suggested the development of communications regarding transparency of the new Board calendar and Board sub-committees and associated outcomes. Item to be referred to Sub-Committees to consider communication and minutes to increase transparency and to help inform decisions for the Board.</li> </ul>	<b>APPENDIX B</b>

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<ul style="list-style-type: none"> <li>The Board noted good practice through insights and expertise through FRAC and Governance Sub-Committee, allowing the Board to work more deeply on core areas.</li> </ul> <p><b>ACTION ITEM:</b> S Gorringe to communicate with R Meredith regarding membership of the FRAC subcommittee, and to finalise specific dates.</p> <p><b>ACTION ITEM:</b> L McLaren to raise Governance Subcommittee membership at next State Council meeting.</p> <p><b>ACTION ITEM:</b> R Meredith and J Newman to consider methods of communication of subcommittee outcomes within respective subcommittee Terms of Reference.</p> <p><b>DECISION:</b> Board meetings be moved to a bimonthly basis, with FRAC and Governance Board Sub-Committees to meet during ‘inbetween’ months of the Board Calendar.</p> <p><b>MOTION:</b> The TUSA Board of Management approve a change in Board meetings to a bi-monthly model, with first meeting in July, and establishment of a Governance Sub-Committee, with the first meeting in June for feedback to Board in July and a focus on Terms of Reference and 12 month workplan.</p> <p><b>Moved:</b> J Newman <b>Seconded:</b> B Williams</p>		
<p><b>4.2 FRAC Update – Investment Portfolio Consideration</b> D Sutton</p> <ul style="list-style-type: none"> <li>Board accepted the paper, and noted the recommendations from Tas Ethical.</li> <li>Board considered the investment advice from Tas Ethical, considering the high draw-downs, inadequate UTAS/SSAF funding and volatile share market. Tas Ethical response was included within the agenda pack for members.</li> <li>Board acknowledged the need to know SSAF funding for 2024 and ongoing, to inform a medium-term understanding of the funding available for portfolio modelling.</li> </ul>	<p><b>APPENDIX C</b></p>	

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<ul style="list-style-type: none"> <li>• The Board agreed to work toward the development of 2024 budget and partnership over 3-4 year period following the above discussions. Board identified that work is needed on costing and budgets over 3-4 year period to inform this process.</li> <li>• This work was agreed to be undertaken over the coming months, with the goal for core funding to be known by July meeting of the Board – certainty and clarity from UTAS is required, otherwise Board identified a need to consider adjustment to the investment portfolio.</li> <li>• B Williams indicated that UTAS will be unable to provide clarity until UTAS budget round-tables have occurred in September. Board noted this feedback.</li> <li>• Board agreed upon an update in July about whether certainty in the space has improved, with aim for a decision by the end of the year.</li> <li>• Board decided upon no current change in investment strategy at this meeting, but instead for revisitation in July meeting of Board, and a consideration of the timing of decisions regarding the investment portfolio and how this will impact decision making.</li> <li>• The Board also acknowledged the strength of a ‘third-party’ Tas Ethical recommendation for secure UTAS/SSAF funding.</li> </ul> <p><b>ACTION ITEM:</b> ‘Statement of Intent’ to be developed to articulate the relationship between UTAS and TUSA and objective of better outcome for students – and process to land decisions over next 6 months. To be discussed in tomorrow’s meeting.</p>		
<p><b>4.3 2023 Strategy Scorecard</b></p> <p><b>Decision</b></p> <p>S Gorringe</p> <ul style="list-style-type: none"> <li>• Paper accepted by Board as read.</li> <li>• The strategy scorecard will provide clarity on performance, and will allow focus on priorities.</li> <li>• Board agreed to aim for Quarterly data input in to inform. July meeting.</li> </ul> <p><b>ACTION ITEM:</b> S Gorringe to remove ‘Perspective’ column from table.</p> <p><b>MOTION</b></p> <p>The TUSA Board of Management accept the recommendation set out in the provided paper regarding the 2023 Strategic Scorecard.</p> <p><b>Moved:</b> A Lamont, <b>Seconded:</b> S Crothers</p>	<b>APPENDIX D</b>	

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<p><b>4.4 TUSA Strategic Plan 2024 Approach</b>  S Gorringe/D Sutton</p> <ul style="list-style-type: none"> <li>• Board were updated on the strategic workshop session planned for 20<sup>th</sup> July 2023 – arranging external facilitation by Kim Goodes. K Goodes is a former CEO of TasCOSS, had a consulting business prior, and has worked with UTAS so has a solid understanding of sector.</li> <li>• Board noted that the focus on the next six months will be the development of the TUSA Strategic Plan, informed by conversations with UTAS and external partners.</li> <li>• Board acknowledged the importance of time spent together to discuss the organisations future.</li> <li>• Vice Chancellor R Black will be available to attend, and to provide an outline of key issues of the University and the organisations’ plans.</li> </ul> <p><b>ACTION ITEM:</b> Development of strategic workshop agenda via D Sutton, L McLaren and acting CEO. Travel arrangements coordinated through S Crothers, A Lamont and B Williams if possible.</p>	<b>VERBAL ONLY</b>	
<p><b>4.5 TUSA Food Resilience Program Proposal</b>  S Gorringe</p> <ul style="list-style-type: none"> <li>• Board were advised that previous funding requests from UTAS for Food Hub that were unsuccessful, and the Healthy Tasmania grant application was also unsuccessful.</li> <li>• TUSA subsequently returned a proposal to UTAS as per agenda pack, reflecting a comprehensive Food Resilience Program including food relief but also inclusive of broader community/events and education and social enterprise. This paper has been provided to UTAS, awaiting their response on 2<sup>nd</sup> June.</li> <li>• If unsuccessful, TUSA team highlighted that there may be a requirement to speak with Board for additional funding to support program.</li> <li>• The Board noted the TUSA Food Resilience Program proposal developed to address the crisis experienced by</li> </ul>	<b>APPENDIX E</b>	

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	<p>students, and thanked the TUSA team for its comprehensiveness.</p> <ul style="list-style-type: none"> <li>• The Board recognised that this is not the only solution needed to address the food insecurity crisis, and that the TUSA is only a part of the solution.</li> <li>• Board also noted opportunities for philanthropic funding.</li> <li>• The Board discussed expansion of the program into student experiential learning, student internships, volunteer opportunities and student job opportunities.</li> </ul> <p><b>ACTION ITEM:</b> B Williams to discuss proposal with S-L Ward during S Gorrings absence.</p>		
<b>5. MATTERS FOR NOTING/INFORMATION/EDUCATION</b>			
	<p><b>5.1 Operational Report Summary</b></p> <p>S Gorrings</p> <ul style="list-style-type: none"> <li>• The Board of Management noted the operational report as read.</li> <li>• S Gorrings highlighted the ongoing crisis of students and how the TUSA team have increasingly encountered the lived experiences of many students in crisis on the ground.</li> <li>• The Board acknowledged that stories of lived experience are an effective tool to promote university action.</li> <li>• The Board noted that this is important to address at the upcoming Board Strategic Planning session, as a foundational principle of Maslow’s Hierarchy of Needs.</li> <li>• The Board discussed the drop in numbers of affiliated student societies in 2023 – a multifaceted problem due in part to fewer International students, many societies in process of signups, and some changes to UTAS structures e.g. the residential student committees. However, student numbers represented in TUSA societies are overall similar to when there were more societies. Most of our current societies are highly active.</li> <li>• The Board highlighted the need to promote the data and stories behind the work done by the TUSA shown within the operational report. S. Gorrings confirmed that an article</li> </ul>	<b>APPENDIX F</b>	<b>5 mins</b>

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<p>promoting the Student Legal Services has been written for promotion by the UTAS Alumni Office and the UTAS Media Team.</p> <p><b>ACTION ITEM:</b> D Sutton &amp; S Gorringe to ensure cost of living crisis an agenda item recognised at the strategic planning session in June.</p>		
<p><b>5.2 Monthly Finance and Investment Report (Spotlight)</b>  S L Ward</p> <ul style="list-style-type: none"> <li>The Board of Management accepted the financial report as read.</li> <li>S L Ward highlighted the uptrend in the TUSA's investment portfolio in April, and as such cashflow estimates currently remain stable for 2023.</li> </ul>	<b>APPENDIX G</b>	<b>5 mins</b>
<p><b>5.3 Key Messaging Update</b>  L McLaren</p> <ul style="list-style-type: none"> <li>The Board of Management accepted the key messaging update as read.</li> <li>The Board were updated regarding UTAS follow-up to the Northern Carpark safety issue, including the provision of a \$500 contribution to each student affected for insurance support. The Board highlighted the important and effective work of State Council Northern President, R Stanaway, in this space.</li> <li>The Board were updated on the State Council SSAF campaign project plan.</li> </ul>	<b>APPENDIX H</b>	<b>5 mins</b>
<p><b>5.4 Items to be Shared with State Council</b>  S Gorringe/D Sutton</p> <ul style="list-style-type: none"> <li>Board were updated on discussion between A Lamont &amp; S Gorringe. It is important that there is an active opportunity within the agenda for state council to highlight key information.</li> <li>The Board also recognised the value in creating space for a joint meeting or forum for the entire Board and State Council to meet together multiple times each year, acknowledging that the Board does not control the</li> </ul>	<b>VERBAL ONLY</b>	<b>5 mins</b>



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	<p>outcomes of State Council, but there is clear benefit for continuous communication between the two groups.</p> <ul style="list-style-type: none"> <li>Board considered focusing on governance and UTAS communication updates.</li> </ul> <p><b>ACTION ITEM:</b> D Sutton &amp; L McLaren to coordinate development of meeting framework for State Council and Board to meet.</p>		
	<p><b>5.5 Risk Management Approach</b>  S Gorringe</p> <ul style="list-style-type: none"> <li>Board were provided with an overview of an incident that occurred recently within a TUSA Society. TUSA staff confirmed that comprehensive risk management procedures are in place, but the incident highlighted a greater need for compliance by Club and Society executive.</li> </ul>	<p><b>VERBAL ONLY</b></p>	<p><b>5 mins</b></p>
	<p><b>5.6 AGM Feedback</b>  D Sutton</p> <ul style="list-style-type: none"> <li>Board were updated on the Annual General Meeting held with UTAS Chancellor A Watkins. Board recognised the motivation of UTAS to engage in student-led and student-centred approaches.</li> </ul>	<p><b>VERBAL ONLY</b></p>	<p><b>3 mins</b></p>
	<p><b>5.6 Other Business</b>  D Sutton</p> <ul style="list-style-type: none"> <li>CEO S Gorringe to take leave for 7 weeks as of this week. R de Villeneuve &amp; S L Ward to both take over management during this absence.</li> <li>Board discussed utilising AICD principles to engage in feedback for board meetings moving forward.</li> </ul>	<p><b>VERBAL ONLY</b></p>	<p><b>2 mins</b></p>

**Meeting Closed: 7:21pm**

**Next Meeting: 20<sup>th</sup> July 2023**