

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

For the meeting of the TUSA Board of Management to be held on
March 26th 2024, at 6:00pm
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: 6.03pm

#	ITEM LISTING	APPENDIX
1	INTRODUCTORY ITEMS	
	1.1 In-Camera Session (as needed)	
	1.2 Acknowledgement of Country D Sutton <ul style="list-style-type: none"> D Sutton provided an acknowledgement to the First Nations people past, present and emerging. 	
	1.3 Welcome <ul style="list-style-type: none"> K Lertsinpakdee noted as an observer for the purposes of improving connectivity and understanding for her role as student representative on the BoM Gov & Nom Subcommittee. 	
	1.4 Present D Sutton, L McLaren, M Warrington Via Zoom: S Crothers, B Williams, T Wienker, J Newman	
	1.5 Apologies	
	1.6 Absent	
	1.7 Staff, guests & observers TUSA Staff: SL Ward, E Knuckey TUSA Students: K Lertsinpakdee	
	1.8 Conflicts of interest <ul style="list-style-type: none"> No Conflict of Interests were noted. 	COI Register

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

2	MINUTES AND MATTERS ARISING	
	<p>2.1 Amendments to previous minutes</p> <ul style="list-style-type: none"> No amendments to the previous minutes were raised. 	
	<p>2.2 Minute approvals</p> <p><u>2.2.1 TUSA Board of Management Meeting Minutes Amendments</u> A discussion of items redacted from previous minutes prior to publishing.</p> <p><u>2.2.2 TUSA Board of Management February Meeting Minutes Approval</u> Motion: That the minutes of the TUSA Board of Management Meeting held on 13th February 2024 be accepted as a true and accurate record of the proceedings of that meeting pending above correction.</p> <p>MOVED: <i>M Warrington</i> SECONDED: <i>T Wienker</i> Passed with nil abstentions</p> <p><u>2.2.3 TUSA Board of Management February Meeting Minutes Online Upload</u> Motion: That the minutes of the TUSA Board of Management Meeting held on 13th February 2024 are approved to go online, withholding appendices and any sensitive discussions, following any amendments noted above.</p> <p>MOVED: <i>S Crothers</i> SECONDED: <i>T Wienker</i> Passed with nil abstentions</p>	APPENDIX A
	<p>2.3 Matters arising from previous minutes</p> <ul style="list-style-type: none"> As per action table. 	
3	CORRESPONDENCE	
	<p>3.1 Inward correspondence</p> <p>3.1.1 UTAS Confirmation of Re-Appointment of T Wienker to TUSA Board of Management</p> <ul style="list-style-type: none"> The Chair thanked T Wienker for his ongoing commitment and work within the TUSA Board of Management. 	APPENDIX B
	<p>3.2 Outward correspondence</p> <p>3.2.1 TUSA Media Release – Response to Australian University Accords</p> <ul style="list-style-type: none"> Noted for discussion in item 4.5 	See item 4.5
4	MATTERS FOR DISCUSSION/APPROVAL	

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

<p>4.1 Governance Committee Items for Discussion</p> <p>J Newman</p> <ul style="list-style-type: none"> TUSA Board Membership Policy reviewed at the recent Gov & Nom subcommittee meeting as a priority, given active recruitment process underway. <p>4.1.1 Board Membership Policy</p> <p>J Newman</p> <ul style="list-style-type: none"> The TUSA Board Membership Policy was noted by the Board. <p><u>Motion:</u> As per the Governance Subcommittee recommendation, that the TUSA Board of Management endorse the TUSA Board Membership Policy.</p> <p>Moved: J Newman Seconded: S Crothers Passed with nil abstentions</p>	<p>APPENDIX C1, C2</p>
<p>4.2 FRAC Items for Discussion</p> <p>D Sutton</p> <ul style="list-style-type: none"> FRAC draft minutes to be circulated out of session. FRAC has approved for the TUSA to undertake a new 90 day term deposit, and utilise this time to progress conversations of commercial sustainability with the University finance team. Consideration of alternative ethical investment modalities also underway. The Board reiterated their intention to reflect student views in financial decision making at the TUSA through an ongoing commitment to ethical investment. L McLaren reflected that a priority for students is maintaining organisational independence. S Crothers suggested consulting with the previous members of Fossil Free UTAS to better understand the student concerns. Board recognised the development of a set of investment standards within the Australian context, that can in future be applied. <p>4.2.1 TUSA Investment Policy & Procedures</p> <p>D Sutton</p> <ul style="list-style-type: none"> For circulation outside of session. <p>4.2.2 Authority to Act on behalf of Board in delegations of investment policy and procedures</p> <p>SL Ward</p>	<p>TO BE CIRCULATED SEPARATELY</p>

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

<ul style="list-style-type: none"> Tas Ethical Investments advised that SL Ward does not currently have authority to act on behalf of Board until Board specifically endorses delegation of authority, previously endorsed by the FRAC. <p><u>Motion</u> That the TUSA Board of Management approves the Shauna-Lee Ward as an authorised signatory to approve TUSA investment transactions as per the TUSA Delegations Manual and TUSA Investment Procedure.</p> <p>Moved: S Crothers Seconded: L McLaren Passed with nil abstentions.</p>	
<p>4.3 TUU/TUSA Business Name SL Ward</p> <ul style="list-style-type: none"> SL Ward provided context surrounding the historic and ongoing use of both the TUSA and TUU organisation names, with options presented to Board for decision. <p>DECISION: The Board in principle endorse that the Tasmanian University Student Association be registered as a business name, initiating closure of the Tasmania University Union business name to create continuity between governance and formalised processes, with consideration of legal impact presented at the next meeting of Board for formal approval.</p> <p>ACTION ITEM: SL Ward to seek advice regarding the legal and long-term impacts of a change in Business Name to the TUSA and provide advice recommendation at the next meeting of Board.</p>	APPENDIX D
<p>4.4 Australian University Accords L McLaren/SL Ward</p> <ul style="list-style-type: none"> AUA key summary TUSA Media Release, developed by Liam McLaren and Tris Sidoryn TUSA Disability Collective (DiSCo) response <p>Further reading:</p> <ul style="list-style-type: none"> Student Experience Network (SEN) statement National Union of Students (NUS) media statement <p>Commentary:</p>	APPENDIX E1 APPENDIX E2

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

	<ul style="list-style-type: none"> • L McLaren provided commentary on the Australian University Accords, with a focus on its impacts on the ramifications for regional universities, student associations, and student cohorts. • L McLaren noted the Accords were overwhelmingly positive for a regional university, and recognised the unique circumstances a regional university works within. The Accords recommended implementation of a needs-based funding model. • The Accords also identified the need for paid student placements and improved student payment accessibility. • The Accords recommendation of a national student charter and ombudsman is an important first step. The Accords recognised that universities have lost the trust to self-govern, especially in relation to sexual and gender-based violence. • M Warrington identified that the Accords fail to adequately address the disability space, and fail to acknowledge the intersectionality of experiences of marginalisation, which is necessary to improve retention of these cohorts. • Finally, L McLaren identified that the Accords recommends a minimum proportion of SSAF to be aligned to student organisations. National campaigns led by student associations are pushing for the benchmark to be set at a minimum of 50%. • This momentum presents an ongoing discussion regarding what the TUSA might look like operationally with a 50% SSAF funding guarantee. <p>ACTION ITEM: J Newman to share data about regional education attainment.</p>	
5	<p>MATTERS FOR NOTING</p> <p>5.1 State Council Update L McLaren</p> <ul style="list-style-type: none"> • No new key messaging circulated this month. • State Council identified key strategies for the remainder of the year at the annual TUSA team retreat. A major piece of work in the next months is the development of an Equity-based student representative council in addition to the existing State Council, a document will likely be tabled for Board awareness at the next meeting of Board. <p>ACTION ITEM: L McLaren to present proposed Equity SRC structure at next meeting of Board.</p>	VERBAL ONLY
	<p>5.2 Jan-Feb 2024 Operational Report SL Ward</p>	APPENDIX F

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

<ul style="list-style-type: none"> • As previously noted, the TUSA team retreat was held last week, with a focus on operational strategic planning. • The TUSA team worked through some key operational priorities for the year, for presentation at the next meeting of Board. • Food hub funding an ongoing priority. Currently food hub tickets are booked out within two hours, and there is a wait list of over 100 students for each session. The Board expressed the intent to review budgets if necessary to support ongoing initiatives. • SL Ward reported on the success of orientation (41 orientation events across Hobart, Launceston, Burnie and Rozelle, with 5000 student engagements) and Southern Clubs & Societies Day (2500 students in attendance alongside 91 stallholders). • The Unique Tassie Experience program has restarted, with most sessions fully booked out. • WH&S reports from C&S increasing, likely due to vigilance in reporting, and with that, students feeling safer to provide disclosures and incidents to the TUSA. This aligns with data suggesting C&S remains a main space for sexual assault and sexual harassment similar to within student accommodation. • The Student Legal Service is now operating at capacity and triaging requests with referral where possible. 	
<p>5.3 Monthly Finance and Investment Report (P&L/Balance Sheet/Cashflow Estimates; Investment Reports) SL Ward</p> <ul style="list-style-type: none"> • TUSA's 2024 SSAF funding has not yet been received from the University. • SL Ward highlighted that the TUSA have generated an income of \$10,000 in partnerships and sponsorships. • The TUSA have drawn down \$400,000 from our investment account of the agreed \$750,000 budget for the 2024. • Discussions with UTAS ongoing regarding the proposition from the university of a triannual SSAF payment schedule. At their recent meeting, FRAC endorsed to Board the recommendation presented by SL Ward that the TUSA advocates for an annual lump sum payment at the start of the academic year, to be paid in full by end of March 2024, as agreed upon in late 2023. Negotiations with the university subsequently ongoing. 	APPENDIX G
<p>5.4 Governance Minutes J Newman</p> <ul style="list-style-type: none"> • J Newman requested that the minutes of subcommittees should be presented after a motion of approval from their subcommittee has been passed. E Knuckey suggested this should be done out of session to prevent 	APPENDIX H

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

<p>presentation of minutes from three months prior due to the bimonthly structure of Board and subcommittees.</p> <p>DECISION: To trial minutes from subcommittee meetings presented as circular motion to subcommittee members for approval prior to the meeting of Board each alternate month.</p>																									
<p>5.5 FRAC Minutes D Sutton</p> <ul style="list-style-type: none"> To be circulated out of session. 	N/A																								
<p>5.6 Board Recruitment Update SL Ward</p> <ul style="list-style-type: none"> Board recruitment listings are now live. It was agreed by the Board that all completed applications would be reviewed for shortlisting. Recruitment schedule below: <table border="1" data-bbox="252 981 1134 1715"> <tr> <td>Monday 18th March</td> <td>Applications Open</td> </tr> <tr> <td>Monday 8th April</td> <td>Applications Close & receipt notifications sent to applicants</td> </tr> <tr> <td>Wednesday 10th April</td> <td>Applications circulated to shortlisting committee</td> </tr> <tr> <td>Wednesday 17th April</td> <td>Shortlisting committee meet to identify applicants for interview</td> </tr> <tr> <td>Thursday 18th April</td> <td>Unsuccessful applicants for shortlisting notified</td> </tr> <tr> <td>Friday 19th April – Tuesday 23rd April</td> <td>Shortlisted applicants contacted for interview</td> </tr> <tr> <td>Week commencing Tuesday 23rd April – Tuesday 30th April</td> <td>Reference Checks</td> </tr> <tr> <td>Week commencing Tuesday 30th April</td> <td>Interviews</td> </tr> <tr> <td>Friday 3rd April</td> <td>Recruitment Committee decision</td> </tr> <tr> <td>Tuesday 21st May</td> <td>Board Agenda Recommendation</td> </tr> <tr> <td>Tuesday 28th May</td> <td>Board Meeting to consider Recruitment Committee recommendations</td> </tr> <tr> <td>Wednesday 9th June</td> <td>Interviewed applicants notified of outcome by Chair</td> </tr> </table>	Monday 18 th March	Applications Open	Monday 8 th April	Applications Close & receipt notifications sent to applicants	Wednesday 10 th April	Applications circulated to shortlisting committee	Wednesday 17 th April	Shortlisting committee meet to identify applicants for interview	Thursday 18 th April	Unsuccessful applicants for shortlisting notified	Friday 19 th April – Tuesday 23 rd April	Shortlisted applicants contacted for interview	Week commencing Tuesday 23 rd April – Tuesday 30 th April	Reference Checks	Week commencing Tuesday 30 th April	Interviews	Friday 3 rd April	Recruitment Committee decision	Tuesday 21 st May	Board Agenda Recommendation	Tuesday 28 th May	Board Meeting to consider Recruitment Committee recommendations	Wednesday 9 th June	Interviewed applicants notified of outcome by Chair	VERBAL ONLY
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<p>5.7 Endorsement of Previous Minutes by University Representatives SL Ward</p>	VERBAL ONLY																								

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

<ul style="list-style-type: none"> The TUSA Board of Management must have one university representative present during the meeting of Board to achieve quorum. Given the need to progress matters, the decisions of the previous meeting were circulated to the Board's University representatives out of session for endorsement. Both representatives, B Williams and T Wienker, endorsed the actions and decisions resulting from the February 2024 meeting of Board, and resultingly these decisions were ratified. 	
<p>5.8 Commercialisation Scoping Update SL Ward</p> <ul style="list-style-type: none"> Partnership discussions with the University are progressing well. The University are approaching the topic with a broad range of suggestions. Following their next meeting on April 16th SL Ward will discuss next steps based on the options tabled by the University. 	VERBAL ONLY
<p>5.9 State Council Attendance L McLaren</p> <ul style="list-style-type: none"> L McLaren discussed the requests by governance and FRAC subcommittee student representatives to sit at Board as observers on a regular basis, in line with the terms of reference for both committees which permit State Council as observers. <p>DECISION: The Board agree in principle that those students representing on committees should have the opportunity to observe Board.</p> <p>ACTION ITEM: Governance committee to review this item and provide a recommendation. It was recognised that there needs to be safeguarding in place with regards to confidentiality and conflicts of interest, and clarity around how the responsibilities of Board apply to observership.</p>	VERBAL ONLY
<p>5.10 Student Demographic Data – 2021 to 2024 SL Ward</p> <ul style="list-style-type: none"> The Board noted the student data presented and thank M Lutan and the TUSA team for the clarity of presentation. Highlights included continued growth of the older student cohort year on year, women and non-binary cohorts growing, part time attendance rising, Post-Graduate student load increasing, enrolment growth in students with a disability, increase in domestic load, increase in low socioeconomic, rural and remote students, and CoHM continues to grow rapidly with the School of Nursing a major contributor. 	<p>APPENDIX I I. Student data 2021- 2024.pptx</p>

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

	<ul style="list-style-type: none"> Board to review at the end of the year with end of year 2024 figures. 	
5.11 Other Business D Sutton <ul style="list-style-type: none"> No other items were raised. 	VERBAL ONLY	
5.12 Meeting Feedback D Sutton <ul style="list-style-type: none"> D Sutton thanked SL Ward and the TUSA team for the high quality of presented items, with clear recommendations supported by evidence. 	VERBAL ONLY	

Meeting Closed: 7.31pm

Next Meeting: May 28th 2024

ACTIONS ARISING
as of 26 March 2024

#	Date Opened	Action Item	Responsible Party	Action	Progress to Date or Further Action Required	Status
1	28.11.23	TasEthical Advice	SL Ward	Seek advice from TasEthical of short-term decisions and assistance with nomination of term deposit duration, and authorisation of this process. Subsequently, seek medium-to-long-term advice once this shift as occurred.	Short-term deposits in place, seeking medium-long-term input for recommendation to FRAC/BoM. Advice sought from UTAS about alternative management options.	Open
2	28.11.23	Commercial scoping project	SL Ward/TUSA Executive	To implement a scoping exercise for consideration of opportunities for commercialisation and partnership in early 2024	Verbal update provided at March meeting of Board, working ongoing.	Closed

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

					Add to agenda as a regular ITEM and close item.	
3	28.11.23	TasEthical platform change	SL Ward, D Sutton	Seek further input from TasEthical regarding their proposed change in platform in consideration of fee structure review. For review in January 2024 Board of Management meeting on decision.	For FRAC update	Closed
4	22.05.23	TUSA Food Resilience Program	B Williams, S-L Ward	B Williams to discuss opportunities for extension of program into student experiential learning, student internships, volunteer opportunities and student job opportunities with acting CEO.	Funding campaign underway – item may not be addressed for some time. For review once financials secured.	Open
5	15.03.23	Risk Register Review	SL Ward; D Sutton	Review as per BoM calendar of work	Workshop date set and invitation sent out.	Open
6	28.11.23	Dive Club Communication	D Sutton	To refine communication presented to the Dive Club as a result of this discussion.	Action item transferred to D Sutton as acting chair of FRAC.	Open
7	13.02.24	TAO Audit – Related Party and KMP Disclosures	SL Ward, BoM	SL Ward to circulate Related Party and KMP Disclosure document after the February meeting of Board, for completion before Sunday 18 th February	Actioned	Closed
8	13.02.24	TUSA reports – online publication	SL Ward/E Knuckey/Executive team	Develop comms strategy or suggested website structure for presentation of Ops and Strategic Data	No update	Open

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

9	13.02.24	TUSA Strategy Scorecard Visuals	T Sidoryn	Create addition of visual aide to strategy scorecard to indicate progress on targets for each item	Discussion at TUSA retreat to ensure targets and measures were what the team felt was right organisationally. Subsequently will add visuals.	Open
10	13.03.24	Student demographic data for Board	SL Ward	SL Ward to circulate 2022 & 2023 student demographic data to Board for review	Circulated in March pack	Closed

TUSA BOM CONFLICT OF INTEREST REGISTER (OPEN COIS ONLY)

as at 21st March 2024

#	Date of Conflict	Name of person declaring conflict	Position	Meeting or event where conflict arose	Details of conflict	Action taken in response to conflict
1.	25.09.23	D Sutton	Chief Executive Committee for Greater Hobart	Noted 27.02.23	I have been appointed as Chief Executive of the Committee for Greater Hobart. The Committee is in its formative stages and the Committee includes the Vice Chancellor of the University of Tasmania.	Noted COI

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

2.	27.02.23	D Sutton	UTAS alumnus & current connection	Noted 27.02.23	I currently have a son who is completing a Bachelor of Education degree at the University of Tasmania.	Noted COI
3.	27.02.23	D Sutton	Investment interests	Noted 27.02.23	I currently have direct investment interests in a share portfolio including shares in My State Bank, Coles, Wesfarmers, and Telstra.	Noted COI