

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

For the meeting of the TUSA Board of Management to be held on
May 28th 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: 6:14pm

#	ITEM LISTING	APPENDIX
1.	INTRODUCTORY ITEMS	
	1.1 In-Camera Session (as needed)	
	<p>1.2 Acknowledgement of Country D Sutton D Sutton reflected on his experience working with Indigenous elders in Launceston and Deloraine, and the significant capacity of Indigenous communities to advocate what is important for their community. Out of those conversations, he identified three features of Indigenous community to reflect on and apply in the broader context:</p> <ol style="list-style-type: none"> 1. Respect for elders, appreciation of their role within the community, and acknowledgement of their lived experience. 2. Storytelling used as a means of connection and closeness, especially in a technology-rich world. He reflected that intergenerational histories passed down through Indigenous families are a great gift deserving of respect. 3. Connection to land and place, and a reminder to consider and care for the fundamentals of our environment that sustain us – our climate, lands and waters. 	
	<p>1.3 Welcome The Chair welcomed members and observers.</p>	
	<p>1.4 In attendance D Sutton, J Newman, M Warrington Via Zoom: S Crothers, L McLaren, T Wienker, B Williams</p>	

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	<p>1.5 Apologies No apologies noted.</p>	
	<p>1.6 Absent No absences noted.</p>	
	<p>1.7 Staff, guests & observers TUSA Staff: S Ward, E Knuckey, R de Villeneuve</p>	
	<p>1.8 Conflicts of interest E Knuckey noted a minor Conflict of Interest in presence as Secretary during the discussion of TUSA Returning Officer item.</p>	
2.	MINUTES AND MATTERS ARISING	
	<p>2.1 Minute approvals <u>2.1.1 TUSA Board of Management Meeting Minutes Amendments</u> S Crothers noted the amendment of a date from May to June within the previous minutes' Board recruitment item.</p> <p><u>2.1.2 TUSA Board of Management Meeting Minutes Approval</u> <u>Motion:</u> That the minutes of the TUSA Board of Management Meeting held on 26th March 2024 be accepted as a true and accurate record of the proceedings of that meeting subject to the above correction.</p> <p>MOVED: T Wienker SECONDED: L McLaren Passed with nil abstentions subject to noted amendment.</p> <p><u>2.1.3 TUSA Board of Management Meeting Minutes Online Upload</u> <u>Motion:</u> That the minutes of the TUSA Board of Management Meeting held on 26th March 2024 are approved to go online, withholding appendices and any sensitive discussions, following any amendments noted above.</p> <p>MOVED: M Warrington SECONDED: J Newman Passed with nil abstentions subject to noted amendment.</p>	APPENDIX A

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	<p>2.2 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 Notice of resignation from B Williams</p> <p>The Board thanked B Williams for her contributions, guidance, and involvement in the TUSA Board of Management. The Chair reflected on the pleasure it has been to listen to B William's input, and wished her well into the future.</p> <p>B Williams thanked the Board for their wishes and reflected that she had enjoyed her time on the Board.</p>	APPENDIX B1, B2
	<p>3.2 Outward correspondence</p> <p>None received.</p>	N/A
4.	MATTERS FOR DISCUSSION/APPROVAL	
	<p>4.1 Governance Committee Items for Discussion</p> <p>J Newman</p> <ul style="list-style-type: none"> The April Draft Governance Committee minutes were received by the Board. No questions were raised by the Board. 	APPENDIX C
	<p>4.2 FRAC Items for Discussion</p> <p>D Sutton</p> <ul style="list-style-type: none"> The April Draft FRAC minutes were received by the Board. The Chair highlighted the WHS report, newly developed by S Ward. Deidentified and categorised risk events, allowing FRAC oversight of the types of risks occurring and their closure. The Chair noted that the TUSA audit process was now complete, and financial statements had been authorised. AGM to be held in June, and financial papers will be provided as a part of the annual report for the AGM. In consideration of timing, the Chair recommended moving the Dive Club risk item to a systemic operational approach in line with the external audit of adventure club risk, and empowerment of operational staff to manage these matters in a time sensitive manner. 	APPENDIX D

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<p>4.3 2024/25 State Council Elections Returning Officer S Ward</p> <p>Motion: That the Board appoints Eloise Knuckey to the position of Returning Officer for the 2024 State Council Elections.</p> <p>MOVED: B Williams SECONDED: S Crothers Passed with nil abstentions by the Board.</p>	APPENDIX E
<p>4.4 2024/25 State Council Structure & Funding Proposal L McLaren</p> <ul style="list-style-type: none"> • L McLaren presented the proposed changes to State Council structure, which had previously been approved by State Council and reviewed for input by the Governance Committee. • S Crothers affirmed her intent to support the proposal, and that the proposal and its' reasoning was beneficial to student representation. She highlighted the quality of the relevant PDs provided. • In response to Governance Committee feedback, the paper has softened the language of payment type (wage or honoraria). Given General Secretary and President are paid fortnightly, these roles would likely be interpreted as wage for taxation purposes. • The Board thanked L McLaren and his team for preparing the proposal. <p>Motion: That the TUSA Board of Management support the implementation of the TUSA General Secretary role within the State Council for 2025.</p> <p>Moved: L McLaren Seconded: S Crothers Motion passed with nil abstentions by the Board.</p> <p>Motion: That the TUSA Board of Management endorse the resultant general constitutional amendments as proposed by TUSA State Council, and refers to the TUSA AGM for endorsement.</p> <p>Moved: L McLaren Seconded: S Crothers Motion passed with nil abstentions by the Board.</p> <p>Motion:</p>	APPENDIX F1, F2, F3, F4

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<p>That the Board of Management endorse the proposed adjustment to honoraria for the 2025 TUSA State Council and supporting structures and commit to this within the 2025 TUSA Annual Budget.</p> <p>Moved: L McLaren Seconded: S Crothers</p> <p>Motion passed with nil abstentions by the Board.</p>	
<p>4.5 TUSA Board Recruitment D Sutton & L McLaren</p> <ul style="list-style-type: none"> The report and attached appendices were accepted by the Board as read. The panel interviewed two applicants, and from this process recommended the appointment of Rachel Baird. <p>Motion:</p> <p>That Rachel Baird be appointed as external member of the TUSA Board for a period of three years.</p> <p>Moved: M Warrington Seconded: J Newman</p> <p>Motion passed with nil abstentions by the Board.</p>	<p>APPENDIX G1, G2, G3, G4</p>
<p>4.6 TUSA 2023 Annual Report S Ward</p> <ul style="list-style-type: none"> The report was accepted by the Board, and the Chair thanked the TUSA team for high quality of the report and work undertaken. 	<p>APPENDIX H</p>
<p>4.7 UTAS Council – TUSA Report L McLaren & S Ward</p> <ul style="list-style-type: none"> The General Manager and TUSA President were invited to briefly speak at the University Council in Launceston, where a written report and powerpoint were presented. The presentation focused on where the TUSA has been, where the organisation is currently, and where it is going, and a clear ask to move forward in genuine partnership with the University. Questions from the Council focused on L McLaren’s student experience. L McLaren also raised the opportunity that the University Council student member should be elected rather than appointed by Council. Follow-up included an email from the University regarding progression of a lease agreement, which was flagged by L McLaren during the presentation. 	<p>APPENDIX I1, I2</p>

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	<ul style="list-style-type: none"> S Crothers reflected that the University Council willingness to engage with the TUSA was a good sign, and more than what was achievable during S Crother's and B Broad's tenures. 	
	<p>4.8 Student Services and Amenities Fee (SSAF) Revenue Allocation to Student-led Organisations – 2024-25 Budget</p> <p>L McLaren & S Ward</p> <ul style="list-style-type: none"> The Board discussed the Federal Budget commitment of 40% SSAF allocation to student organisations, pending legislative change to be enacted January 2025. The TUSA Executive will update Board as this progresses. The Board noted this provides an opportunity to consider what operational elements within UTAS' existing services TUSA might lean into. 	APPENDIX J
	<p>4.9 Governance Framework Proposal</p> <p>S Ward</p> <ul style="list-style-type: none"> S Ward discussed the significant work required to complete the holistic governance instrument review, including implementation at the ground level, began by S Gorringe and T Sidoryn, as well as the importance of this piece of work. <p>Motion:</p> <p>That the Board approves \$15,000 to support a 3mth Governance Instrument Review, as an increase to the <i>Business Operations Salary & Associated Costs</i> budget, through a secondment extension of the Governance Officer role from one to four days a week.</p> <p>Moved: J Newman Seconded: S Crothers</p> <p>Motion passed with nil abstentions by the Board.</p>	APPENDIX K
5.	MATTERS FOR NOTING	
	<p>5.1 Key Messaging Update</p> <p>L McLaren</p> <ul style="list-style-type: none"> The report was noted by the Board. 	APPENDIX L1, L2, L3
	<p>5.2 March-April 2024 Operational Report</p> <p>S Ward</p> <ul style="list-style-type: none"> The report was noted by the Board. 	APPENDIX M

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<ul style="list-style-type: none"> • R de Villeneuve highlighted that building stronger relationships with Clubs & Societies has likely improved reporting statistics. • The Board acknowledged and thanked the TUSA staff for their work. • The Board further encouraged the Executive to return to discuss further if resourcing became significantly constrained. 	
<p>5.3 GM Report (new report) S Ward</p> <ul style="list-style-type: none"> • S Ward provided an overview of the new GM report, a replacement to the previously supplied strategic report, acknowledging that the 2020-23 TUSA strategy has concluded. This report focusses on the strategic student promises not explored within the Operational Report. • The report was noted by the Board. 	APPENDIX N
<p>5.4 Monthly Finance and Investment Report (P&L/Balance Sheet/Cashflow Estimates; Investment Reports) S Ward</p> <ul style="list-style-type: none"> • Papers accepted by the Board. • S Ward noted that the 2023 SSAF funding had now been paid, fast-tracked following TUSA's agreement sign-off. • Of note, term deposits with the SSAF funding have been placed over 6 months, and will bring approximately 20,000 revenue from investments. • Expenditure tracking closely with budget. • The Board thanked S Ward for her work. 	APPENDIX O
<p>5.5 Commercial Scoping Project Update S Ward</p> <ul style="list-style-type: none"> • Regular item for update. • Preliminary discussions have been undertaken with campus services about commercial opportunities, who are engaging with TUSA genuinely. • S Ward discussed current proposed commercial opportunities/spaces, highlighting that there exist a lot of strong potential options. • The TUSA is also engaging in discussions to move the TUSA Launceston office from Newnham to Inveresk shortly, given the majority of students in Launceston will be at Inveresk Campus by 2025. 	VERBAL ONLY
<p>5.6 Approval of Investment Policy & Procedures S Ward</p>	VERBAL ONLY

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<p>The TUSA Investment Policy and TUSA Investment Procedures were passed via circular motion outside of meeting of Board on April 18th 2024.</p> <p><u>Motion:</u> That the TUSA Board of Management endorses the TUSA Investment Policy. Passed with nil abstentions.</p> <p><u>Motion:</u> That the TUSA Board of Management approves the TUSA Investment Policy. Passed with nil abstentions.</p>	
<p>5.7 Other Business D Sutton</p> <ul style="list-style-type: none"> S Crothers will be on leave from mid-August to early October, and consequently will be absent from the August Governance Committee meeting and September Board meeting. She raised that it may be appropriate to invite B Broad as a Past President proxy for Board. L McLaren noted it would be beneficial to have him present even in an observational capacity. <p>ACTION ITEM: to review the constitutional membership of Board in consideration of proxies, and progress B Broad invitation as observer or member for the September meeting dependent on this outcome.</p>	VERBAL ONLY
<p>5.8 Meeting Feedback D Sutton</p> <ul style="list-style-type: none"> The Chair highlighted that the quality of papers was exceptional. The Board thanked B Williams again for her time on Board. 	VERBAL ONLY

Meeting Closed: 7.11pm

Next Meeting: 30th July 2024