

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

For the meeting of the TUSA Board of Management to be held on
October 1st 2024, 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: 5.30pm

#	ITEM LISTING	APPENDIX	TIMING
1	UNIVERSITY EXECUTIVE PRESENTATION		
	<p>1.1 Presentation from R Black – University of Tasmania’s Draft Refreshed Strategy R Black</p> <p><i>Following the presentation, non-Board member observers exited the meeting and D Sutton declared the Board of Management of meeting officially commenced.</i></p>	APPENDIX A	45 mins
	INTRODUCTORY ITEMS	5 mins	
	2.1 In-Camera Session (as needed)		
	<p>2.2 Acknowledgement of Country R Baird</p> <p>I’m not Tasmanian, so my knowledge of Aboriginal history is informed by my experience as a North Queenslander. I have a childhood memory, of my grandfather’s childhood memory, of some awful atrocities that were committed in outback towns in North-West Queensland. From that point of view, I want to acknowledge what has happened in the past to Indigenous people. I’m hopeful, in this acknowledgement of country, and acknowledgement of Indigenous elders, past present and future, is that one day it can evolve into an acknowledgement of unity.</p>		
	<p>2.3 Welcome</p> <ul style="list-style-type: none"> The Board welcomed A Amore as incoming UTAS Appointed (Academic) Board Member. 		

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<p>2.4 In attendance D Sutton, M Warrington, R Baird</p> <p>Via Zoom: A Amore, T Wienker, L McLaren</p>		
<p>2.5 Apologies S Crothers, J Newman</p>		
<p>2.6 Absent Nil</p>		
<p>2.7 Staff, guests & observers Agenda Item 1.1 only:</p> <ul style="list-style-type: none"> • Vice Chancellor, Professor Rufus Black • Acting Deputy Vice-Chancellor (Academic) and Pro Vice-Chancellor (Academic Excellence), Martin Grimmer • Pro Vice-Chancellor, Student Equity & Success, James Brann • Pro Vice-Chancellor, Campus Life (Southern Campus, Campus Futures), Nicholas Farrelly <p>Full meeting:</p> <ul style="list-style-type: none"> • Incoming 2025 President, J Oates Pryor (Observer) • General Manager, S Ward 		
<p>2.8 Conflicts of interest No Conflicts were declared.</p>		
3 MINUTES AND MATTERS ARISING		
<p>3.1 Minute approvals <u>3.1.1 TUSA Board of Management Meeting Minutes Amendments</u> No amendments were identified.</p> <p><u>3.1.2 TUSA Board of Management Meeting Minutes Approval</u> <u>Motion:</u> That the minutes of the TUSA Board of Management Meeting held on 30th July 2024 be accepted as a true and accurate record of the proceedings of that meeting pending above correction.</p>	APPENDIX B	5 mins

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<p>MOVED: R Baird SECONDED: L McLaren</p> <p>Passed, nil abstentions.</p> <p>3.1.3 TUSA Board of Management Meeting Minutes Online</p> <p><u>Upload</u></p> <p><u>Motion:</u> That the minutes of the TUSA Board of Management Meeting held on 30th July 2024 are approved to go online, withholding appendices and any sensitive discussions, following any amendments noted above.</p> <p>MOVED: M Warrington SECONDED: L McLaren</p> <p>Passed, nil abstentions.</p>		
<p>3.2 Matters arising from previous minutes</p> <ul style="list-style-type: none"> As per action table. 		5 min
4 CORRESPONDENCE		
<p>4.1 Inward correspondence</p> <p>4.1.1 DoE Response to TUU/TUSA Name Change</p> <ul style="list-style-type: none"> The TUSA Executive to develop a project plan for the rollout of the TUSA/TUU name change to ensure there are no risks to TUSA operations during this process. <p>4.1.2 VC Letter to TUSA President – TUSA 125th Anniversary</p> <ul style="list-style-type: none"> Letter for TUSA President from VC R Black, noted by the Board with thanks. <p>4.1.3 I Anderson Letter of Support to DoE TUU/TUSA Name Change</p> <ul style="list-style-type: none"> Correspondence noted by the Board. 	<p style="text-align: center;">APPENDIX C</p> <p style="text-align: center;">APPENDIX D</p> <p style="text-align: center;">APPENDIX F (moved to inward from outward)</p>	
<p>4.2 Outward correspondence</p> <p>4.2.1 TUSA letter to DoE regarding Universities Accord (Student Support and Other Measures) Bill 2024</p> <ul style="list-style-type: none"> Submission noted by the Board. 	APPENDIX E	

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	<p>4.2.2 Service Delivery Correspondence to UTAS Executive</p> <ul style="list-style-type: none"> TUSA Executive provided advice to UTAS Executive team on potential transfer of services consequent to SSAF legislation. 	<p>VERBAL ONLY</p>	
5 MATTERS FOR DISCUSSION/APPROVAL			
	<p>5.1 Governance Committee Items for Discussion S Ward</p> <ul style="list-style-type: none"> Following the Constitutional Review Working Group meeting on August 16th, the Governance Sub-Committee met on August 27th. The meeting focused on initial consultation of TUU Constitution amendments, with an aim to ensure: <ul style="list-style-type: none"> Compliance with student-led requirements of University Accords outcomes; Compliance with the <i>Associations Incorporated Act</i>; Transfer of elections content to policy as it requires annual update; General updates and modernisation. The next phase of development will be drafting a set of documents with agreed amendments, for consultation with the University Executive and University Secretary. 	<p>VERBAL ONLY</p>	
	<p>5.2 TUSA Board Recruitment D Sutton</p> <ul style="list-style-type: none"> J Newman has provided her resignation from the TUSA BoM. Her final meeting will be the November meeting of Board. The Chair thanked J Newman for her time and contributions to the organisation. The Board briefly discussed the recommendations, including the creation of a Board Intern role with observer status to create a professional development opportunity for young professionals and improve Board capacities. Further, the Board discussed the proposed Subcommittee memberships. 	<p>APPENDIX G1 APPENDIX G2</p>	

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<p><u>Motion:</u></p> <ul style="list-style-type: none"> • That Alison Greenwood be appointed as an external member of the TUSA Board for a period of three years, commencing 1st November 2024. • That Phaeton Stough be appointed as an external member of the TUSA Board for a period of three years, commencing 27th November 2024. • That Guleid Abdullahi be appointed as a TUSA Board Intern for a period of three years, commencing 1st November 2024. <p>MOVED: M Warrington SECONDED: R Baird</p> <p>Passed, nil abstentions.</p> <p>ACTION ITEM: S Ward to engage with J Oates Pryor to progress student appointments for 2025 State Council Board Subcommittee Memberships.</p> <p>ACTION ITEM: D Sutton and S Ward to separately engage Board members to gauge interest in chairman positions on subcommittees.</p>		
<p>5.3 Revised Risk Register and Report</p> <p>S Ward</p> <ul style="list-style-type: none"> • The Board considered the SWOT & Pestle Analysis and recommendations for revised risk register based on the facilitated Risk Framework Refresh in May. • The Board considered the recommendation to endorse propose risk analysis, risk categories and risk statements, for subsequent revision of the organisational risk register. • L McLaren to provide written feedback for upcoming meeting of FRAC. <p><u>Motion:</u></p> <p>Board endorsed the risk analysis, risk categories and statements.</p> <p>Moved: L McLaren Seconded: T Wienker</p> <p>Passed nil abstentions.</p>	<p>APPENDIX H1</p> <p>APPENDIX H2</p>	

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6	MATTERS FOR NOTING	
	<p>6.1 Key Messaging Update L McLaren</p> <ul style="list-style-type: none"> L McLaren provided an update on key State Council messaging during September. 	APPENDIX I
	<p>6.2 July-August 2024 Operational Report S Ward</p> <p>Highlights included:</p> <ul style="list-style-type: none"> Sexual Health and Guidance (SHaG week) events held recently – 22 events across the state over a one week period. While TUSA have less Clubs & Societies than during the pre-Covid period, those existing Clubs & Societies demonstrate much higher levels of event output, engagement and compliance than pre-covid, indicating a strengthening of Clubs & Societies overall. 2024 TUSA elections cycle completed in September. TUSA Equity Committee have presented a number of ideas, projects and initiatives to the TUSA Executive. TUSA is working to support the committee to engage these ideas. <p>ACTION ITEM: S Ward and A Amore to discuss clinic opportunities with D Castelyn</p>	APPENDIX J
	<p>6.3 GM Report S Ward</p> <p>Highlights:</p> <ul style="list-style-type: none"> TUSA has once again received two nominations as finalists for the Student Experience Network (SEN) awards. TUSA have engaged with Reconciliation Tasmania to commence a TUSA Reconciliation Action Plan. Board highlighted the need to bring together Aboriginal voices in the development – including the TUSA First Nations 	APPENDIX K1 APPENDIX K2

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<p>Officer, the UTAS Riawunna team, and the Pro-VC of Aboriginal Leadership.</p> <ul style="list-style-type: none"> The negotiated TUSA Enterprise Agreement was unanimously voted up by eligible staff last week, and is now for submission to Fair Work review, with an aim to have the agreement in place by late October. Increases within the EA have been costed into the draft 2025 TUSA budget. D Sutton noted that as a service-based organisation, TUSA's primary expense is labour costs. Resultingly, there is a need to discuss SSAF indexation with the University in negotiating TUSA's Service Agreement, otherwise TUSA risks retaining an efficiency dividend on funds. 		
<p>6.4 Governance Committee Draft Minutes S Ward</p> <ul style="list-style-type: none"> The draft minutes were noted by Board. 	APPENDIX L	
<p>6.5 Monthly Finance and Investment Report (P&L/Balance Sheet/Cashflow Estimates; Investment Reports) S Ward</p> <ul style="list-style-type: none"> S Ward presented an update on financials. Of note, there remains an expected drawdown of \$165,000 scheduled for December, but expenditure remains low presently. Student grants expenditure is significantly underspent at this stage, but these funds are largely committed in grants not yet fulfilled. S Ward also highlighted that R de Villeneuve's work with Clubs and Societies to work towards event cost neutrality. The financials layout will be reviewed for potential improvements, with an options paper prepared by S Ward and Searson Buck. The Board delegated an extension of existing term deposits to end-November, to the TUSA General Manager. 	APPENDIX M	
<p>6.6 Student Legal Service – Program Showcase S Ward</p> <ul style="list-style-type: none"> Report presented for noting to Board to highlight the work Youth Law Australia in deliver of the Student Legal Service 	APPENDIX N	

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<p>at UTAS, highlighting the breadth of support they provide students.</p>		
<p>6.7 Commercial Scoping Project Update S Ward</p> <ul style="list-style-type: none"> Regular item for reporting update The SEN CEO and University of Wollongong Pulse CEO visited in late August, touring all Northern and Southern campuses with the TUSA Executive. They have prepared an initial document, included in the agenda pack, and a report will be presented at the next Board meeting. They will also collaborate with TUSA on developing a business case for the University. 	<p>APPENDIX O1 APPENDIX O2</p>	
<p>6.8 UTAS Partnership, Affiliation & Funding Agreements</p> <ul style="list-style-type: none"> TUSA's current affiliation agreement expires November 9th. UTAS Executive J Brann has indicated that the University will commit to a three-year agreement. S Ward subsequently developed a draft agreement and shared the draft with J Brann for initial feedback, developed utilising benchmarking against other student associations, and in consideration of TUSA's refreshed SWOT & Pestle Analysis and future strategy. Board feedback is welcome. 	<p>APPENDIX P1 APPENDIX P2</p>	
<p>6.9 Other Business D Sutton</p> <ul style="list-style-type: none"> Discussed upcoming final meeting of Board for 2024. <p>ACTION ITEM: S Ward will circulate an invitation for a Board dinner for after the final meeting of Board in 2024.</p>	<p>VERBAL ONLY</p>	<p>2 mins</p>
<p>6.10 Meeting Feedback D Sutton</p> <ul style="list-style-type: none"> None raised. 	<p>VERBAL ONLY</p>	<p>2 mins</p>

Meeting Closed: 8.30pm

Confidential



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Next Meeting: 26th November 2024