

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

For the meeting of the TUSA Board of Management to be held on
July 30th 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 reflected on the importance of amplifying the voice of Indigenous communities in employment pathways. He reflected that historically, there has not been enough representation of young First Nations cohorts, and that information wasn't culturally appropriate. He reflected on the opportunity for TUSA as an organisation, and members as individuals, to ensure First Nations communities and their role in our nation are prioritized. • S Ward reflected on collaboration opportunities with Reconciliation Tasmania, and noted that the TUSA Food Program was in the process of incorporating First Nations cultural foods. 	
	1.3 Welcome <ul style="list-style-type: none"> • Welcome to R Baird. 	
	1.4 In attendance D Sutton, L McLaren, R Baird Via Zoom: M Warrington, T Wienker, S Crothers	
	1.5 Apologies J Newman	

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

	1.6 Absent	
	1.7 Staff, guests & observers TUSA Staff: S Ward, E Knuckey	
	1.8 Conflicts of interest Nil	
2	MINUTES AND MATTERS ARISING	
	<p>2.1 Minute approvals</p> <p><u>2.1.1 TUSA Board of Management Meeting Minutes Amendments</u> No amendments to previous minutes were identified.</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 28th May 2024 be accepted as a true and accurate record of the proceedings of that meeting pending above correction.</p> <p><i>MOVED: L McLaren</i> <i>SECONDED: S Crothers</i> Passed, nil abstentions.</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 28th May 2024 are approved to go online, withholding appendices and any sensitive discussions, following any amendments noted above.</p> <p><i>MOVED: L McLaren</i> <i>SECONDED: S Crothers</i> Passed, nil abstentions.</p>	APPENDIX A
	2.2 Matters arising from previous minutes <ul style="list-style-type: none"> • As per action table. 	
3	CORRESPONDENCE	
	3.1 Inward correspondence	N/A

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

	<p>3.2 Outward correspondence</p> <p>3.2.1 TUSA Annual Report</p> <p>The Board noted that the TUSA Annual Report has been approved at the TUU AGM and is available on the TUSA website, and that it has been distributed to relevant University stakeholders.</p>	N/A
4	MATTERS FOR DISCUSSION/APPROVAL	
	<p>4.1 Governance Committee Items for Discussion</p> <p>S Ward</p> <ul style="list-style-type: none"> • TUU Constitutional Review <p>On behalf of J Newman, S Ward discussed the current governance context. A significant amount of work is to be undertaken in October, and given this it was decided to postpone a meeting of the governance committee in June. Constitutional review remains a priority, and J Newman, S Ward and E Knuckey will be meeting on Friday the 16th August to workshop amendments, utilising best practice examples from other student associations. A significant objective of the work will be a review of the two member AGM membership structure within the current constitution. The importance of ensuring TUSA meets what is meant by the government's definition of a student-led organisation was also highlighted. S Ward encouraged Board members to join.</p> <p>ACTION ITEM: S Ward to circulate Constitutional review workshop for interested Board members.</p>	VERBAL ONLY
	<p>4.2 FRAC Items for Discussion</p> <p>D Sutton</p> <ul style="list-style-type: none"> • Financial Sustainability Strategy Draft <p>The financial sustainability strategy consolidates a number of previous documents from the past two years. The previous TUSA strategy has concluded, and the TUSA remains to be subsidising ~\$750,000 operationally from the balance sheet. While there is an aim to reduce this drawdown, the Board also recognised the importance of funding opportunities for commercial innovation.</p>	APPENDIX B

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

The Chair highlighted the support of the University, and the need to firm this pathway and timeframe of achieving financial sustainability. The Federal 40% SSAF allocation will assist this process, but there remains an expectation that additional services are adopted by the TUSA, and consideration should be given to service delivery and any overheads involved.

The Chair highlighted the need to develop a position to enter discussions with the University. He recommended that TUSA enter into a partnership agreement with the University for a period of at least 3 years, and that these conversations are guided by shared principles of collaboration.

It was also discussed that the TUSA should establish a mechanism to review and appraise commercial business cases, as well as continue generating funding through grant proposals.

It was noted that the University has indicated that they will seek an exemption for the 40% SSAF allocation to TUSA, requesting a transitional year in 2025.

Motion:

That the FRAC commence recommended work as outlined within the paper:

- Develop a detailed plan for submission to the Board in September 2024 to stabilise and strengthen its balance sheet.
- Develop a partnership agreement with UTAS that is at least three yearly to provide funding certainty.

That the TUSA Board authorise a letter to the University which seeks agreement from the University on fundamental elements – 40% SSAF allocation, review of SSAF allocation process before the end of 2024, and agreement to begin discussion for a 3 year partnership agreement. D Sutton to push for a formal University response by September.

Moved: M Warrington **Seconded:** R Baird

Passed, nil abstentions.

ACTION ITEM: SL to develop a detailed plan for submission to the Board in September 2024 to stabilise and strengthen its balance sheet.

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

<p>4.3 TUSA Board Recruitment Update</p> <p>D Sutton</p> <ul style="list-style-type: none"> The Chair provided an update on Board recruitment. A new University appointment is likely by September. Recruitment for another external member closes Sunday 4th August, with strong skilled interest in the position. Progress was noted by the Board. 	VERBAL ONLY
<p>4.4 2025 SSAF Allocations Update</p> <p>S Ward</p> <ul style="list-style-type: none"> The Board noted this item as verbally detailed within item 4.2. 	VERBAL ONLY
<p>4.5 2023 Financial Statements - TAO Advice</p> <p>S Ward</p> <ul style="list-style-type: none"> The Board noted the paper, and the TAO advice that this represented an immaterial misallocation. 	APPENDIX C
<p>4.6 TUSA Physical Spaces Update</p> <p>S Ward</p> <ul style="list-style-type: none"> S Ward reflected on the Sandy Bay TUU space, and the revitalisation of the Ref and Food Hub space. However, there remains low student traffic, and there is now an opportunity with potential lease negotiations to take on the lower ground floor of the social sciences building. It was highlighted by Board that these negotiations should be progressed quickly in light of broader partnership discussions in late 2024. <p><u>Motion:</u> That the Board approves TUSA Management to proceed with lease negotiations to move all Sandy Bay TUSA operations from the TUU Building to the ground floor of the UTAS Social Sciences building.</p> <p>That the Board approves TUSA Management to proceed with lease negotiations to move all Launceston TUSA operations from the Kerslake Building on the Newnham Campus to the Railway Cottage on the Inveresk Campus.</p> <p>Moved: S Crothers Seconded: R Baird Passed, nil abstentions.</p>	APPENDIX D

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

<p>4.7 TUU AGM S Ward, L McLaren</p> <ul style="list-style-type: none"> L McLaren highlighted key topics of financial sustainability, and University Council membership. L McLaren stated that the student position on UTAS Council should be an elected position, rather than appointed by the Council as presently. 	APPENDIX E
<p>4.8 Revised Risk Register and Report S Ward</p> <ul style="list-style-type: none"> S Ward provided an update on the revised risk register. A preliminary report has been provided to S Ward by the consultant, but a completed report will be tabled at the September Board meeting. 	VERBAL ONLY
<p>4.9 Elections Candidature Review E Knuckey</p> <ul style="list-style-type: none"> TUSA Election Policy University Academic Progress Review Guidelines TUSA Elections Procedure <p>Recommendation to Board: That the Board approves the UTAS Academic Progress Review status of 'Supported (Advice)' as an eligible status for TUSA State Council nominees and candidates.</p> <p>That the Board approves proposed changes to the TUSA Election Policy, including those resulting from the above decision of academic requirement.</p> <p>MOTION: The Board agreed to trial eligibility for candidates on Supported Advice, with a review in 6 months. It was emphasised that the focus should be on student support rather than exclusion.</p> <p>The Board agreed to review the updated election policy for formal approval via circular motion.</p> <p>ACTION ITEM: E Knuckey to amend the election policy in light of decision, and circulate for out of session approval due to short time-frame.</p>	APPENDIX F

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

5	MATTERS FOR NOTING	
	<p>5.1 Key Messaging Update</p> <p>L McLaren</p> <ul style="list-style-type: none"> L McLaren provided an update on State Council activities and messaging. 	APPENDIX G
	<p>5.2 May-June 2024 Operational Report</p> <p>S Ward</p> <ul style="list-style-type: none"> S Ward presented the operational report, highlighting several recent successes – the student advocacy period poverty initiative was very successful, and their winter warms initiative has been warmly received. The Student Legal Service has been bolstered by a secondee lawyer and one day a week paralegal assistance. Their clinical education unit is now active for semester 2. The Learning & Development space is now offering a free certified project officer course in collaboration with the Centre for Project Innovation. Many events have been run in the last several weeks from orientation, mini clubs & societies day, and sexual health awareness and guidance (SHaG) week. 	APPENDIX H
	<p>5.3 GM Report</p> <p>S Ward</p> <ul style="list-style-type: none"> S Ward noted the report format was adjusted following feedback at the previous meeting of Board. Student need for food security support was demonstrated by a University sustainability survey. TUSA are positioned to expand the TUSA Food Program to every campus, pending funding. Continuing conversations with the University finance team as to whether the University would consider engaging as an investment broker. The University has called for EOIs to run a café space on Inveresk campus. 2024 staff salary increase has been accounted for in existing budget. 	APPENDIX I

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

<ul style="list-style-type: none"> Staffing needs were discussed by the Board, noting that the TUSA team were at operational capacity. There was consideration of an additional casual pool and development of HR strategy. <p>ACTION ITEM: S Ward to provide investment broker conversation details to T Wienker to prompt.</p>	
<p>5.4 FRAC Draft Minutes</p> <ul style="list-style-type: none"> Draft minutes taken as read by the Board. 	APPENDIX J
<p>5.5 Monthly Finance and Investment Report (P&L/Balance Sheet/Cashflow Estimates; Investment Reports) S Ward</p> <ul style="list-style-type: none"> Report taken as read by the Board. S Ward highlighted \$55,000 of allocated grant funding to TUSA Clubs & Societies not yet claimed. 	APPENDIX K
<p>5.6 Commercial Scoping Project Update S Ward</p> <ul style="list-style-type: none"> Regular item for reporting update Received a quote from the Student Experience Network (SEN) – commercial services consulting proposal. The SEN CEO together with one of their Board directors and CEO of UOW Pulse proposed travel to Hobart and Launceston to conduct an onsite business assessment and comparative review and deep dive into trends, national landscape, and provide recommendations on commercial opportunities for TUSA. If no further competitive quotes received within the next week, Shauna-Lee to progress SEN quote. Would like a proposal that underpins the procurement – want an entity not people, and structure to make that happen (one invoice for an agreed contractual piece of work) <p>Moved: L McLaren Seconded: S Crothers Passed, nil abstentions</p>	VERBAL ONLY
<p>5.7 Other Business D Sutton</p> <ul style="list-style-type: none"> None raised. 	VERBAL ONLY

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

<p>5.8 Meeting Feedback D Sutton</p> <ul style="list-style-type: none">• None raised.	<p>VERBAL ONLY</p>
--	---------------------------

Meeting Closed: 7.40pm

Next Meeting: 24th September 2024