

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

For the meeting of the TUSA Board of Management to be held on  
**November 26<sup>th</sup> 2024**, at **6pm**  
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	<b>INTRODUCTORY ITEMS</b>	5 mins
	<b>1.1 In-Camera Session (as needed)</b>	
	<b>1.2 Acknowledgement of Country</b> A Amore <ul style="list-style-type: none"> <li>• A Amore provided an Acknowledgement of Country, recognising and paying respect to all Tasmanian Aboriginal people; the traditional owners of the Land of Lutruwita/Tasmania.</li> <li>• A Amore shared an excerpt from Dr Amy Thunig's memoir <i>Tell Me Again</i>:  <i>I often wonder about timelines and the way a Eurocentric view positions time as linear but as Indigenous peoples we are raised to understand time as circular. Within a circular understanding of life: time, energy and generations coexist. Coexistence with and within Country on lands, within waterways, and in skies. Our accountability and obligations are therefore to our ancestors, and our descendants, as well as to ourselves.</i></li> </ul>	
	<b>1.3 Welcome</b> D Sutton	
	<b>1.4 In attendance</b> In person: D Sutton, L McLaren, M Warrington, R Baird, J Newman, A Amore, & S Crothers	
	<b>1.5 Apologies</b> T Wienker, A Greenwood	
	<b>1.6 Absent</b> Nil	

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<p><b>1.7 Staff, guests &amp; observers</b> <u>TUSA Staff</u> In Person: S Ward, R de Villeneuve  Online: E Knuckey, C Harris  Incoming SC: J Oates-Pryor, B Smith</p>	
<p><b>1.8 Conflicts of interest</b></p> <ul style="list-style-type: none"> <li>• J Newman has been in early discussion with UTAS about a potential project. Detail noted by Board.</li> <li>• L McLaren holds an employee contract with TUSA for 2025 impacting his contributions to budget discussions.</li> </ul>	
<b>2 MINUTES AND MATTERS ARISING</b>	
<p><b>2.1 Minute approvals</b> <b><u>2.1.1 TUSA Board of Management Meeting Minutes Amendments</u></b> A discussion of items requiring amendment or redaction from previous minutes prior to publication.</p> <p><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>1<sup>st</sup> October 2024</b> be accepted as a true and accurate record of the proceedings of that meeting pending above correction.</p> <p><b>MOVED:</b> <i>L McLaren</i>                    <b>SECONDED:</b> <i>R Baird</i> <b>Passed</b></p> <p><b><u>2.1.3 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>1<sup>st</sup> October 2024</b> are approved to go online, withholding appendices and any sensitive discussions, following any amendments noted above.</p> <p><b>MOVED:</b> <i>L McLaren</i>                    <b>SECONDED:</b> <i>M Warrington</i> <b>Passed</b></p>	<b>APPENDIX A</b>

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	<p><b>2.2 Matters arising from previous minutes</b></p> <ul style="list-style-type: none"> <li>As per action table.</li> </ul>	
<b>3</b>	<b>CORRESPONDENCE</b>	
	<p><b>3.1 Inward correspondence</b></p>	<b>N/A</b>
	<p><b>3.2 Outward correspondence</b></p> <p><b>3.1 Media Release – Green Gown Awards</b></p> <ul style="list-style-type: none"> <li>The TUSA collaborated with the College of Health and Medicine, which oversees the Foodies program in the North, and the UTAS Sustainability team, which manages the student and community gardens to deliver the ‘Sustainable Food Solutions’ initiative. The collaborative team recently won the 2024 Green Gown Australasia Awards for Student Engagement and is now advancing to the international competition in 2025. L McLaren accepted the award on behalf of TUSA in conjunction with the UTAS team.</li> <li>M Warrington emphasized the importance of leveraging this success to explore and understand the climate and food initiatives being undertaken by other organisations.</li> </ul> <p><b>3.2 Media Statement - TUSA Backs Sandy Bay STEM Campus, Calls for Better Student Engagement in CBD Moves</b></p> <ul style="list-style-type: none"> <li>The movement of Humanities, Education, and Social Sciences relocating to the Forestry Building with Business and Economics was discussed.</li> <li>L McLaren highlighted the need for student involvement in the process. Through involving students in submission processes on the move, the STEM department conversation has led to favourable outcomes. However, the UTAS CBD consultation still needs to address questions regarding equitable space creation in the CBD.</li> <li>L McLaren discussed the current State Council stance on the move remains that of previous years, but has positioned discussion such that the incoming Student Council will have the flexibility to form their own stance on the matter.</li> <li>R Baird raised concerns about the potential impact on dual-degree students. Student members highlighting that this reflects an ongoing and historic issue impacting dual degree students.</li> </ul>	<p><b>APPENDIX B1</b></p> <p><b>APPENDIX B2</b></p>

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4 MATTERS FOR DISCUSSION/APPROVAL	
<p><b>4.1 TUU Constitutional Review</b></p> <p>S Ward</p> <p>S Ward provided background on the TUU constitutional review process as an opportunity for comprehensive constitutional revision prompted by SSAF legislative changes and subsequent compliance requirements. The review also seeks to address holistic constitutional challenges, such as the annual adjustments historically necessitated by the inclusion of student election content.</p> <p><b>Timeline of consultation:</b></p> <ul style="list-style-type: none"> <li>• A working group convened in August 2024 proposed adjustments, which were subsequently reviewed twice by the TUSA Governance Sub-Committee.</li> <li>• The draft constitution was then shared with the University Executive on November 6th. Consultation and review is now occurring internally within the University and focusses on the AGM and Board membership structure to reflect the definition of a student-led organisation. Aligned with best practice, the TUSA proposal recommends a minimum of five members (AGM): two university representatives and three elected student members.</li> <li>• The goal of TUSA Executive was to implement changes by the end of 2024 to ensure governance compliance, as the new legislation takes effect on 1 January 2025. However, internal university consultations have caused delays.</li> <li>• Parallel to this, a pro bono lawyer (Sparke Helmore Lawyers) has been secured by TUSA, though the timeline for their input remains undetermined. The focus of this review is ensuring constitutional compliance with the incoming student-led definition of SSAF legislation (and therefore interpretation of the student-led definition).</li> <li>• S Ward expects to receive advice in coming month about the interpretation of the SSAF legislative changes, including details regarding the exemption and transition processes outlined.</li> <li>• Following University feedback, approvals will be sent through the State Council, Board, and SGM.</li> </ul> <p><b>Discussion</b></p>	<p><b>APPENDIX</b>  <b>C1</b>  <b>APPENDIX</b>  <b>C2</b></p>

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<ul style="list-style-type: none"> <li>• The Board reflected that both AGM and Board membership may be considered in defining the student-led requirements of incoming SSAF legislative change.</li> <li>• The Board also noted the importance of ensuring constitutional review allows for grant funding. It was noted that TUSA is currently ineligible for Direct Gift Recipient (DGR) status given the breadth of services offered, however, is a registered charity under ACNC.</li> <li>• S Ward raised the potential that with the combination of constitutional review of AGM membership and guaranteed 40% SSAF funding, the TUSA may no longer be considered a controlled entity (and subsequent to this accounting standards would need review).</li> <li>• It was agreed 14b be amended to “elected <i>student</i> member” to ensure policy changes may not lead to the election of non-students to State Council.</li> </ul> <p><b>DECISION:</b></p> <ul style="list-style-type: none"> <li>• Minor amendment of item 14b.</li> <li>• Board to await University consultation feedback, and legal advice. Once legal advice received, for circulation to Board members.</li> <li>• Following this advice, potential adjustments and circular approval, a timeline for approvals through State Council, Board and SGM to be determined.</li> </ul>	
<p><b>4.2 2025 TUSA Budget</b></p> <p>S Ward</p> <ul style="list-style-type: none"> <li>• S Ward provided background context for the 2024 budget approval, noting a significant review was undertaken in 2023/24 to improve service efficiencies whilst absorbing staff vacancies, leading to a reduced drawdown of \$750,000 alongside an increased SSAF contribution of \$1.4 million, whilst maintaining program delivery.</li> <li>• The 2025 budget proposals assume the University will apply for transitional exemption from the SSAF legislation, as already indicated by the University. Two options were provided to the Board based on an exemption approval or decline.</li> <li>• It was noted that a 2025 budget proposal to the University by TUSA suggested the 2024 funding amount of \$1.4m, plus CPI and a 2024 SSAF surplus of approximately \$400k, as a demonstration of commitment to partnership and transition. This proposal was rejected by the university, and the SSAF surplus will instead be allocated</li> </ul>	<p><b>APPENDIX D1 APPENDIX D2 APPENDIX D3</b></p>

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through a competitive process across all SSAF-recipient portfolios. S Ward and J Oates-Pryor sit on the sub-working group established to present recommendations of this allocation to the broader SSAF Working Group.

- The University have provisionally indicated support of additional financial support of the TUSA Food Security Program.
- It was also noted that the University have expressed consideration of providing CPI to TUSA – it has been recently understood by TUSA Executive that the University have increased SSAF per CPI annually, but did not provide this proportional adjustment to the TUSA's SSAF allocation in previous years.
- There has further been discussion of in-kind inclusion of TUSA under University insurances including workers compensation, GPL, Property, Professional Liability, Directors & Officers, Marine Hull, Personal Accident and Motor Vehicle. Additional in-kind support includes provision of cleaning and security service.
- The University have indicated they plan to relocate TUSA to the social sciences lower ground area on the main Sandy Bay campus by mid-2025 due to significant costs required to maintain the TUU Buildings.
- Discussions are ongoing regarding TUSA's potential expansion into the Hobart CBD, including through the McCann's site, though heritage requirements and funding for commercial renovations remain challenges.
- Based on the University's intention to submit a 40% SSAF exemption, and an uncertain commitment to TUSA's allocation of 2024 SSAF surplus funds, budget options are to either the support a further \$750,000 drawdown in 2025, or consider a significant reduction in services (noting operational efficiencies had already been realised).
- Board members voiced concern about University-led processes of SSAF funding allocation due to historic deprioritisation of vulnerable student cohorts and TUSA services through this process.
- Board highlighted the need to present TUSA's service cost breakdown with line-by-line costings, emphasising the amount subsidised by the TUSA to provide core services to students, and highlighting the history of this request in 2019 by the University for TUSA to provide value through organisational investment in innovative services. Further, the Board highlighted the need to communicate this broadly with the University to ensure additional services are not pushed to the TUSA on

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<p>receipt of 40% SSAF, given the organisation is running at deficit to maintain current services.</p> <ul style="list-style-type: none"> <li>• Student Board members and staff reflected on the significant benefit to students each portfolio within TUSA provides, and the impact on vulnerable student cohorts should TUSA cease current services.</li> <li>• The Board agreed on the need for a three-year funding agreement to ensure security and prevent further unsustainable drawdowns should the University apply for a 2026 SSAF exemption, despite verbal assurances.</li> <li>• The Board suggested a communication from the Chair and State Council President to the University highlighting the financial management and low operational costs of services at the TUSA and historic context, and affirming that the TUSA would be unable to continue drawing down into the future.</li> <li>• Given the need for operational certainty, the Board resolved to provisionally approve the proposed budget and reconvene in February to review in the context of final budgets resultant from University negotiations.</li> </ul> <p><u>Motion:</u>  The Board provisionally approve the TUSA 2025 budget with a drawdown of \$765,216, subject to review in at the February meeting of Board.</p> <p><b>Moved:</b> M Warrington                      <b>Seconded:</b> A Amore</p> <p><b>Passed</b></p>	
<p><b>4.3 Election of BoM Deputy Chair</b></p> <p>S Ward</p> <ul style="list-style-type: none"> <li>• As J Newman’s final meeting, the Board Deputy Chair position is now available. D Sutton provided an overview of the Deputy Chair position and involvement across the past several years.</li> <li>• If Board members are interested, please contact D Sutton to discuss further.</li> <li>• The Chair will work through requirements, then present for approval at the next meeting of Board.</li> </ul> <p><b>ACTION ITEM:</b> D Sutton to progress Deputy Chair selection for presentation to Board in February.</p>	<p><b>APPENDIX E</b></p>

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	<p><b>4.4 TUSA Investments</b></p> <p>S Ward</p> <p>The Board reviewed decisions of the Board over the last year, the current status and future options to manage TUSA's investment portfolio:</p> <ul style="list-style-type: none"> <li>• A shift to a fully defensive portfolio was implemented in mid-2023 in response to market volatility. Following this, TUSA Executive held a series of discussions with the University investment team to consider an investment broker partnership. At the previous meeting of FRAC it was resolved to conclude this exploration as deemed unfeasible.</li> <li>• Given the elevated state of the market, it was determined that re-entering at this time would be financially imprudent. Instead, maintaining term deposits was identified as the most responsible course of action until a market correction occurs.</li> <li>• It was noted that A Greenwood has been appointed as incoming Chair of the FRAC Sub-Committee and will be assisting S Ward in developing a strategy for eventual market re-entry.</li> </ul> <p><u>Motion:</u>  That the Board approves the reinvestment of TUSA investment funds into a 6mth term deposit on maturation on 23rd January 2025, subject to potential drawdowns required in early 2025 until the 2025 SSAF allocation is received from the University of Tasmania.</p> <p><b>Moved:</b> J Newman                      <b>Seconded:</b> S Crothers  <b>Passed</b></p>	<p><b>APPENDIX F1</b>  <b>APPENDIX F2</b></p>
<b>5</b>	<b>MATTERS FOR NOTING</b>	
	<p><b>5.1 Key Messaging Update</b></p> <p>L McLaren</p> <ul style="list-style-type: none"> <li>• The Board accepted the report provided.</li> </ul>	<p><b>APPENDIX G</b></p>
	<p><b>5.2 September-October 2024 Operational Report</b></p> <p>S Ward</p> <ul style="list-style-type: none"> <li>• The Board accepted the report provided.</li> </ul> <p><b>Highlights:</b></p> <ul style="list-style-type: none"> <li>• Financial concerns remain the primary issue among students seeking advocacy support.</li> </ul>	<p><b>APPENDIX H</b></p>



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<ul style="list-style-type: none"> <li>As noted in correspondence, in collaboration with the University's Sustainability Team, TUSA won the Green Gown Awards for Student Engagement for the TUSA Food Security Program.</li> <li>At the recent Student Experience Network awards, TUSA was announced the winner of best advocacy initiative for the TUSA Student Legal Service. TUSA was also a finalist for Best Event or Activity for the 2024 TUSA Student Life Expo.</li> <li>TUSA is preparing a media statement to celebrate the 2024 SEN award successes.</li> <li>S Ward also highlighted the successful Eat It All Tasmania collaboration between eat well Tasmania and the TUSA Food Security Program, hosting an 'eat it all' dinner with an attendance of 200 students and community members, celebrating waste reduction and leftover use, and raising \$2,700 to support the TUSA Food Hub.</li> </ul>	
<p><b>5.3 GM Report</b> S Ward</p> <ul style="list-style-type: none"> <li>The Board accepted the report provided.</li> <li>The TUSA 2024 Enterprise Agreement is now approved and is set to take effect on December 2<sup>nd</sup> 2024.</li> <li>TUSA has received a report from the SEN partners consulted on commercial opportunities; however, due to rapid developments in the University context, the team will regroup with consultants to refine recommendations. An updated report will be presented at the February meeting of Board.</li> <li>The Board previously approved a role for a Board intern position. However, G Abdullahi has been appointed in E Knuckey's soon-to-be-vacant Student Experience role in Launceston. The potential for a Board intern role remains under consideration, however potential changes to Board structure to form a student majority may make resourcing appropriate mentorship and support for the role difficult.</li> <li>A TUSA partnership kit, developed by M Lutan in collaboration with R de Villeneuve, was presented. The Board expressed gratitude for M Lutan's work. The need for a formal policy to screen and approve partnerships in consideration of alignment with TUSA values was highlighted. It was suggested that TUSA's existing sustainable procurement procedure be expanded to "Procurement and Partnership" and aligned with the Sustainable Development Goals</li> </ul>	<p><b>APPENDIX I1 APPENDIX I2 – NOT IN PDF PACK APPENDIX I3</b></p>

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<p>(SDGs). R Baird offered to provide assistance in drafting this document.</p> <ul style="list-style-type: none"> <li>TUSA is pitching to the University to commence delivery of careers expos. J Newman to provide R de Villeneuve with information from State Growth about current grant opportunity for career promotion events.</li> </ul>	
<p><b>5.4 Governance Committee Draft Minutes</b> S Ward</p> <ul style="list-style-type: none"> <li>The Board accepted the draft minutes provided.</li> </ul>	<b>APPENDIX J</b>
<p><b>5.5 FRAC Draft Minutes</b> S Ward</p> <ul style="list-style-type: none"> <li>The Board accepted the draft minutes provided.</li> </ul>	<b>APPENDIX K</b>
<p><b>5.6 2024 Elections Report</b> S Ward</p> <ul style="list-style-type: none"> <li>The Board accepted the report provided.</li> <li>S Ward highlighted the successful election period with increases in engagement for both nominations and voter turnout. Board thanked M Lutan, E Knuckey, and the TUSA team for their work on the 2024 Elections.</li> <li>L McLaren raised consideration of best practice – whether outsourcing of the returning officer role to an external party should be considered in 2025, and in consideration of supporting staff capacities. The Board resolved for the Governance Committee to review this in 2025.</li> </ul> <p>ACTION ITEM: For the Governance Committee to investigate best practice in assignment of a returning officer, for consideration of outsourcing to an external party in 2025.</p>	<b>APPENDIX L1</b> <b>APPENDIX L2</b>
<p><b>5.7 Monthly Finance and Investment Report</b> (P&amp;L/Balance Sheet/Cashflow Estimates; Investment Reports) S Ward</p> <ul style="list-style-type: none"> <li>S Ward provided an update on current financials.</li> </ul>	<b>APPENDIX M</b>
<p><b>5.8 UTAS-TUSA SSAF Funding Agreement and Transitional Plan</b> S Ward</p>	<b>APPENDIX N1</b>

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<ul style="list-style-type: none"> <li>• S Ward provided an update on transitional agreement negotiations with the University.</li> <li>• Given the significant movement within this space, the Board resolved to await further advice prior to agreement to the 2025 funding agreement and transitional plans.</li> </ul>	<p><b>APPENDIX N2</b> <b>APPENDIX N3</b></p>
<p><b>5.9 UTAS-TUSA Affiliation Agreement</b> S Ward</p> <ul style="list-style-type: none"> <li>• S Ward discussed the key elements of the proposed Affiliation Agreement for consideration of Board approval.</li> </ul> <p><u>Motion:</u> That the Board endorses the UTAS – TUSA Affiliation Agreement and authorises the General Manager to execute the agreement on behalf of the Tasmanian University Student Association.</p> <p><b>Moved:</b> M Warrington      <b>Seconded:</b> S Crothers</p>	<p><b>APPENDIX O1</b> <b>APPENDIX O2</b></p>
<p><b>5.10 Student Demographics 2024</b> S Ward</p> <ul style="list-style-type: none"> <li>• The Board briefly discussed shifts in student demographics between 2023 and 2024.</li> </ul>	<p><b>APPENDIX P</b></p>
<p><b>5.11 Board Chair</b> D Sutton</p> <ul style="list-style-type: none"> <li>• D Sutton noted that he has received an extension of his two-year Chair contract through to April 2026, and requested the input of Board.</li> <li>• Board were agreeable to this proposal, and for D Sutton to progress conversations with the University regarding renewal.</li> </ul>	<p><b>VERBAL ONLY</b></p>
<p><b>5.12 Other Business</b> D Sutton</p> <p>The Chair expressed his gratitude to departing Board members, recognizing their invaluable contributions and dedication:</p> <p>J Newman reflected on the journey of TUSA, and the transition from her presidency in the 1990s to today. The Chair thanked her for her insights of TUSA’s history and values, and her significant contributions to TUSA’s governance.</p>	<p><b>VERBAL ONLY</b></p>

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<p>S Crothers was warmly thanked for her commitment to the TUSA. Her dedication has been deeply appreciated. S Crothers will be continuing on as independent member of the Governance committee in 2025.</p> <p>L McLaren was thanked for his impactful contributions and commitment to the organisation throughout his two-year Presidency, his respect and approach to communicating with students, staff and Board, and effectiveness in fostering collaboration. His leadership has left a lasting impression. L McLaren will be continuing on in 2025 within the position of Past President on the Board.</p> <p>M Warrington was thanked for his contributions on Board in 2024 as Equity President, and the TUSA hope to welcome him back to Board should the proposed changes to Board membership be ratified and he be re-nominated to Board in 2025.</p> <p>The Board finally thanked E Knuckey for her contributions and diligence as Board Secretary for several years. C Harris will be taking over this element of E Knuckey's role in 2025.</p>	
<p><b>5.13 Meeting Feedback</b></p> <p>D Sutton</p> <ul style="list-style-type: none"> <li>• None raised.</li> </ul>	<p><b>VERBAL ONLY</b></p>

**Meeting Closed: 7.50pm**

**Next Meeting: February 11<sup>th</sup> 2025**