

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

For the meeting of the TUSA Board of Management to be held on  
**February 11<sup>th</sup> 2025, 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: 6:04pm**

	ITEM LISTING	APPENDIX
1	INTRODUCTORY ITEMS	
	1.1 In-Camera Session (as needed)	
	<p><b>1.2 Acknowledgement of Country</b>            J Oates Pryor</p> <p>I would like to acknowledge the traditional custodians of the lands on which we're all meeting today and, in doing so, to acknowledge the land that we're meeting on here in Kriwa/Sandy Bay. We're privileged to meet on Kriwa/Nipaluna land, situated between the Timtumili Mananya River and the peaks of Kunanyi, and that places us in a really special and sacred position. I certainly know my own sense of connection to place whenever I travel across the Brooker bridge and see Kunanyi's towering peak, and I can only then begin to imagine the thousands upon thousands of generations that have lived here and have such a deep and spiritual connection to Country.</p> <p>At the moment, I'm studying an international criminal law and law of war unit with Professor Tim McCormack in the law school and learning about war crimes such as genocide. I think it would be remiss of me not to acknowledge that the crimes against humanity and war crimes that have been committed against the First Nations people on whose land we are meeting today have never been acknowledged or recognised, let alone any form of justice sought or found. And so I'd like to acknowledge the traditional custodians of Nipaluna/Hobart, the Muwinina people, of who we know of no surviving ancestors today due to the ongoing effects of colonisation. I would also like to acknowledge the First Nations people of Kanamaluka/Launceston, Padaway/Burnie, and those of the Gadigal and Eora nations up in Rozelle, making up the four key locations on which our UTAS campuses are situated, as well as acknowledging the ongoing advocacy, fight for justice and support</p>	

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	<p>for their people that the Palawa and Pakana people are doing still today, core tenants of what we stand for here at TUSA as well.</p> <p>J Oates Pryor also noted the TUSA Reconciliation Action Plan as an exciting step forward for the organisation.</p>	
	<p><b>1.3 Welcome</b></p> <ul style="list-style-type: none"> <li>Welcome to A Greenwood &amp; P Stough</li> </ul>	
	<p><b>1.4 In attendance</b></p> <p>D Sutton, L McLaren, J Oates Pryor, R Fox (proxy), T Wienker, A Amore, R Baird, P Stough, A Greenwood (left 7:05pm)</p>	
	<p><b>1.5 Apologies</b></p> <p>A Smith</p>	
	<p><b>1.6 Absent</b></p> <p>Nil</p>	
	<p><b>1.7 Staff, guests &amp; observers</b></p> <p>TUSA Staff: S Ward, C Harris</p>	
	<p><b>1.8 Conflicts of interest</b></p> <ul style="list-style-type: none"> <li>R Baird noted COI of employment at the UTAS Law School.</li> <li>L McLaren noted COI of being employed at TUSA as the UTE Coordinator.</li> </ul>	
2	<b>MINUTES AND MATTERS ARISING</b>	
	<p><b>2.1 Minute approvals</b></p> <p><b><u>2.1.1 TUSA Board of Management Meeting Minutes Amendments</u></b></p> <ul style="list-style-type: none"> <li>5.6 Elections Report – action item to be added regarding investigation of best practice when considering Returning Officer role in 2025/26 State Council elections.</li> </ul> <p><b><u>2.1.2 TUSA Board of Management Meeting Minutes Approval</u></b></p> <p><u>Motion:</u></p>	APPENDIX A

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	<p>That the minutes of the TUSA Board of Management Meeting held on <b>26<sup>th</sup> November 2024</b> be accepted as a true and accurate record of the proceedings of that meeting pending above correction.</p> <p><b>MOVED:</b> R Baird      <b>SECONDED:</b> L McLaren <i>Passed with no abstentions.</i></p> <p><b><u>2.1.3 TUSA Board of Management Meeting Minutes Online Upload</u></b> <b>Motion:</b> That the minutes of the TUSA Board of Management Meeting held on <b>26<sup>th</sup> November 2024</b> are approved to publish online, withholding appendices and any sensitive discussions, following any amendments noted above.</p> <p><b>MOVED:</b> J Oates Pryor      <b>SECONDED:</b> T Wienker <i>Passed with no abstentions</i></p>	
	<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> <p><b>3.1.1 VC Letter to Liam McLaren and Danny Sutton</b> Noted by the Board.</p> <p><b>3.1.2 Acting VC Letter to Jack Oates Pryor and Danny Sutton</b></p> <ul style="list-style-type: none"> <li>Noted by the Board</li> <li>Discussed in item 4.1.</li> </ul> <p><b>3.1.3 Letter to Mr D Sutton</b></p> <ul style="list-style-type: none"> <li>Noted by the Board</li> </ul>	<p><b>APPENDIX B1</b></p> <p><b>APPENDIX B2</b></p> <p><b>APPENDIX B3</b></p>
	<p><b>3.2 Outward correspondence</b></p> <p><b>3.2.1 UTAS Letter 2025 SSAF Allocation 09122024</b></p> <ul style="list-style-type: none"> <li>Noted by the Board.</li> </ul> <p><b>3.2.2 UTAS Letter 2025 SSAF Allocation 20122024</b></p> <ul style="list-style-type: none"> <li>Noted by the Board.</li> </ul>	<p><b>APPENDIX C1</b></p> <p><b>APPENDIX C2</b></p>
<b>4</b>	<b>MATTERS FOR DISCUSSION/APPROVAL</b>	

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<p><b>4.1 2025 TUSA Budget</b></p> <p>S Ward</p> <ul style="list-style-type: none"> <li>• S Ward advised the Board that UTAS are holding firm on the same level of funding in 2025 as in 2024, on the assumption their exemption request is approved by the Department of Education (DoE). <ul style="list-style-type: none"> <li>○ S Ward noted that student organisations do not have a right of reply to an exemption request under released DoE exemption processes.</li> </ul> </li> <li>• S Ward noted that 2025 marks the first successfully negotiated CPI% increase of SSAF allocation to TUSA since its introduction.</li> <li>• \$104,000 was secured through the UTAS Staff Giving Program to support the expansion of the Food Hub to all UTAS campuses.</li> <li>• TUSA is currently undergoing negotiations for a ~\$300,000 2024 underspend of SSAF by UTAS. This negotiation includes proposals of services by TUSA in the areas of financial literacy, campus activation, careers, and online activation.</li> <li>• Funding agreement still in draft, and SSAF underspend proposal outcome not likely until the end of February.</li> <li>• S Ward provided the Board with an updated budget based on the assumption of approval of proposed projects for the SSAF underspend. <ul style="list-style-type: none"> <li>○ The anticipated capital drawdown for 2025 sits at approximately \$200,000 based on cost-to-serve for current programs and services and staffing levels.</li> </ul> </li> <li>• D Sutton noted that the current drawdown is a significant reduction against drawdowns of the past five years. The Board discussed whether to provisionally accept the Budget or consider further cost savings through reduced programs and/or services.</li> <li>• The Board expressed desire for a balanced budget and a sustainable baseline financial model, with some discussion of whether this should occur in 2025, or in 2026 once 40% SSAF is realised. The Board also discussed whether there would be benefit to advising the University what would be cut to have balanced budget.</li> <li>• The Board noted that it would be important, when considering service reductions, to consider whether a program or service could be paused and then resumed in 2026.</li> </ul>	<p><b>CIRCULATED VIA EMAIL</b></p>
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<ul style="list-style-type: none"> <li>Concern was raised by members as to whether cutting or pausing too many services may lead the University to ask for a further extension on 40% SSAF allocation in 2026 due to perceived decreased capacity and capability.</li> <li>It was noted by the Board that within the 40% SSAF legislation, universities cannot specify what student associations can use the SSAF funding for.</li> <li>The Board suggested communicating to the University that appropriate indexing and CPI on SSAF funding would have helped stabilize previous TUSA funding.</li> <li>The Board agreed upon further work by the General Manager with the aim to deliver a zero-deficit budget in 2025, focusing on potential cuts to programs and services with no impact to ongoing staff. Such cuts would then be communicated with the University, with a final position on the budget determined at the April meeting of the Board.</li> </ul> <p>MOTION: That the proposed 2025 budget be provisionally approved until the next meeting of the Board.</p> <p>Moved: J Oates Pryor                      Seconded: T Wienker  <i>Passed with no abstentions.</i></p> <p><b>ACTION ITEM:</b> S Ward to review the 2025 budget to propose a revised zero-deficit budget at the next meeting of the Board.</p>	
<p><b>4.2 Election of BoM Deputy Chair</b>  D Sutton</p> <ul style="list-style-type: none"> <li>Interest was received from R Baird for the role of Deputy Chair.</li> <li>D Sutton noted that a formal conversation had not been held yet and would be done outside of the meeting.</li> </ul> <p><b>ACTION ITEM:</b> D Sutton and R Baird to meet to discuss Deputy Chair role.</p>	<p><b>VERBAL ONLY</b></p>
<p><b>4.3 TUSA Investments</b>  S Ward</p> <ul style="list-style-type: none"> <li>Following discussion at the January FRAC meeting, S Ward provided the Board with options to manage TUSA investments in 2025, including a recommendation to continue with term-deposits in 2025</li> </ul>	<p><b>APPENDIX D1</b></p>

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	<p>until market corrections are realized to support a re-entry into the market.</p> <ul style="list-style-type: none"> <li>• The Board discussed ethical and social responsibility, and capacity of a volunteer Board to ensure the same level of ethical and socially responsible investment, including being fossil fuel free.</li> <li>• The Board discussed the opportunity for a financial literacy workshop for Board members, to educate Board members about TUSA's investment goals and ethical investing position, and opportunities to shift to a self-managed investment model.</li> <li>• The Board discussed that investing with the University Investment Team was not possible at this stage, due to the potential future of TUSA not being a controlled entity, as well as broader concerns raised by the University.</li> <li>• The Board decided to continue the current arrangement with Tas Ethical while strategy work is undertaken to develop a long-term plan for self-managed investments.</li> </ul> <p><b>ACTION ITEM:</b> S Ward to contact Tas Ethical to receive term deposit investment recommendation for funds maturing in 2025 and arrange placement accordingly.</p>	
<p><b>4.4 Board Charter</b>  S Ward</p> <ul style="list-style-type: none"> <li>• S Ward invited Board members to send through feedback.</li> </ul>		<b>APPENDIX E</b>
<p><b>4.5 TUU Constitution</b>  S Ward</p> <ul style="list-style-type: none"> <li>• Advice was received from Sparke Helmore Lawyers, and discussed at the Governance Committee January meeting.</li> <li>• Options were provided to ensure that the TUU Constitution met the definition of a Student-Led organisation under the Universities Accord Bill.</li> <li>• J Oates Pryor provided a student perspective on importance of skill-based appointments from a variety of areas and, to avoid a loss of this, advocated to increase the number of student members without loss of skill-based members.</li> </ul>		<b>APPENDIX F1</b> <b>APPENDIX F2</b> <b>APPENDIX F3</b>

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	<ul style="list-style-type: none"> <li>The Board agreed on proposing an increase of student representatives to 7 (State Council and Past President/Gen Sec) to ensure TUSA meets the legislative requirements.</li> </ul> <p><b>ACTION ITEM:</b> S Ward to undertake further revisions to the Constitution based on Sparke Helmore Lawyers feedback, undertaking additional consultation with the University, for final approval by State Council, the Board and the next AGM.</p>	
	<p><b>4.5 TUSA Strategy Refresh</b>  S Ward</p> <ul style="list-style-type: none"> <li>The TUSA Strategy Refresh was postponed in 2024 due to significant change for the organisation and sector.</li> </ul> <p><b>ACTION ITEM:</b> C Harris to arrange TUSA Strategy Workshop before the next meeting of the Board.</p>	<p><b>APPENDIX G1</b>  <b>APPENDIX G2</b>  <b>APPENDIX G3</b></p>
	<p><b>4.6 TUSA Commercial</b>  S Ward</p> <ul style="list-style-type: none"> <li>S Ward noted limited executive team capacity in 2025, further exacerbated by an extended period of leave (Personal, Annual and Leave-without-pay) by an executive team member in the latter half of 2025, impacting capacity to undertake work on commercial feasibility projects.</li> <li>S Ward proposed a new contracted position to manage Commercial Projects, whilst backfilling executive leave in 2025.</li> <li>The Board expressed preference for pushing exploration of commercial opportunities to 2026 to reduce concurrent financial risks.</li> <li>The risk of delay to potential opportunities, such as the commercial site in Hobart, was discussed.</li> <li>The Board discussed bringing employability of students into commercial endeavors, whilst acknowledging a need for professional guidance to best set the organisation up for success in commercial endeavors.</li> <li>The Board suggested a new Board Commercial Sub-Committee to develop a business case for Board discussion.</li> </ul>	<p><b>APPENDIX H1</b>  <b>APPENDIX H2</b>  <b>APPENDIX H3</b></p>

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	<ul style="list-style-type: none"> <li>The Board decided that the emerging risk around a member of management being on extended leave would be brought to FRAC for discussion.</li> </ul> <p><b>ACTION ITEM:</b> S Ward and D Sutton to consider opportunity for TUSA Commercial Sub-Committee.</p> <p><b>ACTION ITEM:</b> FRAC to consider TUSA Executive capacity risk.</p>	
	<p><b>4.7 UTAS-TUSA SSAF Funding Agreement and Transitional Plan</b>  S Ward</p> <ul style="list-style-type: none"> <li>S Ward advised the Board that a new Funding and Transition Agreement is in negotiation, noting the current draft largely reflects the 2024 agreement, with no clear movement toward a 3-year funding agreement.</li> </ul>	<b>CIRCULATED VIA EMAIL</b>
<b>5</b>	<b>MATTERS FOR NOTING</b>	
	<p><b>5.1 Key Messaging Update</b>  J Oates Pryor</p> <ul style="list-style-type: none"> <li>The Board noted the report.</li> <li>J Oates Pryor noted that the State Council had not yet put together a statement on the Tasmanian Legislative Council Inquiry into the University of Tasmania Act, which was released in December. J Oates Pryor advised the Board that the report recommended that a second, elected student member be added to the University Council.</li> </ul>	<b>APPENDIX I</b>
	<p><b>5.2 November – December 2024 Operational Report</b>  S Ward</p> <ul style="list-style-type: none"> <li>The Board noted the report.</li> </ul>	<b>APPENDIX J</b>
	<p><b>5.5 GM Report</b>  S Ward</p> <ul style="list-style-type: none"> <li>The Board noted the report.</li> <li>S Ward highlighted the \$100,000 Healthy Focus Grant approved for the TUSA Food Hub expansion, also noting that, at the time of the meeting, this information was under embargo.</li> <li>S Ward noted that the three year TUSA-UTAS Affiliation Agreement was signed on 14<sup>th</sup> January 2025, and that the three year TUU Enterprise Agreement came into effect on 2<sup>nd</sup> December 2024.</li> </ul>	<b>APPENDIX K</b>



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<ul style="list-style-type: none"> <li>S Ward also advised the Board of the Website Review Project, with accessibility software Recite Me being added recently to the TUSA website as an early deliverable.</li> </ul>	
<b>5.6 Governance Committee Draft Minutes</b> D Sutton <ul style="list-style-type: none"> <li>Noted by the Board.</li> </ul>	APPENDIX L
<b>5.7 FRAC Draft Minutes</b> D Sutton <ul style="list-style-type: none"> <li>Noted by the Board.</li> </ul>	APPENDIX M
<b>5.8 Monthly Finance and Investment Report</b> (P&L/Balance Sheet/Cashflow Estimates; Investment Reports) S Ward <ul style="list-style-type: none"> <li>Noted by the Board.</li> </ul>	APPENDIX N
<b>5.9 UTAS-TUSA Affiliation Agreement</b> S Ward <ul style="list-style-type: none"> <li>Noted by the Board.</li> </ul>	APPENDIX O
<b>5.10 Risk Register</b> S Ward <ul style="list-style-type: none"> <li>S Ward noted that the revised risk register has been reviewed by FRAC at the January meeting. Emerging action is for FRAC to review risks in sections to ensure the risk assessment is complete, and progress to Board should an item be identified with high or extreme residual risk.</li> </ul>	ATTACHED TO EMAIL
<b>5.11 Other Business</b> D Sutton <ul style="list-style-type: none"> <li>None raised.</li> </ul>	VERBAL ONLY
<b>5.12 Meeting Feedback</b> D Sutton <ul style="list-style-type: none"> <li>None raised.</li> </ul>	VERBAL ONLY

Confidential



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Meeting Closed: 8:00pm

Next Meeting: April 8<sup>th</sup> 2025