

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

For the meeting of the TUSA Board of Management to be held on
April 8th 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: 6:01pm

ITEM LISTING		APPENDIX
1	INTRODUCTORY ITEMS	
	1.1 In-Camera Session (as needed)	
	<p>1.2 Acknowledgement of Country</p> <p>A Smith</p> <p>I pay my deepest respects to the Traditional Owners of the Lands on which we live and work, the muwinina. The muwinina were a friendly, calm, passionate, and nurturing people. They lived on this Country for thousands of generations. They were in harmony with Mother Earth, and Mother Earth was in harmony with them. They were one. In a tragic turn of events, colonial settlers pierced their waterways and broke onto their shores, committing genocide. No muwinina survived this devastation, but we live today knowing that they continue to sing and dance in Sky Country above us, forever connected to this Country where some of us are situated in nipaluna. To the traditional custodians, the palawa people of lutruwita, I also pay my respects. I acknowledge and offer my thanks to muwinina Elders past, and palawa Elders past and present. I also acknowledge the many respective Tasmanian Aboriginal communities that exist across lutruwita today. I pay my deepest respects, from the bottom of my heart, to all of their Elders and Knowledge Holders, and the collective strength, wisdom, and love they hold for their communities and these Lands, Waterways and Skies.</p> <p>I would also like to acknowledge the traditional custodians of the land on which UTAS is today in various parts of the country, niplauna/Hobart, kanamaluka/Launceston and in padaway/Burnie,</p>	

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

	and the lands of the Gadigal people of the Eora nation up in Rozelle.	
	1.3 Welcome	
	1.4 In attendance D Sutton, L McLaren, J Oates Pryor, A Smith, R Baird, A Greenwood	
	1.5 Apologies A Amore, P Stough	
	1.6 Absent T Wienker	
	1.7 Staff, guests & observers TUSA Staff: S Ward, C Harris, R de Villeneuve	
	1.8 Conflicts of interest	
2	MINUTES AND MATTERS ARISING	
	2.1 Minute approvals <u>2.1.1 TUSA Board of Management Meeting Minutes Amendments</u> A discussion of items requiring amendment or redaction from previous minutes prior to publication. <ul style="list-style-type: none"> 1.8 - addition of L McLaren's employment as UTE Coordinator as a noted Conflict of Interest 4.2 - wording to be changed from "formal nomination" to "interest was received". <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 11 th February 2025 be accepted as a true and accurate record of the proceedings of that meeting pending above correction. Motion endorsed via circular approval by A Amore and T Wienker on 14 th April 2025.	APPENDIX A

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

	<p><i>Moved:</i> J Oates Pryor <i>Seconded:</i> A Smith <i>Passed with no abstentions.</i></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 11th February 2025 are approved to go online, withholding appendices and any sensitive discussions, following any amendments noted above. Motion endorsed via circular approval by A Amore and T Wienker on 14th April 2025.</p> <p><i>Moved:</i> J Oates Pryor <i>Seconded:</i> L McLaren <i>Passed with no abstentions.</i></p>	
	<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 Report to Those Charged with Governance – Cover Letter</p> <ul style="list-style-type: none"> Noted by the Board. <p>3.1.2 Report to Those Charged with Governance</p> <ul style="list-style-type: none"> Noted by the Board. S Ward informed the Board that the audit reported no significant findings. S Ward noted that the price for a future audit with Tas Audit has increased to \$24,000. <ul style="list-style-type: none"> Due to current work on the TUSA Constitution, it is unclear whether TUSA will be required to use the Tasmanian Audit Office in the future unless it is determined that the organisation is no longer a controlled entity of the University of Tasmania. 	<p>APPENDIX B1</p> <p>APPENDIX B2</p>
	<p>3.2 Outward correspondence</p> <p>3.2.1 Letter to the Hon Roger Jaensch MP</p> <ul style="list-style-type: none"> Noted by the Board. <p>3.2.2 2025 SSAF Funding Agreement</p>	<p>APPENDIX C1</p> <p>APPENDIX C2</p>

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

	<ul style="list-style-type: none"> Noted by the Board. 	
4	TEAM IN FOCUS	
	<p>4.1 Student Experience & Activation</p> <p>R de Villeneuve</p> <ul style="list-style-type: none"> R de Villeneuve provided a presentation to give the Board an overview of the Student Experience & Activation team, including Clubs & Societies, Events, and Learning and Development. R de Villeneuve advised that the clubs are run by students and are therefore driven by the interests and wants of students. <ul style="list-style-type: none"> She also noted that clubs are not replicated; only one club exists at any given time for a particular activity or interest from students. The Board discussed the opportunity for learning and development sessions delivered through Clubs and Societies, including opportunities for clubs to access TUSA grant funding. R de Villeneuve explained that there are 7 TUSA grant rounds every year, and clubs are provided with the grant guidelines within the Clubs and Societies Handbook. The Board discussed the importance of the training provided to Clubs and Societies, and how it helps to ensure they are not only upskilled, but that they are running their events safely and following all the requirements of setting up events, such as risk assessments and venue hire. The Board thanked R de Villeneuve and the Student Experience & Activation Team for all of their hard work. Presentation to be circulated to absent members of the Board. 	<p>VERBAL & PRESENTATION ONLY</p>
5	MATTERS FOR DISCUSSION/APPROVAL	
	<p>5.1 2025 TUSA Budget</p> <p>S Ward</p> <ul style="list-style-type: none"> S Ward advised that TUSA's income needs to be finalised in order to deliver a final budget for approval by the Board. She then opened the floor for the Board for input on key budget principles. 	<p>VERBAL ONLY</p>

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

	<ul style="list-style-type: none"> • S Ward did note that accrual of the full 2025 SSAF allocation within the 2025 balance sheet is essential to deliver a zero-deficit budget. • The Board decided to defer discussion until a funding agreement is received. However, the Board supported the recruitment of a new staff member to replace the outgoing Clubs & Societies Officer on retirement midyear. • The Board is to be kept up to date on discussions with the University regarding the funding agreement and budget, with the aim to finalise the funding agreement by the end of the month. 	
	<p>5.2 UTAS-TUSA Funding Agreement</p> <p>S Ward</p> <ul style="list-style-type: none"> • S Ward informed the Board that a funding agreement is still in negotiation. Due to this, TUSA has taken on a \$700,000 year to date drawdown from investments to cover cashflow. • 40% SSAF has been committed to by the University, but the main conversation remains around the schedule of payments and deliverables. • S Ward informed the Board that she suggested to UTAS that 80% of SSAF be paid at Semester 1 census date, 10% at Semester 2 census date, and 10% in January 2026. • Advice was received that a proposed agreement has been drafted within UTAS and is in the process of being reviewed by UTAS Legal. Whilst TUSA has not seen the document as of the date of the Board meeting, the following schedule of payments has been suggested by UTAS: <ul style="list-style-type: none"> ○ 1.4 mil – April 2025 ○ ~\$350k or up to 75% - September 2025 ○ ~\$420k or 25% - January 2026 • The Board was advised that TUSA sought advice as to the rationale behind withholding 25% of SSAF until January 2026 when the majority of enrolments will be known by mid-August. TUSA was advised that the University saw this to be a good offer, particularly as it was a 3-year agreement, which would be a positive if legislative changes 	VERBAL ONLY

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

were to occur post-election. TUSA was recommended to accept the offer in order to avoid a blown-out timeline of negotiation.

- S Ward informed the Board that the university's 2024 SSAF underspend will not be used to help fund the 2025 40% SSAF commitment to TUSA, and that it is still available for allocation.
 - She estimated a potential \$100-160k increase across TUSA's proposed programs could be approved.
- S Ward informed the Board that she queried the potential transfer of programs and services from the University, funding through the additional SSAF allocation. She indicated that the University is not proposing transferring staff, but that they are undergoing voluntary redundancies which may leave some services unstaffed and open for transfer.
 - It was noted that the University cannot instruct TUSA on what services they will fund from the 40% SSAF allocation, and that TUSA would only have limited available funding when considering existing services.
 - Given the proposed schedule of payments withholds a significant portion until January 2026, it is not anticipated that any transfer of services will occur this year.
- It was clarified by the Board that the funding agreement under discussion with the University is a 3-year agreement.
- The Board stated it should be ensured that the funding agreement includes the third year's carry-over to January 2029, so the final instalment in the final year is not omitted.
- Following a question from the Board about the regularity of SSAF underspend, S Ward shared her understanding that the University will continue to look at re-distributing any SSAF underspend each year.
- The Board discussed the potential of TUSA borrowing from its own funds as a "loan" within a given year, which is then repaid by the SSAF received in January of the following

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

year. This would allow all SSAF to be spent the year it is paid.

- This would mean TUSA withdrawing from their investment pool to cover this final instalment and then reinvesting when the final instalment is received.
- The Board expressed their belief that the intention of SSAF is that it is spent within the year that it is collected on services and programs for students that pay it, not on future students.
- The Board discussed the potential of using accruals to represent the pre-commitment of the final amount of SSAF to be paid in January of the following year.
- It was also stated by the Board that the SSAF payments should allow TUSA to deliver their services, and the delays to January of the following year do not reflect this.
- The Board discussed the legislation around 40% SSAF, where it was noted that the legislation does not make any mention of when this 40% needs to be paid by the university to the student association.
- The Board considered the possibility of writing to the Federal Education Minister, while also expressing the time that it takes to do this may be protracted.
- The Board noted that the University has not responded to the schedule of payment proposal TUSA suggested and have instead drafted their own.
 - They also did not have the proposal done in time for the Board meeting, despite being given notice of the date.
- The Board discussed whether TUSA should agree in principle with the funding agreement but raise the payment schedule as an outstanding issue to be discussed prior to finalisation.
- The Board considered the potential of a student-led campaign regarding the University's SSAF allocation and timeline of payments to TUSA.
- TUSA's move for constitutional change to become independent was also discussed, particularly in the sense

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

	<p>that TUSA does not want to appear volatile during this time.</p> <ul style="list-style-type: none"> The Board discussed the potential of agreeing to the first year and then requesting that the University alter the agreement for the second and third years, so the full payment is given within the calendar year. <ul style="list-style-type: none"> The Board noted concern about why 25% of funding will be withheld until the following year and expressed frustration that the University has not provided a clear explanation. The Board requested that a follow-up meeting be held as soon as possible with the TUSA Chair, President and General Manager and key UTAS staff regarding the proposed funding agreement and payment schedule. Once the final agreement has been reached, this will be sent to the Board via circular for approval before the next Board meeting. 	
	<p>5.3 Confirmation of Deputy Chair D Sutton</p> <ul style="list-style-type: none"> R Baird stated she was comfortable to take on the role, though she did raise her declared Col as a University staff member. <ul style="list-style-type: none"> In instances that relate to this Col, R Baird would need to exit the discussion, and a stand-in may be needed should she be acting as Chair. This was identified for discussion at the Governance Committee to ensure there is a process in place should this situation arise. 	VERBAL ONLY
	<p>5.4 Board Charter S Ward</p> <p><u>MOTION:</u> That the TUSA Board of Management approve the TUSA Board Charter and retire the TUSA Board Recruitment Policy and the TUSA Board Reporting Policy, due to their incorporation into the Board Charter. Motion endorsed via circular approval by A Amore and T Wienker on 14th April 2025.</p>	APPENDIX D1 APPENDIX D2

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

<p>Moved: R Baird Seconded: A Greenwood Passed with no abstentions.</p>	
<p>5.5 TUU Constitution S Ward</p> <ul style="list-style-type: none"> • No formal advice has been received from the University – however, informal advice has been received that they support proposed changes to the Board for increased student membership of the Board, but do not support proposed changes to the Association's membership (for the primary purpose of the AGM). • S Ward recommended that the proposed TUU Constitution be amended to reflect the University's current position to progress the document's approval at the next TUSA AGM. Changes to the Association membership will then be further considered by the Board and University in the second half of 2025. • Legal advice stated that Board membership was what was required to ensure compliance with legislation as a student-led organisation. <p><u>MOTION:</u> That the TUSA Board considers a two-phased approach to constitutional review, with changes to the TUSA Board (and other amendments) progressing to the AGM in June 2025 for approval, and changes to the Association membership held for further discussion and consultation. Motion endorsed via circular approval by A Amore and T Wienker on 14th April 2025.</p> <p>Moved: L McLaren Seconded: J Oates Pryor Passed with no abstentions.</p>	<p>APPENDIX E1 APPENDIX E2</p>
<p>5.6 TUSA Commercial S Ward</p> <ul style="list-style-type: none"> • S Ward provided an overview of the McCann's business proposal, opening for feedback from the Board. • It was noted that the proposal has been prioritised given the opening of the Forestry Building in January 2026, and the positivity that TUSA being in the city would provide to the University and student community. 	<p>APPENDIX F1 APPENDIX F2</p>

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

	<ul style="list-style-type: none"> ○ It was noted that the proposal is conceptual only, and further work on costings and return on investment would be undertaken if the proposal is accepted. • The Board asked if work had been done to determine roughly how much revenue would come from this site. <ul style="list-style-type: none"> ○ Board members were referred to the Commercial Feasibility Report provided by the Student Experience Network (SEN) in late 2024, noting that additional analysis would be required. • It was noted by J Oates Pryor that the current TUSA building in Sandy Bay is likely to be closed soon, and that there was desire to have a potential new home by the time this happens. <ul style="list-style-type: none"> ○ It was noted that TUSA would not exclusively be moving into the city – there would still be a presence on the Sandy Bay campus, likely to be in the lower ground floor of the Social Sciences building. • The Board discussed options for the McCann's building, and the desire to see return on investment figures. This would allow for a proper analysis of costs and benefits, particularly if the building was a long-term lease and not owned by TUSA. • The Board stated that a robust business case would be needed, and that it should include analysis from a third party. <ul style="list-style-type: none"> ○ The Board suggested a surveyor look at the building, and it was noted that this is something the University will do once their Planning Committee has agreed to the concept. • S Ward welcomed feedback from the Board before the business proposal is submitted to the University. • Board members to be canvassed for availability for a site visit as soon as possible – Doodle poll to be circulated for availability. 	
5.7 2024 TUSA Annual Report S Ward		APPENDIX G

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

	<ul style="list-style-type: none"> • S Ward noted that the Annual Report has been simplified this year, containing easier to digest content. • A Governance update and Financial update have both been added to the Annual Report. • It was also noted that the financial statements will be included in the published version of the Annual Report. <p><u>MOTION</u>: That the TUSA Board of Management approve the TUSA Annual Report, to be referred to the AGM for final approval before upload to the website. Motion endorsed via circular approval by A Amore and T Wienker on 14th April 2025.</p> <p>Moved: A Greenwood Seconded: A Smith Passed with no abstentions.</p>	
6	MATTERS FOR NOTING	
	6.1 Key Messaging Update J Oates Pryor <ul style="list-style-type: none"> • J Oates Pryor noted an upcoming media release in collaboration with UTAS on their partnership with the Sexual Assault Support Service (SASS). 	APPENDIX H1 APPENDIX H2
	6.2 TUSA Investments S Ward <ul style="list-style-type: none"> • Noted by the Board. 	APPENDIX I
	6.3 January – February 2025 Operational Report S Ward <ul style="list-style-type: none"> • Noted by the Board. • S Ward noted there was a big focus on Orientation and C&S for the start of the year. • There has been significant demand for financial support and food relief in the Advocacy space. • Proposals and grant applications are currently being in development for food-related supports, including increased funding for food vouchers and lobbying the University to increase their Financial Hardship Scheme. 	APPENDIX J
	6.4 Spotlight Report S Ward <ul style="list-style-type: none"> • Noted by the Board. 	APPENDIX K

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

<ul style="list-style-type: none"> S Ward noted there has been conservative YTD expenditure. 	
<p>6.5 ATO Sub-Entities ABN Issues Paper</p> <p>S Ward</p> <ul style="list-style-type: none"> All NFP's with an ABN need to lodge an annual NFP self-review to maintain their tax exemptions – this affects Clubs & Societies. Following sector consultation, TUSA has decided to proceed with cancelling the ABN of all unincorporated Clubs & Societies – the 5 Clubs who are incorporated are already submitting annual tax reviews. 	APPENDIX L
<p>6.6 2024 Audit Reports and Financial Statement</p> <p>S Ward</p> <ul style="list-style-type: none"> S Ward noted a \$400,000 deficit last year, in line with the approved 2024 budget. <ul style="list-style-type: none"> It was noted this deficit is a decrease from \$839,000 in 2023, and approximately 1.2 million in 2022. <p>MOTION: that the TUSA Audit Reports and Financial Statement are approved by the Board, to be taken to the AGM for final approval. Motion endorsed via circular approval by A Amore and T Wienker on 14th April 2025.</p> <p>Move: J Oates Pryor Second: R Baird</p> <p>Passed with no abstentions.</p>	APPENDIX M1 APPENDIX M2 APPENDIX M3 APPENDIX M4
<p>6.7 GM Report</p> <p>S Ward</p> <ul style="list-style-type: none"> S Ward provided highlights from the past two months, including: <ul style="list-style-type: none"> Opening of Inveresk Food Hub, opening in Cradle Coast in upcoming weeks. The National Student Ombudsman (NSO) – TUSA can report on behalf of students and report systemic issues. The Reconciliation Action Plan (RAP) Working Group has held the first workshop. 	APPENDIX N

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

	<ul style="list-style-type: none"> Strong revenue has been received by Clubs & Societies, and general TUSA revenue, including an increase in paid memberships. The TUSA Planning Retreat was held March 25-27, during which an operational roadmap was developed for the next 2 years, alongside an aspirational roadmap for the future. 	
	6.8 Governance Committee Draft Minutes D Sutton <ul style="list-style-type: none"> Noted by the Board 	APPENDIX O
	6.9 FRAC Draft Minutes D Sutton <ul style="list-style-type: none"> Noted by the Board 	APPENDIX P
	6.10 Endorsement of Motions D Sutton <ul style="list-style-type: none"> The Board noted that the motions from the April meeting would be circulated to the UTAS representatives on the Board for their endorsement following the end of the meeting. Endorsement was gained from both A Amore and T Wienker via email on 14 April 2025. 	VERBAL ONLY
	6.11 Other Business D Sutton <ul style="list-style-type: none"> No items raised 	VERBAL ONLY
	6.12 Meeting Feedback D Sutton <ul style="list-style-type: none"> No items raised 	VERBAL ONLY

Meeting Closed: 8:07pm

Next Meeting: June 3rd 2025

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

ACTIONS ARISING
as of April 2025

#	Date Opened		Responsible Party	Action	Progress to Date or Further Action Required	Status
1	15.03.23	Risk Register Review	S Ward; D Sutton	Review as per BoM calendar of work.	Progressed to Board in February meeting after discussion in FRAC – see item 5.10	Closed
2	26.11.24	Deputy Chair	D Sutton	To progress Deputy Chair selection for presentation to Board in February.	For February 2025 meeting of Board – see item 4.2 D Sutton and R Baird to meet to discuss Deputy Chair role.	Closed
3	1.10.24	Tax Clinic	S Ward, A Amore	To discuss clinic opportunities with D Castelyn.	S Ward and A Amore to connect in March to begin work on this item again. S Ward met with the Tax Clinic in April 2025 to discuss future opportunities for collaboration.	Closed
4	26.11.24	Returning Officer	S Ward	For the Governance Committee to investigate best practice in assignment of a returning officer, for consideration of outsourcing to an external party in 2025.		Open

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

5	11.02.25	2025 Budget	S Ward	To review the 2025 budget and propose a revised zero-deficit budget at the next meeting of the Board.		Open
6	11.02.25	TUSA Investments	S Ward	To contact Tas Ethical to receive term deposit investment recommendation for funds maturing in 2025 and arrange placement accordingly.		Closed
7	11.02.25	TUSA Constitution	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.		Closed
8	11.02.25	Strategy Workshop	C Harris	To arrange a TUSA Strategy Workshop before the next meeting of the Board.		Closed
9	11.02.25	Commercial Sub-Committee	S Ward; D Sutton	To consider opportunity for TUSA Commercial Sub-Committee.		Open
10	11.02.25	TUSA Executive Risk	FRAC	To consider TUSA Executive capacity risk.		Open

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

TUSA BOM CONFLICT OF INTEREST REGISTER (OPEN COIS ONLY)

as at April 2025

#	Date of Conflict	Name of person declaring conflict	Position	Meeting or event where conflict arose	Details of conflict	Action taken in response to conflict
1.	25.09.23	D Sutton	Chief Executive Committee for Greater Hobart	Noted 27.02.23	I have been appointed as Chief Executive of the Committee for Greater Hobart. The Committee is in its formative stages and the Committee includes the Vice Chancellor of the University of Tasmania.	Noted COI
2.	27.02.23	D Sutton	UTAS alumnus & current connection	Noted 27.02.23	I currently have a son who is completing a Bachelor of Education degree at the University of Tasmania.	Noted COI
3.	27.02.23	D Sutton	Investment interests	Noted 27.02.23	I currently have direct investment interests in a share portfolio including shares in My State Bank, Coles, Wesfarmers, and Telstra.	Noted COI
4.	28.05.24	L McLaren	Media TEL Role	Noted 28.05.24	Casual Staff Member of TUSA - Media team - 4hr/wk role - started 1st of March	Noted COI
5.	30.07.24	R Baird	Chair of the legal practice centre – that run legal practice course	Noted 30.07.24		Noted COI