

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

For the meeting of the TUSA Board of Management to be held on
June 3rd 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: 6:08pm

ITEM LISTING		APPENDIX
1	INTRODUCTORY ITEMS	
	1.1 In-Camera Session (as needed)	
	<p>1.2 Acknowledgement of Country</p> <p>L McLaren</p> <p>I want to start by acknowledging the palawa and pakana peoples as the Traditional Owners of all lands across lutruwita (Tasmania), including the northwest where I'm from. This land was never ceded—sovereignty was never ceded.</p> <p>I grew up in the Circular Head region, which sits within the broader North West Nation—with eight different clans, with most my life being spent on Pendowte Country. It's a stunning part of the world, but also one marked by deep and often unspoken pain. At Cape Grim—known to some as Suicide Bay—around 30 Aboriginal people were massacred in 1828 by company workers. It's one of the most brutal acts of the Black War. But growing up, I never learned about it at school. In fact, I didn't even hear about it until I moved away. That silence says a lot about how we as a community have struggled to face our history.</p> <p>In recent years, I've seen how a lack of understanding still plays out. When Aboriginal groups tried to protect cultural heritage by asserting native title at Sundown Point, or when there was a proposal to close some 4WD tracks in the Arthur-Pieman Conservation Area, the backlash was loud. Thousands showed up to protest. But what struck me was that for many, the anger came more from fear and not knowing—worry that something was being taken away, rather than any real harm being done. Those moments reminded me how much we still need to learn, listen, and sit with hard truths.</p>	

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	<p>For me, places like the Arthur River, home to the Manegin people, hold more than just good childhood memories. They hold history, meaning, and spirit. Every time I head west and see the river open out to the Southern Ocean, I feel it. Country isn't just where we live or play, it's alive, and it remembers.</p> <p>So I pay my respects to the First Peoples of this land. To the Elders, past and present. To the ones who continue to fight, to teach, and to carry culture forward in the face of so much. Thank you for your strength—and for your patience as the rest of us catch up.</p>	
	1.3 Welcome	
	1.4 In attendance D Sutton, L McLaren, J Oates Pryor, A Smith, T Wienker, A Amore	
	1.5 Apologies R Baird, A Greenwood, P Stough	
	1.6 Absent N/A	
	1.7 Staff, guests & observers TUSA Staff: S Ward, C Harris, R de Villeneuve	
	1.8 Conflicts of interest <ul style="list-style-type: none"> S Ward noted a conflict of interest for agenda item 5.5 - Elections Returning Officer. 	
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"> The Board requested that an additional item be added to the minutes to recognise the endorsement of the motions out of session by the UTAS Representatives not present. <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 8th April 2025 be accepted as a true and accurate record of the proceedings of that meeting pending above correction.	APPENDIX A

	<p>MOVED: L McLaren SECONDED: A Smith</p> <p>Passed with no abstentions.</p> <p><u>2.1.3 TUSA Board of Management Meeting Minutes Online Upload</u></p> <p>Motion:</p> <p>That the minutes of the TUSA Board of Management Meeting held on 8th April 2025 are approved to go online, withholding appendices and any sensitive discussions, following any amendments noted above.</p> <p>MOVED: J Oates Pryor SECONDED: A Amore</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 TUSA Funding Letter</p> <ul style="list-style-type: none"> Noted by the Board. S Ward noted to the Board that the residual 2025 SSAF payment for January 2026 has been reduced from 25% to 20%. <p>3.1.2 TUSA SSAF Underspend Letter</p> <ul style="list-style-type: none"> Noted by the Board. The Board discussed releasing a publication or social media content around these extra initiatives being undertaken by TUSA. 	<p>APPENDIX B1</p> <p>APPENDIX B2</p>
	<p>3.2 Outward correspondence</p> <p>3.2.1 TUSA Media Release: Cradle Coast Food Hub Launch</p> <ul style="list-style-type: none"> Noted by the Board <p>3.2.2 TUSA Media Release: TUSA Response to Proposed CALE Changes</p> <ul style="list-style-type: none"> Noted by the Board J Oates Pryor noted that there had been significant movement by students on the ground in response to the proposed changes, particularly as student consultation was not initially planned. 	<p>APPENDIX C1</p> <p>APPENDIX C2</p>
4	TEAM IN FOCUS	
	<p>4.1 Unique Tassie Experiences (UTE)</p> <p>L McLaren</p>	<p>VERBAL & PRESENTATION ONLY</p>

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	<ul style="list-style-type: none"> • L McLaren provided a presentation to the Board about the Unique Tassie Experiences program in his role as the UTE Coordinator. • The Board asked how many responses the UTE Net Promoter Score (NPS) survey had received, and L McLaren indicated that 44 responses had been received so far. It was noted that the reported UTE scores were very high for an NPS survey. • Slides from this presentation are to be circulated to Board members who were not present at the meeting, 	
5	MATTERS FOR DISCUSSION/APPROVAL	
	<p>5.1 UTAS-TUSA Funding Agreement</p> <p>S Ward</p> <ul style="list-style-type: none"> • S Ward raised key features of the Funding Agreement, outlining that it is of 3-year duration, includes collaboration principles with the University, and acknowledges current Constitutional changes proposed to ensure TUSA student-led as defined in legislation. • S Ward noted that both TUSA's deliverables for 2025 (Schedule 1) and the schedule of payments (Schedule 2) were included alongside the funding agreement. <ul style="list-style-type: none"> ○ It was stated that any unspent SSAF funding for TUSA can be reallocated in the following year, which is particularly important in relation to the final payment of 20% in the January of the following year. • The Board discussed the specific wording in the draft Agreement around the requirement for both parties to approve Schedule 1. <ul style="list-style-type: none"> ○ The Board requested a push back on this, in line with independent decision making autonomy as articulated within the <i>Higher Education Support Act</i>. • S Ward noted that the Tasmanian Audit Office is specified as the auditor for TUSA in the Agreement. While this is currently accurate, it may need to be changed in the future if TUSA is no longer a controlled entity. <ul style="list-style-type: none"> ○ It was made clear in this section that the University does not have audit rights but receives financial statements from TUSA. • S Ward highlighted Schedule 1, TUSA's deliverables, and stated that TUSA has not cut 2024 programs or services. She noted that there had been a substantial SSAF increase in the Student 	<p>APPENDIX D1</p> <p>APPENDIX D2</p> <p>APPENDIX D3</p>

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<p>Experience and Activation budget, as well as the inclusion of Marketing and Communications and Business Operations, that were previously subsidized by TUSA.</p> <ul style="list-style-type: none"> • The 2025 Schedule 1 has been accepted by the University, who have not indicated any concern. • The Board noted that the payment schedule (Schedule 2) has been expanded year by year, ensuring the inclusion of the final January payment at the start of 2028. • The Board requested clarification that the deliverables are reviewed by TUSA year on year, which was confirmed. <ul style="list-style-type: none"> ○ S Ward specified that the Agreement states that the following year's deliverables be finalised by November. <p>MOTION: Subject to negotiated changes to Clause 20.2, the TUSA Board of Management endorses the TUSA Funding Agreement and Schedule 1 & 2 for execution by the General Manager.</p> <p>MOVED: L McLaren SECONDED: A Amore <i>Passed with no abstentions.</i></p>	
<p>5.2 2025 Budget S Ward</p> <ul style="list-style-type: none"> • S Ward noted that approximately 20% of 2025 SSAF will be withheld until January 2026, but that this amount will be accrued into the 2025 budget. • The revised budget has been reviewed out of session by FRAC. • S Ward provided a summary of the major features of the Budget. She noted that overheads have been kept below 25%, and that the new SSAF underspend projects have been included within the budget. Inclusions: <ul style="list-style-type: none"> ○ The return of the 0.2 FTE Governance Officer and 0.2 FTE Executive Assistant roles was also noted, alongside funding for casual event staff. ○ The budget contained provisions for an extra day a fortnight of the Student Legal Service, and an increase in UTE funding to support expansion to Rozelle and online offerings. 	<p>APPENDIX E1 APPENDIX E2</p>

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<ul style="list-style-type: none"> ○ Funding to support the State Council's General Secretary was also secured in the budget, as was increased funding for the Equity Committee honoraria, the Reconciliation Action Plan (RAP), and the Grants pool for Clubs & Societies. ○ The website redesign was raised as a budget item, with expenditure this year anticipated to replace the QPay Subscription in 2026. • It was noted that the Budget assumes that UTAS will provide in-kind support through insurance, security, and cleaning. • S Ward noted a surplus in L&D due to Mental Health First Aid (MHFA) offerings, and a deficit in Business Operations due to the proposed Commercial Manager proposal (see agenda item 5.7). • Prior to approving the budget, the Board moved to item 5.7 to discuss and approve the proposed Commercial Manager role. <p>MOTION: That the Board approves the 2025 Budget.</p> <p>MOVED: L McLaren SECONDED: J Oates Pryor <i>Passed with no abstentions.</i></p>	
<p>5.3 TUU Constitution S Ward</p> <ul style="list-style-type: none"> • S Ward noted that the revised TUU Constitution has removed proposed changes to the Membership of the Association (for the purpose of the AGM), as per the decision at the last meeting of the Board, for further negotiation later this year. <ul style="list-style-type: none"> ○ It was noted that changes were made in consultation with R Baird and the Governance Committee. • S Ward informed the Board that additional feedback from the University was received after the Board pack was distributed. <ul style="list-style-type: none"> ○ Amendments are legal and definitional, and do not change the fundamental nature of the agreement. • The Board decided that the updated Constitution is to be distributed to Board members for feedback, before circulation to the Board and State Council for final approval before the AGM. • The Board delegated authority for any additional minor immaterial amendment approval to a sub-group of R Baird, D Sutton, J Oates 	<p>APPENDIX F1 APPENDIX F2</p>

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	Pryor and S Ward, ahead of the upcoming AGM with the UTAS Chancellor on Tuesday 17 th June.	
5.4 Controlled Entity Status		APPENDIX G1
S Ward		APPENDIX G2
<ul style="list-style-type: none"> The Board noted early engagement with the Tasmanian Audit Office regarding TUSA's increased financial and governance independence, potentially resulting in TUSA no longer being classified as a controlled reporting entity of UTAS. 		APPENDIX G3
		APPENDIX G4
5.5 Elections Returning Officer		APPENDIX H1
S Ward		APPENDIX H2
<ul style="list-style-type: none"> At a previous meeting, the Board considered the appointment of an external Returning Officer for the 2025 State Council Elections. Research indicates that the appointment of an external, independent Returning Officer is the sector norm. <ul style="list-style-type: none"> In the past, TUSA has appointed internal staff members to the role. However, due to staff capacity and the complex nature of some elections issues, it was determined that an external Returning Officer may be best practice. S Ward presented a candidate who has previously worked at the University and the Tasmanian Electoral Commission. <ul style="list-style-type: none"> S Ward declared as a Conflict of Interest that she is friends with the proposed candidate. The Board agreed that it would be valuable to have an external Returning Officer, and their consensus was that the proposed candidate was highly qualified for the role. 		APPENDIX H3
MOTION: That the TUSA Board approves the appointment of Mrs Kate Denny to the role of Returning Officer for the 2025 State Council elections.		
MOVED: J Oates Pryor SECONDED: T Wienker		
Passed with no abstentions		
5.6 TUU Delegations Manual Review		APPENDIX I1
S Ward		APPENDIX I2
<ul style="list-style-type: none"> S Ward recommended the Delegations Manual be approved by the Board, following review and endorsement by the Governance and Nominations Sub-Committee at the meeting held on March 11, 2025. 		

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	<p>MOTION: That the TUSA Board approves the draft TUSA Delegations Policy.</p> <p>MOVED: A Smith SECONDED: A Amore</p> <p>Passed with no abstentions</p>	
	<p>5.7 Commercial Manager Proposal S Ward</p> <ul style="list-style-type: none"> S Ward outlined her proposal for a Commercial Manager in a part-time role for 2025 starting mid-year. The role would be contracted until December 2025, and then reviewed following outcomes to major grants and discussion with the University. The Board discussed the importance of this role, with major grants being submitted, and projects such as vending machines, coffee carts and discussions around commercial space in Hobart City with the University. <ul style="list-style-type: none"> S Ward noted that key work had been done by current staff so far, but that this was becoming unsustainable as the workload of the commercial space continues to expand. The role is to sit at TUSA Level 5, a senior administrative role. The Board considered an expanded approval of the role to 18-months. The Board also requested an interim report from this position before the end of 2025. <p>MOTION: That the Board support the Commercial Manager position, with approval to fund from the TUSA balance sheet for an 18-month term, to be reviewed at the end of the 18 months.</p> <p>MOVED: A Smith SECONDED: A Amore</p> <p><i>Passed with no abstentions.</i></p>	APPENDIX J
6	<p>MATTERS FOR NOTING</p> <p>6.1 Key Messaging Update J Oates Pryor</p> <ul style="list-style-type: none"> J Oates Pryor noted a Reconciliation Week statement that was published on TUSA's social media. The College of Arts, Law and Education (CALE) Change Proposal was also identified as an area of key messaging, with a statement released on TUSA's social media. 	VERBAL ONLY

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<ul style="list-style-type: none"> CAPA Affiliation was identified as a potential upcoming item for the Board to note. 	
6.2 March - April 2025 Operational Report S Ward <ul style="list-style-type: none"> Noted by the Board. S Ward acknowledged the work of the State Council on their vent tents across the Southern campuses. <ul style="list-style-type: none"> Southern Campus President R Fox was given particular acknowledgement for her role of organising and hosting the Vent Tents across UTAS' southern campuses. The work of the Events team to host regular events across campuses and the TUSA website project were also raised as key achievements, alongside the TUSA Planning Retreat in March. 	APPENDIX K
6.3 Spotlight Report S Ward <ul style="list-style-type: none"> Noted by the Board. S Ward noted that re-coding will be undertaken in collaboration with Searson Buck against the now approved budget. S Ward also noted that the remaining \$700,000 of the first SSAF payment will be reinvested into TUSA's Tas Ethical investment account to recoup what TUSA has drawn down to keep services running during the extended period of funding negotiations. 	APPENDIX L
6.4 GM Report S Ward <ul style="list-style-type: none"> Noted by the Board. 	APPENDIX M
6.5 Governance Committee Draft Minutes D Sutton <ul style="list-style-type: none"> It was noted that the minutes were not circulated with the Board agenda pack due to the Governance meeting being held very recently. A verbal update was provided. The Governance Committee determined that in the case where both the Chair and Deputy Chair cannot chair part or all of a meeting due to absence or a conflict of interest, that the Board is able to elect someone else to preside in the role of Chair. This determination is in line related sections of the Constitution. The Working with Vulnerable People and Children Procedure, the Sustainable Partnerships and Procurement Procedure and the 	VERBAL ONLY

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	<p>Personal Information Protection Statement were considered by the Committee.</p> <ul style="list-style-type: none"> Board membership and the Board skills matrix was also discussed by the Governance Committee, with S Ward encouraged to work with the University to find an appropriate professional representative for the Board of Management to replace T Wienker. 	
	<p>6.6 FRAC Draft Minutes</p> <p>D Sutton</p> <ul style="list-style-type: none"> It was noted that there was not a FRAC meeting held as quorum could not be reached. With the budget reviewed by FRAC out of session, it was noted that no major items for discussion were missed. 	N/A
	<p>6.7 Other Business</p> <p>D Sutton</p> <ul style="list-style-type: none"> The Board thanked T Wienker for his hard work and contributions to the Board as the UTAS Professional Representative. 	VERBAL ONLY
	<p>6.8 Meeting Feedback</p> <p>D Sutton</p>	VERBAL ONLY

Meeting Closed: 7:39pm

Next Meeting: August 12th 2025