

TASMANIA UNIVERSITY UNION

Board of Management

MINUTES

For the meeting of the TUU Board of Management held at **3:30pm on Friday, 18th November 2016**
via video conference in the following rooms:

SANDY BAY – TUU Boardroom and **LAUNCESTON** – TUU Boardroom, Newnham

SECTION 1 – INTRODUCTORY ITEMS

1.1 WELCOME

Michael Stoddart (Acting Chair) welcomed everyone to the meeting.

1.1 PRESENT

Michael Stoddart Jenny Hart David Sadler Tomas Rolf Caleb Dunn
Jane Botica-Jones Ingrid Lagerewskij Simon Overland (arrived 4:07pm)
Stephanie Taylor (UTAS)

1.2 APOLOGIES

Simon Burnett

1.3 ABSENT

1.4 OBSERVERS

Clark Cooley Joseph Crawford Dan Probert

SECTION 2 – MINUTES AND MATTERS ARISING

2.1 AMENDMENTS

2.2 MINUTES

2.2.1 TUU Board of Management Meeting

APPENDIX A

Motion **Moved:** D. Sadler **Seconded:** J. Botica-Jones that the minutes of the meeting of the TUU Board of Management held on 25th October 2016 be accepted as a true and accurate record of the proceedings of that meeting. **CARRIED**

2.2.2 TUU Board of Management Meeting Minutes Online

Motion **Moved:** J. Botica-Jones **Seconded:** D. Sadler that the minutes of the 25th October 2016 TUU Board of Management meeting are approved to go online, withholding appendices and any sensitive discussions. **CARRIED**

2.3 MATTERS ARISING FROM PREVIOUS MEETINGS

APPENDIX B

- a) Strategic Review – S. Taylor attending Board meeting to discuss. TOR to be drafted and facilitator engaged.
- b) Conference travel – Policy amended. Included in President's Report for discussion.
- c) Constitution – State Council to approve amendments to Constitution.
- d) Student Media Committee – Applicant interviewed. Consider re-advertising. Committee to meet with new Editor-in-Chief once appointed.
- e) Board Funding Policy – Policy / procedure to be drafted.

SECTION 3 – CORRESPONDENCE

3.1 INWARD CORRESPONDENCE

APPENDIX C

Shadforths' Rebalancing Recommendation
NUS Conference Travel Motion (via circular)

3.2 OUTWARD CORRESPONDENCE

The Inward Correspondence was received.

SECTION 4 – MATTERS FOR DISCUSSION

4.1 SSAF FUNDING PROPOSAL 2017

APPENDIX D

S. Taylor tabled updated paper on proposed SSAF allocation.

D. Sadler declared conflict of interest being the Chair of SSAF Consultation Working Group. S. Taylor gave overview of new SSAF funding allocation. TUU to be allocated \$150K for student led events managed by TUU. SEC taskforce will manage shared pool of \$680K for purpose of orientation and welcome week; student led events, festivals and conferences that align to the themes of sustainability, the arts and multiculturalism; sports and recreation; wellbeing projects/events. Equal student representation on SEC taskforce. Shared funds will ensure maximum impact of initiatives and optimisation of funding, allowing genuine partnership between TUU and UTAS to share people and financial resources, and ensure ongoing quality assurance and financial accountability.

S. Taylor departed meeting.

4.2 STRATEGIC REVIEW

Board discussed purpose of review to make TUU more relevant to current University student demographics. Terms of Reference to be drafted, facilitator engaged and University advised of review.

SECTION 5 – MATTERS FOR NOTING

5.1 EXECUTIVE OFFICER'S REPORT

APPENDIX E

Student Induction: - State Council (SC) to advise reps who didn't attend induction they must arrange to do it as soon as possible, as prerequisite to signing employment contract and acting as representative of TUU. SC to review Regulations to include requirement to undertake induction within specified time after elections as prerequisite to acting as student representative and being entitled to honoraria.

The Executive Officer's Report of 18th November 2016 was received.

5.2 PRESIDENT'S REPORT

APPENDIX F

Contact Centre Sandy Bay: - Board noted SC motion and discussed relocation of Contact Centre to TUU administration office during renovations. Staff member provides better support to other staff and student representatives in new location. J. Hart suggested student representative could 'man' the old location on a roster basis to engage with the student body. J. Hart to investigate better signage at previous location.

Conference Policy: - requires more guidelines around observers and/or non-student representatives attending conferences, having to apply to attend and providing business case, amount of travel subsidy provided; more specific details on allowable travel, accommodation and incidentals.

S. Overland thanked T. Rolf on behalf of Board for his contribution during his term as President.

The President's Report of 18th November 2016 was received.

5.3 WORK HEALTH AND SAFETY REPORT

APPENDIX G

The Work Health and Safety Report was received.

5.4 FINANCIAL RECONCILIATION

APPENDIX H

The General Journal and Bank Reconciliation Reports were received.

5.5 INVESTMENT REPORTS

- TUU Investment Report
- Shadforths' Monthly Portfolio Valuation – October 2016

APPENDIX I

APPENDIX J

The Investment Reports were received.

5.6 CASHFLOW ESTIMATE

APPENDIX K

The Cashflow Estimate was received.

5.7 SSAF/BASELINE FUNDING ACQUITTAL REPORT

APPENDIX L

The SSAF/Baseline Funding Acquittal Report was received.

SECTION 6 – GENERAL BUSINESS

Meeting Closed: 5:45 pm

Next Meeting: February 2017 (TBA)