

TASMANIA UNIVERSITY UNION

Board of Management

MINUTES

For the meeting of the TUU Board of Management held at **4:40pm on Tuesday, 19th May 2015**
via video conference in

SANDY BAY – Tasmanian Institute of Learning & Teaching (TILT) Video Room and
LAUNCESTON – TUU Boardroom, Newnham

SECTION 1 – INTRODUCTORY ITEMS

1.1 WELCOME

S. Overland welcomed everyone to the meeting, with a special welcome to Hina Durrani and Shadforth's.

1.2 PRESENT

Simon Overland	Jenny Hart	Heidi La Paglia	Clark Cooley
Michael Stoddart	Jane Botica	Hina Durrani	David Sadler
Ingrid Lagerewskij	James Louw (Shadforth's)	Finn Dorney (Shadforth's)	
Sam Baker (Shadforth's)			

1.3 APOLOGIES

1.4 ABSENT

1.5 OBSERVERS

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:** M. Stoddart that the minutes of the meeting of the TUU Board of Management held on 21st April 2015 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:** M. Stoddart **Seconded:** D. Sadler that the minutes of the 21st April 2015 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) SRI Discussion – State Council to report back to Board.
- b) TUU Student Media – Legal advice being sought.
- c) TUU Admin Sandy Bay Renovation – Discussions to be held with CSD Project Manager
- d) Strategic Discussion – D. Sadler to discuss redevelopment of Student Experience Plan with H. La Paglia and S. Taylor and report back to Board.
- e) Annual report – Report to be forwarded to KPMG for auditing.
- f) Investments – Board members to sign documentation. J. Hart to complete transfer of funds to approved term deposits.

- g) Financial Procedures – Completed.
- h) SRC North Conflict – Completed. Recommendations incorporated into Governance and Accountability Framework.
- i) Enterprise Agreement – EA amended, staff ballot to be conducted, and application for approval to be re-lodged with Fair Work Commission

Motion **Moved:** M. Stoddart **Seconded:** D. Sadler that the TUU Board of Management agrees to invest \$250,000.00 with the Commonwealth Bank for 8 months at 3.05%, instead of B&E. CARRIED

SECTION 3 – CORRESPONDENCE

3.1 INWARD CORRESPONDENCE

3.2 OUTWARD CORRESPONDENCE

No correspondence received.

SECTION 4 – MATTERS FOR DISCUSSION

4.1 INVESTMENT PORTFOLIO QUARTERLY REVIEW

APPENDIX C

Quarterly Review of Investment Portfolio was presented by Shadforths.

Record of advice to transfer from Acuity Cash Manager to Macquarie Cash Management Account was tabled and discussed. TABLED

Motion **Moved:** M. Stoddart **Seconded:** J. Botica that the TUU Board of Management adopts the recommendation from Shadforths as per the Record of Advice dated 18th May 2015, to transfer Acuity Cash Manager to the Macquarie Cash Management Account. CARRIED

4.2 STUDENT MEDIA

Ogilvie Jennings Engagement Letter and Cost Agreement TABLED

The Engagement Letter is to be amended to request:-

- i) determination of State Council members and Togatus staff classified as employees of TUU; and
- ii) determination of the relationship between Togatus and the TUU.

Motion **Moved:** J. Botica **Seconded:** D. Sadler that the TUU Board of Management authorises S. Overland and J. Hart to sign the Ogilvie Jennings Cost Agreement, engaging them to provide legal advice on the TUU Board of Management's legal liability associated with Togatus, subject to the above amendments of the Terms of Engagement letter. CARRIED

4.3 MEDIA AND COMMUNICATIONS STAFF MEMBER PROPOSAL

APPENDIX D

Proposed new employee PD requires further discussion between H. La Paglia and J. Hart to reflect the current needs of TUU.

4.4 STRATEGIC DISCUSSION

APPENDIX E

D. Sadler, H. La Paglia and S. Taylor to discuss redevelopment of Student Experience Plan.

4.5 GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

APPENDIX F

The Governance and Accountability Framework Action List was discussed, with the priorities identified as:

- Student Media issues
- Election rules and procedures
- Enforcement/consequence mechanism

Motion **Moved:** D. Sadler **Seconded:** M. Stoddart that the TUU Board of Management accepts the Governance and Accountability Framework Action List
CARRIED

4.6 HOT/COLD WATER SYSTEM – NEWNHAM TUU BUILDING LOUNGE

C. Cooley requested \$4,500 funding from the Board to purchase a hot/cold water system to be installed in the new student lounge on the Newnham campus. CSD offered to include the cost of installation in the project. J. Botica to investigate CSD funding the purchase of the system in the project as well.

4.7 COFFEE MACHINES - SYDNEY CAMPUSES

C. Cooley requested \$3,500 funding from Board to purchase 2 coffee machines for students on Sydney campuses. It was noted that there are no catering facilities at the Rozelle campus. D. Sadler to investigate UTAS purchasing coffee machines for students at Rozelle and Darlinghurst campuses.

4.8 TUU SUSTAINABILITY REPORT AND RENEWABLE ENERGY

C. Cooley reported that State Council is drafting Sustainability Guidelines that will be recommended to Board for adoption when they are finalised.

SECTION 5 – MATTERS FOR NOTING

5.1 EXECUTIVE OFFICER'S REPORT

APPENDIX G

The Executive Officer's Report of 19th May 2015 was received.

5.2 PRESIDENT'S REPORT

APPENDIX H

The President's Report of 19th May 2015 was received.

The budget for the southern 125 Anniversary Ball was tabled.

TABLED

Motion **Moved:** D. Sadler **Seconded:** M. Stoddart that the TUU Board of Management approves \$35,000 for the southern 125 Anniversary Ball. CARRIED

5.3 WORK HEALTH AND SAFETY REPORT

APPENDIX I

The Work Health and Safety Report was received.

It is expected by Board that all TUU staff, student representatives and Togatus staff will attend the bullying, harassment and discrimination training, as employees have a legal duty to cooperate with the TUU who have a legal duty to provide training.

5.4 FINANCIAL RECONCILIATION

APPENDIX J

The General Journal and Bank Reconciliation were received.

5.5 INVESTMENT REPORTS

- TUU Investment Report APPENDIX K
- Shadforth's Investment Portfolio Valuation April 2015 APPENDIX L

The Investment Reports were received.

5.6 CASHFLOW ESTIMATE

The Cashflow Estimate was received.

APPENDIX M

5.7 SSAF/BASELINE FUNDING ACQUITTAL REPORT

The SSAF/Baseline Funding Acquittal Report was received.

APPENDIX N

SECTION 6 – GENERAL BUSINESS

No General Business

Meeting Closed: 7:15pm
Next Meeting: 16th June 2015