

**TASMANIA UNIVERSITY UNION**

**Board of Management**

**MINUTES**

For the meeting of the TUU Board of Management held at **4:30pm** on **Tuesday, 21<sup>st</sup> July 2015**  
via video conference in the following rooms:

**SANDY BAY** – SB.MML.B106 Video and **LAUNCESTON** – TUU Boardroom, Newnham

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**SECTION 1 – INTRODUCTORY ITEMS**

**1.1 WELCOME**

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

**1.2 PRESENT**

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

**1.3 APOLOGIES**

Jane Botica	Hina Durrani
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**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:** M. Stoddart      **Seconded:** D. Sadler      that the minutes of the meeting of the TUU Board of Management held on 16th June 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:** D. Sadler      **Seconded:** H. La Paglia      that the minutes of the 16<sup>th</sup> June 2015 TUU Board of Management meeting are approved to go online, withholding appendices and any sensitive discussions.      **CARRIED**

2.2.3 TUU Board of Management Special Meeting via email

APPENDIX B

**Motion**      **Moved:** M. Stoddart      **Seconded:** D. Sadler      that the minutes of the meeting of the TUU Board of Management held via email on 15<sup>th</sup> July 2015 be accepted as a true and accurate record of the proceedings of that meeting.      **CARRIED**

2.2.4 TUU Annual General Meeting

APPENDIX C

The minutes of the TUU Annual General Meeting held on 24<sup>th</sup> June 2015 were received.

## **2.3 MATTERS ARISING FROM PREVIOUS MEETINGS**

APPENDIX D

- a) SRI Discussion – State Council to report back to Board.
- b) TUU Admin Sandy Bay Renovation –CSD Project Manager to arrange tenders.
- c) Strategic Discussion – Waiting on Student Experience Plan review meeting to be held.
- d) Investments – Waiting on funding from UTAS.
- e) Annual Report – Completed.
- f) Media and Communication Staff Member – H. La Paglia and J. Hart to discuss.
- g) Base Line Funding Agreement – Agreement signed, waiting on funds.
- h) Regulations and Constitution – State Council to present proposed changes to Board.
- i) Sandy Bay Ref Steps Paving – J.Botica to follow up.
- j) SSAF Funded Student Run Cooperative – H. La Paglia to write to D. Sadler regarding change to purpose of funds.

## SECTION 3 – CORRESPONDENCE

### **3.1 INWARD CORRESPONDENCE**

### **3.2 OUTWARD CORRESPONDENCE**

## SECTION 4 – MATTERS FOR DISCUSSION

### **4.1 INVESTMENT PORTFOLIO QUARTERLY REVIEW**

APPENDIX E

Quarterly review of portfolio presented by Shadforth's.

### **4.2 INVESTMENT POLICY – INVESTMENT STRATEGY REVIEW**

APPENDIX F

Board reviewed investment objectives. Cashflow requirements remain the same. Investment strategy determined by risk, return and time frame. Time frame to be extended from 3 years to 5 years. Shadforth's to model current policy over 5 year term and report back to Board.

### **4.3 STUDENT MEDIA**

APPENDIX G

Board discussed legal advice received. The Board resolved to accept recommendations regarding changes to employment agreement and the exclusion clause. H. La Paglia and J. Hart to meet with Togatus Editor to discuss content of legal advice and draft regulations, with intention not to censure content, but to mutually agree on code of conduct and mitigation of risk of legal liability from defamatory content.

### **4.4 STRATEGIC DISCUSSION**

Student Experience Plan review meeting to be held.

### **4.5 GOVERNANCE AND ACCOUNTABILITY FRAMEWORK**

APPENDIX H

- Student Media – Legal advice received. H. La Paglia and J. Hart to discuss legal advice and draft regulations with Togatus editor.
- Media Policy – minor amendments to be made to policy and circulated to Board for approval.
- Social Media Policy – minor amendments to be made to policy and circulated to Board for approval.
- Election Policy - minor amendments to be made to policy and circulated to Board for approval.
- Position Descriptions – UTAS confirmed definition of enrolled student.

#### **4.6 SOCIAL MEDIA POLICY**

APPENDIX I

Amended Social Media Policy discussed by Board with the following changes to be made:

- Clause 5.2 – Move second last paragraph to clause 9
- Clause 5.2 - Delete last paragraph
- Clause 7 Autonomous Officer Bearers - To include Disability Officer
- Clause 9.2 Determination of Policy Breach and Disciplinary Action – Delete
- Clause 10 Election Candidates – Delete

Board requested above amendments be made and policy to be circulated to Board for approval.

#### **4.7 MEDIA POLICY**

APPENDIX J

Amended Media Policy discussed by Board with the following changes to be made:

- Clause 3 Transitional Arrangements – Delete
- Clause 7 Autonomous Officer Bearers - To include Disability Officer
- Clause 8.2 Determination of Policy Breach and Disciplinary Action – Delete
- Clause 8.3 Disciplinary Action – wording to be consistent with Social Media Policy Clause 9.3
- Clause 9 Election Candidates – Delete

Board requested above amendments be made and policy to be circulated to Board for approval.

#### **4.8 ELECTION POLICY**

APPENDIX K

Amended Election Policy discussed by Board with the following changes to be made:

- Clause 3 Scope – Remove 'eligible to vote'
- Clause 6.3 (b) Campaigning - Remove reference to 'blackout period'. Exclusion zone to be 'designated exclusion zone'.
- Clause 6.3 (g) 'Unauthorised bulk emails' to refer to the contravention of UTAS Privacy Policy, and email addresses not to be used for a purpose other than the purpose for which they are collected without the consent of the student.
- Clause 6.4 (c) Polling - Remove reference to 'blackout period'. Exclusion zone to be 'designated exclusion zone'
- Clause 8 Consequences of Breaches – Delete 'Failure to do this may result in penalties being imposed'

Board requested above amendments be made and policy to be circulated to Board for approval.  
J. Hart to consult with TEC on Election Policy.

### SECTION 5 – MATTERS FOR NOTING

#### **5.1 EXECUTIVE OFFICER'S REPORT**

APPENDIX L

The Executive Officer's Report of 21<sup>st</sup> July 2015 was received.

#### **5.2 PRESIDENT'S REPORT**

APPENDIX M

Welcome Home Week 125 Event – TUU Reunion:- Budget was discussed by Board.

#### **Motion**

**Moved:** H. La Paglia **Seconded:** M. Stoddart that the TUU Board of Management approves \$10,000 to fund the TUU Reunion from State Council Special Projects budget line.  
CARRIED

Education Council: - Board discussed and supported State Council's proposal for the new Education Council, however were not in favour of increasing the total honoraria pool. Board asked that State Council discuss how they intend to fund additional positions and report back to Board.

The President's Report of 21<sup>st</sup> July 2015 was received.

### **5.3 WORK HEALTH AND SAFETY REPORT**

APPENDIX N

The Work Health and Safety Report was received.

### **5.4 FINANCIAL RECONCILIATION**

APPENDIX O

The General Journal and Bank Reconciliation were received.

### **5.5 INVESTMENT REPORTS**

- TUU Investment Report
- Shadforth's Portfolio June Valuation

APPENDIX P

APPENDIX Q

The Investment Reports were received.

### **5.6 CASHFLOW ESTIMATE**

APPENDIX R

The Cashflow Estimate was received.

### **5.7 SSAF/BASELINE FUNDING ACQUITTAL REPORT**

APPENDIX S

It was noted by Board that delivery of projects is important to satisfy contractual obligations under SSAF legislation.

The SSAF/Baseline Funding Acquittal Report was received.

### **5.8 FINANCIAL REPORT QUARTERLY UPDATE**

APPENDIX T

The Quarterly Financial Report was received.

## SECTION 6 – GENERAL BUSINESS

Meeting Closed: 6:56pm

Next Meeting: 18<sup>th</sup> August 2015