

TASMANIA UNIVERSITY UNION

Board of Management

MINUTES

For the meeting of the TUU Board of Management held at **4:30pm** on **Tuesday, 23rd February 2016**
via video conference in the following rooms:

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

SECTION 1 – INTRODUCTORY ITEMS

1.1 WELCOME

S. Overland welcomed everyone to the meeting.

1.2 PRESENT

Simon Overland	Michael Stoddart	Tomas Rolf	Jenny Hart
Jane Botica-Jones	David Sadler	Caleb Dunn	Ingrid Lagerewskij
Finn Dorney (Shadforth)	Sam Baker (Shadforth)		

1.3 APOLOGIES

David Sadler	Mahama Antuonogwen Abu
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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:** J. Botica-Jones that the minutes of the meeting of the TUU Board of Management held on 3rd February 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:** T. Rolf **Seconded:** M. Stoddart that the minutes of the 3rd February 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). TUU Admin renovation – plans put out to tender
- b). Strategic Discussion – Student Experience Plan to be circulated
- c). SSAF Funded Student Run Cooperative – room being furnished
- d). Conference travel – State Council to draft policy
- e). Audited Financial Statements – completed
- f). Financial Report – completed
- g). SSAF / Baseline Funding Acquittal Report – responsible party and due date to be added to report
- h). Investment Strategy – annual review of capital investment strategy to be documented

SECTION 3 – CORRESPONDENCE

3.1 INWARD CORRESPONDENCE

Nil

3.2 OUTWARD CORRESPONDENCE

Nil

SECTION 4 – MATTERS FOR DISCUSSION

4.1 GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

APPENDIX C

- a) Student Media Regulations – regulations amended ready for Board approval
- b) Behaviour Policy – J. Hart to complete policy ready for Board approval
- c) Accountability of State Council / SRC – SC to draft TOR for SC/SRC
- d) Staff Gift Policy – J. Hart to draft policy
- e) Election Policy – to be reviewed

4.2 STUDENT MEDIA

4.2.1 Student Media “Togatus” Regulations

APPENDIX D

Board discussed draft Regulations. Name changed to Student Media “Togatus” Policy

Motion

Moved: M. Stoddart **Seconded:** T. Rolf that the TUU Board of Management approves the Student Media “Togatus” Policy.

CARRIED

4.2.2 Student Media Committee Terms of Reference

APPENDIX E

Board discussed draft Student Media Committee Terms of Reference. Agreed that committee should have more of an advisory role to Editor in Chief. S. Overland and J. Hart to redraft Terms of Reference and source potential members of committee.

4.3 COMPLAINTS INVESTIGATION

APPENDIX F

Board discussed report on independent investigation into complaints against Womens’ Collective and Togatus.

J. Hart recommended the following actions to Board in addition to the Student Media “Togatus” Policy and Behaviour Policy to be approved:

- a) TUU policies and procedures to be amended where appropriate to include members of affiliated clubs and societies and volunteers, and acknowledgement that compliance with policies and procedures is required.
- b) Complaints procedure to be included in clubs and societies handbooks.
- e) Training to be provided to TUU staff, State Council and other relevant volunteers around conflict resolution and mediation.
- g) Condition of Women’s Collective re-affiliation is that they amend their Safer Spaces Policy as per recommendations in Investigation Report.

S. Overland to respond to complainants.

Motion **Moved:** M. Stoddart **Seconded:** C. Dunn that the TUU Board of Management receives the TCCI Investigation Report.

CARRIED

4.4 FINANCIAL BUDGET 2016

APPENDIX G

J. Hart presented the 2016 TUU budget to Board, and outlined the proposed submission process for unallocated special projects funds.

Motion

Moved: M. Stoddart **Seconded:** T. Rolf that the TUU Board of Management approves the Financial Budget for 2016 subject to explanation of deduction of unrealised investment gain/loss.

CARRIED

4.5 TUU REGULATIONS

APPENDIX H

State Council have passed amendments to the TUU Regulations to clarify the definition of meeting quorum, to make it consistent with the TUU Constitution definition.

Motion

Moved: T. Rolf **Seconded:** J. Botica-Jones that the TUU Board of Management ratifies the State Council changes to the TUU Regulations.

CARRIED

SECTION 5 – MATTERS FOR NOTING

5.1 EXECUTIVE OFFICER'S REPORT

APPENDIX I

The Executive Officer's Report of 23rd February 2016 was received.

5.2 PRESIDENT'S REPORT

APPENDIX J

Strategic Planning Day - T. Rolf proposed that TUU holds a strategic planning day. Board requested more information on purpose, agenda and participants of strategic planning day, and suggested it should relate to Student Experience Plan.

Induction for student representatives on Board – Board agreed induction for student representatives would be beneficial. T. Rolf and S. Overland to discuss further.

Corporate credit card – T. Rolf requested corporate credit card for travel expenses which State Council approves before travel occurs.

Motion

Moved: M. Stoddart **Seconded:** J. Botica-Jones that the TUU Board of Management approves issuing the current TUU President with a corporate credit card with an upper limit of \$2,000.00 for the purpose of official TUU travel.

CARRIED

Office furniture - J. Hart to arrange for ergonomics assessment of staff and student representative current office furniture.

The President's Report of 23rd February 2016 was received.

5.3 WORK HEALTH AND SAFETY REPORT

APPENDIX K

The Work Health and Safety Report was received.

5.4 FINANCIAL RECONCILIATION

APPENDIX L

The General Journal and Bank Reconciliation Reports were received.

5.5 INVESTMENT REPORTS

- TUU Investment Report APPENDIX M
- Shadforths Quarterly Report – December 2015 APPENDIX N

Shadforths provided quarterly update on TUU Investment Portfolio. Rebalancing recommendation to correct the over exposure to cash and fixed interest will be forwarded by email.

- Shadforth's Monthly Portfolio Valuation – January 2016

APPENDIX O

The Investment Reports were received.

5.6 CASHFLOW ESTIMATE

APPENDIX P

The Cashflow Estimate was received.

SECTION 6 – GENERAL BUSINESS

6.1 TUU SAFE SPACE ACCESS

Board discussed student access to TUU provided safe spaces and how it was promoted. Agreed that these spaces should generally be provided for student cohorts they are designed for, but discrimination is prohibited.

Meeting Closed: 6:35pm

Next Meeting: 22nd March 2016