

# TASMANIA UNIVERSITY UNION

## Board of Management

### MINUTES

For the meeting of the TUU Board of Management held at **4:50pm** on **Tuesday, 24<sup>th</sup> May 2016**  
via video conference in the following rooms:

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

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#### SECTION 1 – INTRODUCTORY ITEMS

##### **1.1 WELCOME**

S. Overland welcomed everyone to the meeting.

##### **1.2 PRESENT**

|                  |            |                   |                        |
|------------------|------------|-------------------|------------------------|
| Simon Overland   | Tomas Rolf | Jenny Hart        | Mahama Antuonogwen Abu |
| Michael Stoddart | Caleb Dunn | Jane Botica-Jones | Ingrid Lagerewskij     |

##### **1.3 APOLOGIES**

David Sadler

#### SECTION 2 – MINUTES AND MATTERS ARISING

##### **2.1 AMENDMENTS**

Noted that apology from Mahama Antuonogwen Abu for previous Board meeting was received at 4:31pm on 3<sup>rd</sup> May.

##### **2.2 MINUTES**

2.2.1 TUU Board of Management Meeting

APPENDIX A

**Motion**      **Moved:** M. Stoddart      **Seconded:** T. Rolf      that the minutes of the meeting of the TUU Board of Management held on 3<sup>rd</sup> May 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 3<sup>rd</sup> May 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

- Strategic Discussion – agenda item 4.2
- Conference travel – State Council to draft policy
- Strategic Planning – include in strategic discussion
- Board Induction – include in strategic discussion
- Corporate Credit Card – T. Rolf to provide proof of ID
- Office Furniture – J. Hart to arrange ergonomic assessment once renovations are completed

#### SECTION 3 – CORRESPONDENCE

### **3.1 INWARD CORRESPONDENCE**

Shadforth's – Rebalancing Recommendation

APPENDIX C

### **3.2 OUTWARD CORRESPONDENCE**

The Inward Correspondence was received.

## SECTION 4 – MATTERS FOR DISCUSSION

### **4.1 GOVERNANCE AND ACCOUNTABILITY FRAMEWORK**

APPENDIX D

- a) Behaviour Policy – State Council to provide proposed amendments
- b) Accountability of State Council / SRC – SC to draft TOR for SC/SRC. Incorporate into strategic discussion
- c) Staff Gift Policy – agenda item 4.3
- d) Election Policy – J. Hart to consult with T. Rolf on review process
- e) Student Media Committee – 2 committee members selected. T. Rolf to follow up potential third member

### **4.2 STUDENT EXPERIENCE PLAN**

APPENDIX E

Sub-committee consisting of S. Overland, T. Rolf, A. Mahama Antuonogwen, M. Stoddart, Abbey Studley and J. Hart to be formed to develop strategic plan for Board discussion.

### **4.3 TUU GIFTS AND BENEFITS POLICY**

APPENDIX F

Draft policy discussed. J. Hart to make minor amendments before Board approval.

## SECTION 5 – MATTERS FOR NOTING

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

APPENDIX G

Societies Council President:- J. Hart recommended that due to timing and close proximity to annual election, a by-election to fill the vacant Societies Council President position not be held. Board approved Societies Council Vice President, who is no longer a student, be appointed to Acting Societies Council President with honoraria and voting rights on State Council, until a Societies Council President is elected in the annual election.

The Executive Officer's Report of 24th May 2016 was received.

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

The President's verbal report on State Council matters was received.

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

APPENDIX H

The Work Health and Safety Report was received.

### **5.4 FINANCIAL RECONCILIATION**

APPENDIX I

The General Journal and Bank Reconciliation Reports were received.

### **5.5 INVESTMENT REPORTS**

- TUU Investment Report
- Shadforth's Monthly Portfolio Valuation – April 2016

APPENDIX J

APPENDIX K

The Investment Reports were received.

**5.6 CASHFLOW ESTIMATE**

The Cashflow Estimate was received.

APPENDIX L

**5.7 SSAF/BASELINE FUNDING ACQUITTAL REPORT**

The SSAF/Baseline Funding Acquittal Report was received.

APPENDIX M

SECTION 6 – GENERAL BUSINESS

Meeting Closed: 6:06pm

Next Meeting: 28<sup>th</sup> June 2016