

TASMANIA UNIVERSITY UNION

Board of Management

MINUTES

For the meeting of the TUU Board of Management held on **Tuesday, 28th February 2017** at **5:30pm**
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 Jenny Hart Michael Stoddart Jane Botica-Jones

Joseph Crawford Dan Probert Ingrid Lagerewskij Sam Baker (Shadforth)

Finn Dorney (Shadforth)

1.3 APOLOGIES

David Sadler Clark Cooley

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. Probert that the minutes of the meeting of the TUU Board of Management held on 31st January 2017 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. Probert that the minutes of the 31st January 2017 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. Overland met with LH Martin Institute and will circulate proposal to Board when received.
- b) Conference travel – State Council to make further amendments and resubmit to Board.
- c) Constitution – State Council requested more information on proposed changes to include proxies.
- d) Student Media Committee – Togatus Editor appointed. Committee member to be appointed.

- e) Board Funding Policy – Policy / procedure to be drafted.
- f) Induction – State Council to follow up northern reps who have not done induction.
- g) TUU Contact Centre – J. Hart to arrange signage for relocation.
- h) TUU Audit – information included in EO Report.
- i) TUBC Funding Request – J. Hart requested further information from TUBC
- j) Audited Financial Statements – Circulated to Board. Completed.
- k) Regulations – State Council to make further amendments and resubmit to Board as Matters for Discussion agenda item.
- l) Election Policy – State Council to make further amendments and resubmit to Board as Matters for Discussion agenda item.
- n) Standing Policy – included in President's Report.
- o) Renewable Power Project – C. Cooley waiting on quote from C. Peterson. J. Hart waiting on further quotes for lighting, heaters and air vent.

SECTION 3 – CORRESPONDENCE

3.1 INWARD CORRESPONDENCE

APPENDIX C

- Auditor General: Final Management Report (Memorandum of Audit Findings)
- Auditor General: Final Management Letter
- Auditor General: Independent Auditor's report
- Auditor General: List of non-compliance disclosure

3.2 OUTWARD CORRESPONDENCE

APPENDIX D

- Auditor General: Management Representation Letter
- Circular motion: Board approval of TUU Financial Statements 2016

The Inward and Outward Correspondence was received.

SECTION 4 – MATTERS FOR DISCUSSION

4.1 Shadforths Investment Review and Recommendation

APPENDIX E

Shadforths discussed quarterly review of TUU Investment Portfolio, and will forward updated Quarterly Review Report to Board via email.

Motion **Moved:** M. Stoddart **Seconded:** J. Botica-Jones that the TUU Board of Management approves the Shadforths investment recommendation dated 24th February 2017.
CARRIED

SECTION 5 – MATTERS FOR NOTING

5.1 EXECUTIVE OFFICER'S REPORT

APPENDIX F

The Executive Officer's Report of 28th February 2017 was received.

5.2 PRESIDENT'S REPORT

APPENDIX G

- Constitution Changes – State Council requested more information on the proposed changes. S. Overland to provide State Council with a brief on proposed changes.
- Budget – Board discussed and noted that budget does not balance. State Council to amend and bring back to Board.
- Regulations – proposed changes not clear. J. Crawford to reformat and circulate to Board.

- Council Meeting Policy – Board discussed proposed changes. State Council to amend policy as discussed and bring back to Board.
- Election Policy – Board discussed proposed changes. State Council to amend policy as discussed and bring back to Board.
- Finance Policy – Board discussed proposed changes. State Council to amend policy as discussed and bring back to Board.
- Standing Policy Framework – Board discussed proposed changes noting that State Council does not necessarily determine the official position of the TUU. Clause 4.1 to be amended to read “official public position in regard to student representation matters of the TUU is decided by a motion of the State Council.”

Motion **Moved:** M. Stoddart **Seconded:** D. Probert that the TUU Board of Management approves the standing policy framework subject to the above amendments. CARRIED

- Student Media “Togatus” Policy – Board discussed proposed changes, noting that clause 6.2.4 “If any member of the editorial team decides that the piece should be published the work will be published” be removed. Clause 8.3 should include “outgoing Editor-in-Chief or delegate”, and remove “incoming” reference to President.

Motion **Moved:** D. Probert **Seconded:** J. Crawford that the TUU Board of Management approves the proposed changes to the Student Media “Togatus” Policy subject to the above amendments. CARRIED

The President’s Report of 28th February 2017 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 (January) Reports were received.

5.5 INVESTMENT REPORTS

- TUU Investment Report
- Shadforth’s January Portfolio Valuation Report

APPENDIX J

APPENDIX K

The Investment Reports were received.

5.6 CASHFLOW ESTIMATE

APPENDIX L

The Cashflow Estimate was received.

SECTION 6 – GENERAL BUSINESS

Meeting Closed: 8:00pm

Next Meeting: 28th March 2017