

TASMANIA UNIVERSITY UNION

Board of Management

MINUTES

For the meeting of the TUU Board of Management held at **4:30pm on Tuesday, 3rd May 2016**
via video conference in the following rooms:

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.

1.2 PRESENT

Simon Overland	David Sadler	Tomas Rolf	Jane Botica-Jones
Michael Stoddart	Caleb Dunn	Jenny Hart	Ingrid Lagerewskij
Finn Dorney (Shadforth)	James Louw (Shadforth)		Stephanie Taylor

1.3 APOLOGIES

Mahama Antuonogwen Abu

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 22nd March 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 22nd March 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

- TUU Admin renovation – nearing completion
- Strategic Discussion – Board to discuss at next meeting
- SSAF Funded Student Run Cooperative – clubs and societies / meeting room nearing completion
- Conference travel – State Council to draft policy
- Strategic Planning – T. Rolf to provide more information on purpose of strategic plan to Board
- Board Induction – S Overland and T Rolf to discuss further
- 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 Recommendation – Caltex Off Market Buy Back

APPENDIX C

3.2 OUTWARD CORRESPONDENCE

Board Response to Complainants

APPENDIX D

The Inward and Outward Correspondence was received.

SECTION 4 – MATTERS FOR DISCUSSION

4.1 GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

APPENDIX E

- a) Behaviour Policy – J. Hart to circulate to SRC Councils
- b) Accountability of State Council / SRC – SC to draft TOR for SC/SRC
- c) Staff Gift Policy – J. Hart to draft policy
- d) Election Policy – to be reviewed
- e) Student Media Committee – committee members to be selected

4.2 TUU BEHAVIOUR POLICY

APPENDIX F

Board agreed to adopt policy in principle while student consultation is undertaken.

4.3 STUDENT EXPERIENCE PLAN

APPENDIX G

S. Taylor gave an overview of the Student Experience Strategy and how UTAS and TUU should collaborate more in regard to:

- i) Orientation / O'Week
- ii) Student Representation
- iii) Partnership to optimise resources
- iv) Expanding and recognising student leadership

Board to discuss Student Experience Plan at next meeting.

SECTION 5 – MATTERS FOR NOTING

5.1 EXECUTIVE OFFICER'S REPORT

APPENDIX H

It was noted that SSAF funding can no longer be carried forward and more stringent reporting and accountability will be required.

The Executive Officer's Report of 3rd May 2016 was received.

5.2 PRESIDENT'S REPORT

APPENDIX I

Sydney Campus – services available for Sydney UTAS students to be discussed further during Student Experience discussion.

Expenditure approval - Board noted that in accordance with the Finance Policy expenditure must be approved prior to an event.

Motion

Moved: M. Stoddart **Seconded:** J. Botica-Jones that the TUU Board of Management ratifies the TUU State Council's motion to approve \$5,000 from its Special Projects budget to support the Electronic Music Society's event 'Festival of Lights' held April 8th 2016.

CARRIED

Honoraria - Board agreed that the payment of honoraria to State Council or SRC members acting in other student representative positions is a matter for State Council to decide provided the total honoraria pool is not exceeded.

The President's Report of 3rd May 2016 was received.

5.3 WORK HEALTH AND SAFETY REPORT

[APPENDIX J](#)

The Work Health and Safety Report was received.

5.4 FINANCIAL RECONCILIATION

[APPENDIX K](#)

The General Journal and Bank Reconciliation Reports were received.

5.5 INVESTMENT REPORTS

- TUU Investment Report [APPENDIX L](#)
- Shadforth's Monthly Portfolio Valuation – March 2016 [APPENDIX M](#)
- Shadforth's Quarterly Investment Review [APPENDIX N](#)

Shadforths provided quarterly update on TUU Investment Portfolio. A rebalancing recommendation will be circulated by email.

The Investment Reports were received.

5.6 CASHFLOW ESTIMATE

[APPENDIX O](#)

The Cashflow Estimate was received.

5.7 SSAF/BASELINE FUNDING ACQUITTAL REPORT

[APPENDIX P](#)

The SSAF/Baseline Funding Acquittal Report was received.

5.8 FINANCIAL REPORT QUARTERLY UPDATE

[APPENDIX Q](#)

The Quarterly Financial Report was received.

[SECTION 6 – GENERAL BUSINESS](#)

Meeting Closed: 6:40pm

Next Meeting: 24th May 2016