

# TASMANIA UNIVERSITY UNION

## Board of Management

### MINUTES

For the meeting of the TUU Board of Management held at 4:30pm on Tuesday, 24<sup>th</sup> November 2015  
via video conference in the  
**SANDY BAY** – TUU Boardroom 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 mention to the new student representatives for 2016.

##### 1.2 PRESENT

Simon Overland

Heidi La Paglia

Jenny Hart

Michael Stoddart

Jane Botica-Jones

Hina Durrani (via phone)

Ingrid Lagerewskij

##### 1.3 APOLOGIES

David Sadler

##### 1.4 ABSENT

Clark Cooley

##### 1.5 OBSERVERS

Tomas Rolf

Mahama Antounogwen Abu

Caleb Dunn

#### SECTION 2 – MINUTES AND MATTERS ARISING

##### 2.1 AMENDMENTS

##### 2.2 MINUTES

###### 2.2.1 TUU Board of Management Meeting

APPENDIX A

**Motion**      **Moved:** J. Botica-Jones      **Seconded:** M. Stoddart      that the minutes of the meeting of the TUU Board of Management held on 20<sup>th</sup> October 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:** H. La Paglia      **Seconded:** M. Stoddart      that the minutes of the 20<sup>th</sup> October 2015 TUU Board of Management meeting are approved to go online, withholding appendices and removing item 4.5.      **CARRIED**

##### 2.3 MATTERS ARISING FROM PREVIOUS MEETINGS

APPENDIX B

- a). TUU Admin renovation – Consultation meetings held and details scope and costing being prepared to put out to tender.
- b). Strategic Discussion – Student Experience Plan being signed off by SMT and BOM to discuss in 2016.
- c). Sandy Bay Ref Steps' Paving – completed.

- d). SSAF Funded Student Run Cooperative – approval received.
- e). Finance Policy – completed.

### SECTION 3 – CORRESPONDENCE

#### **3.1 INWARD CORRESPONDENCE**

APPENDIX C

Shadforths Update to Disclosure – UBS Securities  
 Shadforths Origin Energy Entitlement Offer  
 TEC - Declaration of TUU Election Results  
 TEC – Declaration of NUS Election Results  
 C. Cooley NUS Conference Submission  
 C. Cooley Election Feedback  
 NUS Conference Expense Approval Request  
 Letter from Togatus Editor-in-Chief

TABLED

**Motion**      **Moved:** H. La Paglia      **Seconded:** M. Stoddart      that the TUU Board of Management approves \$16,000.00 for the nominated delegates and observers to attend the 2015 NUS Conference, subject to State Council preparing clear guidelines around TUU funded observers attending future NUS conferences.      CARRIED

#### **3.2 OUTWARD CORRESPONDENCE**

APPENDIX D

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TABLED

Receive the Inward and Outward Correspondence

### SECTION 4 – MATTERS FOR DISCUSSION

#### **4.1 FINANCE POLICY**

APPENDIX E

Finance policy discussed and the following clauses to be amended:

- 4.1.5 – delete “security” and refer to breaches of this policy
- 4.2.5 – prohibited expenditure relates to “SSAF funding only”
- 4.2.10 – change “storage” of card to “security” of card
- 4.2.13 – change heading to “Purchasing authorisation”. Include “prior to committing”. Add reference to delegated authorisation levels being for the total cost of event or activity.

Further discussion was held around TUU staff and student reps receiving gifts which may influence equity or impartiality. J. Hart to draft a Gifts and Benefits policy.

**Motion**      **Moved:** M. Stoddart      **Seconded:** J. Botica-Jones      that the TUU Board of Management approves the Finance Policy      CARRIED

#### **4.2 GOVERNANCE AND ACCOUNTABILITY FRAMEWORK**

APPENDIX F

- a) Student Media Regulations – regulations redrafted. S. Overland and J. Hart to meet with incoming Editor-in-Chief to discuss regulations
- b) Elections – meeting held with TEC - completed
- c) Behaviour Policy – J. Hart to meet with S. Taylor to discuss UTAS process for breaches
- d) Student Induction – completed
- e) TUU Document Accessibility – completed
- f) Accountability of State Council / SRC – SC to draft TOR for SRC
- g) Finance Regulations – completed

#### **4.3 STUDENT MEDIA**

4.3.1 Student Media Regulations

APPENDIX G

J. Hart met with Editor-in-Chief to redraft regulations. Board discussed regulations noting that while they do not want to have editorial control, the regulations must address the risk of legal liability and the accountability of the Editor-in-Chief. S. Overland and J. Hart to meet with incoming Editor-in-Chief to discuss the relationship between TUU and Togatus, the structure of an Editorial Board and negotiate regulations that both parties agree to.

4.3.2 Student Media Committee Terms of Reference APPENDIX H  
S. Overland and J. Hart to discuss structure of Editorial Board with incoming Editor-in-Chief.

4.3.3 Togatus Honoraria 2016 APPENDIX I

**Motion**      **Moved:** H. La Paglia      **Seconded:** J. Botica-Jones      that the TUU Board of Management approves Togatus honoraria for 2016 of \$30,000.00 CARRIED

## SECTION 5 – MATTERS FOR NOTING

**5.1 EXECUTIVE OFFICER’S REPORT** APPENDIX J  
Election issues were discussed. Policy to be reviewed.  
The Executive Officer’s Report of 24<sup>th</sup> November 2015 was received.

**5.2 PRESIDENT’S REPORT** APPENDIX K  
The President’s Report of 24<sup>th</sup> November 2015 was received.

**5.3 WORK HEALTH AND SAFETY REPORT** APPENDIX L  
The Work Health and Safety Report was received.

**5.4 FINANCIAL RECONCILIATION** APPENDIX M  
The General Journal and Bank Reconciliation Reports were received.

**5.5 INVESTMENT REPORTS**

- TUU Investment Report APPENDIX N
- Shadforth’s Portfolio October Valuation APPENDIX O

The Investment Reports were received.

**5.6 CASHFLOW ESTIMATE** APPENDIX P  
The Cashflow Estimate was received.

**5.7 SSAF/BASELINE FUNDING ACQUITTAL REPORT** APPENDIX Q  
The SSAF/Baseline Funding Acquittal Report was received.

## SECTION 6 – GENERAL BUSINESS

Meeting Closed: 6:30pm  
Next Meeting: 2 February 2016

(\*\*\* indicates a removed item which is confidential to Council Members)