

TASMANIAN UNIVERSITY STUDENT ASSOCIATION
Board of Management
MINUTES

For the meeting of the TUSA Board of Management to be held on
26th of April 2023 at 5:30pm
at the TUSA Building Boardroom, Sandy Bay TAS [with zoom access].

Chair: D Sutton

Purpose: To address matters of management, strategy and direction of the Association, and of property, income and funding.

Meeting opened: 5:30pm

#	ITEM LISTING	APPENDIX	TIMING
1.	INTRODUCTORY ITEMS		5 mins
	1.1 In-Camera Session (as needed) Danny Sutton Discussion re: Board One on One Feedback	VERBAL ONLY	
	1.2 Acknowledgement of Country Jen Newman delivered personal Acknowledgement of Country <ul style="list-style-type: none"> - Both sides of my family date back to the initial Tasmanian settlement, and I've discovered that I have Indigenous heritage. It was a family secret – no records, not discussed, and we had no cultural understanding. - As a result, I hadn't identified with my heritage. This is a sad reflection of the story of how these relationships were not valued and were socially hidden from sight. I'm glad that it's changing, and things are moving forwards. - I have a strong connection to place, and love Tasmania, my place on Bruny Island, and the incredible experiences we get here such as the recent aurora. - It's been great to start learning more about Indigenous culture, encouraged by the movement we are experiencing now. <p>It was noted by L McLaren that State Council, TUSA Team and Board of Management have adopted individualised Acknowledgement of Countries.</p>		

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1.3 Welcome D Sutton		
1.4 Present D Sutton, R Mawad, L McLaren. J Newman, T Wienker, A Lamont, S Crothers.		
1.5 Apologies R Meredith		
1.6 Absent		
1.7 Staff, guests & observers TUSA Staff: S Gorringer, SL Ward, E Knuckey, R de Villeneuve Tas Ethical: T Robertson (as required)		
1.8 Conflicts of interest		
2. MINUTES AND MATTERS ARISING		
2.1 Amendments to previous minutes <ul style="list-style-type: none"> • Space for noting any amendments • No amendments required 		2 min
2.2 Minute approvals <u>2.2.1 TUSA Board of Management Meeting Minutes Amendments</u> A discussion of any substantive items redacted from previous minutes prior to circulation to board. <u>2.2.2 TUSA Board of Management Meeting Minutes Approval</u> <u>Motion:</u> That the minutes of the TUSA Board of Management Meeting held on March 27th 2023 be accepted as a true and accurate	APPENDIX A	2 min

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	<p>record of the proceedings of that meeting pending above correction.</p> <p>MOVED: A Lamont SECONDED: J Newman</p> <p><u>2.2.3 TUSA Board of Management Meeting Minutes Online Upload</u></p> <p><u>Motion:</u> That the minutes of the TUSA Board of Management Meeting held on March 27th 2023 are approved to go online, withholding appendices and any sensitive discussions, following any amendments noted above.</p> <p>MOVED: A Lamont SECONDED: J Newman</p>		
	<p>2.3 Matters arising from previous minutes</p> <ul style="list-style-type: none"> • As per action table. 		5 min
3. CORRESPONDENCE			
	<p>3.1 Inward correspondence</p>	Nil	
	<p>3.2 Outward correspondence</p>	Nil	
4. MATTERS FOR DISCUSSION/APPROVAL			
	<p>4.1 TUSA Governance Standards Assessment</p> <p>The Board noted a paper from the TUSA CEO that:</p> <ul style="list-style-type: none"> • assessed the current TUSA governance and reporting structures against a AICD Non-for-profit list Governance Framework; and • proposed a range of actions to address areas for development including: <ul style="list-style-type: none"> ○ a diversity and inclusion policy ○ a Board skills matrix ○ a Board performance review process ○ a Board Risk policy ○ a Code of conduct; and ○ a Culture survey 	APPENDIX B & C	20 mins

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<p>It was proposed that TUSA create a governance, remuneration & nomination board subcommittee to progress this work.</p> <p>The Board also noted that</p> <ul style="list-style-type: none"> • Section 2.1 should clearly define the roles of student on the board; • the composition of the board should consider students from a diversity and inclusion perspective, • there was a need for appropriate induction and onboarding support to be provided for students in order for students to fulfil their responsibilities as directors for the organisation. <p>DECISION</p> <p><u>Motion:</u> The TUSA Board of Management endorsed the creation of a governance, remuneration and nomination (“Governance” to simplify terminology) subcommittee, to run between board meetings.</p> <p>Moved: R Mawad, Seconded: S Crothers</p> <p>ACTION ITEM:</p> <p>S Gorrige to commence work with the Board Chair to establish the Governance committee membership prior to the May Board meeting.</p> <p>S Gorrige to refer draft governance documents discussed above to new governance meeting for approval.</p> <p>The Board agreed to publish governance subcommittee documents on sharepoint for all board members to view and provide suggestion to committee.</p>		
<p>4.2 FRAC Update – Investment Strategy Review Danny Sutton/Tyson Wienker</p>	<p>APPENDIX D</p>	<p>10 mins</p>

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<ul style="list-style-type: none"> • The FRAC Chair (T Wienker) provided a synopsis of discussion at FRAC level. It was noted that: <ul style="list-style-type: none"> ○ TUSA has an investment pool of \$8.4 million, with a planned 60/40 asset allocation. ○ This allocation reflected plans for a long term market strategy, to smooth out fluctuations in the market in short term. ○ The challenge faced by the TUSA is that we have drawn down on our investments to fund TUSA operations and, as such, a 10 year investment strategy may not be feasible. ○ We therefore need to tighten the timeframe that we are working within. ○ When FRAC discussed this, in a volatile market with high drawdown we may need to shift to a more conservative 50/50 asset allocation. • It was noted that FRAC is seeking advice from Tas Ethical in relation to this material shift in timeframe and its impact on TUSA’s current asset allocation approach. • It was noted that S Gorringer in the process of organising a meeting with financial strategic contact at Tas Ethical within the next few weeks. • If we adopt this change, we need to understand how Tas Ethical might affect this within our current portfolio (where would they draw funds from and over what period?) • It was noted that once advice has been recieved from Tas Ethical FRAC will bring the advice to the board at its next meeting with a recommendation. 		
<p>4.3 State Council Revised Position on UTAS Hobart City Campus Move Brief L McLaren It was noted that a paper was developed after consultation with University and TUSA board in mid-April seeking improved consultation with students on the Hobart City Campus Move.</p>	<p>APPENDIX E</p>	<p>10 mins</p>

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	<p>It was noted that a media release by the SRC had created a number of media engagements – the Mercury, ABC radio etc to discuss the reasons for improved student consultation.</p> <p>It was noted that the SRC had received a positive response from the University with agreement on all three main points made by the State Council, and there was mutual recognition of the need for improvement in these areas.</p> <p>It was also acknowledged that the University had agreed to set up a student consultation group for advice on how to communicate with students and looking at in the context of Students as Partners when to work with students in projects and planning processes and to what extent.</p> <p>The Board acknowledged the importance in the process of providing the University with appropriate advice of the change of position of the SRC.</p> <p>The Board noted</p> <ul style="list-style-type: none"> • A number of issues faced being faced by the University, including a 12% drop in student retention this year. UTAS predicting a student uptrend next year (but limited evidence given the end of the baby bonus era of population turning 18). • J Newman queries whether the TUSA have data on these demographics to present at the board level. • A Lamont: very crucial time for State Council this year, and in particular demonstrating that need for an organised student voice. • There is an opportunity to build a more collaborative approach which will set the TUSA up well for the future. <p>ACTION ITEM: S Gorrington to present student cohort data to board to inform future conversations.</p>		
5.	MATTERS FOR NOTING		

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<p>5.1 Operational Report Summary</p> <ul style="list-style-type: none"> • The TUSA Board accepted the operational report as noted. • J Newman noted that there is a role for increased publication of more data from the TUSA about its work – specifically, the Student Legal Service has great outcomes that we need to publish broadly. • S-L Ward noted that the data within the food hub is also great with over 200kg (confirm this stat) of food given away each week. • R de Villeneuve noted that there were 81 students signed up for 50 freshie bags this week with demand far outpacing supply and the need for space to expand. • It was noted that the food hub had now received confirmation from UTAS that it will have access to TUSA-building post-office. • L McLaren noted that the entire TUSA building had received a repaint and maintenance and that the building will be hosting graduation afternoon teas in the activity centre this year. 	APPENDIX F	5 mins
<p>5.2 Monthly Finance and Investment Report (Spotlight) S Gorringe</p> <ul style="list-style-type: none"> • It was noted that the report presented to board reflects the revised budget. • It was noted that the UTAS funding section reflected SSAF plus additional sums from alternative avenues, e.g. TEL funding from Colleges, Post-Graduate Research Program, and CALE School of Law contribution to Student Legal Service, making up 0.11 of 1.13 million total utas funding. 	APPENDIX G	5 mins
<p>5.3 Key Messaging Update L McLaren</p> <ul style="list-style-type: none"> • It was noted that L McLaren & E Knuckey had adjusted the Key Messaging document presented to Board to 	APPENDIX H	5 mins

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	<p>reflect only the new additions or adjustments made to existing Key Messages.</p> <ul style="list-style-type: none"> • L McLaren highlighted: <ul style="list-style-type: none"> ○ the worsening cost of living crisis; ○ NUS have presented in a lot of media around the HECS indexation issue; and ○ General media commentary around young people being disadvantaged in the community • It was noted that the State Council published an initial response to the significant car break-ins at Newnham Campus this week, noting that it may require broader advocacy if not appropriately addressed by the University on the ongoing issue of safety on campus for students and staff. • R Mawad noted that it may be good for the State Council to consider preparing a response to the Federal Budget on its release in May. <p>ACTION ITEM: T Wienker to provide advice on student hour statistic at UTAS and how this breaks down across demographics.</p>		
	<p>5.4 Upcoming Leave Arrangements Sam Gorringe</p> <ul style="list-style-type: none"> • It was noted that S Gorringe, TUSA CEO would be taking 7 weeks leave starting 24/5 and ending 16/7. • It was noted that R de Villeneuve & S-L Ward will be each taking on the acting role during her absence. 	VERBAL ONLY	3 mins
	<p>5.5 Healthy Tasmania Grant Application Update S Gorringe</p> <ul style="list-style-type: none"> • The TUSA prepared and submitted two grant applications late last year as a part of the financial sustainability strategy – one for an extended UTE program, and one to fund support for food hub capital • Both applications were unfortunately unsuccessful. 	VERBAL ONLY	2 mins

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	<ul style="list-style-type: none"> • It was noted that TUSA will utilise these applications to develop a funding proposal to put to UTAS for the food hub equipment. • It was noted that Ian Anderson has indicated that food security and cost of living are a key focus for UTAS funding. • Grant application feedback: There were 96 applications and only 26 were successful. The quality of grants proposed to the scheme were very high, and the TUSA received feedback that both of our applications were strong. Food insecurity was a significant topic, and therefore competitive. There were also many grants submitted for physical activity/mental health combination programs. We received feedback to include more specific detail about how we plan to engage students, specifically high needs groups, and therefore they would like to see more granularity around most at-need students for both applications. They also raised sustainability concerns for our food security program, as we are dependent on volunteers – how will we sustain the program into the future? • The TUSA acknowledge that UTE needs to be a fee for service model, as done with postgrad students. If the university doesn't want to pay for it at a holistic level we will need to market to key groups instead. 		
	<p>5.6 Frequency of Board Meetings – Motion to Confirm Changes to Bi-Monthly D Sutton</p> <p>DECISION: <i>That the TUSA Board of Management will meet bimonthly from May, and agree in principle to meet/provide authority to certain individuals in circumstances to be identified and agreed upon at the April Board meeting. Pending final decision about detail in May.</i></p>	VERBAL ONLY	5 mins
	<p>5.7 AGM Documents S Gorringe</p>	VERBAL ONLY	5 mins

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	<ul style="list-style-type: none"> S Gorringe noted that the AGM is approaching, and she will circulate the AGM annual report prior to distribution to the Chancellor. Board is comfortable with this approach. 		
	5.4 Meeting Feedback D Sutton	VERBAL ONLY	5 mins

Meeting Closed: 7:23pm

Next Meeting: May 2023

ACTIONS ARISING
as of 24/04/23

#	Date Opened	Action Item	Responsible Party	Action	Progress to Date or Further Action Required	Status
1	23.01.23	Proposed budget and financial forecasting	S Gorringe	<p>The TUSA CEO to provide the Board with a revised budget for review at its February meeting.</p> <p>The TUSA CEO to develop a advice on the longer term vision for TUSA for discussion with the Board in March. The paper to support the development of a TUSA Strategic Plan for 3 years from 2024.</p>		Closed

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				<p>The TUSA Chair to discuss with the FRAC Chair, TUSA CEO and L McLaren the monitoring process for finances and investments in the future.</p>		
2	23.01.23	Performance review follow-up	D Sutton and Board	<p>The TUSA Chair to arrange individual CEO performance review discussions with Board members (including the CEO if the Board member were comfortable).</p> <p>The TUSA Board Chair will undertake the formal performance review feedback with the CEO before the February Board meeting.</p> <p>The TUSA Chair will discuss the Board Performance Review at the February Board meeting and include the development of board performance review framework as part of the Board Charter.</p>	<p>Zoom meeting or phone call to schedule next month.</p> <p>Individual board member meetings with D Sutton underway</p> <p>Summary to be shared with Board at in camera session in April</p> <p>Captured in camera during April meeting</p>	Closed

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3	27.03.23	Meeting coordination	T Wienker, D Sutton, S Gorringe	T Wienker to discuss capacity/appetite for meeting with I Anderson. D Sutton to support where possible through discussion with Rufus Black	Meeting with R Black on 2 nd May; paper to be prepared for this meeting. I Anderson met with L McLaren last week; S Gorringe to meet C Barling in followup to previous meeting about structural changes.	Open
4	27.03.23	Bimonthly Meeting Consideration	D Sutton, S Gorringe	D Sutton & S Gorringe to formalise a proposal for reduced frequency of meetings and supportive structures as discussed above, within the board charter, for a trial of implementation moving forward.	Prepares as part of Governance Update – motion to be put forward this meeting.	Closed
5.	28.11.22	Scorecard Revisions	S Gorringe	Scorecard revisions on basis of BoM recommendations to be implemented.	Underway, still keen to get additional feedback on financial sustainability measures at next FRAC First two meetings are op reporting & third is strategy	Open

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					update so March for scorecard revision with financial and investment measure review. To be actioned by May BOM Meeting	
6.	23.01.23	Board charter development	S Gorringer; D Sutton	The TUSA Chair and CEO to provide a Board Charter development timeline to the Board at the February meeting.	Janelle Riley mutual board contact – may guide this process – D Sutton has contacted. Commence work – March 2023 Circulate draft for discussion – April 2023 Approve by Board – May 2023	Open
7.	15.03.23	Risk Register Review	S Gorringer	Review as per BoM calendar of work	To be actioned by Sept BoM Meeting	Open
8.	23.01.23	Acknowledgement of Country Structure	L McLaren & S Gorringer	TUSA CEO & State President to liaise with T Hoare (Equity President) on progress of development of a more meaningful, individualised Acknowledgement of Country structure.	To be actioned by October 2023	Open

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9.	28.11.22	Team Culture Survey 2023	S Gorringe	S Gorringe to revise team culture survey in 2023 with broader comprehensive survey.	Currently reviewing use of Employment Hero to determine how to utilise for culture survey Board note that a biannual survey would be good – work into board calendar. To be actioned by Nov BOM Meeting	Open
10	26.04.23	Investment Strategy		Pending discussion this meeting		Open