

**TASMANIAN UNIVERSITY STUDENT ASSOCIATION**  
**Board of Management**  
**MINUTES**

For the meeting of the TUSA Board of Management to be held on  
**20<sup>th</sup> July 2023 – at TUSA Strategic Planning Session**  
at the University of Tasmania Podium 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: 4.00pm**

#	ITEM LISTING	APPENDIX	TIMING
1.	<b>INTRODUCTORY ITEMS</b>		5 mins
	<b>1.1 In-Camera Session (as needed)</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>		
	<b>1.2 Acknowledgement of Country</b> Provided by R Mawad.  I wish to pay my respects to the Palawa Pakana people of Lutruwita Tasmania and their elders past and present. I acknowledge that we are meeting on their lands - lands which were never ceded and the colonization of which had ongoing effects today. As we talk about leadership we should recognize and bring in the wisdom of these elders and their traditions over the last 40,000 years. We must also bring front of our minds the importance of the conversation we are having about the voice and what it will mean to have a constitutionally enshrined voice to parliament as a step toward truth and treaty.		
	<b>1.3 Welcome</b> Chair - D Sutton		
	<b>1.4 Present</b> D Sutton, R Mawad, L McLaren, B Williams, A Lamont, S Crothers.		

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	<b>1.5 Apologies</b> J Newman, R Meredith, T Wienker		
	<b>1.6 Absent</b>		
	<b>1.7 Staff, guests &amp; observers</b> TUSA Staff: S Gorringe SL Ward		
	<b>1.8 Conflicts of interest</b> <ul style="list-style-type: none"> <li>• Nil declared</li> </ul>		
<b>2.</b>	<b>MINUTES AND MATTERS ARISING</b>		
	<b>2.1 Amendments to previous minutes</b> <ul style="list-style-type: none"> <li>• No amendments required to previous minutes.</li> </ul>		<b>2 min</b>
	<b>2.2 Minute approvals</b> <b><u>2.2.1 TUSA Board of Management Meeting Minutes Approval</u></b> <u>Motion:</u> That the minutes of the TUSA Board of Management Meeting held on <b>22<sup>nd</sup> May 2023</b> be accepted as a true and accurate record of the proceedings of that meeting pending above correction.  <b>MOVED:</b> A Lamont <b>SECONDED:</b> S Crothers  <b>ACTION ITEM:</b> Inclusion of Conflict of Interest Register in SharePoint.  <b><u>2.2.2 TUSA Board of Management Meeting Minutes Online Upload</u></b> <u>Motion:</u> That the minutes of the TUSA Board of Management Meeting held on <b>22<sup>nd</sup> May 2023</b> are approved to go online, withholding appendices and any sensitive discussions, following any amendments noted above.	<b>APPENDIX A</b>	<b>2 min</b>

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	<b>MOVED:</b> A Lamont <b>SECONDED:</b> S Crothers		
	<b>2.3 Matters arising from previous minutes</b> <ul style="list-style-type: none"> <li>As per action table.</li> </ul>		<b>5 min</b>
<b>3.</b>	<b>CORRESPONDENCE</b>		
	<b>3.1 Inward correspondence</b> <b>3.1.1 Letter to D Sutton from the DVCA</b> <ul style="list-style-type: none"> <li>Correspondence noted by the Board, and D Sutton to respond to progress discussions with DVCA.</li> </ul>	<b>APPENDIX B</b>	
	<b>3.2 Outward correspondence</b> <ul style="list-style-type: none"> <li>Nil</li> </ul>	<b>NIL</b>	
<b>4.</b>	<b>MATTERS FOR DISCUSSION/APPROVAL</b>		
	<b>4.1 TUSA Annual Report</b> <ul style="list-style-type: none"> <li>The Board acknowledged the quality and distinctiveness of the Annual Report.</li> <li>Amendment requirement within first line of the President Statement to correct 'Tasmania'.</li> </ul> <p><b>DECISION:</b> that the TUSA 2022 Annual Report be approved by Board for publication on the TUSA website.</p> <p><b>Moved:</b> R Mawad      <b>Seconded:</b> L McLaren</p>	<b>APPENDIX C</b>	
	<b>4.2 Finance Risk &amp; Audit Committee (FRAC) – Meeting of 13<sup>th</sup> July 2023</b> <ul style="list-style-type: none"> <li>D Sutton developed paper for FRAC to recommend that the Board temporarily postpones shifting the investment strategy to a more defensive portfolio.</li> <li>Further analysis from Tas Ethical has been requested to inform an investment position.</li> <li>Further work required to finalise FRAC Terms of Reference.</li> <li>L McLaren noted as an observer, not a member, for correction.</li> <li>Generation of Risk Register required for next meeting of the Board.</li> <li>Draft minutes noted by Board.</li> </ul>	<b>APPENDIX D</b>	

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<p><b>ACTION ITEM:</b> Risk register development at FRAC for next meeting for Board.</p>		
<p><b>4.3 Governance Committee – Meeting of 10<sup>th</sup> July 2023</b></p> <ul style="list-style-type: none"> <li>• Further work to finalise Terms of Reference required.</li> <li>• Proposed amendments to the Delegations Manual discussed.</li> <li>• Discussion undertaken around policy and procedure, where it was determined that all policies will be approved by Committee or Board, and that all procedures and guidelines are approved at an organizational level.</li> <li>• Draft minutes noted by Board</li> </ul>	<b>APPENDIX E</b>	
<p><b>4.4 Formal Appointment of R Meredith to FRAC chair</b></p> <p><b>Motion:</b> R Meredith be appointed chair of FRAC from July 21<sup>st</sup>, 2023.</p> <p><b>Moved:</b> <i>L McLaren</i>      <b>Seconded:</b> <i>A Lamont</i></p>	<b>VERBAL ONLY</b>	
<p><b>5. MATTERS FOR NOTING</b></p>		
<p><b>5.1 Key Messaging Update</b> L McLaren</p> <ul style="list-style-type: none"> <li>• Voice to Parliament messaging presented to Board by State Council - of a supportive stance, inviting Reconciliation Tasmania to TUSA events for discussion with students. The State Council also plan to work with Electoral Commission to promote voter registration.</li> <li>• SSAF is for Students campaign and petition is underway. The Board noted the important role of State Council in leading their own campaign.</li> <li>• Release of statement regarding the Times Impact Ratings noted.</li> </ul>	<b>APPENDIX F</b>	<b>5 mins</b>
<p><b>5.2 Items to be Shared with State Council</b> D Sutton, L McLaren</p>	<b>VERBAL ONLY</b>	<b>5 mins</b>

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<p><b>5.2 TUSA Operational Report</b>  S Gorringe</p> <ul style="list-style-type: none"> <li>• Noted by the Board.</li> <li>• The Board noted the decrease in the number of Clubs and Societies – a number of cultural societies have closed due to a drop in international student numbers. It was also noted that the number of remaining Clubs and Societies are producing a significant number of events.</li> <li>• The Board noted leadership of S Ward during the period of S Gorringe’s leave.</li> </ul>	<b>APPENDIX G</b>	<b>5 mins</b>
<p><b>5.3 Monthly Finance and Investment Report</b>  (P&amp;L/Balance Sheet/Cashflow Estimates; Investment Reports)  S Gorringe</p> <ul style="list-style-type: none"> <li>• The Board noted the June Spotlight report.</li> <li>• The Board noted their willingness to receive requests for additional funding requests if required to support operations.</li> </ul>	<b>APPENDIX H</b>	<b>5 mins</b>
<p><b>5.4 Other Business</b>  D Sutton</p> <ul style="list-style-type: none"> <li>• Board noted requirement for a short strategy meeting before next scheduled meeting.</li> <li>• Board noted required for circular motion to review TUSA Election Policy for NUS membership compliance.</li> </ul>	<b>VERBAL ONLY</b>	<b>5 mins</b>
<p><b>5.5 AICD Principles</b>  D Sutton</p> <ul style="list-style-type: none"> <li>• To be deferred to next meeting of the Board.</li> </ul>	<b>VERBAL ONLY</b>	<b>5 mins</b>

**Meeting Closed: 5.00pm**

**Next Meeting: 25<sup>th</sup> September 2023**

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**ACTIONS ARISING**  
**as of 20/07/23**

#	Date Opened	Action Item	Responsible Party	Action	Progress to Date or Further Action Required	Status
1	22.05.23	FRAC membership	S Gorringe	S Gorringe to communicate with R Meredith regarding membership of FRAC subcommittee and to finalise meeting dates.	D Sutton to coordinate July FRAC, subsequent meetings to be chaired by R Meredith.	Closed
2	22.05.23	Strategic workshop agenda	D Sutton, L McLaren, acting CEO	Development of strategic workshop agenda. Travel arrangements to be coordinated.  Ensure cost of living crisis an agenda item at session.	State Council extended invitation for lived experience segment and transport organised.	Closed
3.	20.07.23	Col Register	E Knuckey	Inclusion of Conflict of Interest Register in SharePoint.	Existing COI shared with Board	Closed

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4	28.11.2 2	Scorecard Revisions	S Gorringe	Scorecard revisions on basis of BoM recommendations to be implemented.	<p>Underway, still keen to get additional feedback on financial sustainability measures at next FRAC</p> <p>First two meetings are op reporting &amp; third is strategy update so March for scorecard revision with financial and investment measure review.</p> <p>To be actioned by May BOM Meeting.</p>	Open
5	23.01.2 3	Board charter development	S Gorringe; D Sutton	The TUSA Chair and CEO to provide a Board Charter development timeline to the Board at the February meeting.	<p>From July: Further work underway by S Gorringe.</p> <p>From April: Janelle Riley mutual Board contact – may guide this process – D Sutton has contacted.</p> <p>Commence work – March 2023</p> <p>Circulate draft for discussion – April 2023</p> <p>Approve by Board – May 2023</p> <p>From May: Shifting to TUSA governance subcommittee before Board, therefore dates need to be revised.</p>	Open

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6	22.05.2 3	Governance Subcommittee - Student membership	L McLaren	To raise governance subcommittee membership nomination at next State Council meeting.	S Crothers requested scheduling of future meetings from 6.00pm – Danny to discuss with J Newman.  State Council agreed to wait for confirmation of governance ToR, for discussion at next State Council meeting in July or via circular motion.	Open
7	22.05.2 3	Subcommittee Outcomes and communications	R Meredith, J Newman/S Gorringe	Subcommittee chairs to consider appropriate methods of communication of subcommittee outcomes for publication/dissemination to students between Board meetings	For review at July or September Board.	Open
8	26.04.2 3	Student Data – Weekly working hours for students	T Wienker	T Wienker to provide advice on student working hours (weekly) statistic at UTAS and how this breaks down across demographics (e.g. Is this statistic skewed by older age of university students at UTAS?)	As at July: S Ward and L McLaren to explore within Tableaux UTAS DashBoard  Aim for July meeting	Open
9	22.05.2 3	Development of meeting framework BoM/SC	D Sutton/L McLaren	D Sutton and L McLaren to develop meeting framework for communication meeting between State Council and Board	Aim for November meeting to invite new members with outgoing members with the Board by way of handover	Open
10	26.04.2 3	UTAS Student Data	S Gorringe	S Gorringe to present student cohort data to Board to inform future conversations.	Aim for July meeting	Open
11	26.04.2 3	Investment Strategy		For decision at July meeting with Tas Ethical input	As at July meeting: Include potential property investment	Open



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					in Tas Ethical Review of Investment Strategy.	
12	22.05.2 3	TUSA Food Resilience Program	B Williams, S-L Ward	B Williams to discuss opportunities for extension of program into student experiential learning, student internships, volunteer opportunities and student job opportunities with acting CEO.		Open
13	22.05.2 3	Strategic Scorecard Amendment	S Gorringe	To remove 'perspective' column from table	Review at July meeting for closing.	Open
14	22.05.2 3	Statement of Intent - TUSA/UTAS	S Gorringe/D Sutton	'Statement of Intent' to be developed to articulate the relationship between UTAS and TUSA and objective of better outcome for students - process to land decisions over next 6 months. To be discussed in tomorrow's meeting.	For review at July meeting  September Agenda	Open
15	15.03.2 3	Risk Register Review	S Gorringe	Review as per BoM calendar of work	To be actioned by Sept BoM Meeting	Open
16	23.01.2 3	Acknowledgement of Country Structure	L McLaren & S Gorringe	TUSA CEO & State President to liaise with T Hoare (Equity President) on progress of development of a more meaningful, individualised Acknowledgement of Country structure.	As at July meeting: Deemed closed  To be actioned by October 2023	Close
17	28.11.2 2	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.	Open

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					To be actioned by Nov BOM Meeting	
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