

QUT Guild Board Meeting

Meeting Minutes

Wednesday 09 February 2022, Kelvin Grove KG A 105

BOARD OF DIRECTORS

1	Olivia Brumm	Present
2	Jarrold Ward	Present
3	Oscar Davidson	Present
4	Juval Stephens	Present
5	Paul Pavlic	Present
6	David Taylor	Present
7	Cassandra Marshall	Present

MEETING MINUTES

1	Meeting Opening: Start 6.02pm
2	Acknowledgement of Country.
3	<p>Official introduction</p> <p>Official introduction of two new board members – Paul Pavlic and David Taylor introduced themselves. Remaining board members also formally introduced themselves to Paul and David stating information about themselves.</p> <p>David Taylor: Financial Advisor at Morgans at Milton. Manages the portfolio of the Guild, which may, in a way, create a conflict of interest, but will recuse this as the remuneration is implicit to his business and therefore the Guild is implicit to his business. Working with the Guild for the pst 4 years.</p> <p>Paul Pavlic: CPA Tax Accountant, Certificated Financial Planner, Graduate of Australian Institute of Company Directors and has a keen interest in Corporate Governance and a former Student of QUT. Currently the COO of Financial Services Firm.</p> <p>Jarrold Ward: Current student at QUT, studying Finance and Mathematical Statistics in a Bachelor of Business, in final year. Was the Treasurer of the Guild in 2021 for about 8 months. Prior to this, studied Urban Development and worked in the construction industry, project management.</p> <p>Olivia Brumm: Was the President of the Guild in 2021, 2020 as well as the secretary in 2019. Studying Law and Journalism at QUT, final year. Is also on the QUT Council.</p>

	<p>Matters without Notice:</p> <p>Ratio Analysis Discussions surround the attached document.</p> <p>Financial Reporting. Balance Sheet, Profit and Loss and SSAF Report for 2021 were distrusted. Discussions surrounding needing a Cash Flow Statement. SSAF will now be invoiced twice a year (Jan & Jul).</p> <p>Confidentiality & Intellectual Property Agreement: This was distributed. It was discussed that at the end of Point 1 it only mentions the group. This agreement should be watertight. It was decided to sign the current agreement by all members until something more appropriate is created. All board members signed.</p> <p>Board Photos: All Staff and Executives will now be on the website. It was decided to have the images of the board on the website as well.</p> <p>Email Addresses: Discussion surrounding using personal email addresses verses Guild email addresses, such as name@qutguild.com or director1@qutguild.com etc. QUT use a bank for all the communications are done through a portal. It was discussed to use Sharepoint and MS Teams. It was agreed that we use our own email address to link to the Sharepoint site. It was also agreed that we use teams instead of emails for all communication.</p> <p>Starring of Items: Use this method on the agenda moving forward. Matters that we need to discuss, be updated, or be voted on are starred.</p>
	<p>Next Meeting: Thursday 17 March, 6pm Garden's Point – to be confirmed by Paul first, alternatively, moved to Tuesday 15 March.</p>
	<p>Meeting Close: 8.53pm.</p>

Approved By	Olivia Brumm	Role:	Chairperson
Date:	26 May 2022	Signed:	