

# QUT Guild Board Meeting Minutes

Thursday 23 June 2022 at 18.00 KG- A 105

## BOARD OF DIRECTORS

1	Olivia Brumm	Present
2	Jarrold Ward	Present
3	Oscar Davidson	Present
4	Juval Stephens	Present
5	Sarah Balmer	Present
6	Alexandra Zeh	Apology
7	Paul Pavlic	Present
8	David Taylor	Present
9	Cassandra Marshall	Present

## MEETING MINUTES:

1	<b>Meeting Opening :</b> 6.00PM
	Acknowledgement of Country
	Attendance, Leave of Absences / Apologies Alex Zeh – Apology
	Post Meeting Action Points
	<b>Matters for Discussion</b>
	<b>Annual 2021 Audit:</b> Olivia Brumm as the Chair of the Board of Directors to be only signatory.
	<b>Board Charter</b> Expressions of Interest were taking for drafting of the Board Charter. Interested parties are: Oscar Davidson Sarah Balmer, Juval Stephens, David Taylor.
	<b>Lines of Communication</b>  Discussion surrounding the Working communication with Staff and Executives from Board Members.  It was agreed that all communication regarding the SRC is to be directed to Oscar as the President.

	<p>It was agreed that all communication regarding the Employees is directed to Cassie as the General Manager.</p>
	<p><b>Returning Officer</b>  Elections - Returning Officer 5.1 Subject to clause C18.9 of the constitution, the board shall appoint a Returning Officer to conduct the annual elections in accordance with the constitution and relevant regulations made under the constitution.</p> <p>It was agreed that Cassie was to do research and provide the Board of Directors with 3 options to vote on in the next board meeting.</p>
	<p><b>Xero Update</b>  The transition to new accounting software.</p> <p>The Board of Directors have agreed that Kelli from Go Figured Bookkeeping will run both Micropower and Xero in parallel for 12 months, from roughly the 14 July 2022.</p> <p>The Board of Directors will work in collaboration with the Finance Manager to ensure the Chart of Accounts is best for all parties.</p> <p>The Chart of Accounts will change each year depending on the SSAF Initiative of that year.</p> <p>Clubs will not be included in the Xero Update at this stage and will be revisited later.</p>
	<p><b>SCR Letter</b>  Invited Guest Speaker – Zoe Davidson (6.30pm).</p> <p>Brief overview of the letter:  Signatories of the SRC sought clarification on the responsibilities of the board and the SRC in addition to the process of delegation of powers. Additionally, a timeline for construction of the board terms of reference, charter and delegation of powers documents was requested.</p> <p><b>Outcome:</b></p> <ul style="list-style-type: none"> <li>• The Board clarified some of the misunderstandings raised by the SRC regarding the separation of powers and governance procedures by reference to the Regulations and Constitution.</li> <li>• It was agreed the Board would establish working groups to complete the requested documents in a 2-3 month timeframe.</li> </ul>
	<p><b>SSAF Strategy v SSAF Budget</b>  The Board of Directors clarified they will not be responsible for the 2023 SSAF Budget (other than final approval).</p> <p>The Board of Directors clarified that they will be working on the SSAF Strategy for the 2024 and beyond to ensure best results for the Guild.</p>
	<p><b>SRC Meet and Greet</b></p>

	<p>Proposed time and date</p> <p>The next SCR Council meeting is set for the 11 July. It was suggested that as many Board Members as possible will be there for a meet and greet with the SRC.</p>
	<p><b>Service Level Agreements:</b></p> <p>It was agreed that there will be 7 business day turn around on Requests for Information from the SRC &amp; The Employees to Cassandra and Oscar.</p>
	<p><b>Matters for Noting</b></p>
	Meeting minutes for council
	Meeting minutes for executive committee
	Meeting minutes for executive subcommittees
	<p><b>Matters without Notice</b></p>
	<p><b>Meeting Finalisation</b></p> <p>It was agreed that a Saturday meeting in the future may be needed to progress items in a more timely manner.</p>
	Next Meeting: 28 July 2022
	Meeting Close 8.02 pm

<b>Approved By</b>	Olivia Brumm	<b>Role:</b>	Chairperson
<b>Date:</b>	25/08/2022	<b>Signed:</b>	O Brumm