

QUT Guild Board Meeting

Thursday 28 July 2022 at 06.00pm via Video Conference

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	Apology

MEETING MINUTES

1	Meeting Opening
	a Meeting Opened at 06:00pm
	b Acknowledgement of Country
	c Attendance, Leave of Absences / Apologies
	d Post Meeting Action Points
2	Matters for Discussion
	a Annual Audit (2021)
	<p>The audit was distributed to the Board for approval on 26/07 with a request to approve it by 05/08 so that it could be presented to QUT Council for noting.</p> <p>Queries were raised by board members surrounding the audit's overdue nature, the lack of sufficient time available for the Board to complete a formal review and that the distributed audit appeared to be incomplete due to the placeholder pages from the auditor. All queries were taken on notice with no approval provided by the Board during the meeting.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Management is to redistribute the audit with all placeholder pages corrected. • Board members are to submit comments on the audit via email with the intention of providing approval once all queries have been responded to satisfactorily. • Management is to provide a response on the status of the audit and present potential procedural changes for consideration by the Board due to the queries raised.
	b Returning Officer
	A single option for a Returning Officer was presented to the Board for approval.

		<p>Queries were raised by board members that the request to management to present three options had gone unfulfilled. The query was taken on notice with no approval provided by the Board during the meeting.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Management is to provide two additional options for the returning officer at the next board meeting for approval.
	c	<p>Accounting Software Transition (Xero)</p> <p>A status update was provided to the Board that a partner (Go-Figured) had been selected to assist the accounting software transition.</p> <p>Queries were raised by board members that the contracting of Go-Figured had yet to occur. This matter was deemed to be an outstanding requirement for management to handle.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Management is to fulfil the outstanding request to contract Go-Figured.
	d	<p>SRC Letter</p> <p>A status update was provided to the Board on the progression of drafting governing documents previously discussed by the Board or subsequently requested by the SRC.</p> <p>Actions:</p> <ul style="list-style-type: none"> • The working party is to continue to work towards providing draft governing documents to the Board for approval.
	e	<p>Capital Expenditure Requests</p> <p>A number of capital expenditure requests were requested for approval by the Board.</p> <p>Queries were raised around the lack of supporting documents, including impacts on the various areas of the annual budget. All queries were taken on notice with no approval provided by the Board during the meeting.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Management is to resubmit the capital expenditure requests at the next board meeting with the appropriate supporting documents.
3		<p>Matters of Noting</p>
	a	<p>SRC Minutes (July)</p> <p>Queries were raised around the procedural and factual inconsistencies of making minor changes to the governing documents in the minutes.</p> <p>Actions:</p>

		<ul style="list-style-type: none"> • SRC is to clarify in the minutes that the changes are only to the regulations and that all future changes must be submitted in writing before being tabled at a SRC meeting. • SRC is to clarify in the minutes that all proposed governing document changes are to be presented to the Board for approval before sending to QUT Council if required.
4		Outstanding Items
	a	<ol style="list-style-type: none"> 1. Status updates requested at the previous board meeting are outstanding. 2. Board meeting minutes from the previous board meeting are outstanding. 3. SRC, Executive Committee and Executive Subcommittee meeting minutes for the previous board meeting are outstanding. 4. Financial reporting for the current board meeting is outstanding.
5		Meeting Finalisation
	a	Next Meeting – 25 August 2022 at Kelvin Grove
	b	Meeting Closed at 7.10pm

APPROVAL

Signed-off on behalf of the Board of Directors	
Board Chairperson (Olivia Brumm)	<i>Olivia Brumm</i>
Dated (DD/MM/YY)	09/08/22