

# QUT STUDENT GUILD BOARD

## PUBLIC BOARD MEETING MINUTES OF THE QUT GUILD STUDENT GUILD KG C201 AT 6:10PM ON WEDNESDAY 14 JUNE 2023

### MEMBERS

1	Oscar Davidson (Non-Executive Director, Chair)	Present
2	Jarrold Ward (Non-Executive Director, Deputy Chair)	Present
3	Olivia Brumm (Non-Executive Director)	Present
4	Juval Stephens (Non-Executive Director)	Apology
5	Sarah Balmer (Non-Executive Director)	Present
6	David Taylor (Non-Executive Director)	Present (Online)
7	Paul Pavlic (Non-Executive Director)	Apology
8	Aamna Asif (Executive Director, President)	Present
9	Cassandra Marshall (Executive Director, GM)	Present

### AGENDA

1	<b>a Meeting Opening</b>	
	b Acknowledgment of Country	
	c Attendance, Leave of Absences / Apologies	
	d Post-Meeting Action Points	
	e Conf Agreement / AICD Memberships	
2	<b>Matters for Discussion</b>	
	a Conflicts of Interest	
	b Guild Policy Document Extension	
	c 2023 Auditors	
	d May Financial Report	
	e SSAF MOU Progress	
3	<b>Matters without Notice</b>	
4	<b>Matters for Noting</b>	
	Outstanding from last meeting: <ul style="list-style-type: none"> <li>• March 2023 SRC Council Minutes (via circular)</li> <li>• Education Subcommittee (May)</li> <li>• *Clubs and Societies Subcommittee (May)</li> <li>• *Executive Committee (March)</li> <li>• *Executive Committee (April)</li> <li>• *Education Subcommittee (April)</li> <li>• *Education Subcommittee (May)</li> </ul>	
	<b>Matters for Approval</b>	
	Terms of Reference – Finance Subcommittee	
	Terms of Reference – SSAF Subcommittee	

	Terms of Reference – Clubs and Societies Subcommittee	
<b>5</b>	<b>Meeting Finalisation</b>	
a	Next Meeting	
b	Meeting Close	


## MEETING MINUTES

<b>1</b>	<b>Opening</b>
a	<b>Meeting Start</b> The meeting was opened at 6:10pm with Jarrod Ward as Chair.
b	<b>Acknowledgement of Country</b>
c	<b>Attendance, Leaves of Absences &amp; Apologies</b> Paul Pavlic and Juval Stephens were apologies.
d	<b>Outstanding Action Points</b> Confidential Information And Intellectual Property need to be signed by President. AICD Membership Form and Course dates need to be done by the President. Commercial Services Final Figures Assessment need to be completed by the next board meeting by the General Manager.
e	<b>Previous Minutes</b> The Board <i>noted</i> previous minutes as true and correct.
<b>2</b>	<b>Matters for Discussion</b>
a	<b>Conflict of Interest.</b> The Board <i>requested</i> that all Board Members reconsider and declare their conflicts of interest to the entire Board of Directors. <ul style="list-style-type: none"> <li>GM to resend to all directors.</li> </ul>
	<b>Board Charter</b> The Board <i>requested</i> the President to circulate the Board Charter for feedback from the SRC.
	<b>Lines of Communication</b> The Board <i>confirmed</i> all Board communication to the SRC or the GPS will need to be confirmed by the Chair, prior to discussions.
b	<b>Guild Policy Document Extension</b> The General Manager requested an extension date of the current Company Policies as works are continuing with External Parties. The Board <i>resolved</i> to extend these policies until 31 AUG 2023.
c	<b>2023 Auditors</b> The QUT Guild’s current Auditors have advised they will not be able to complete our Audit by our reporting deadlines. 4 options of Auditors were discussed, along with the pressure on the Finance Department given the upgrade in Financial Systems. The Board <i>resolved</i> for the GM to discuss this further with the Finance Department and forward recommendations to the Audit and Risk Committee. The Board <i>resolved</i> for the President to advise QUT of the possible Audit delay.
d	<b>Finance Report</b> The Board <i>noted</i> the Finance Reports for May, which were taken as read. Additional updates were presented by the General Manager. <b><u>Financial Performance</u></b>

	<ul style="list-style-type: none"> <li>• Overall budgeted profit for <b>Commercial</b> for May 2023 was \$45,447. The result currently sits at a profit of \$36,430. A variance of -\$9,018.</li> <li>• Overall budgeted loss for <b>Student Services and Administration</b> for May 2023 was \$58,359. The result currently sits at a profit of \$2,002. A variance of +\$60,361.</li> <li>• Overall budgeted profit for <b>Investments</b> May 2023 was \$15,757. The result currently sits at a profit of \$9,219. A variance of -\$6,538.</li> <li>• <b>Total Consolidated Result:</b> Year to date budgeted loss is \$200,104 across all business units. Currently sitting on a loss of \$82,858.</li> <li>• The Board <b>requested</b> additional metrics to measure the financial performance of the commercial services business unit whilst new Board financial reporting mechanisms are still being worked on for FY24.</li> <li>• The Board <b>request</b> for the Finance Manager to provide updates at each Board meeting moving forward.</li> </ul>
d	<p><b>GM Report</b> The Board <b>noted</b> the GM Report for June, which was taken as read. Additional updates were presented by the General Manager (Cassandra Marshall).</p> <p><b><u>Audit and Risk Subcommittee:</u></b></p> <ul style="list-style-type: none"> <li>• The President raised she was under the impression that an SRC member would be a non voting member of the Audit and Risk Subcommittee.</li> <li>• The Board <b>resolved</b> SRC members would be invited to meetings, when needed.</li> </ul> <p><b><u>Intellectual property – Glass Magazine.</u></b></p> <ul style="list-style-type: none"> <li>• It was discussed at Glass Magazine would like a Release from Intellectual Property for their work on UnSEExpected.</li> <li>• The Board <b>resolved</b> to enter a Memorandum of Understanding with Konstanz Muller-Hering.</li> </ul> <p><b><u>Returning Officer:</u></b></p> <ul style="list-style-type: none"> <li>• The Board <b>resolved</b> that the SRC was to have minimal to no involvement with the Election Process and was to be left to the GPS to manage.</li> <li>• The Board <b>resolved</b> that the General Manager will produce a Board Paper on the Marketing Strategy for the 2023 Elections.</li> </ul> <p><b><u>Glass Budget:</u></b></p> <ul style="list-style-type: none"> <li>• The Board <b>resolved</b> the Glass Budget for 2023 is \$100,000 from SSAF Funding.</li> </ul> <p><b><u>Clubs &amp; Societies Roles</u></b></p> <ul style="list-style-type: none"> <li>• The President, Clubs Officer and Clubs Coordinator have met and will continue to meet to discuss the separation in roles to ensure clarity for all parties.</li> <li>• The Board <b>resolved</b> that the President will send follow up emails and continue to work on this area.</li> </ul> <p><b><u>Presidents Update</u></b></p> <ul style="list-style-type: none"> <li>• The President updated the Board on various aspects of the SRC including Placement support , Foodbank, Chaplaincy and Womens Collective.</li> <li>• The President confirmed they are also working on Blind Marking.</li> </ul>
3	<p><b>Matters for Noting</b></p>
	<p><b>Board Subcommittee Terms of Reference</b> The Board <b>approved</b> the following Subcommittee Terms of Reference, which were taken as read:</p> <ul style="list-style-type: none"> <li>• Terms of Reference – Finance Subcommittee</li> <li>• Terms of Reference – SSAF Subcommittee</li> </ul>

		The Board <b>requested</b> the following Subcommittee Terms of Reference, for approval: <ul style="list-style-type: none"> <li>The Clubs and Societies Subcommittee</li> </ul>
		<p><b>Board Subcommittees</b></p> <p>The Board <b>noted</b> the following Subcommittee meeting minutes, which were taken as read:</p> <ul style="list-style-type: none"> <li>March 2023 SRC Council Minutes (via circular)</li> <li>Education Subcommittee (May)</li> </ul> <p>The Board <b>requested</b> all outstanding Subcommittee meeting minutes to be delivered to the Board for noting:</p> <ul style="list-style-type: none"> <li>*Clubs and Societies Subcommittee (May)</li> <li>*Executive Committee (March)</li> <li>*Executive Committee (April)</li> <li>*Education Subcommittee (April)</li> </ul>
<b>4</b>		<b>Matters without Notice</b>
	<b>a</b>	<p><b>In-camera Session</b></p> <ul style="list-style-type: none"> <li>The Board <b>passed</b> a motion to enter an in-camera session at 07.22pm</li> <li>The Board <b>passed</b> a motion to exit an in-camera session at 08.35pm.</li> </ul>
		<p><b>Matters without Notice</b></p> <p><b><u>Chair's Disclosure</u></b></p> <ul style="list-style-type: none"> <li>It was discussed that Oscar Davidson has finished his studies and shortly, will no longer a QUT Student. He is considering further studies at QUT in Semester 2, 2022 and continuing directorship.</li> <li>The Board <b>resolved</b> to announce a casual vacancy to fill the role for the remainder of the year, should Oscar no longer be a student.</li> </ul>
<b>5</b>		<b>Closing</b>
	<b>a</b>	<p><b>Next Meeting</b></p> <p>Meetings are scheduled every third week of each month, with the next Board meeting on</p> <ul style="list-style-type: none"> <li>Wednesday 19 July.</li> </ul>
	<b>b</b>	<p><b>Meeting Close</b></p> <p>The meeting was closed at 8.40pm.</p>

**SIGN-OFF**

<b>Signed by the Chair on behalf of the Board of Directors</b>	
Board Chairperson (Oscar Davidson)	
Dated (DD/MM/YY)	26/06/2023