

16 March 2018

QUT Guild Council Meeting

Guild Council met at 12:30pm on Friday 16 March 2018, at B505, Gardens Point Campus.

1. Opening and Credentials

Meeting opened by Mr Locke as Chairperson at 12.34pm.

Miss Powell and Mr Dawson confirmed the identity of My Podbury over teleconference.

Miss McIntyre noted that quorum requirements had been met.

Present: Isobella Powell, Emily McIntyre, Jayden Dawson, Jack Collins, Larissa McGovern, Thomas Pampa, Kelsey Robbie, Georgiana Vine, Bethany Fitzsimon, Nicholas Lam, Nissah Blanchfield, Dominique Tassell, Juval Stephens, Kaveesha Samaraweera, Callum Scott, Jiajun Tian, Gurvinder Singh, Yaryoo Jung, Jed Fraser, Nikkaya Williams, Patrick Podbury (via telephone), Matteah Ackers-Porter, Hayley Feakes

Absent: Cassidy O'Halloran, Julia Davies, Dipesh Bhattarai, Rylee Dobson, Amy Young, Connor Jones, Charles Biddulph, Meg Riordan, William Kroger, Renita Fernandes, Alexander Jenkins

1.1 Leave of Absence

None arising.

1.2 Apologies

Miss McIntyre tabled apologies from Olivia Wood, Samantha Crossley, Kate McCormack, Daniel Cabrera, Zachary Small, Lachlan Culshaw and Rodney Sleba.

2. Additions/Deletions to the Agenda

None arising.

3. Confirmation of Minutes

Miss McIntyre spoke to the item, explaining that the previous Guild Secretary, Hannah Haidley, had not left a digital or hard copy version of minutes from the last Guild Council meeting held in 2017 and therefore these could not be presented to Council for confirmation.

4. Business and Reports Arising from Minutes

None arising.

5. Acceptance and Endorsement of Correspondence

None arising.

6. Presentation of Financial Reports and Ratification of Expenditure

6.1 It was moved:

“That Guild Council accepts the January financial report as a true and fair view of the financial position, performance and cash flows of QUT Guild as at 31 January 2018.”

- McIntyre/Dawson

Mr Dawson spoke to the motion, stating that the financial report was an accurate representation of the performance of the Guild as at 31 January 2018.

The motion carried unanimously

6.2 It was moved:

“That Guild Council approves transfer of the Guild Major Projects Reserve investment portfolio from Macquarie to Morgans Wealth Management, with all due diligence taken and considered.”

- McIntyre/Dawson

Mr Dawson spoke to the motion, explaining that Macquarie, Morgans Wealth Management and QIC had provided Guild executive with proposals to manage the Guild Investment portfolio. After carefully considering all options, the Guild executive had decided that Morgans provided the best fund management for the Guild, as they are located close to campus, and will provide a more tailored management approach.

The motion carried unanimously.

6.3 It was moved:

“That all Guild Investment Committee members and signatories, student or staff executive, are not personally liable for decisions or outcomes relating to the Guild Investment Portfolio.”

- McIntyre/Dawson

Miss McIntyre spoke to the motion, explaining that Guild staff requested that it be recorded at Guild Council that no staff or executive would be personally liable for any decisions or outcomes relating to the Guild Investment portfolio.

The motion carried unanimously.

6.4 It was moved:

“That Guild Council approves removal of Guild employees from the Investment Committee to be replaced with a Guild Councillor, at the discretion of the elected President, Secretary and Treasurer.”

- McIntyre/Dawson

Mr Dawson spoke to the motion, detailing that the current Macquarie Investment Committee consisted of paid executives and General Manager and Operations signatories, and that it is more appropriate to remove the Guild staff and replace them with a Guild Councilor. He explained that expressions of interest from the Councilors would be gathered and considered by the Treasurer, Secretary and President to appoint a Councilor on the Committee.

The motion carried unanimously.

7. Announcement of Members of Guild Council

7.1 It was moved:

“Elections and Appointments of Guild Council Members

That QUT Guild Council formally acknowledges that all current Guild Council members were rightfully elected in the 2017 Guild election, specifically Jayden Dawson (Treasurer), Emily McIntyre (Guild Secretary) and Isobella Powell (President), and commenced their term on 1 December 2017.”

- McIntyre/Powell

Miss McIntyre spoke to the motion, stating that the Commonwealth Bank had requested minutes detailing the appointment of Mr Dawson as Treasurer in order to change the signatories on the bank account. Miss McIntyre presented election results as confirmation of all elected officers’ appointment to Guild Council.

Mr Dawson tabled correspondence with the Commonwealth Bank requesting the minutes.

The motion carried unanimously.

7.2 Resignations of Guild Council Members

None arising.

8. Amendments to the Constitution, Regulations or Policy

It was moved:

“That all policies, from Item 8.1 to 8.19 will be passed en bloc.”

- McIntyre/ Powell

The motion carried unanimously.

- 8.1** "Pursuant to Regulation 48.2, that Council adopt the policy regarding Anti-Discrimination, Bullying and Equal Opportunity, effective from its commencement date."
- McIntyre/Powell
- 8.2** "Pursuant to Regulation 48.2, that Council adopt the policy regarding Guild Motor Vehicles, effective from its commencement date."
- McIntyre/Powell
- 8.3** "Pursuant to Regulation 48.2, that Council adopt the policy regarding Working from Home Arrangments, effective from its commencement date."
- McIntyre/Powell
- 8.4** "Pursuant to Regulation 48.2, that Council adopt the policy regarding Recruitment, effective from its commencement date."
- McIntyre/Powell
- 8.5** "Pursuant to Regulation 48.2, that Council adopt the policy regarding Employee Probation, effective from its commencement date."
- McIntyre/Powell
- 8.6** "Pursuant to Regulation 48.2, that Council adopt the policy regarding Employee Inductions, effective from its commencement date."
- McIntyre/Powell
- 8.7** "Pursuant to Regulation 48.2, that Council adopt the policy regarding Workplace Health and Safety, effective from its commencement date."
- McIntyre/Powell
- 8.8** "Pursuant to Regulation 48.2, that Council adopt the policy regarding Workplace Flexibility, effective from its commencement date."
- McIntyre/Powell
- 8.9** "Pursuant to Regulation 48.2, that Council adopt the policy regarding Leave without Pay, effective from its commencement date."
- McIntyre/Powell
- 8.10** "Pursuant to Regulation 48.2, that Council adopt the policy regarding Attendance and Absenteeism, effective from its commencement date."
- McIntyre/Powell
- 8.11** "Pursuant to Regulation 48.2, that Council adopt the policy regarding Employee Dress and Appearance, effective from its commencement date."
- McIntyre/Powell
- 8.12** "Pursuant to Regulation 48.2, that Council adopt the policy regarding Employee Redundancy, effective from its commencement date."
- McIntyre/Powell
- 8.13** "Pursuant to Regulation 48.2, that Council adopt the policy regarding Leave, effective from its commencement date."
- McIntyre/Powell
- 8.14** "Pursuant to Regulation 48.2, that Council adopt the policy regarding Grievance, effective from its commencement date."

- McIntyre/Powell

8.15 "Pursuant to Regulation 48.2, that Council adopt the policy regarding Information Technology, effective from its commencement date."

- McIntyre/Powell

8.16 "Pursuant to Regulation 48.2, that Council adopt the policy regarding Executive Timesheets, effective from its commencement date."

- McIntyre/Powell

8.17 "Pursuant to Regulation 48.2, that Council adopt the policy regarding Social Media, effective from its commencement date."

- McIntyre/Powell

8.18 "Pursuant to Regulation 48.2, that Council adopt the policy regarding Phone Calls at Work, effective from its commencement date."

- McIntyre/Powell

8.19 "Pursuant to Regulation 48.2, that Council adopt the policy regarding Mobile Phone use, effective from its commencement date."

- McIntyre/Powell

Miss McIntyre spoke to motions 8.1 to 8.19, stating that most of the policies were applicable to Guild staff, except for the Executive Timesheet policy.

The motion to pass Item 8.1 to 8.19 carried unanimously.

9. Presentation of Reports and Papers

None arising.

10. Question Time

10.1 Questions with Notice

None arising.

10.2 Questions without Notice

None arising.

11. Motions with Notice

11.1 It was moved:

"That former International Officer, Julia Hagen, was back-paid on March 1st 2018 for her final fortnight in office for hours clocked that were adhering to the Guild Timesheet Policy. Her previous claim of 264 hours over 11 days was not paid, as it was clearly illegitimate and in breach of the Guild timesheet policy."

- McIntyre/Powell

Miss McIntyre spoke to the motion, stating that after email correspondence between herself and Miss Hagen, Miss Hagen eventually altered her timesheet for approval and payment.

The motion carried unanimously.

12. General Business

Mr Dawson informed Council of the business planning committee that has been established to evaluate the viability to open a new Guild event space/bar/café. He expects to update Council at each Council meeting.

13. Closure

13.1 Date, time and location of next meeting to be advised

Meeting closed 12:48pm.

Emily McIntyre
Guild Secretary