

QUT Guild Board Meeting

Thursday 25 August 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	Apology
5	Sarah Balmer	Apology
6	Alexandra Zeh	Present
7	Paul Pavlic	Present
8	David Taylor	Present
9	Cassandra Marshall	Present

MEETING MINUTES

1	Meeting Opening
	a Meeting Opened at 06:07pm
	b Acknowledgement of Country
	c Attendance, Leave of Absences / Apologies
	d Post Meeting Action Points
	Financial Report Audit The Board of Directors unanimously signed off on the 2021 Financial Report Audit via email and has been sent off to QUT Council between Board Meetings.
	SRC Meeting Invitation. The Board of Directors still intends to hold a meet and greet with the SRC, 1 hour prior to the next Council meeting.
	Actions: <ul style="list-style-type: none"> • President to send calendar invites to all Board Members for next Council Meeting on 5 SEP.
	Public Opportunity to Attend QUT Guild Council Meeting. The Chair questioned if there were public invites for all students to attend the SCR Council Meeting posted on our social media pages.
	Actions: <ul style="list-style-type: none"> • President will check this process has been happening.
2	Matters for Discussion
	Annual Audit Update: Management advised that the Board of Directors has signed off on the 2021 Financial Report Audit, via email and signed by the Chair and has been sent off to QUT Council between Board Meetings.
	Actions: <ul style="list-style-type: none"> • Management will confirm if this has already sent to the ACNC and advise the process of how long it takes for the status to change on their website.


	<p>Auditors – Pitcher Partners It was discussed that Pitcher Partners may not be the best option as an Auditor moving forward, based on the continued delay in processing.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Management to discuss the timelines and deadlines with Pitcher Partners, before looking at alternative partners.
	<p>Returning Officer Management shared the second quote for options of the Returning Officer. The chair questioned whether or not we would be locked into the pricing, even if the election was uncontested and did not require presents during campaigning.</p> <p>The Board of Directors unanimously agrees to engage Peter Travers for the Returning Officer, dependant on the above question regarding pricing.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Management to confirm if this would be a fixed fee, even if the election was uncontested. • Management to advise Board of Directors of fixed fee outcome and contract Returning Officer, once Board of Directors confirms. • President to confirm cost of UQ Elections with President of UQ Student Union.
	<p>Electoral Tribunal Register Management questioned who our Electoral Tribunal are and how to contact them. It was advised to go through past General Managers emails for details on the Electoral Tribunal.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Management to find out who Electoral Tribunal are and contact to re-engage.
	<p>Xero Update: Management and some of the Board of Directors met with Go Figured Bookkeeping to establish the Chart of Accounts that will be set up for the Board of Directors new format of business reporting.</p> <p>Action:</p> <ul style="list-style-type: none"> • Management will meet with Go Figured Bookkeeping for further set up on SEP 5 2022.
	<p>SRC Letter Update: The working party are continuing to work on the 3 Documents requested by the SRC. The president confirmed that the SRC clarified that they would like 3 documents.</p> <p>The Chair would like to confirm why the SRC need 3 Documents, when the documents are / could be essentially copy and paste of the same documents.</p> <p>Actions:</p> <ul style="list-style-type: none"> • The President will seek clarification from the SRC regarding the amount of documents.
	<p>2024-2028 SSAF Strategy Working Party An Expression of Interest was sent to all SRC members, 3 members of the SRC would like to be involved in the Party: Oscar Davidson (President), Zoe Davidson (Clubs & Societies Officer) and Aamna Asif (Secretary). Olivia Brumm (Chair) and Jarrod Ward (Vice Chair) would also be on this working party. The next SSAF Advisory Group meeting is set for the 6 SEP.</p>

	<p>Actions:</p> <ul style="list-style-type: none"> • Chair to engage Strategy Working Party, which is designed for beyond the current MOU.
	<p>SRC Election Approvals</p> <p>There was a discussion surrounding the timelines and locations for the election campaigning. It was confirmed that the SRC will need to decided and approve these time and locations and then discuss with the University for further approval. It is important to find a balance between free access to campaigning and containing the campaigning to be where the Returning Officer and security can police</p> <p>Action:</p> <ul style="list-style-type: none"> • President to get approval from the SRC for the times and locations for the elections on the 05 SEP, before taking this to the University.
	<p>Matters for Noting / Approval</p> <ul style="list-style-type: none"> • July SRC Council Minutes • August SRC Council Minutes • July Executive Committee Minutes • August Executive Committee Minutes • July Subcommittee Minutes • 2022 Financial Budget • July 2022 Consolidated Profit and Loss <p>Questions / Discussions:</p> <p>Capital Expenditure – will now be approved by the Finance Committee up to \$10,000. Minimum wage rises – are these in this budget.</p> <p>Actions: Management to confirm if wage rises were included in the</p> <ul style="list-style-type: none"> • Approval: 2023 SSAF Initiatives Submission The board of Directors are happy with this submission, however the Board will not be approving anything formal, until the full figure has been announced. Where possible, it was suggested to combine initiates where possible. Actions: Jarrod Ward to send through possible combinations to the President. • Policy: QUT Guild Accountability Policy. The chair asked if there was cause for concern regarding the need for an Accountability Policy. The President was able to confirm that the process of taking someone to council, would appear to be too much pressure for some of the SRC member. This would offer an alternative, less aggressive route for any disagreements within the SRC. <p>Action:</p> <ul style="list-style-type: none"> • President to confirm what the difference is between this policy and the 2021 Policy. • Board members to send through their comments on the Document by Thursday 01 SEP to President. <p>The Board of Directors is happy to note and approve all above documents.</p>
	<p>Faculty Councillor Discussion</p> <p>Changes to Faculty Councillors including remuneration and decreasing to one per faculty.</p> <p>The President feels that the Faculty Councillors are not very engaged and therefore question if the Guild needed one or two from each faculty. The Chair recommending not making changes this close to</p>

	<p>the elections for these reasons:</p> <ol style="list-style-type: none"> 1) The Faculties like business and law would theoretically have one councillor from each faculty. 2) The voting would be much fairer with the Faculty Councillors verses the SRC which balances each other out. <p>The SRC has always had issues with Faculty Councillors in terms of engagement and if remuneration is a suggestion, the President is welcome to make the recommendations to the remuneration committee.</p>
	<p>Income Diversification. Strategies discussion regarding revenue options for the future of the Student Guild.</p> <p>It was suggested to start this process by looking at what students want and then being able to deliver this. The QUT Guild has a survey going out to all student shortly, which should shed some light in this area.</p>
	<p>SRC Elections Discussion of advertising for Board Positions. It was discussed that all Student Board Positions would be advertised through all QUT Guild social media channels and that the advertising pitch needs to be centred around the benefits.</p> <p>Actions:</p> <ul style="list-style-type: none"> • The president to look into advertising with UniHub. • President to place these advertisements. <p>The Professional Board Positions will also be advertised through the AICD and through SEEK.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Management to place these advertisements.
	<p>Matters without notice</p>
	<p>Accountability Workshops: The chair asked for more clarity from the President, on the Accountability Workshop as noted in the Executive Meeting Minutes. The president was able to confirm that this workshops were more around expectation setting for the SRC about basic meeting/office etiquette, such as apologies for meetings etc.</p>
	<p>Directors ID It was discussed that The Board of Directors should look into offering Board members a Director’s ID with the ATO. There was further discussion as to weather the Guild Board of Directors needed one as the Guild falls under the University Act, rather than the Corps Act, however some directors agree that we could get them.</p> <p>Actions:</p> <ul style="list-style-type: none"> • The Chair to check if necessary with QUT Council.
	<p>Performance Review for General Manager Constitutionally, the Board is required to conduct the annual performance review of the General Manager and we are setting a date for this.</p> <p>Action:</p>

	<ul style="list-style-type: none"> The Chair will look into a consultant for advise in this area. David to reach out to a professional HR Consultant and advise and details.
	<p>Changes to Hours to SRC</p> <p>The Chair had questions for the Presidents as to the changes to hours and honorarium. The President confirmed that capped hours have been increased for certain roles due to resignations in various roles and roles being more involved than forecasted.</p>
	<p>Prioritizing of outstanding Tasks</p> <p>The Board of Directors have 4 months left and a fair workload of outstanding items that may not be feasible to get done by the end of Term, 30 November 2022.</p> <p>Outstanding items include: Audit, Election, SSAF Strategy, Changes to the Finance/ Reporting/Chart of Accounts, Financial Procedures Manual, 5 Year Strategy.</p> <p>Bottom of the List: 5 Year Strategy</p> <p>No other priorities or actions were outlined.</p>
5	Meeting Finalisation
a	Next Meeting – Thursday 15 SEP at Garden’s Point
b	Meeting Closed at 8.04pm

APPROVAL

Signed-Off on behalf of the Board of Directors	
Board Chairperson (Olivia Brumm)	
Dated (DD/MM/YY)	30/11/2022.