

QUT Guild Board Meeting

Thursday 15 September 2022 at 06.00pm GP

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	Present
7	Paul Pavlic	Present
8	David Taylor	Present
9	Cassandra Marshall	Present

MEETING MINUTES


1	Meeting Opening
a	Meeting Opened at 06:04pm
b	Acknowledgement of Country
c	Attendance, Leave of Absences / Apologies
d	Post Meeting Action Points
2	Matters for Discussion
A	<p>SRC Elections Update:</p> <p>There was a discussion surrounding the upcoming elections. Management confirmed we have engaged a new Returning Officers Peter Travers & Michael Davernoport and Electoral Tribunal is in place.</p>
B	<p>Directors ID with ATO:</p> <p>There was a discussion surrounding whether or not it was important to provide the members of the Board of Directors with a Directors ID from the ATO. It was decided that it was not necessary.</p>
	<p>2023 SSAF Initiatives Submission Update & Advisory Group Meeting Update .</p> <p>QUT has not confirmed the amount given to QUT Guild at this stage. It was noted that this was later in the year than usual.</p> <p>The QUT Guild has a completed SSAF Budget and will await to hear more from QUT.</p> <p>The President advised that the QUT Guild was given an additional \$220,000.00 more SSAF to spend in 2022.</p>

	<p>2024-2028 SSAF Strategy Working Party Update:</p> <p>Nothing has been actioned as yet and no further update was provided to the Board of Directors.</p>
	<p>SCR Letter Working Party Update</p> <p>The documents requested by the SRC are in the process of being written. The Board of Directors will be seeking an extension from the SRC.</p> <p>Action:</p> <ul style="list-style-type: none"> • Letter to SCR to be complete by next meeting. • President to update Chair via email on progress.
	<p>Performance Review for General Manager</p> <p>The Board of Directors all agree that Bramwell Partners will conduct a 360 Review of the General Manager.</p> <p>David will engage the consultants to let them know and pass this information on in the next remuneration committee meeting. It was decided that the Remuneration Committee would arrange the scope and timeline for the General Managers' Review. It was discussed as to whether members of the SRC should remain in the Remuneration Committee after sensitivities were raised by these SRC Members.</p>
	<p>Remuneration Committee Report</p> <p>The Board was presented with a report from the Remuneration Committee. Some of the terms needed to be changed:</p> <p>Report included:</p> <ul style="list-style-type: none"> a) Option 1 b) Option 1 c) Option 1 d) Option 1 <p>4.3 change to service level agreement.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Management to fill in the Client Information Form for Bramwell Consulting. • Chair to sign the Engagement Letter for Bramwell Consulting.
	<p>Board Remuneration Options:</p> <p>There was a discussions surrounding the remuneration options for the Board Of Directors. It was suggested that the Board of Directors be paid in way of Australian Institute of Company Directors Courses.</p> <p>It was discussed that The Student Experience Network, also offered Board ready courses for free and should be used for the Student Executives only as Members of the Board need more support.</p>

	<p>No decisions were made.</p> <p>Actions:</p> <ul style="list-style-type: none"> • President to create and advertise information piece on the Board to Students. • These options will be added to the Remuneration committee's next meeting.
	<p>Xero Update</p> <p>Management advised meetings with Go Figured will take place on the 05 & 19 SEP working on the Chart of Accounts.</p> <p>There was a discussion surrounding the possibility of having Xero in place for reporting in January 2023 & the 2023 Budget in the new reporting structure. No decisions were made.</p>
	<p>Dates of Birth & Address of Directors for ACNC</p> <p>Directors without details were asked to send their details to the Secretary.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Sarah Balmer & Olivia Brumm to send through details.
	<p>Matters for Noting / Approval</p> <p>Noting:</p> <ul style="list-style-type: none"> • Sep SRC Council Minutes – not approved <p>Approval</p> <ul style="list-style-type: none"> • EAP Policy – approved
	<p>Matters without Notice</p>
	<p>Election Timelines</p> <p>There was a discussion surrounding the timeline of the Election details for the Board of Directors and where and when this would be advertised.</p> <p>Action:</p> <p>Management to place ads on Seek and AICD websites.</p>
	<p>Board Induction Plan for 2023</p> <p>There was a discussion surrounding the plan for the induction process for 2023.</p> <p>Action</p> <ul style="list-style-type: none"> • Management to confirm more details as they come to hand.
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