

QUT STUDENT GUILD BOARD

PUBLIC BOARD MEETING MINUTES OF THE QUT GUILD STUDENT GUILD KG C201 AT 6:10PM ON WEDNESDAY 19 JULY 2023

MEMBERS

1	Oscar Davidson	Resigned
2	Jarrold Ward (Non-Executive Director, Chair)	Present
3	Olivia Brumm (Non-Executive Director)	Present
4	Juval Stephens (Non-Executive Director)	Present
5	Sarah Balmer (Non-Executive Director)	Present
6	David Taylor (Non-Executive Director)	Present
7	Paul Pavlic (Non-Executive Director)	Present
8	Aamna Asif (Executive Director, President)	Present – left at 7.55pm.
9	Cassandra Marshall (Executive Director, GM)	Present

AGENDA

1	a	Meeting Opening
	b	Acknowledgment of Country
	c	Attendance, Leave of Absences / Apologies
	d	Post-Meeting Action Points
2		Matters for Approval
		Chair Resignation: New Director and new Chair
3		Matters for Discussion
		Auditor Workflow Discussion (Adrian Narayanan)
		SSAF MOU Progress Update
		(NUS) Education Conference Update / Report
		GM Report Discussion
		*Presidents Report Discussion
		Risk Impact Matrix
		2023 Elections Communications Plan (Will be sent Thursday 13 JUL)
		Semester Comparisons 2021 / 2022 / 2023.
4		Matters without Notice
5		Matters for Noting
	a	Clubs and Societies – June Meeting Minutes (Unofficial)
	b	SSAF Committee - 5 th July.

	c	*Terms of Reference – Clubs and Societies
	d	No Education nor Finance Committee were scheduled in June/ July.
6		Meeting Finalisation
	a	Next Meeting
	b	Meeting Close

MEETING MINUTES

1		OPENING
	a	Meeting Start The meeting was opened at 6.04pm with Jarrod Ward as Chair.
	b	Acknowledgement of Country
	c	Attendance, Leaves of Absences & Apologies No apologies. Juval Stephen, Olivia Brumm and Paul Pavlic attended online Aamna Asif left the meeting at 7.55pm
	d	Outstanding Action Points Confidential Information And Intellectual Property need to be signed by President. AICD Membership Form and Course dates need to be done by the President.
	e	Previous Minutes The Board <i>noted</i> previous minutes as true and correct.
2		MATTERS FOR DISCUSSION
2	a	Chair Resignation: New Director and new Chair Oscar Davidson confirmed he will graduate from QUT in August 2023 and subsequently resigned from the Board of Directors. The Board <i>resolved</i> to create a casual vacancy for this role for the remaining period until Dec 2023. The Board <i>resolved</i> that all meetings moving forward with QUT regarding SSAF, now need to include the Chair of the Board of Directors and the Treasurer. The Board <i>voted unanimously</i> for Incoming Chair Olivia Brumm and Jarrod Ward to continue as Vice Chair.
	b	In Camera Session A motion was raised to enter an in-camera session at 6.09pm. The motion was passed by the Board. The Board took a break from 7.04pm – 7.22pm
	c	Enter In-camera Session A motion was raised to enter an in-camera 7.55pm session The motion was passed by the Board.
	d	GM Report

		<p>The Board noted the GM Report for July, which was taken as read. Additional updates were presented by the General Manager (Cassandra Marshall).</p> <p>Accountability Policy:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clubs and Societies Committee: The Board resolved for the Clubs and Societies Committee to forward all Committee Policies and Procedures to the Audit and Risk Committee. <input type="checkbox"/> Approval of Returning Officer: The Board voted unanimously to proceed with Peter Travers as the 2023 Returning Officer. <input type="checkbox"/> Semester 1 Commercial Services Comparison Report The Board resolved additional information will need to be provided for the next meeting.
	e	<p>Presidents Report The Board noted the President’s Report for July, which was taken as read.</p>
	f	<p>2023 Elections Communications Plan The Board voted unanimously to proceed with Peter Travers as the 2023 Returning Officer The Board resolved to confirm a range of dates for the 2023 elections.</p>
	g	<p>Risk Impact Matrix A Risk Impact Statement was presented to the Board. The Board resolved to start the process of assessing Risk, through the Audit & Risk Committee.</p>
3	MATTERS FOR NOTING	
	a	<p>Board Subcommittees The Board noted the following Subcommittee meeting minutes, which were taken as read:</p> <ul style="list-style-type: none"> <input type="checkbox"/> SSAF Committee - 5th July. <p>The Board requested all below to be delivered to the Board for noting:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clubs and Societies Subcommittee (June) <input type="checkbox"/> Terms of Reference – Clubs and Societies Committee
4	MATTERS WITHOUT NOTICE	
	a	<p>Executive Employment Contracts After discussions with the SRC and Remuneration Committee regarding the new Executive Employment Contracts, The Board resolved to confirm whether or not the executives want to utilize the new employment contracts or no. If not, they can move back to previous working arrangements.</p>
	b	<p>GM Yearly Performance Review The Board resolved to engage Branwell Partners to conduct the yearly performance review of the General Manager.</p>
5	CLOSING	
	a	<p>Next Meeting Meetings are scheduled every third week of each month, with the next Board meeting on</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wednesday 16 August 2023.

	<input type="checkbox"/> The Board will also meeting on Thursday 03 August 2023.
b	Meeting Close The meeting was closed at 8.45pm.

SIGN-OFF

Signed by the Chair on behalf of the Board of Directors	
Board Chairperson (Jarrod Ward)	Jarrod Ward
Dated (DD/MM/YY)	29/09/23