

# QUT Guild Board Meeting

Thursday 13 October 2022 at 06.04pm via Video Conference

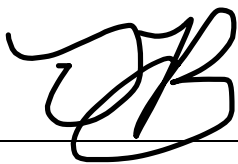
## BOARD OF DIRECTORS

1	Olivia Brumm	Present
2	Jarrold Ward	Present
3	Oscar Davidson	Present
4	Juval Stephens	Apology
5	Sarah Balmer	Present
6	Alexandra Zeh	Present
7	Paul Pavlic	Present
8	David Taylor	Present
9	Cassandra Marshall	Apology

## MEETING MINUTES

<b>1</b>	<b>Meeting Opening</b>
	a Meeting Opened at 06:04pm
	b Acknowledgement of Country
	c Attendance, Leave of Absences / Apologies
	d Post Meeting Action Points
<b>2</b>	<b>Matters for Discussion</b>
	a <b>Board Charter Update</b>  A verbal update on Board Charter progress was provided and discussed by the Board.  <b>Actions:</b> <ul style="list-style-type: none"> <li>A draft of the Board Charter is to be circulated before the next meeting.</li> </ul>
	b <b>Annual Performance Review of the General Manager</b>  An interim report for the Annual Performance Review of the General Manager was provided and discussed by the Board.  <b>Actions:</b> <ul style="list-style-type: none"> <li>The full report for the Annual Performance Review of the General Manager is to be included in the agenda of the next meeting.</li> </ul>
	c <b>Remuneration Committee Terms of Reference</b>  A proposal was submitted to the Board that outlined amendments to the Remuneration Committee Terms of Reference.

		<p>The proposal was passed by the Board.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>The Remuneration Committee will be updated to reflect the changes.</li> </ul>
	d	<p><b>Remuneration for Directors</b></p> <p>A proposal was submitted to the Board that outlined that Board Members positions would remain voluntary with the option to undertake directorship training provided by the Australian Institute of Company Directors (AICD) and receive reimbursements for any out-of-pocket expenses incurred.</p> <p>The proposal was passed by the Board.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>Funding required for the proposal is to be allocated to the 2023 Annual Budget.</li> <li>Enrolment is to commence to hold the required in places for AICD courses next year.</li> <li>The General Manager is to provide a list of professional staff who would also be suitable for AICD training to improve reporting to the Board.</li> </ul>
	e	<p><b>Enter In-camera Session</b></p> <p>A motion was raised to enter an in-camera session at 07:15pm.</p> <p>The motion was passed by the Board.</p>
	f	<p><b>Exit In-camera Session</b></p> <p>A motion was raised to exit the in-camera session at 07:57pm.</p> <p>The motion was passed by the Board.</p>
	g	<p><b>Cybersecurity Policy</b></p> <p>A verbal discussion on cybersecurity policy was held by the Board.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>The current cybersecurity policy is to be included in the agenda of the next meeting.</li> </ul>
<b>3</b>		<b>Matters of Noting</b>
	a	Remuneration Committee – Meeting #002 – Minutes
<b>4</b>		<b>Meeting Finalisation</b>
	a	Next Meeting – 10 November 2022 at Gardens Point
	b	Meeting Closed at 08.06pm

<b>Signed-off on behalf of the Board of Directors</b>	
Board Chairperson (Olivia Brumm)	
Dated (DD/MM/YY)	21/10/2022