

QUT Guild Board Meeting

MINUTES

Tuesday 31 JAN 2023 – 6.00pm Kelvin Grove C201

BOARD OF DIRECTORS

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


MEETING MINUTES

1	Meeting Opening
a	Meeting Opened at 6:03pm
b	Acknowledgement of Country
c	Attendance, Leave of Absences / Apologies Sarah Balmer was an apology Juval Stephens and Paul Pavlic were present via online
d	<p>Post Meeting Action Points / 2022 Outstanding:</p> <p>Annual Performance Review of the General Manager (Dec 2022)</p> <ul style="list-style-type: none"> <u>Action:</u> More information to be circulated. <p>QUT Guild Social Sport (Nov)</p> <ul style="list-style-type: none"> <u>Action:</u> Oscar / Zoe to circulate the correspondence between QUT & QUT Guild discussing the takeover / changes and our reply. <p>Media Reg Concerns from SRC (Nov)</p> <ul style="list-style-type: none"> <u>Action:</u> Zoe to contact Glass Magazine and circulate to the Board a) Proposed Regulation Changes, b) Glass Magazine Justification for Regulation Changes and SRC Issues with these changes. <p>Cyber Security Policy (Nov)</p> <ul style="list-style-type: none"> No further action is required. <p>Sep SRC Council Minutes – were not approved (Sep)</p> <ul style="list-style-type: none"> <u>Action:</u> Minutes need to be noted at the next Board Meeting <p>QUT Guild Accountability Policy (Aug)</p> <ul style="list-style-type: none"> <u>Action:</u> Cassie to draft a new Accountability Policy for approval at the next Board Meeting <p>SRC Minutes – queries and clarification (July)</p> <ul style="list-style-type: none"> No further action is required. <p>SRC Letter / Charter Outcome / Timeline (June)</p> <ul style="list-style-type: none"> <u>Action:</u> 95% Complete – work will continue from the working party.

2		Matters for Discussion
	a	<p>Introduction of Board of Directors for 2023 Official Welcome to Directors:</p> <ul style="list-style-type: none"> • Olivia Brumm (Elected Student Member from 2022) • Jarrod Ward (Elected Student Member from 2022) • Oscar Davidson (2022 SRC President) • Juval Stephens (Elected Student Member from 2021) • Sarah Balmer (Elected Student Member from 2021) • Zoe Davidson (Current SRC President) • Paul Pavlic (Alumni Independent Member) • David Taylor (Independent Member) • Cassandra Marshall (General Manager) <p>Chair: Past President Oscar Davidson Vice Chair: Jarrod Ward (by unanimous vote).</p> <p>Confidentiality Agreement Discussed and signed by new members.</p> <p>Conflicts of Interest David Taylor declared a conflict of Interest with Morgans Financial.</p> <p>Service Level Agreements: Lines of communication from the Board to the SRC are via President. Lines of communication from the Board to the Guild Professional Services Team are via General Manager All parties agree to a Service Level Agreement of the 7-day turnaround in communication.</p> <p>Constitution and Regulations. All in attendance have read and understood the Constitution and Regulations in relation to the responsibility of the Board of Directors.</p>
		<p>2022 Draft Audit</p> <p>4 Points raise: \$200,000 Portfolio Withdrawal. Directors: Change from SRC to Board of Directors names. Signatory: Change to Past President. Auditor’s declaration needs to be included.</p> <p>Action:</p> <ul style="list-style-type: none"> • Management to confirm the above with Auditors.
		Accountability Policy

	<p>2021 Policy was passed in Council in Jan 2021 and is still in place. Governing documents reference this policy and will be updated by next meeting.</p> <p>Action:</p> <ul style="list-style-type: none"> • Management to create policy.
	<p>Returning Officers Report All recommendations have been accepted, with the exception of the software.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Management to discuss Election software options. • Management and SRC are working together on a 2023 Engagement Strategy & Communication strategy. • Management will publish the 2022 Returning Officer’s report on the Guild Website
	<p>Terms of Reference Guild Subcommittees</p> <p>Action:</p> <ul style="list-style-type: none"> • Management to circulate with changes by next meeting.
	<p>SRC AGM Quorum GLASS magazine has questioned the authenticity of the 2022 AGM as they do not believe a quorum was reached. The Board confirmed ‘members’ relates to students as per the definitions. The AGM needed a minimum of 19 students and had 17 students.</p> <p>Action:</p> <ul style="list-style-type: none"> • The Board will continue to discuss before next meeting.
	<p>Enter In-camera Session</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>
	<p>Exit In-camera Session</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>
3	<p>Matters for Noting / Approval</p>
	<p>2022 SSAF Report (attached)</p>
	<p>2023 SSAF Budget (attached)</p>
	<p>2023 Operational Budget (attached) The Board approved the 2023 Operational Budget, with the exception of:</p> <ol style="list-style-type: none"> Glass Magazine SRC Wages. <p>Actions: Both issues will be raised with the Remuneration Committee.</p>

		2022 Internship Program Management reports that QUT Guild started their internship program in 2022 and can report 6 interns in the first round.
		December 2022 Withdrawal for Funds Management reports that QUT Guild withdrew \$200,000.00 from the investment portfolio for Cash Flow.
		X Block Building Update Management reports that X Block refurbishment is due for completion in Feb 2023
		Xero Update Management reports that all parties have returned from break and will have more information at the next board meeting.
		QUT Guild Club Logo/Banding Update The president reports that QUT have advised the QUT needs to be removed from our Clubs names and discussed the possible process. Action: <ul style="list-style-type: none"> • Zoe will continue to discuss with QUT the changes.
		Graduation Gowns Contract Update Management reports that QUT has extended our Gowns Contract until Oct 2023, with a price increase of \$5 per hire (\$65) which will be in place for the July Ceremonies.
		Meeting Finalisation
		Next Meeting – Thursday 23 March 2023.
		Meeting Close – 9.29pm.

Signed-off on behalf of the Board of Directors	
Board Chairperson (Oscar Davidson)	
Dated (DD/MM/YY)	07/02/2023