

QUT Guild Board Meeting

MINUTES – PUBLIC

Thursday 23 March 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
5	Sarah Balmer	Apology
6	Zoe Davidson	Present
7	Paul Pavlic	Present via Teams until 7pm
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 Paul Pavlic were present via online
d	Post Meeting Action Points / 2022 Outstanding:
2	Matters for Discussion
a	2022 Fin Year Audit Approval All Board of Directors approve this document and are happy to adopt and support the current audit. Actions <ul style="list-style-type: none"> • 2022 Chair to Sign in meeting • General Manager to pass to Finance Manager to sign and return to Auditors.
b	Enter In-camera Session A motion was raised to enter an in-camera session at 6.09pm. <ul style="list-style-type: none"> • The motion was passed by the Board.
c	AICD Update Majority of Directors are booked for the courses and have received welcome emails. Actions:

	<ul style="list-style-type: none"> • David is to decide when to complete the course. • Paul is to send through membership details to General Manager
d	<p>Enter In-camera Session</p> <p>A motion was raised to enter an in-camera session at 6.38pm.</p> <p>The motion was passed by the Board.</p>
e	<p>Server Approval</p> <p>The General Manager asked for \$53,240 to be withdrawn from the Portfolio for the works and assets associated with a new server.</p> <p>All board members were in favour.</p> <p>Actions:</p> <ul style="list-style-type: none"> • General Manager to action.
f	<p>2023 QUT Guild Accountability Policy</p> <p>Discussions were had regarding the 2021 Accountability and its flaws.</p> <p>Action:</p> <ul style="list-style-type: none"> • The General Manager to work with previous presidents to work out this policy.
g	<p>Insurance Review 2023</p> <p>The Board of Directors would like a full review of the QUT Guild insurance policies and agreed to start this process in July 2023, as our current insurance expires in November 2023. It was also discussed that all insurance policies were to be kept private from the SRC and all insurance-related questions were to be directed to the Finance Manager.</p> <p>Actions:</p> <ul style="list-style-type: none"> • General Manager to add to July Board Agenda.
h	<p>Financial Procedure Adjustments</p> <p>The Board accepted changes to the Expenditure as outlined in the circulated documents, predominately to the layout of the reporting.</p> <p>The Board notes this.</p>
i	<p>Xero Transition Update</p> <p>The General Manager provided an update that the payroll will soon be transitioned and staff are currently working on entering the data into Xero from January 2023. The transition is on track for 01 July 2023.</p>

	<p>Actions:</p> <ul style="list-style-type: none"> • General Manager to continue to work on the transition.
j	<p>Board Committee Terms of Reference</p> <p>The President circulated updated terms of reference for the Guild Sub Committees.</p> <p>The Education Committee is approved by the Board of Directors.</p> <p>Changes need to be made for: SSAF & Finance: Circulated between Olivia, Jarrod, President, and General Manager to finalise these Terms of Reference.</p> <p>Actions:</p> <ul style="list-style-type: none"> • General Manager to advise the approval of the Education Committee Terms of Reference. • General Manager to circulate SSAF and Finance Committee Terms of Reference until approved.
	<p>Audit and Risk Committee</p> <p>Discussions surrounding the proposition that the Audit and Risk became a committee that included only Board Members, due to the serious nature of this committee and the experience of the Board Members.</p> <p>All Board Members voted on this change.</p> <p>Actions:</p> <ul style="list-style-type: none"> • General Manager to work with President to get the Regulations changed to support this. • General Manager to set up this committee with expressions of interest from Board Members.
k	<p>Enter In-camera Session</p> <p>A motion was raised to enter an in-camera session 8.38pm</p> <p>The motion was passed by the Board.</p>
3	<p>Matters without Notice</p> <p>Enter In-camera Session</p> <p>A motion was raised to enter an in-camera session at 9.55pm.</p> <p>The motion was passed by the Board.</p>
4	<p>Matters for Approval / Noting – all noted</p>
	SCR Council – Sep 2022 Minutes
	SCR Council – Jan 2023 Minutes

	SRC Council – AGM Mar 2023 Minutes
	2022 v 2023 SSAF Budget
5	Meeting Finalisation
	Next Meeting – Tuesday 11 April
	Meeting Close – 10.33pm.

Signed-off on behalf of the Board of Directors	
Board Chairperson (Oscar Davidson)	
Dated (05/04/23)	