

QUT Guild Board Meeting

PUBLIC MINUTES

Thursday 19 October 2023 – 6.00pm Kelvin Grove C201

BOARD OF DIRECTORS

1	Olivia Brumm	Present
2	Jarrold Ward	Present
3	Juval Stephens	Present online
4	Sarah Balmer	Present
5	Aamna Asif	Apology
7	David Taylor	Present
8	Cassandra Marshall	Present
	Oscar Davidson	Resigned 09/07/2023
	Paul Pavlic	Resigned 23/08/2023

AGENDA:

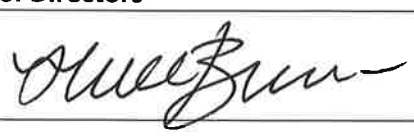
1	a	Meeting Opening
	b	Acknowledgment of Country
	c	Attendance, Leave of Absences / Apologies
	d	Post-Meeting Action Points
2		In-Camera – Strategic Planning
3		Matters for Approval
		2024 Insurance Provider
		2024 Internal Meeting Schedule
		Student Director's Applications
		QUT Guild Policy Approvals – Extended until 30 NOV 2024 <ul style="list-style-type: none"> - Accountability Policy - Induction Policy SRC - Timekeeping Policy - Disciplinary Policy - Working From Home & Remote Working Policy (& Checklist)
4		Matters for Discussion
		GM September Report
5		Matters without Notice
6		Matters for Noting
		Declaration of Poll 2024 SRC

	SSAF Expense Report/Budget as at 30SEP2023
	*Executive Committee – 25 SEP 2023
	SSAF Committee – 25 SEP 2023
	SSAF Committee – 09 OCT 2023
	* QUT Guild Council Minutes – 25 SEP 2023
	* QUT Guild Council Minutes – 05 OCT 2023
7	Meeting Finalisation
a	Next Meeting
b	Meeting Close

MEETING MINUTES

1	Meeting Opening										
a	Meeting Opened at 6:04pm										
b	Acknowledgment of Country										
c	Attendance, Leave of Absences / Apologies										
d	Post-Meeting Action Points										
2	In-Camera Strategic Planning										
	Enter In-camera Session.										
	A motion was raised to enter an in-camera session at 06.09pm.										
	The motion was passed by the Board.										
	Exit In-camera Session.										
	A motion was raised to exit the in-camera session at 07.33pm.										
	The motion was passed by the Board.										
3	Matters for Approval										
a	2024 Insurance Provider										
	The Board <i>resolved</i> to continue with our current insurance provider.										
b	2024 Internal Meeting Schedule										
	<table border="1"> <thead> <tr> <th>WEEK</th> <th>DETAILS</th> </tr> </thead> <tbody> <tr> <td>WEEK 1</td> <td>SRC Council Meeting</td> </tr> <tr> <td>WEEK 2</td> <td>GPS Monthly Meetings SRC Committee Meetings</td> </tr> <tr> <td>WEEK 3</td> <td>Staff & Exec Meeting QUT X Guild Meeting</td> </tr> <tr> <td>WEEK 4</td> <td>Board Meeting</td> </tr> </tbody> </table>	WEEK	DETAILS	WEEK 1	SRC Council Meeting	WEEK 2	GPS Monthly Meetings SRC Committee Meetings	WEEK 3	Staff & Exec Meeting QUT X Guild Meeting	WEEK 4	Board Meeting
WEEK	DETAILS										
WEEK 1	SRC Council Meeting										
WEEK 2	GPS Monthly Meetings SRC Committee Meetings										
WEEK 3	Staff & Exec Meeting QUT X Guild Meeting										
WEEK 4	Board Meeting										
	The Board <i>resolved</i> to implement the above scheduling for 2024.										
c	Student Director's Applications										
	Two applications were received for the Student Non-Executive Director to replace Oscar Davidson.										

		The Board resolved for Vice Chair to contact Susie Lee and offer her the position until November 30, 2023.
	d	QUT Guild Policy Approvals <ul style="list-style-type: none"> - Accountability Policy - Induction Policy SRC - Timekeeping Policy - Disciplinary Policy - Working From Home & Remote Working Policy (& Checklist) <p>The Board resolved for the General Manager to make minor changes and resend for approval.</p>
4		Matters without Notice
	a	Audit and Risk Committee Update: The Secondary Signatory on the Investment portfolio will become the Vice Chair. The Committee also advised the proposal of External support with a Chartered Accountant to assist with the set up and functions of the new software Xero. The Board resolved to accept the proposed scope of work and engage with suitable applicants.
5		Matters for Noting
	a	Declaration of Poll 2024 SRC
	b	SSAF Expense Report/Budget as at 30SEP2023
	c	SSAF Committee – 25 SEP 2023
	d	SSAF Committee – 09 OCT 2023
	e	* QUT Guild Council Minutes – 25 SEP 2023 – Need to be supplied to the Board
	f	* QUT Guild Council Minutes – 05 OCT 2023 – Need to be supplied to the Board
6		Meeting Finalisation
	a	Next Meeting – Thursday 30 November 2023
	b	Meeting Close – 8.41pm.

Signed-off on behalf of the Board of Directors	
Board Chairperson (Olivia Brumm)	
Dated (DD/MM/YY)	29/11/2023

