

USASA Board Meeting Minutes
6th February 2017, 6pm
Barbara Hanrahan Building - BH3-11

Attendees: Kayla Dickeson (President), Monamee Ishika, Ryan Kennealy, Louise Kyriaki, Diana Wong, Han Nguyen, Natansh Modi, Izik Nehow, Kemal Brkic, Julie Baum, Daniel Randell (General Manager), Vanessa Byrt-Trenodren (Student Rep Support Officer).

Advisors: Nick Anderson, Arthur Siow

Minute Secretary: Michelle Battams

The President declared the meeting open at 6.00pm.

1. Meeting Opening

1.1. Acknowledgement of Country

The Board of USASA respects the Kaurua and Barnagarla Peoples' spiritual relationship with their country and that today we meet on the land of the Kaurua people, and recognise the Kaurua people as the custodians on the land where we meet. We recognise and respect their cultural heritage, beliefs and relationship with the land and acknowledge that they are of continuing importance to these people living today.

1.2. Apologies

The President noted the apologies of Jordan Mumford (Board Member) and Allan Tabor (Uni SA Observer)..

1.3. Conflicts of Interest

The President asked if any board members have a conflict of interest regarding any business on this agenda. There was no advice of conflicts of interest from Board members. The President therefore stated:

'That all Members and officers in attendance declare that they have read and considered all papers within this agenda that require decision making and have no known conflict of interest or potential conflict of interest with respect to those matters.'

1.4. Previous Minutes

1.4.1 Confirmation– November 2016 Meeting

The minutes of the November 2016 minutes will be provided to the next Board meeting for approval.

1.4.2 Matters Arising/Action Log (non)

Nil.

1.4.3 Brief Maiden Address from all Board members

The President invited all Board members to give their maiden speech.

Izik Nehow

Study area: Aviation

Mawson Lakes student representative

Izik reported that he was a USASA Board member in 2016. Izik will represent students' interests, continue work around USASA constitutional reform and the governance committee, food trucks, NUS campaigns and autonomous officers.

Louise Kyriaki

Study area: PHD student

Magill student representative

Louise advised that she previously served as a USASA Board member in 2014/15. Louise will focus on developing widespread post grad survey to understand the needs PhD and masters students.

Assist governance committee on constitutional change and introducing autonomous officers and a disability officer.

Increase brand awareness of USASA.

Develop relationship between USASA and the university.

Kemal Brkic

Study area: Bachelor of Education

Whyalla campus student representative

Kemal will focus on ensuring that the goals of the university align with those of the students.

Monamee Ishika

Study area: Masters student, City West student representative

Monamee will focus on student communication, addressing their issues, inclusiveness and mental wellbeing.

Diana Wong

Study area: Bachelor of Psychology and HR, Magill and City west student representative

Diana advised that she is the international student representative on the Board.

Diana will focus on international students' rights, assist with their needs, lifestyles, awareness raising on their rights. Will build on the work of the previous Board's international student representative.

Julie Baum

Study area: Social Work, Mt Gambier student representative.

Julie advised she will raise student awareness of what USASA can provide with a focus on the needs of regional students.

Ryan Kennealy

Study area: Business and International Relations, City West student representative

Ryan advised he will focus building a healthy and safer city west, reducing smoking rate amongst students, commuting into and around campus (cycling focus), build an open and interactive culture, welcome to new students and gauge their concerns to assist them in the transition from high school to university. Interested in joining a couple of the sub committees.

Natansh Modi

Study area: Pharmacy, City East student representative

Natansh advised his focus will be to assist students with Centrelink issues, this will be a target for the first quarter of the year.

Han Nguyen

Study area: Radiation, City East student representative.

Han advised her focus will be on student welfare, safer campus, healthy and available food options and Centrelink issues.

Nick Anderson advised that he is the financial representative on the Board, along with Arthur Siow, the legal representative, they are appointed to the board to assist and guide the members. Nick encouraged the members to put in the

work required before board meetings to ensure meetings are efficient and effective. Daniel Randell and Vanessa Byrt-Trenodren were introduced as the General Manager and board support member respectively.

2. Matters for Decision

2.1 Apologies for 6th February 2017 – Jordan Mumford

Kayla Dickeson moved a motion that the UniSA Board accept the apology of Jordan Mumford. The motion was seconded by Julie Baum. The motion was carried unanimously.

The Board agreed that moving forward all apologies would be considered under matters for decision.

2.2 Appointment of Vice President

The President advised that a returning officer must be appointed for the appointment of Vice President to the Board. The Board agreed to appoint Arthur Siow to be the returning officer.

The President sought nominations. There was one nomination from Louise Kyriaki, therefore there were no challenge or need for an election for the position of Vice President.

The President declared that Louise Kyriaki was elected unanimously as the Vice President to the USASA Board.

2.3 Appointment of Academic Board

The President advised that there are five positions available for nomination for the academic board.

Nominations were put forward and accepted from:

Izik Nehow
Natansh Modi
Monamee Ishika
Ryan Kennealy
Kayla Dickeson

2.4 Filling of Casual Vacancies

Ryan Kennealy introduced the agenda paper. Ryan explained that in order for representatives to work efficiently for their students, all casual vacancies must be filled. Ryan noted that there are vacancies for the Aboriginal and Torres Strait Island and a Magill campus representatives. The ATSI rep was appointed but did not attend the retreat, therefore as the position was elected it was advised that a by-election may be required to fill the position. An ATSI nomination has been recommended to the Board by the 2016 Board incumbent, who advised that it may be difficult to gain nominations to take to a by-election for this representative.

Louise Kyriaki spoke in support of appointing the ATSI representative without a by-election.

The President advised that an expression of interest be circulated and at next board meeting the Board can appoint the ATSI representative.

The Board agreed to advertise nominations for a Magill representative in March 2017, with nominations to remain open for 10 days with a final decision by April 2017.

The President moved a motion that the Board agreed to fill the ATSI position by appointment. The motion was seconded by Louise Kyriaki. The motion was carried unanimously.

The President moved a motion that the Board call a by-election for the Magill representative, with the date of the by-election to be decided pending the nomination of the returning officer. The motion was seconded by Izik Nehow. The motion was carried unanimously.

The Board will discuss nominations for returning officer at the next Board meeting.

Arthur Siow clarified that all motions are in line with the Board's Constitution.

2.5 Appointment of Sub Committees

The President advised the following sub committees required convenors and sub convenors.

- Governance
- Finance
- Events and Marketing
- Clubs
- International
- Women's.

The following nominations were received and discussed by the Board and declared by the President:

Governance Sub Committee

Nomination for Convenor: Izik Nehow.

Members: Louise Kyriaki, Ryan Kennealy, Monamee Ishika.

Finance Sub Committee

Nomination for Convenor: Natansh Modi.

Members: Ryan Kennealy, Han Nguyen

Events and Marketing Sub Committee

Nomination for Convenor: Diana Wong.

Members: Natansh Modi, Julie Baum (noting there may be need to teleconference for some meetings).

Clubs Sub Committee

Nomination for Convenor: Natansh Modi.

Members: Jordan Mumford, Ryan Kennealy.

International Students Sub Committee

Nomination for Convenor: Diana Wong

Members: Natansh Modi, Monamee Ishika.

Women's Sub Committee

Nomination for Convenor: Julie Baum

Members: Louise Kyriaki, Monamee Ishika, Diana Wong.

Daniel Randell advised he will send an email to all members with a link to the Dropbox documents around the roles and responsibilities of all members of sub committees.

Arthur Siow offered his advice to any members that have questions about terms of reference or similar issues.

2.6 NUS Education Campaign

The President introduced the agenda paper. The President discussed the *Make Education Free Again* campaign which was passed at the 2016 NUS conference. The recommendation is for the Board to endorse the campaign. A draft budget of \$500 was presented as the financial support required.

Louise Kyriaki asked what the form of support the Board is being asked to give. The President suggested that a media campaign can be launched and awareness of the NUS campaign highlighted through various USASA promotions throughout the year.

The question was raised about how international students could be involved as full fee paying students given the campaign is largely aimed at domestic students. Izik Nehow advised that the NUS motion included other student cohorts and there will be engagement with these cohorts and the issues related to these students will be included.

The President moved a motion that the first recommendation be endorsed. The motion was seconded by Natansh Modi. The motion was carried unanimously.

The President moved a motion that the second recommendation be endorsed, with the amount of spending to be approved in consultation with the General Manager. The motion was seconded by Daniel Randell. The motion was carried unanimously.

Daniel Randell suggested that board members should raise questions and adopt a level of prudential risk management to their deliberations. Board members should analyse the papers and the recommendation being proposed and question what the impacts there may be on the USASA and the Board, e.g. which budget line does proposed spending come from, have we got a budget for the recommendation, what is the argument against the proposal?

3. Matters for Discussion

3.1 Multicultural Events/Workshops

Diana Wong introduced the agenda paper which proposed a number of events aimed at the international student cohort. Diana advised that the SPICED event does not align with the goals of the international representative and would not be considered worthwhile at this moment.

Diana advised her goal for first year students is to implement workshops to assist international students on arrival to Adelaide in gaining assistance on everyday issues such as shopping, banking and accessing medical appointments.

Diana advised that racial discrimination and the issues that international students may face around this is a key focus of hers. Diana is working on how the issue can be presented for both international and local students and how students can manage instances of racial discrimination. Diana's aim is to engender cross-cultural awareness.

Louise Kyriaki noted that there is a guide for international students that the university makes available, although this is not Adelaide-specific. Diana advised that the workshop approach offers hands-on interaction with a focus on increasing awareness and skills. Diana advised many students do not read and engaging in workshops will get better outcomes for students. Diana advised that there will be an expression of interest sent to students to gauge interest in workshops. Louise recommended the EPAR program, which could be tailored for international students.

Izik Nehow advised that he would put Diana in touch with the NUS officer to see if there are parallels in what NUS is proposing.

Daniel Randell noted that the challenge is the number of international students who arrive after O Week and miss out on key information provided through that medium and suggested a campaign that targeted these students would be worthwhile.

Monamee Ishika suggested there could be post-activities to reach the international students who do not get to the workshops, e.g. videos uploaded to the international student hub.

Daniel advised it would be appropriate to map out the information (gap analysis) that is already made available to international students, including buddy systems. Need to ensure there is no duplication with what is already made available by the university. Are there other areas of the university that can assist? Starting point is to talk to international students.

Ryan Kennealy raised the issue of language and what services are available in the student's first language. Gauge if this is a problem and work through solutions. Secondly determine what are the lifestyle issues, e.g. getting the wrong metro card for a student concession. This cuts across the wider student cohort but is an issue as students are often fined.

The President deferred the item for further discussion to the international sub-committee.

3.2 NUS O-Week

Izik Nehow presented the discussion item. Izik advised that historically there hasn't always been a presence of NUS at O Week. The presence of NUS at O Week will provide an opportunity for Uni SA students to become engaged with NUS and assess the benefit of NUS membership.

It was noted that USASA has a limited space at O Week and NUS has a presence as a registered exhibitor through the university.

Julie Baum asked if there was an opportunity to go to regional campuses. The President advised that there was no discussion about this but it is important for regional campuses to have the opportunity to engage directly with the NUS.

Monamee Ishika suggested that as NUS spending was allocated for the O Week event that it may not be necessary to spend on this proposal.

Julie asked if by giving their support was USASA aligning with NUS values? The President advised that USASA is through their agreement with NUS in terms of student welfare and equity, and through the constitutions of both organisations. Ryan Kennealy also asked if the Board would automatically be 'linked' to NUS. The President advised no, only if USASA support a recommendation.

Izik advised that USASA can seek national office bearers to attend O Week to engage directly with all students.

Daniel Randell advised that O Week is tightly controlled and the university will want to see activities that engage with and value-add for students. USASA representatives cannot be actively endorsing NUS campaigns on their stall according to university approvals. Daniel queried if NUS presence would take the focus off USASA and if O Week is the right place for the NUS campaign.

Ryan raised a concern that NUS are not funding themselves, given that USASA give funds to NUS. Ryan asked if it was possible to see the NUS budget. The President advised that it is.

The recommendation for discussion on the paper was:

1. *The USASA Student Board approves funding for NUS to run a stall at City West for SP2 O Week 2017.*
2. *USASA includes NUS in their main stall for future O Weeks.*

1. The President moved the motion that the Board approves funding for NUS to run a stall at City West for SP2 O Week 2017. The motion was seconded by Natansh Modi. The motion was seven in favour, three against. Motion was carried.

Ryan requested that it be noted that the two City West representatives voted against the motion above.

2. The President deferred recommendation two to the events and marketing sub committee.

Arthur Siow noted that any decision made by the Board now should not bind a future board.

3.3 USASA Support of NUS Campaign Material

Louise Kyriaki noted that it is a prudent to make use of resources that NUS already provide, e.g. leaflets on legislative/parliamentary issues affecting students.

Arthur Siow noted a lack of specificity on what the campaign material is and the need to be aware of potential risk (defamation, political, brand protection). It would not be wise to give broad approval for NUS campaign material. The campaign material must be approved on an individual basis with the support of the university marketing department. Izik Nehow suggested amending the recommendation to reflect this.

Ryan Kennealy asked about the discussions held with marketing. The President advised that previously no type of material was permitted at the counters, but as USASA is affiliated with NUS there may be some discretion applied.

The recommendation for discussion as noted on the paper was:

USASA Counters display NUS campaign material in the form of posters, flyers and petitions, that have been endorsed by the Board.

Izik Nehow moved the motion that USASA Counters display NUS campaign material in the form of posters, flyers and petitions, that have been endorsed by the Board with specific material vetted by the Vice President and General Manager to ensure that there are no risk management issues. The motion was seconded by Ryan Kennealy. The motion was carried unanimously.

3.4 Uniform Student Communication/Engagement System

Monamee Ishika presented the discussion item. Monamee talked about the challenges students, particularly international students, face in communicating and engaging across the university and with USASA. The paper proposes holding monthly days for students to engage face to face with different areas of the university.

Louise Kyriaki noted that having communication on one particular day could cause an issue as there is a need for ongoing interaction and one way to influence good communication is to promote the USASA page on an ongoing basis.

Daniel Randell advised that many of the day to day queries are being managed through Facebook, directly with course coordinators and other mechanisms already in existence. Confusion or disengagement may be caused by having too many additional pages and communication options. The key is to meet a student's query quickly; students will not wait for one particular day to seek answers to their queries.

Monamee Ishika advised her goal is to create an interactive monthly face to face event.

Arthur Siow suggested that students should be aware of communication options available and that the student representatives are accountable; they should put dates on websites, be available when they say they will and commit to the action.

The recommendation for discussion as noted on the paper was:

During the meeting the board needs to agree through discussion on creation and implementation of the system over every campus. The action item would include the design and timeline to execute the first attempt in engaging with the students.

Monamee Ishika moved the motion that USASA metro campus student representatives hold a campus 'meet the representative' event. The motion was seconded by Louise Kyriaki. The motion was carried unanimously.

4. Matters for Noting/Information

4.1 Finance Report

Daniel Randell advised that the finance officer was on leave during January. The financials for 2016 have gone to audit and the finance committee; the report presented is tentative until audit is finalised.

Ryan Kennealy asked why the travel budget was significantly higher. Daniel advised due to changes in car park management, the university now use Wilson for the parking of the USASA car, and there are some higher regional travel expenses.

Louise Kyriaki asked about the salary increase. Daniel advised this is due to structural changes in the marketing department staff leave accruals and maternity leave.

Ryan noted an increase in cost of elections. Daniel advised this was due to the use of an external returning officer.

Diana Wong queried the spending on the brekky bar.

Daniel advise that clarification on all finance report queries will be given at the finance committee meeting.

4.2 General Manager's Report

Daniel noted some additions to the general manager's report:

- Last week went to Central Coast Tertiary Access Group Strategic Planning Day as a representative of students' unions and associations. CCTAG has expanded to support associations and providing resources for members.
- Daniel noted he had put in place an 18-month embargo on commercial activities, however is now looking at where some commercial activities can be activated (e.g. counters, rent space out). Proposals will go through the finance committee. Daniel advised that a framework will be brought forward for the Board's consideration.
- Daniel advised he has been asked to drive a re-vamp of the national campus band competition, with a longer-term view to bring high profile artists to campuses to play.

4.3 President's Report

The President reported that she has:

- Prepared for retreat and O'Week.
- Met with university on the wellbeing action plan.
- Working on sexual violence campaign.
- Contacting heads of school on establishing education collective and getting involved with USASA.
- Met with various teams across the university on how USASA can engage with these areas.

4.4 Board Members Reports

The President moved a motion that all Board members' reports be noted. The motion was seconded by Natansh Modi. The motion was carried unanimously.

Ryan Kennealy noted on his report next months planned activities and that there will be some changes with formal inquiries where they are not required anymore. Ryan will submit an updated report.

4.5 NUS National Conference

The President reported on attendance at the NUS National Conference.

Izik Nehow reported on the policy that was passed – education campaign being the key policy which focusses issues of cuts, staff casualisation. Izik reported that he ran for national executive on the governing body, however was not successful.

Ryan Kennealy asked for a breakdown of the faction representation that attended the NUS and were involved in policy decisions/approval. Izik will provide the Board with a breakdown of factional representation.

4.6 International Women's Day

The President reported that this was highlighted as there was a lack of funding to run an event in March. Will be deferred to the women's sub committee.

5. Any other business

5.1 Meeting schedule

The President advised the meeting schedule is available on Dropbox. October is a public holiday with elections due around the same time. Revised meeting date will be decided closer to the time.

6. Closure

6.1 Next Meeting

The next meeting of the USASA will be held on 6th March 2017 at 6pm.

6.2 Meeting close

The President declared the meeting closed at 9.23pm.