

USASA Board Meeting Minutes
14 November 2016, 6.30pm
Jeffery Smart Building-JS6-13

Attendees: Carey Moore (President), Izik Nehow (Vice President), Nick Li, Valérie Baya, Sophie Murray, Jue Wang, Luke Rogers, Tom Browne, Christopher Ghan, Kayla Dickeson, Kemal Brkic, Daniel Randell (General Manager)

Advisors: Arthur Siow, Nick Anderson (Apology)
UniSA Observer: Allan Tabor, Director: SAS
Minute Secretary: Michelle Battams

The President declared the meeting open at 6.30pm.

1. Meeting Opening

1.1. Acknowledgement of Country

The Board of USASA respects the Kurna and Barngarla Peoples' spiritual relationship with their country and that today we meet on the land of the Kurna people, and recognise the Kurna 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. We recognise the land from which Kemal travels is the land of the Barngarla people and acknowledge they are the custodians of that country.

1.2. Apologies

Joshua Schneider put forward his apology and has given his proxy to Nick Li. Nick has been provided with guidance about voting as a proxy.

1.3. Conflicts of Interest-

The President asked if any board members have a conflict of interest regarding any business in this agenda. The President advised that he voted for Natansh Modi in the election however this does not present a pecuniary interest (relation to item 4.4). There was no further advice of conflicts of interest. 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

The President advised the September 2016 minutes would be amended with the correct date.

1.4.1. Confirmation-10 October 2016 Meeting

Izik Nehow moved that the minutes of the previous meeting be accepted. The motion was seconded by Tom Browne. The motion was carried unanimously.

1.4.2. Matters Arising/Action Log

No matters for discussion.

2. In Camera

Allan Tabor and Michelle Battams removed themselves at 6.42pm from the meeting whilst the Board considered an in-camera item.

Allan Tabor and Michelle Battams re-joined the meeting at 6.59pm.

3. Approval/Noting of Non-Starred Items

Non-starred items were noted.

4. Matters for Decision

4.1. Apology for 10 October Meeting –Nick Li*

Nick Li provided an apology and sought leave for the 10 October 2016 meeting.

Christopher Ghan moved that the leave of absence for the 10 October meeting for Nick Li be endorsed. The motion was seconded by Tom Browne. The motion was carried unanimously.

4.2. National Conference –Kayla Dickeson & Izik Nehow*

Kayla Dickeson and Izik Nehow requested Board endorsement to attend the National Union of Students conference from 12-16 December 2016. Kayla advised that the attendance of USASA board members would foster stronger relationships between USASA and NUS and represent USASA on a national level.

The President asked what Izik Nehow's role would be given he is not an elected NUS delegate. Izik confirmed he would be attending as an official observer and advised that following attendance at ACON last year, he has a close relationship with NUS and sees this as an opportunity to continue and build that relationship.

Daniel Randell advised that previously the USASA Board had budgeted for two members to attend; one being the President and one other attendee.

Kayla Dickeson confirmed that the delegate registration was \$125 and an unofficial observer is \$200.

Luke Rogers queried if there were any other members interested in attending and noted that per the governance of the board that a report should be submitted to the board.

Kayla confirmed that she does not have the final figure for the accommodation costs but it would likely be held on the campus at Geelong university.

Luke Rogers moved a motion that the USASA Board approve the payment of the registration fee and travel costs, with the final figure to be at the discretion of the general manager. The motion was seconded by Tom Brown. The motion was unanimously carried.

4.3. Board Vacancies –Carey Moore*

The USASA Board noted the vacancy of Lisa Bennetts who has now resigned from the Board. The President deferred to Arthur Siow to explain how a vacancy on the USASA Board is to be filled. Arthur advised that under the Board's Constitution when a casual vacancy occurs the appointment will go to the next person with the highest number of votes, notwithstanding that there has been an election since. Daniel Randell will contact the nominee to advise of appointment. Should the person not wish to take up the appointment, it will go to the nominee with the next highest number of votes and so forth.

4.4. Request to be excused from Board Retreat (Natansh Modi)*

The President took the paper as read which requested leave from the Board retreat. The President advised that the Policy and Research Officer had made the expectations of board members' commitments clear, one of which being that members are to attend the board retreat. Arthur Siow noted that the retreat date had been set prior to the request being received. Luke Rogers remarked that he thought the reason given for the request of absence was legitimate.

Luke Rogers moved a motion that the USASA Board approve the request to be excused from the board retreat submitted by Natansh Modi. The motion was seconded by Kayla Dickeson. The motion was unanimously carried.

4.5 Request to be excused from Board Retreat (Han Nguyen)*

The Board noted that the request to be excused from the board retreat was for the 25th January 2017 only.

Kayla Dickeson moved a motion that the USASA Board approve the request to be excused from the board retreat submitted by Han Nguyen. The motion was seconded by Nick Li. The motion was unanimously carried.

The President highlighted that members should be mindful of competing commitments and schedule accordingly to avoid any longer-term impact upon the Board and its functions.

Arthur Siow suggested that if members do not attend the retreat that they should have to do an alternative activity to cover the knowledge base.

Izik Nehow moved a motion that the General Manager and President include in the induction program the requirement to do an alternative activity to demonstrate board knowledge if a board member is unable to attend board activities, such as the board retreat. The motion was seconded by Tom Brown. The motion was unanimously carried.

5. Matters for Discussion

5.1. Improved communication to students regarding nominations for election –Kemal Brkic

Kemal Brkic advised that he had received complaints from Whyalla students who were not aware of the election nomination process. Kemal noted that he raised this issue in the August meeting. Kemal remarked that the voting system was good but the nomination process could be improved. Kemal was concerned for students who do not have access to social media and external students who are less directly engaged with on campus activities.

Daniel Randell advised that he checked with marketing and promotions what was put in place to advertise nominations. Daniel noted there was a high amount of cross promotion including social media, internet and posters. Daniel advised that emails are not sent to students as this is against policy, although there is an opt in system used for newsletter communications and other bulk communications.

The voting link was coordinated by Big Pulse. Kemal asked if this same process could be used for nominations. Daniel advised that coordinating the nomination process was not part of their brief. Daniel highlighted the need for students to become engaged themselves.

Kemal asked whether there was reduction in nominations and voting this year compared to last year as an indicator of reduced communication. Daniel advised this hasn't been quantified yet but is a job for the new policy and research officer.

Nick Li noted that the newsletter contains a lot of information and the nomination information may be hard to find amongst the breadth of information. Nick suggested a standalone newsletter about the nomination. Kayla Dickeson noted the importance of USASA communicating in a physical space through on campus flyers, rather than passively sending out emails although this may not always be appropriate for election material.

Daniel noted the recent discussions around leadership programs and clubs, noting the importance of promoting student representation directly through these channels and the promotional mix should cover the widest range of portals.

The USASA Board noted the discussion and agreed that the issue of strong student communication will continue to be actively pursued.

5.2. Propose change/amendment to the period served by USASA Board Members – Kemal Brkic*

Kemal Brkic noted that the new USASA Board commences in November and raised this as an opportunity for an informal dinner with outgoing and incoming board members to attend handover in preparation for commencement in January. Arthur Siow advised that such an activity would require a referendum and the management of handover from current to new board has previously been canvassed. Arthur further advised that the governance committee are undertaking a review of the board constitution, as such Arthur recommends that the paper be formally referred to the governance committee to inform this review.

Tom Browne asked if there was strong interaction between the old and new boards. Daniel Randell advised they have encouraged members to do so on an individual basis in the past, but without a lot of success.

Arthur Siow suggested that following the December board meeting there be a social event with the old and new board in absence of the completion of the review of the board's constitution. Daniel advised that he prefers the merits of members meeting individually rather than through such a social event.

The President advised that communication on the transition of boards be in line with Daniel's advice and the paper moved to governance committee to inform the review on structural changes to the constitution.

The USASA Board noted the paper.

6. Matters for Noting/Information (unless starred)

6.1. Finance Report

Noted.

6.2. President's Report

Noted.

6.3. General Manager's Report

Noted.

6.4. Board Members Reports

The President noted that four board members were to submit their reports and gave the board members the opportunity in the meeting to provide a verbal report. Verbal reports given as follows:

Luke Rogers: Luke advised he has not been very active on the board recently due to a number of commitments; as such he provided the board with an opportunity to let him resign his position. The Board did not accept a resignation.

Izik Nehow: Izik advised he is progressing the food truck proposals. As president of the Rainbow Club he has been following up discrimination complaints and researching policies for advice on managing the complaints. Also, Izik advised he continues to convene the governance committee.

Christopher Ghan: Christopher advised that exams and his thesis are continuing to consume his time. He has volunteered on a number of student reviews.

Nick Li: Nick advised he has continued work on the orientation advisory group, and working on researching and supporting formal inquiries. Nick noted the impacts on his time of attending the finance and governance committees and his research study.

The President advised board members that they should discuss with him any issues they have with time management or conflicting priorities with their board obligations.

7. Any other business

7.1. Christmas/End of year dinner.

The USASA Board confirmed by a show of hands that the next board meeting would be held 19 December 2016 to be followed by a dinner. The board meeting will commence at 6.00pm. Further details to be advised.

7.2 Board member's last meeting.

Valerie Baya advised that this was her last USASA meeting. Valerie reported that she had enjoyed her time on the board and looks forward to the next international student representative continuing her work. Valerie enjoyed assisting students and noted the new challenges and personal opportunities that were opened up to her through her position on the Board. The President acknowledged Valerie's work and noted that she has defined the role and her successor will have big shoes to fill. Arthur Siow noted that Valerie did an excellent job of consulting with international students.

8. Closure

8.1. Next meeting

The next meeting of the USASA Board will be held on 19 December 2016 6.00pm.

8.2. Meeting close

The meeting closed at 7.57pm.