

## Minutes of the USASA Board Meeting

Monday 6 November 2017

6.00pm Jeffrey Smart Building JS6013

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Present: Kayla Dickeson: President and Meeting Chair

Board Members: Han Nguyen, City East Rep  
Ryan Kennealy, City West Rep  
Louise Kyriaki, Post Grad Rep  
Jordan Mumford, Mawson Lakes Rep  
Ryan Colsey, Magill Rep  
Natansh Modi, City East Rep  
Jivan Jothi, Mawson Lakes Rep  
Zahra Darwishi, City West Rep  
Kemal Brkic, Whyalla Rep  
Luke Le, International Rep

Daniel Randell, General Manager  
Bridget Laffy: Student Representative Support Officer

Advisors: Arthur Siow, Legal Advisor  
Nick Anderson, Financial Advisor

Minute Secretary: Suzanne Heaton

Apologies: Allan Tabor, Director Student and Academic Services  
Jordan-Leigh Graeber, Aboriginal & Torres Strait Islander Rep  
Julie Baum, Mount Gambier Rep [via phone]  
Carey Moore, Magill Rep

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The President declared the meeting open at 606pm.

### 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.

## 1.2 Apologies

The Chair noted the apologies of:

Allan Tabor, Director Student and Academic Services

Julie Baum, Mount Gambier Rep [via phone]

### Carey Moore, Magill Rep

The Board discussed Carey's apology for the November 2017 Board meeting due to illness.

Motion : That the Board accept Carey Moore's apology

Moved: Kayla Dickeson

Seconded: Jordan Mumford

Abstentions x 1

Majority were in favour and the motion was carried.

### Jordan-Leigh Graeber

The board discussed Jordan-Leigh's request for an apology from the November 2017 Board Meeting and raised concern as this was not the first request.

Mr Siow referred to Clause 5.7.1 of the Constitution and Clause 5.7.3.

The Board did not approve Jordan-Leigh's request for an apology and therefore clause 5.6(f) was automatically triggered and the office of Aboriginal and/or Torres Strait Islander Representative became vacant.

Further discussion took place at the benefit or not of bringing in a new ATSI representative at this late stage of the year. Bridget advised, with regard to training, etc, that there was no difference if the training occurring now or in the new year.

Applying clause 5.7.3, It was agreed by the Board that the incoming ATSI representative be approached to determine their availability to take on the position as soon as possible.

Motion: That Pamela Spek is invited to assume the role of ATSI Rep for the remainder of 2017.

Moved: Kayla Dickeson

Seconded Jordan Mumford

All were in favour and the motion was carried.

### 1.3 Conflicts of Interest

The Chair 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 – 9 October 2017

**2.3** Bored Code of Conduct [Daniel Randell] should read *Board Code of Conduct*

That the spelling of Danial be corrected to Daniel

**2.1** Perpetual Investment Portfolio (Finance Committee) was not approved and be referred to the November 2017 Board meeting for Nick Anderson to provide further information.

#### **5.1 Focus Group**

That the action item refer to Ryan K only

Motion: Following the amendments referred to above the Minutes of the Board Meeting dated 9 October 2017 be accepted as a true and correct record of the meeting.

Moved: Kayla Dickeson

Seconded: Jordan Mumford

All were in favour and the Motion was carried.

#### 1.4.2 Matters Arising / Action Log

##### **2.5 Special Consideration**

Complete

##### **1.4.2 Matters Arising**

Complete

##### **2.3 Election Timeline**

Complete

##### **3.2 CISA Disaffiliation**

Refer Item 2.4

## **4.2 General Manager's Report**

Remove from Action Log as included within the Clubs Committee Report.

## **2.1 Investment Policy**

Nick Anderson provided further information on the Perpetual Investment Portfolio.

A total of \$3.5m is invested with \$1.4m being retained in cash and a further \$2.1m being invested in an Investment Portfolio as agreed and within the Policy framework.

Motion: That the Board approve the Perpetual Investment Portfolio

Moved: Kayla Dickeson

Seconded: Louise Kyriaki

All were in favour and the motion was carried.

## **5.1 Any Other Business**

Business School Submission - Kayla advised if there are any further developments

## **1.5 Items for Starring**

There were no further Items for starring

4.8 Entext Letter

## **2. Matters for Decision**

### **2.1 Honorary Life Member Policy (Bridget)**

The Honorary Life Member Policy was due for triennial review by the Governance Committee and was put forward and endorsed in its current form in the July 2017 Governance Committee meeting (however note that the written paper mistakenly listed the September Board meeting).

The policy covers the subject of honorary life membership, including eligibility and selection criteria and was recommended by the Governance Committee that the criteria should be made more exclusive and that the standard should be raised so that people could not be awarded simply for performing the duties that were expected of them in whatever relationship/role they had to the organization.

Ryan K requested the date of approval be updated.

Motion: That the Board approve the Honorary Life Member Policy

Moved: Kayla Dickeson

Seconded: Natansh Modi

All were in favour and the motion was carried.

## **2.2 Handover Policy (Louise)**

The USASA Board does not currently implement a handover policy from outgoing student representatives to incoming student representatives. A handover is a key way of ensuring information continuity, leading to better outcomes for both the incoming student representative and the student body.

Implementing a handover policy means that connections with UniSA staff and external stakeholders can remain strong across board terms, as this is currently an issue. Additionally, the board's ability to undertake long-term projects (for example, constitutional reform) may be better supported by a formal handover from outgoing board members and/or sub-committee members.

Mr Siow added that from a Governance perspective this is a good risk management tool and good succession planning and Louise should be applauded for creating this policy.

With the a new ATSI representative coming on board, it was agreed that Kayla and Bridget work together to provide a Handover for his representative.

Motion: That the Board approve the proposed Handover Policy and Guides to be trialled in the upcoming Board handover 2017-2018.

Moved: Kayla Dickeson

Seconded: Ryan Colsey

All were in favour and the motion was carried.

## **2.3 NUS Conference (Kayla)**

National Conference is the annual forum for the National Union of Students [NUS] to approve policy and elect National Office Bearers. In 2017, National Conference will take place from the 11 – 15 December 2017 at Deakin University, Geelong.

The USASA Board sends Natansh Modi and Kayla Dickeson to the 2017 NUS National Conference as Official Observers. Kayla and Natansh will launch a short survey for UniSA students to gauge issues they would like to bring to National Conference. This will ensure there is a direct connection between USASA representatives attending National Conference and UniSA students' interests.

Natansh advised he will now, no longer be able to attend the Conference and the Board considered the benefit of sending another Board representative along with Kayla. It was agreed, as Jordan would be the President going forward, it would be beneficial for him to attend the Conference in Natansh's place.

The cost of sending Jordan would be \$1,000 [delegate] and Kayla \$225 [observer]. Daniel advised there is \$2,000 set aside in the budget for this Conference.

Motion: That the Board approve Kayla Dickeson and Jordan Mumford to attend National Conference at a cost of up to \$2,000.

That Kayla provide a Handover report outlining the Conference

Moved: Louise Kyriaki

Seconded: Natansh Modi

Abstentions: 2

With the majority being in favour the motion was carried.

## 2.4 CISA Letter (Luke)

Luke Le requested that the Board discuss and provide feedback on the complaint letter which Luke wishes to send to the Council of International Students Australia (CISA).

CISA conference and AGM took place in July 2017 and Luke Le was unable to attend, Valerie Baya and Diana Wong were given permission to attend and vote at CISA AGM on behalf of USASA. However, it was reported that during the AGM, CISA members displayed strong support for bullying and discrimination causing emotional distress towards the representatives.

During USASA August 2017 Board meeting, CISA disaffiliation proposal was raised by Valerie for discussion. Luke advised it was important to keep the affiliation as it was helpful for international students to be heard as CISA has a stronger voice. Luke suggested to keep affiliation for another year then review.

Luke Le further tabled an email received by CISA regarding a major event.

It was confirmed that the CISA Registration is in the amount of \$400 per annum.

Nick Anderson advised there should be a requested outcome or consequence included within the letter for eg: *"We will be considering our affiliation with CISA when our renewal is due"*.

Nick further suggested that it may be beneficial for Luke to request a CISA representative provide a presentation on the benefits of being affiliated with CISA.

Luke and Bridget to review the letter and include the amendments as suggested above.

Motion: That the Board approve the letter to CISA including the amendments as outlined above.

Moved Kayla Dickeson

Seconded Ryan Colsey

All were in favour and the motion was carried.

Items 2.5, 2.6, 2.7, 2.8 and 2.9 were discussed by the Board as a collective.

#### **2.5 Leave Request – Grace Dixon**

Grace requested leave on 23 – 24 January 2018 as she is unable to attend the retreat / workshop due to being interstate from the 29 November 2017 until mid-February 2018 and will be in Melbourne and Brisbane.

Motion: That Board discuss with Grace the importance of attending the retreat / workshop and the potential of flying her back to Adelaide from Brisbane to attend.

That the matter be discussed further at the December 2017 Board meeting based on discussions.

#### **2.6 Leave Request – Bridget Barletta**

Bridget requested leave on 23 – 24 January 2018 as he is unable to attend the retreat / workshop due to being overseas in New Zealand at that time.

Motion: That Board discuss with Bridget the importance of attending the retreat / workshop and the potential of flying her back to Adelaide from New Zealand.

That the matter be discussed further at the December 2017 Board meeting based on discussions.

#### **2.7 Leave Request – Abid Billah**

Abid requested leave on 23 – 24 January 2018 as he is unable to attend the retreat / workshop due to a scheduled Internship in Hong Kong in PBL Finance Limited which was scheduled prior to participation in the election.

Motion: That the Board consider approving Abid's leave request based on his requirement to be in Hong Kong on a scheduled Internship at that time which should be encouraged.

That the matter be discussed further at the December 2017 Board meeting based on discussions.

#### **2.8 Leave Request – Kate Riggall**

Withdrawn

#### **2.9 Leave Request – Natansh Modi**

Natansh requested leave on 23 – 24 January 2018 as he is unable to attend the retreat / workshop due to a scheduled scholarship.

Motion: That the matter be discussed further at the December 2017 Board meeting based on discussions.

Arthur Siow further advised that, when accepting the role to become a Board Member, it is stated in the Constitution and a Declaration is signed to accept you able to attend the Mandatory Retreat / Workshop on these dates.

Bridget advised she had received a late Leave Request from one other Representative. It was agreed that this be discussed at the next Board meeting.

### **3. Matters for Discussion**

### **4. Matters for Noting**

#### **4.1 Presidents Report**

The Presidents Report was noted and taken as read.

#### **4.2 General Manager's Report**

The General Manager's Report was noted and taken as read.

#### **4.3 Art Competition Report**

The Art Competition Report was noted and taken as read.

#### **4.4 Finance Report**

The Finance Report was noted and taken as read.

#### **4.5 Board Members' Reports**

Board Members were requested to note one highlight for the month of reporting:

Kayla Dickeson:	A busy month with Unitopia, our Clubs Awards Night [good support from Clubs], Halloween Party and student elections; as well as the Board providing a number of submissions to academic reviews at UniSA. Club Support
Louise Kyriaki:	Handover Policy and thank you to the Student Board – Rainbow Club
Ryan Kennealy:	Student catch up's
Nick Anderson:	Good development from this Board and should all reflect on this as a learning experience
Daniel Randell:	Success of elections and acknowledgement of work undertaken by Bridget.
Bridget Laffy:	Thank you for acknowledgement from the Board.
Luke Le:	Good team at the Business Career Talk Network Event
Jivan Jothi	Brekky Bar at Mawson Lakes



Jordan Mumford:	Meeting – Student versus staff
Natansh Modi:	Presenting an award at the Clubs Awards Night
Han Nguyen:	Volunteering for the Women’s Committee
Zahra Darwishi:	Second formal enquiry and being involved in the academic side of things
Kemal Brkic:	Students themselves who stood up at UTOPIA
Ryan Colsey:	Events; Education Committee
Arthur Siow:	Watching Board members grow and now have more professionalism and greater representation for the Board

#### **4.6 Committee Meeting Minutes**

##### **4.6.1 Clubs Committee**

The Clubs Committee minutes were noted and taken as read.

##### **4.6.2 Welfare Committee**

The Welfare Committee minutes were noted and taken as read.

##### **4.6.3 Governance Committee**

The Governance Committee minutes were noted and taken as read.

##### **4.6.4 Finance Committee**

The Finance Committee minutes were noted and taken as read.

##### **4.6.5 Education Committee**

The Education Committee minutes were noted and taken as read.

#### **4.7 BUE Winter School**

#### **4.8 Entext Letter**

The Entext Letter was taken as read noting that Sophie Murray has now been engaged to undertake consultation with ATSI students along with Natansh being part of the consultation process next year

## **5. Any Other Business**

### **5.1 International Relations**

Kayla advised this was discontinuing as from 2019. She had received a lot of feedback from students with concerns.

The Education Committee had discussed this issue and feedback will be collated and be provided to the Board for approval prior to submitting to the University. [Ryan Kennealy to provide Kayla with his comments by 13 November 2017]

### **5.2 Academic Integrity**

Kayla advised a review of the Business School will be undertaken and she had been asked to be a Student Member on the panel. A report will be provided to the Board for information.

### **5.3 Incoming Board Representative**

Louise advised an Afternoon Tea will be arranged at the next meeting to welcome the incoming Board Representatives

### **5.4 Kemal Brkic Leave Request**

Kemal requested leave from the December 2017 meeting due to a trip to Cambodia.

Motion: That the Board approve Kemal's leave request for the December 2017 Board meeting.

Moved: Kayla Dickeson

Seconded: Louise Kyriaki

All being in favour the motion was carried

### **5.5 Conflict of Interest**

Arthur Siow reminded Board members to raise any Conflict of Interest at the beginning of the meeting.

## **6. Meeting Closure**

### **6.1 Next Meeting**

The Chair advised the next meeting will be held on 4 December 2017

### **5.2 Meeting Closed**

The Chair declared the meeting closed at 7.56pm