

THE AUSTRALIAN NATIONAL UNIVERSITY UNION INC.

BOARD OF DIRECTORS

MEETING No 01/2016

A meeting of the Union Board of Directors was held on Thursday 4th February 2016. Meeting opened at 4.00 pm in the Board Room.

PRESENT:

Mr Josh Bolitho	Chair
Ms Jillian Molloy	Deputy Chair
Ms Ashley Griffiths	Elected
Mr Tom Lindenmayer	appointed
Ms Belinda Farrelly	Executive Director
Mr Chris Wilson	PARSA representative
Mr Ben Gill	ANUSA representative

IN ATTENDANCE:

Mr Allan Harkins	General Manager
Ms Kylie Wharton	Minutes Secretary

MINUTES

1. FORMAL MATTERS

1.1 Apologies

Apologies were received from Ms Ashley Griffiths, Mr Tom Lingafelter and Mr Ben Kremer.

1.2 Directors' Interest

Mr Tom Lindenmayer declared that he works for the Statistical Consulting Unit.

1.3 Minutes of Board Meeting No 09/2015

The Board resolves to accept the minutes of Board Meeting No 09/2015 held on Thursday 4th November 2015

Motion accepted (BM01/2016 J Molloy/T Lindenmayer)

1.4 Matters Arising from the Minutes

Action Item 1: Belinda to provide a letter to GM outlining position title change.
Still open

Action Item 2: Percival Valuation.

Valuation has been done. Copy attached. ([Attachment 1](#)).

Action Item 3: MOU to be signed with Woroni re: Bar Gigs.

Tom Lindenmayer will meet with the new Woroni Board and renegotiate

Action Item 4: Clubs and Society Grants: Prepare documents for circulation outlining 2016 grants to Clubs & Societies.

Documents to distribute are completed. Cut off for applications are 25 February 2016. All applications to be considered at the March meeting.

Action Item 5: Auditors for 2015: GM to organise 3 quotes for Auditing Services for the Union and select most appropriate for 2015 audit

Complete. We have engaged RSM to conduct the audit saving \$10k on last year's fee

Action Item 6: General Manager to follow up with Australia Post in regard to costings for the installation of Parcel Pick up Boxes

Initial discussions indicate we may not have the physical space to pursue this. Gm to follow up and report once we have the final details Email board to set a date for Strategic Planning Committee meeting
Completed by Josh Bolitho

Action Item 7: NUS: GM to provide the Board with the breakdown of costs for 3 members to attend NYUS conference in Melbourne

Complete: GM will present report to Board once Dee returns from leave. March meeting.

Action item 8: Repairs and Maintenance Grant: GM to organise a meeting with Chris Grange to discuss our R&M needs for 2016.

Letter sent to Mr Grange in relation to the possibility of a grant for 2016. Currently awaiting quotes for some building works and will submit once received.

Action item 9: SSAF: Chair and Deputy Cahir to organise a meeting with DVC Baker to discuss Union SSAF bid for 2017 to ensure we align with university requirements

A meeting will be held on Tuesday 9th of February 2016

Action item 10: Constitution: Chair and Deputy to review constitution then report finding and recommendations to Board

Still open

Action item 11: GM to meet with ANU marketing to explore partnership opportunities.

GM to action after O week

Action item 12: Social Committee Chair to meet with Residential colleges/ Club \$ Societies to introduce them to services of the union

Jillian is currently collating a list of contacts for the colleges and clubs & societies

Action item 13: Strategic Planning committee. Chair to organise a meeting prior to end of year if possible

Meeting has been held.

No further action items

1.5 Chair's Report: Open discussion Items

The Chair discussed the NUS report, repairs and maintenance grant and the constitution review. The NUS report to be amended to detail who met with who. The full Chair report is attachment 2

1.6 Chair's Report: Confidential Items:

There were no confidential items to report on

1.7 Other Confidential items

- 1.7.1 Hairdresser

2. General Managers Report

We have had the works of Art revalued and the report is attached (attachment 1). We only have a combined value of \$100k on the asset register so as a result we have dropped \$25k in real terms on the register.

We have engaged RSM to conduct the 2015 Audit. They will be here in the second week of February and the audited accounts will be ready for the March Board meeting

Board meeting calendar has been set and meeting requests have been sent to all Board members.

Our Finance Manager has resigned and her last day of service will be 12th February 2016. As a result we have downgraded the role to that of a junior

accountant and have appointed Ivy Hu as her replacement. Ivy has a bachelor of Accounting and Master of Finance.

The information pack for clubs and societies regarding the capital grants has been completed ready for distribution in O week. Applications close on the 29 February 2016.

We need to approve the dates for the election and the timetable at this meeting as provided by ACT Elections

Board approves dates and timetable for election in March 2016

We have received two applications to date for the Social Media Officer position. Jillian and Suranga will conduct interviews and report to the board once the successful applicant is engaged

Josh, Jillian and Tom attended the NUS conference in December and a report has been provided and is attached ([attachment 2](#))

Josh has flagged our intention to seek some R&M funding for 2016 with Chris Grange. We are currently awaiting some quotes for building works which we will submit once they are received

The board noted the General Manager's report

3. Management Reports: Finances

The board discussed the finances as of 31 December 2015.

The Board resolves to accept the Management reports (Finance) for the period ending 31 December 2015.

(BM 02/2016 T Lindenmayer/ C Wilson)

4. Finance Committee Report

[Attachment 3](#) - report approved (BM03/2016 J Molloy/ J Bolitho).

5. Social Committee Report

[Attachment 4](#) – report approved (BM04/2016 J Bolitho/B Gill)

6. Strategic Planning Committee Report:

[Attachment 5](#) – report approved (BM05/2016 T Lindenmayer/ J Molloy)

7. General Business

Inductions for new members of the Student Union board should be provided within the 1st month of their involvement. The Chair will follow up with PARSA to see if we can combine.

There being no further business the meeting was closed at 5.12 pm

Attachment 1

Valuation of Works of Art
in the Collection of

The Australian National University Union Inc
Australian National University
Canberra ACT 0200

	Valuation
John PERCEVAL (1923-2000) Kathy in the studio. 1964 oil on canvas 89 x 101.5 cm (91.2 x 103.6 cm framed) signed & dated upper left, black oil "Perceval/ '64" Gift of the artist to the ANU Student Union condition: good	\$60,000
Gray SMITH (1919-1990) Portrait of Lady (Molly) Huxley. 1966 oil on board 89 x 59 cm (102 x 72 cm framed) signed & dated lower right, oil "Gray Smith/ 66" condition: generally sound – a few small scratches	\$15,000

Valuer: Helen Maxwell

Date: 1 January 2016

Accredited under Commonwealth Government's Cultural Gifts Program to value works in the following classes: Australian paintings, sculpture, prints, drawings after 1850 including cartoons; Australian photography after 1900; Australian Indigenous art after 1900; Australian decorative arts (including ceramics, glass, textiles, metalwork, jewellery) from 1900.

General note on valuations

The above valuations are for the purposes of insurance. If the works were to be placed on the market a realisation of these values would not necessarily be guaranteed. The downturn in the art market since the Global Financial Crisis has affected values.

Specific notes

Kathy in the studio, 1964 by John Perceval

A painting titled *Kathy in flowers*, c.1963, 83.5 x 94.7 cm, sold through Christies auction in 2000 for \$79,500.

In the last couple of years another similar painting, *Kathy and the mirror*, also dated 1964, has appeared at auction - in 2014 with an estimate of \$25,000 to \$35,000 but was unsold. It was again put to auction in April 2015 with an estimate of \$18,000 to \$25,000 and again unsold. *Kathy and the mirror*, though the same subject and date as the painting owned by the ANU Union, is more conventional in style and of slightly smaller proportions.

The ANU Union painting is in the style for which Perceval became well known – a more flamboyant painterly style. Its value in my opinion would be higher. The recent lack of market interest however, in a work of the same subject and date suggests a reduction in the value of the ANU Union work. The value I have attributed is for insurance purposes. It is hard to say in the light of recent sales results what a fair market value might be.

Portrait of Lady Huxley, 1966 by Gray Smith

The portrait of Lady Huxley is a challenging portrait - but not a flattering one. It is unlikely that the market would show much interest in this portrait. The value attributed for insurance purposes is based on an idea of what would be a reasonable remuneration in the event of loss or damage of the portrait. This relates to a basic fee that one might expect to pay for a finished portrait by an accomplished artist. It also incorporates the idea of the loss of a cultural object that is in some way related to the history of the ANU Union and takes into account that the portrait won the Helena Rubenstein Portrait Prize (c.1966).

Helen Maxwell

Attachment 2

Chairs Report

1. NUS Report, please find attached.
2. Repairs and Maintenance Grant. Over the holiday period I contacted Chris Grange with an interest in submitting a grant application. This was responded with a request for a detailed request. As such the General Manager is gathering the necessary quotes to collate the report.
3. Strategic Planning Committee, please find attached.
4. Meeting with Richard Baker, contacted on the 02/02/2016 to request a meeting. Has not responded at time of writing report.
5. Constitutional review. The General Manager is collating a series of recommendations. Areas of the constitution are in desperate need of updating. For example, the constitution requires banking to be done manually. This action item is still open.

NUS Report

1. Overview
2. Meeting with La Trobe University Representatives
3. Meeting with RMIT Representatives
4. Meeting with UTAS Representatives
5. Meeting with USYD Representatives

1. The National Union of Students (NUS) serves as the peak advocacy body for Undergraduate students in Australia. It is attended by leaders from campuses all over Australia.

The purpose of attending this conference was to investigate how other student organisations function. As the Union moves to an increasingly uncertain future understanding how other organisations function financially and remain relevant and responsive to student needs is vital to our future.

2. A meeting was held with Nathan Croft the President of the La Trobe University Student Union. This meeting brought to our attention that La Trobe University student Union has a very clear and detailed strategic plan that guides its operations and decision making processes.

These goals are set for a three-year period, reviewed annually and have enabled the board to have a clear direction and hand over process for new board members. Allowing the Union to stay on a clear path. A particularly relevant consideration given the Union's current state.

For example, a stated goal is to ensure that students have a stimulating, connected experience and are provided with resources that they need. This allows Latrobe to state its focus on providing services that are affordable, accessible and relevant. This is achieved by providing a variety of regular programs that cater to the interests of students. In order to determine what is relevant to the needs of students they provide a biannual survey and by implementing a web based feedback program.

Each action and goal by no means is directly applicable to the ANU Union however, the process of drafting this plan is crucial. As such I believe the Strategic Planning Committee's role for 2016 is to develop a clear guideline based the stated outcomes developed in the Strategic Planning Committee meeting held in December.

Recommended Action: The Strategic Planning Committee begins the process of outlining the timeline, goals and relevant stakeholders in order to implement a similar plan.

2. A meeting was held with Abena Deema (General Secretary), from the Royal Melbourne Institute of Technology University Student Union. Some of the experiences from the RMIT University Student Union are as follows:
 - The RMIT University Student Union is currently profitable, and reinvests back into the university consistently.
 - Previously, the RMIT University Student Union was running a number of businesses and producing losses. These are expected to be similar to those of the ANU Union.
 - Previously, the RMIT University Student Union sold many of its assets and began purchasing dividend yielding investments. The RMIT University

Student Union has since become an investments board, which distributes the profits of these investments back into the student body.

- It should be noted that the RUSU received \$2,860,481 in grant funding from RMIT, with \$2,823,998 of that being SSAF funding.
 - The largest portion of this money was spent on ‘Advising on matters arising under the higher education provider’s rules’ - \$497,166.

Recommended Action: The finance committee request’s a copy of the RMIT’s SSAF bid in order to understand how they approach the process.

3. A meeting was held with Clark Cooley (Tasmania University Campus President North), from the Tasmania University Union. Some of the experiences of the University of Tasmania Union which Clark noted are as follows:

- The Tasmania University Union is currently profitable, and substantially reinvests back into the university.
- Clark noted that in the early 1990’s, the Tasmania University was running a number of businesses which were producing losses. Whilst we did not specifically ask what businesses were being run, we got the impression that these businesses were similar to the ones currently being run by the Australian National University Union.
- In response to these losses, the Tasmania University Union began to sell many of the assets which it held at the time.
- After this, the Tasmania University Union began to purchase dividend yielding assets. Since this, the Tasmania University Union has become an investments board, which distributes profits back to the student body of the Tasmania University. This is a profitable venture for the union, who continues to deliver outcomes to the student body.
- The UTAS Union uses the money from their investments to manage a number of programs within the university, including managing O-Week, managing campus tours, as well as providing various support services for the student body as a whole.
- A key method UTAS uses to connect with it’s student body is the use of a TUU App for iPhone and Android users. This application provides students with calendars and resources which are aligned with their study, while also connecting them with the events and student activities being run by the union.
- After looking online, we were unable to find copies of the Tasmania University Union financial reports.

Recommended Action: The finance committee explores similar investment options that are not based around the use of physical assets. As well as contacting the UTAS Union board to request a copy of its investment strategy.

5. Meeting with Alisha Aitkin-Radburn from USYD.

At NUS National Conference, I was fortunate enough to liaise leaders from university unions around the country who similar to us, have or are facing issues regarding the viability and relevance of their unions.

It seemed the Union who completely had to remodel to please their administration and who had to remarket in order to provide the best social experience for their students was USU-University of Sydney Union. I spoke with their leader Alisha Aitkin-Radburn who discussed how they have made themselves more relevant to students and the university. She suggested they had to innovate in order to remain relevant. For example, they have spent quite a lot on renovation of their food outlets. Further, their consultation with students has been modified also. Last year the USU asked what students wanted to leaving parchment paper outside their buildings so students could engage better.

They have also made some big decisions within their structure to help them remain relevant such as focusing on moving their monthly news online, not only hiring a social media person but also a student editor. Moreover, they now hire students on a casual wage to be event coordinators. They are the campus activity coordinators and liaise with SRC (like ANUSA) collectives and departments to run events for the diverse student community. Moreover, they have aimed to work really hard on their catering services, a service we provide as well. They have remarketed it, it has its own webpage and they now pitch their catering services for Weddings and events such as that. <http://www.hostcosydney.com/>. This offers food and venues.

It is clear hear that a whole social and strategic rethink was carried out in order for the USU to look viable to the union and to function alongside the SRC.

I would also like to note, I spoke to the President and the University of Queensland Union who had informed me that voting for their elections was incentivized. I don't agree with this but thought it could be a good discussion point.

Recommended Action: The social committee explores methods of student based feedback. In order to ensure we provide services that are relevant to student's also to ensure that our SSAF bids are in line with the functions student body want's the Union to perform.

Attachment 3

Finance Committee report for January 2016

Meeting Opened: 4:11p.m.

Apologies: Belinda Farrelly, Tom Lingafelter, Ashleigh Griffiths, Chris Wilson

Chair's Report

Thank you to AI for releasing the financial numbers for the year of 2015. There were a number of core facts from the numbers which are importance to the board. These include:

- Significant decreases in: Total sales (10.21%), Profit (4.12%), and Rental Income (7.6%).
- Management should be commended for reducing the total loss by 23.37% less, and the salaries have dropped 4.41%. Operating costs have also decreased by \$200,000.
- Retail is significantly dragging, and creative ideas will be required over the next 12 months to bring this back up.
- Individual businesses had mixed results:
 - The bar's profit has increased by \$35,000
 - Pajenka's has increased by \$15,000
 - Rosie's is up 50%, including the costs of training and re-branding.
 - Subway is up \$13,000
 - Functions is down \$22,000
 - The Post Office is down \$12,000
 - The shop is down \$40,000

Given some areas of the business are performing strongly, while others are performing significantly weaker than in previous years, it is important that the Board and Finance Committee consider creative options for improving the business profitability over 2016.

Previous Minutes

There were no previous meeting minutes provided

General Discussions

Tom will re-engage with Woroni about signing an MOU agreement for free-tickets to be provided to concerts to allow reporting. These negotiations had been positive in 2015, but we will re-engage with the newly formed board.

Allan highlighted the importance of creative ideas and thinking throughout 2016, highlighting the need to consider innovative options for improving revenue streams. An idea which Allan highlighted was the potential for Food Vans, and other mobile food outlets. Allan said he would investigate this in the short term to assess its viability.

Meeting Closed: 4:43p.m.

Attachment 4

Board meeting 4 February 2016

Hi Al,

Here is the small social committee report:

Social Committee Report:

Instalments over the break

- With Allan and Suranga, more ads were put up to advertise job opportunity to be social media person
- Applications have been received
- Suranga and myself will be apart of the selection process which should commence i.e. interviews post 12th of February
- Collection of social officers from the colleges is to be organized and an email to be sent to them to advertise benefits of the union and what the union can do for them

Regards, Jillian.

Attachment 5

Strategic Planning Committee

01/02/2016

Meeting open 4.38pm

Agenda

1. Outlining the structure of a 3-year strategic plan for the ANU UNION.

It has become clear from the discussions with La Trobe University that developing a mid-term strategic plan is essential to the Union's future viability. Given the current need to adapt our business model and explore what our role at ANU will be in the future.

The Union's current objectives are to;

1. To provide high quality, cost effective facilities and services for our members
2. To provide a recognised meeting place and social centre for our members.
3. To promote the intellectual, social and general welfare of the University community
4. To actively foster the development and Enhancement of ANU Clubs and Societies
5. To actively work with ANUSA, PARSAs and other related on-campus organisations to advance the above objectives.

In order to develop a strong strategy, we need to determine for each of these objective;

1. What is our focus?
2. What will we do to achieve this outcome?
3. How will we measure our progress?

2. Developing a realistic timeline for this plan.

Given the Plan will work in conjunction with our SSAF bid. The plan will ideally be finalised in July. Consideration needs to be given in regards to the structure of timing. Which Stakeholders to engage and when.

3. Determining the relevant stakeholders to consult in this development process. The initial discussion determined that ANUSA, PARSAs, WORONI, ANU SPORT, University Administration and the Student body need to be engaged with the process.
4. The General Manager raised the possibility of the board going on retreat to formulate its strategy. In the April period after the election. I put this matter to the board.