

THE AUSTRALIAN NATIONAL UNIVERSITY UNION INC.

BOARD OF DIRECTORS

MEETING No 04/2015

A meeting of the Union Board of Directors was held on Wednesday 27th May 2015 at 4.32 pm in the Board Room.

PRESENT:

Ms Megan Lane	Chair
Mr Josh Bolitho	Deputy Chair
Mr Thomas Lingafelter	Elected
Ms Jillian Molloy	Elected
Ms Ashleigh Griffiths	Elected
Mr Joshua Orchard	Elected
Ms Belinda Farrelly	Executive Director
Mr Ben Gill	ANUSA Rep

IN ATTENDANCE:

Mr Allan Harkins	Business Manager
Ms Gemma Darmody	Minutes Secretary

MINUTES

1. FORMAL MATTERS

1.1 Apologies

Apologies were received from Mr Steve O'Connor.

1.2 Directors' Interest

Megan Lane Chair has resigned her position on ANUSA effective at the end of June 2015.

1.3 Confidential Items

1.3.1 Minutes from Board meeting No3/15

1.3.2 EOI shop 4 Level 1

1.3.3 Rent reduction request

1.4 Matters Arising from the Minutes

Megan Lane discussed the Governance training for board members. A suitable company has been found they will tailor a package suitable to the needs of the Student Board. (Details of this outline were in the pack sent out prior to meeting).

This has been costed at 10,625.00 + GST.

Megan has suggested the ANU UNION team up with ANU Sport this way the costs can be shared. They will be approaching Richard Baker to seek financial assistance.

Ben Gills from ANUSA offered to write a letter of support as he understands the benefit of this training.

The course will have 20 places and suggested date is during the 2nd week of semester 2, new board member will have been elected and can attend also.

Megan proposed 2 plans to the board for approval.

- a) That if the costs be no more than 1/3 of the total and a suitable date can be arrange and confirmed with board members via email this can be booked in prior to the next board meeting.
- b) That if financial assistance isn't given by Richard Baker then will the ANU UNION be willing to pay ½ and still team up with ANU SPORT. Again providing a suitable date can be arranged.
- c) Regardless of outcome Chair will advise Board via email.

Motion accepted.

(BM 24/2015 J Bolitho/ J Molloy)

Note – Days and times for Board meetings are to be reviewed once 2nd semester timetables are released.

Next meeting has been set for THURSDAY 16th JULY 4pm in the Board room.

1.5 Minutes of Board Meetings No 03/2015

The Board resolves to accept the minutes of Board Meeting No 03/2015 held on Wednesday 22nd April 2015.

Motion accepted.

(BM 25/2015 J Bolitho/ J Molloy)

Note –Board motion numbers have been corrected to remove the doubling of number BM09, these have been updated before loading onto the website.

2. REPORTS

2.1 Chair

- Apologised for not having something written up has been very busy, will do something and get it out to everyone.
- The Chair informed the board that she has handed in her notice to ANUSA so she can focus on the needs of the Union as it will be a challenging 12 months
- Strategic planning committee held its first meeting; this was attended by, Tom Lingafelter, the General Manager and herself. It was agreed that no more capital investments were to be made. Focus is to be on the re development of Union Court and what this will mean to the Union.
- Developing a SWAT for the next 18months – 2108 focus.
- On ground consultations needed to assess services and needs of student body.
- Wants to approach Chris Grange to get data on re development; it was raised that it will be put to the council during the July meeting and will then be made public.
- Need to review and see a contract put in place with the Uni; Sport also requires a MOU. This needs to be monitored and actioned asap.
- Increase engagement with Griffin Hall; deals at the Bar to be discussed.
- The strategic committee's next meeting will be open to all current board members and members from the past 5 years; the meeting following will be open to all union members. Date to be email by Chair.
- Plans to host a 50th birthday party for the UNION. Proposed date 24th October here with the Union building. Details to be provided soon. – Social committee has been strongly suggested to work with the functions manager and bar manager. General Manager to assist in seeking sponsorship deals to help reduce cost.
- Requested BOARD Merchandise– to increase awareness and presence on campus. It was discussed and decided to use existing apparel and increase social media.

The Board noted the Chair's report.

(BM 26/2015 J Bolitho/ T Lingafelter)

2.2 MANAGEMENT REPORTS (FINANCE) -

- Presented by the General Manager.
- Unaudited Profit & loss and balance sheet reports (as per hand out) were discussed and the comparisons against last year.
- Costs are been maintained as much as possible.
- Once we have an understanding from the university with a timeframe this will allow us to know what we can invest in or improve.
- Discussed saving in electricity – feel this may be just from accrual accounting, not internal actions.

- Maintenance grant is reflected in outstanding accounts as we have not receive this once this comes in we can portion it to repairs and maintenance.
- Retail down 6k for period. Hoping that the improvement done there will be reflective in the next quarter.
- Bar has almost doubled its turnover – the refurb has certainly helped.
- Rosie’s is doing incredible well almost tripled their turnover, new signs and cooking methods along with staff training has helped. This investment of \$9 200k was well worth it.
- Subway has slightly improved, sales are down but decreased in wages, has helped turn over. Discussed staff training and turn over.
- Pajenka’s has improved – cash flow positive which is great to see. To look at creating more hype around Pajenka’s to increase awareness of its presence.

The board accepted the unaudited financial reports for the 30th April 2015
(BM 27/2015 J Molloy/ T Lingafelter)

3. General Manager

- As per reports sent out.
- Please participate in committees, don’t leave it to the same people, especially if you have a skill set that would help that committee
- Josh Bolitho and General Manager had a meet and greet with Chris Grange during the month. Megan was unable to attend – Josh raised a few areas that were discussed.
 - Future of the Union and the role it will play and function post redevelopment. Nothing locked in stone, buying in to commercial space could be an option; impression that not a high consideration in the process.
 - It was made clear that the Union will be welcome to continue but in a commercial term; Union to look at viable business that will benefit the student body. To start looking at what does the Union want to do/be start sharpening up those businesses now if that is the direction of the Union. GM made it known fairly clearly that we are used a lot more that the university realises by students and that over 90 000 people came to gigs, events and functions last year- primarily students. GM to look at traffic counters to have evidence of amount of people that utilise the Unions services on a daily bases.
 - To look outside the “court” and to see what other areas may become available on campus to operate the business, and staff v’s student operational cost were disused. This will need to be discussed in greater detail once decisions are made and business models are prepared.
 - The Union has to look at its core business as it is so diverse now; but it can costly. Also what do other Universities do, how do they structure their unions, what can be adapted to this union.

- What does the ANU UNION give/ provide to the ACT community, not just the campus. For example ACT tourism with bands playing at the Bar and any other data.
- Emergency Evacuation Plans are currently being redone, with the assistance of the Fire safety Office from the ANU.
- The Ramp will be updated to reflect this and shall all be submitted to Fair Trading as requested. We did get an extension on this to allow for additional CCT cameras to be installed and allow for detailed documents to be prepared.
- Kylie situation was discussed.
- Danielle the Functions Manager who has being on Maternity leave has resigned her position and Gemma how has been acting in this role has accepted the position.
- O week and Bush week great time to make an impression on campus and get out there. It gets talked about every year but never gets actioned, so let's get on it this year. Start to look at ideas and social committee to liaise with the Functions and Bar Managers to cover requirement and meet ORS as well as costs.
- TAG conference – Conference next 2 days in Canberra. GM and Finance Manager will attend.
- Letter needs to be done by the board for change of General Manager's title from Business Manager to General Manager, The Chair noted that is item 8 on the agenda.

Motion to accept the General Managers report was carried.

(BM 28/15 T Lingafelter/ J Bolitho)

4. Finance Committee.

Members – Jillian, Thomas, Megan, Josh B. and the General Manager.

- Presented by Josh Bolitho, nothing in writing today, but will distribute something.
- Last couple of weeks has been about how to run the committee, consulted with the General Manager to establish the following **Terms of Reference**.

Terms of Reference

1. Make recommendations to the General Manager in relation to improvements on the financial performance on revenue streams.
2. Liaise with the General Manager in relation to financial performance of business streams and identify opportunities for growth and improvement.
3. Report findings and recommendations to the board.
4. Coordinate with other board committees in relation to events and opportunities to improve business sales performance and existing business opportunities.
5. Assume responsibilities for all EOI and new tenancies in the Union Building and make recommendations to the board.
6. SAFF – prepare SAFF bids and liaise with the Advocacy of Student Experience to ensure that the UNION isn't excluded from the SAFF process and qualifying bids. To liaise with other student organisations in relation to

shared service, opportunities and or amalgamation (this will be driven by Megan's committee)

During the FC meeting the following motions were moved.

- Accept the above terms of reference
- Relation to points 1 &2 - Josh to lead a review to go over the last few months financial reports to identify opportunities with the assistance of Thomas.
- Appoint GM as a member
- Finance committee to commence it SAFF bid, Megan will lead this and give directions to other committee members so they can lead future bids.
- The two major art work that is owned by the UNION will be valued and judged by an art value, at no cost to the union. She will assess if they need restoration and see what the current value would be. This should be done within the month and the committee will present the findings at the next meeting.

Motion to accept Finance Committees report was carried

(BM 28/15 A Griffiths/T Lingafelter)

5. Social Committee report.

Members – Ashley Griffiths, Josh Bolitho and Jillian Molloy.

- Have not yet meet in person or have anything to summit. Wanted to present the **Terms of Reference** to the board first these are as follows
 - Engage the student body, become more relevant and present,
 - Increase the awareness of the Unions service and what it can offer them.
 - Run a grants program again,
 - Appoint someone to run a Facebook page; merge the ANU BAR with the ANU UNION page.
- Have three projects to bring to attention so far, need to set times and dates to these projects so they can be achieved
 - Grants program changes, how is run.
 - Union Facebook page – engagement and how its run.
 - Clothing sale – bush week sale; ANU UNION merch.
- Clubs and Society to increase their awareness of what the UNION can offer them with facilities etc. for their events. Jillian discussed what she learnt at the ANUSA run, how to run and event on campus.
- Discussed PARSA's weekly social drinks at Uni house and what other C&S so and don't do with the Union, the board to see why and what we can do to get more here.
- Regular meeting times for the committee to be established. The GM and the Chair stress that the committee needs to liaise with Function and the Bar manager to get information on RSA, ORS requirement/regulations and assist the committee with their ideas.
- Megan will forward the reports conducted last year on the social media and the strategy plan. The meagre of the pages were discussed, with the pros and cons.

- Henry Lads proposal for trivial at the ANU Bar was raised and will be forwarded to Jillian so this can be set up for Bush week with an International focus.

Motion to accept Social Committees report was carried

(BM 28/15 J Bolitho/ A Griffiths)

6. Strategic Planning Committee Report.

Members – Tom Lingafelter and Megan Lane.

- Please all join, it was one of the main reasons you all ran and were elected and this is a major focus of the Union with the redevelopment and the future of the Union.
- Terms of reference have been set.

Motion to accept Strategic Planning Committees report was carried

(BM 29/15 T Lingafelter/ A Griffiths)

7. Governance Training program

As tabled in 1.4

A motion to note the submission was made - carried

(BM 30/15 J Bolitho/ B Gill)

8. Letter to GM relation to change of title.

The change of title from Business Manager to General Manager has already been approved a letter just needs to be actioned.

Megan is to liaise with Belinda Farrelly for the drafting of this letter.

Motion to for the Chair to draft the letter with the assistance of Ms Belinda Farrelly, was carried

(BM 31/15 B Farrelly/ A Griffiths)

9. O week and Bush Week Semester 2 activities.

- Brain storms some ideas for bush week.
- Tabled by the GM to encourage the Board to get involved. Work and event with at the Bar or functions. See what is done so that you understand and appreciate the behind the scenes.

A motion was made - carried

(BM 32/15 J Bolitho/ J Molloy)

10. Casual Vacancy Board.

- Alice Dawkins has handed in her resignation we wish her the best.

Call for nominations for an Undergraduate who is a member of the Union will be called.
Open 1.6.15- 30.6.15

- 1 page cover letter,
- CV no longer than 2 pages

Notices will be place on the

- Internal notice boards within the Union building,
- on the ANUU website,
- Facebook pages and
- Woroni (if not able to get in print as last edition is done then at least online).
- The board have been asked to get other Student Organisations to post this info.

They may be given to opportunity to speak at the meeting on the 16th of July – depending on the number of nominations received this will be decided via email.

- Josh Orchard handed in his resignation at this point effective from Thursday 28th May at 9am.

The same details as Alice will be applied to Josh's nominations.

11. Board Meeting Dates.

Discussed in 1.4.

Next meeting has been set for THURSDAY 16th JULY 4pm in the Board room.

Days and times for Board meetings are to be reviewed once 2nd semester timetables are released during this meeting on the 16th.

A motion was made - carried

(BM 33/15 J Bolitho/ T Lingafelter)

12. General Business.

- Thanks to Josh Orchard for his service and commitment on the Board and to the Union.

Motion was made to Thank Josh and wish him all the best – carried with accumulation
(BM 34/15 T Lingafelter/ J Molloy)

- EDCON – Megan raised the benefit and associated cost of attending. This year it is Sydney. Megan encourages as many can attend do. Dates and cost to be emailed to everyone by Megan.

- Motion was moved that once the costs and dates have been sent out by Megan, those that can attend RSVP to her, the Union will cover the costs of the following.
 - Registration,
 - Reasonable travel costs,
 - Accommodation.The final costs will need to be agreed approve

A motion was made - carried

(BM 34/15 J Molloy/ A Griffiths)

- Josh Bolitho moved to introduce 4 new Life Members in recognition of their service to the Union.
 1. Michael Hiscox
 2. Jack Gracie
 3. Sinyu Ru
 4. Josh Orchard.

A motion was made - carried

(BM 35/15 M Lane/ J Molloy)

The Union is to inform the newly nominated member and update the register.

- Ben Gill asked to note that the AGM was disappointing with the turn out, content and duration.

It was discussed that an increase in social media will help increase student engagement and improvements in the lead up/ planning of these meeting in need to be considered.

There was no further business to discuss and the meeting was closed at 6.19pm.