

**THE AUSTRALIAN NATIONAL UNIVERSITY UNION INC.**

**BOARD OF DIRECTORS**

**MEETING No 06/2013**

A meeting of the Union Board of Directors was held on Thursday 22 August 2013 at 5.08 pm  
in the Board Room.

**PRESENT:**

Mr Xinyu Ru	Chair
Mr Jack Gracie	Deputy Chair
Mr Michael Hiscox	Elected
Mr Aizaz Syed	Elected
Mr Tom Brazier	Elected
Mr Steve O'Connor	Appointed
Ms Sophia Stanley	ANUSA Representative

**IN ATTENDANCE:**

Mr Allan Harkins	Business Manager
Ms Kylie Wharton	Minutes Secretary
Mr Suranga	

**MINUTES**

**1. FORMAL MATTERS**

**1.1 Apologies**

Apologies were received from Mr Peter Shipp and Ms Olivia Kelly

**1.2 Directors' Interest**

No interests were declared.

**1.3 Confidential Items**

Observers were asked to leave the room for this item.

**1.4 Matters Arising from the Minutes**

There were no matters arising from the minutes.

## **1.5 Minutes of Board Meetings No 05/2013**

The Board resolves to accept the minutes of Board Meeting No 05/2013 held on Monday 17 June 2013.

Motion accepted.

(BM 22/2013 J Gracie/ A Syed)

## **2. REPORTS**

### **2.1 Chair**

- Chair's focus has been on internal business and believes we now need to focus on the creation of an incentive scheme for staff that will encourage Managers to monitor their business areas more closely.
- The Chair believes the functions business has the most potential for growth along with the Union shop in future years.

The Board noted the Chair's report.

### **2.2 Business Manager**

- Discussed the current financial position of the ANU Union year to date
- Quotes for hardware upgrade have been received. Harvey Norman had the best quote. Request that board approve expenditure.

Board approved expenditure of \$13040 for hardware purchases.

Motion carried (BM 24 M Hiscox/ A Syed)

- Computer software upgrade will be implemented on approval from board of hardware upgrade.
- Web Site upgrade. Quotes have been received. Quote from Rize Design most suitable for price and ongoing support. Request that board approve expenditure of \$13299 for website upgrade.

Board approved Business Manager to engage Rize Designs to develop new website to a maximum spend of \$13,299 as per quote.

Motion carried (BM 25 J Gracie/ S O'Connor)

- Outdoor furniture installation is now completed.
- Academic Dress hire for July ceremonies was successful. The hire cost to graduates had been reduced. The university has streamlined the hood colours from July 2014. If we retain the academic dress hire will need to buy new stock at a significant cost to the Union. The BM will

advise the board when we have more information in regards to the academic dress hire tender process.

- Currently negotiating a joint venture with the ANU Sports and Rec Association to look at opportunities in bringing back big gigs to the ANU. A subcommittee will be formed and a business plan will be prepared for both boards to consider. This is in its very early stages but does have potential.
- Due to the ongoing costs there will be no more free staff meals. Instead we are now offering staff a 50% discount on their meal purchases in our food outlets.
- Provisions have now been put in place for staff Long Service Leave entitlements that had previously not been accounted for.
- We currently have \$9,975 in functions deposits that need to be returned. This will result in a reduction in our cash reserves.
- 4 representatives from the ANU Union will be attending the TAG conference in October 2013
- Business Manager has applied through the Commonwealth Bank for business bankcards for both the Business Manager and Finance & Accounting Manager. Approval is requested from the board.

Board approves the application for business credit cards for the Business Manager and the Finance & Accounting Manager with a credit limit of \$10,000.

Motion accepted

(BM 26 J Gracie/ M Hiscox)

The board noted the Business Manager's report

### **3. MANAGEMENT REPORTS (FINANCE)**

The Board discussed the finances as at 28/07/13

The Board resolves to accept the Management Reports (Finance) for the period ending 28/07/13.

Motion accepted.

(BM 23/2013 T Brazier/J Gracie)

**4. RESIGNATION OF CHAIR & Deputy Chair. ELECTION FOR BOTH POSITIONS conducted.**

Xinyu Ru notified the Board of his resignation from the board and Chair as he has now graduated.

Xinyu Ru remained in the Chair to elect a replacement  
Nominations for the position of Chair/Trustee were called for:

Mr Jack Gracie – Ru/Hiscox

There being only one nomination Mr Jack Grace was declared elected to the position of Chair/Trustee

Nominations for the position of Deputy Chair/Trustee were called for:  
Mr Michael Hiscox – Gracie/Syed

There being only one nomination Mr Michael Hiscox was declared elected to the position of Deputy Chair/Trustee.

The process to fill the vacant Director's position will commence at the next board meeting.

**5. OTHER BUSINESS**

The board recognised Xinyu Ru's contribution to the union thanked him and recommended a life membership.  
Vote count of 5 for life membership and 1 abstain.

Motion accepted

(BM31 J Gracie/ A Syed)

There being no further business the meeting closed at 6.15pm