

THE AUSTRALIAN NATIONAL UNIVERSITY UNION INC.

BOARD OF DIRECTORS

MEETING No 01/2013

A meeting of the Union Board of Directors was held on Wednesday
27 February 2013 at 6.07pm in the Board Room.

PRESENT:

Mr Xinyu Ru	Chair
Mr Jack Gracie	Deputy Chair
Mr Michael Hiscox	Elected
Mr Peter Shipp	Director
Mr Adam Da Cruz	Elected
Ms Sophia Stanley	ANUSA Representative
Ms Imogen Mathew	PARSA Representative

IN ATTENDANCE:

Mr Allan Harkins	Business Manager
Ms Kylie Wharton	Minutes Secretary

MINUTES

1. FORMAL MATTERS

1.1 Apologies

Apologies were received from Aizaz Syed, Olivia Kelly and Steve O'Connor.

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 11/2012

The Board resolves to accept the minutes of Board Meeting No 11/2012 held on Monday 5 November 2012.

Motion accepted.

(BM 2/2013 X Ru/ I)

2. REPORTS

2.1 Chair

- Currently looking at timelines for long term expenditure.

The Board noted the Chair's report.

2.2 Business Manager

- Emergency meals program looking at the possibility of starting a program in conjunction with the student welfare office to provide free evening meals to students in the most need.
- Capital Grants Fund: to provide 7 x \$1500 one off grants for the purchase of equipment for various clubs and societies
- Website in immediate need of updating. The Business Manager to acquire quotes.
- Accounting package currently used is so antiquated that it has no technical support available. A new package will be required ASAP. Accounts Manager to talk to auditors re best program. Also need to review the IT software and hardware used in the union as it is also outdated.
- Meeting with DVC Marnie on 1.3.13 to discuss retaining academic dress business.
- Coffee Cart still waiting on approval from facilities and services.
- Board approval sought for the new accountant and another board member to become signatories on the bank accounts.
- OHS policy and procedures need to be put in place recommend the adoption of ANUs policies and procedures.
- 2012 results: not complete however a small loss of around \$8,000 is expected.
- Attended a meeting with Facilities and Services discussed the need for a SLA and the maintenance of the building.
- A capital expenditure program needs to start being addressed by the committee.
- Current cleaners not up to standard will monitor. Possibility of combining with Sports Association to tender or shared services. Considerable savings could be made in this way.

The board noted the Business Manager's report

3. MANAGEMENT REPORTS (FINANCE)

The Board discussed the finances as at 2/12/12

The Board resolves to accept the Management Reports (Finance) for the period ending 28/10/2012 and 2/12/12.

Motion accepted.

(BM 3/2013 X Ru / A Da Cruz)

4. OTHER BUSINESS

- The Board agreed to adopt the ANU's OH&S policy and procedures subject to review and to confirm next meeting.

Motioned accepted

(BM 4/2013 X Ru/S Stanley)

- The Board has directed the Business Manager to research and find most suitable website provider or similar program.

Motion accepted

(BM5/2013 X Ru/J Gracie)

- The Board has requested that due to resignation of Dallas Proctor process to fill his vacancy to begin. Notice on website and notices on all union building notice boards. Advertisement to be up by 4 March 2013 and applications to close 25 March 2013. Board to make decision on replacement in April 2013.

Motion accepted

(BM6/2013 X Ru / M Hiscox)

- The Board has recommended that the seating outside of the Refectory to be replaced. Board requested a proposal from the Business Manager and Olivia Kelly.

Motion accepted

(BM7/2013 X Ru/ S Stanley)

There was no other business raised.

There being no further business the meeting closed at 7.15pm