

## PARSA 2017

### Annual General Meeting

#### Minutes

<b>Date:</b>	25/5/17
<b>Time:</b>	5:39 PM
<b>Place:</b>	ANU Commons, ANU

<b>Attendees:</b>	22 members of the Association were present at the opening of the meeting. Up to 25 for main portion of the meeting. Dropped to 22 by the end of the meeting

<b>Item</b>	<b>Description</b>
1. Welcome to country and introduction/ housekeeping	Alyssa Shaw read the Welcome to Country and introduced herself and the Executive.
2. Rules	Alyssa Shaw, President of PARSA, and Chair of the meeting, explained how the meeting would run. This included an explanation of the Standing Orders.
3. Acceptance of Minutes from previous AGM	Moved: Chris Wilson Seconded: Bethany Ellis  <b>Passes unanimously</b>

4. Reports

**1. Alyssa reviews President's Report**

- a. Questions from the floor
  - i. Question about CAPA and issues related to its value-for money:
- b. President: There has been a change of leadership at CAPA since last year. This year they are doing far more substantive work. We only paid half our affiliation fee up front, will pay other half if we are happy with the continued progress.
  - ii. Question about Governance project being external, and cost:
- c. President: Explained who is running project (Geoff Carter, Managing Director | Strategic Governance Group Pty Ltd), explained why we are undergoing the review. There are issues with constitution that the PRC felt needed addressing around Governance of PARSAs. Geoff is currently reviewing our constitution and will provide recommendations for change to the exec. Any changes will need to be approved at an OGM. PARSAs paying around \$8000 for his services. PARSAs has gone external because a) he's an expert and b) PARSAs doesn't have capacity to do it themselves. Consultations on potential changes will happen in June and July; OGM likely in July/August.

**2. Treasurer reviews Treasurer's Report, Financial and Audit Report, and 2017 Budget**

- a. Questions from the floor
  - i. Series of questions submitted prior to the meeting from a member were addressed by the Treasurer
    - 1. Can you please explain the Audit costs year-on-year?**
      - a. Audit Fess for Fin Year 2015 \$11,500; Audit Fess for Fin Year 2016 \$ 8,500 = \$20,000
      - b. Audited Financial Statements follow general purpose accounting principles including the accrual principal, by which you should record accounting transactions in the period in which they actually occur, rather than the period in which the cash flows related to them occur.
    - 2. What component of our savings is available for non-SSAF item expenditure?**
      - a. We are still finalizing with ANU what counts as discretionary vs non-discretionary. Examples: GST claimed from SEEF, interest received
      - b. Also seeking clarity from ANU on the starting period identifying discretionary vs non-discretionary funds.

**3. Our 'surplus' from the audit is 3 times that of 2015, can you please identify which areas have underspent and any reasons for that?**

- a. The “**Surplus**” shown on the Statement of Comprehensive Income for 2016 was \$132,696 compared to \$45,394 in 2015. However this does not include expenditure items recognized in the balance sheet such as asset purchases, prepayments and includes amounts that are not part of the ANU acquittal; for example Activities income and Interest income. When taking these item into account the “**Unspent Contributions from ANU**” was actually \$24,717 represented by:
  - i. \$10,698 - unspent grants movement from 2015 (\$133,957) to 2016 (\$144,655) See Note 6; \$23,467\* - recognise ANU contributions allocated to SEEF 2015 Funds paid in 2016; (\$9,451)\* - recognise 2014 SEEF Grants not expended. For future expenditure or return to ANU. = \$24,714

**4. Can you please confirm that the following portfolios have expended no money up to April 30 2017: International, Indigenous, Environment, Equity, and Education Portfolios? From the AGM minutes last year, expenditure to April 30 2016 was \$349,072. Can you explain how this year’s expenditure (\$259, 529) is down 25% to April 30 2017? Regarding current performance, how is PARSA tracking with actual expenditure as compared to projected up to April 30 2017?**

- a. The Treasurer’s report incorrectly listed portfolio activity to the end of April, when it should have read end of March.
- b. Indigenous and Environmental officer were only elected at the by-election in March. Activities for all portfolio have taken place in since end of March.
- c. Comment from International Officer: International associations have requested to have events later in the year, other events have fallen other budget lines
- d. All portfolios are projected to spend annual budget allocated.

**5. Please confirm that spending for student space did not come from the \$250,000 grant given to us to develop a student space?**

- a. PARSA Vice President Kim-Marie Spence addressed this question: Student Space funding has not been acquitted. Confirmed the \$250k Unspent grant for Student Spaces works is shown in Note 6 of the Audited Financial Statements.

We did purchase assets for the Student Hub, however it is not clear at present if these assets will eventuate to the future Student Space in the redeveloped union court. These assets have been designated for use in the pop up village space allocated to PARSA at Melville hall.

- b. PARSA happy to provide a detailed breakdown of spend so far on Student Space upon request

**3. President's Report**

- a. Moved: Wendy Suiter
- b. Seconded: Akeel Feroz
- c. Passes unanimously

**4. Motion from floor to separate votes for Treasurer's Report, Financial and Audit Report, and 2017 Budget**

- a. 17 yes, 1 no, 5 abstentions

**5. Motion to pass Treasurer's Report**

- a. Moved: Arjun Mathilakath Madathil
- b. Seconded: Tanbeen Hasan
- c. Passes unanimously

**6. Motion to pass Financial and Audit Report**

- a. Moved – Meredith Edelman
- b. Seconded: Darcy Jackman
- c. Passes: For 23, Against 0, Abstentions 1

**7. Motion to pass Budget 2017**

- a. Request from floor to speak against the motion
  - i. Speaker Against: What has been provided in the AGM documents isn't a budget. No Treasurers reports have been passed at previous PRC meeting this year.
- b. Vice President takes over as chair – no dissent
  - i. Speaker For: We have had Treasurers reports at PRC meetings, if minutes don't reflect will remedy. Our bid for SSAF funding can be found into the ANU SSAF page
  - ii. Speaker Against: Difficult to ascertain where we are at in terms of budget. What is provided doesn't breakdown staffing costs.
- c. **Motion moved**

- i. Mover: Meredith Edelman
- ii. Second: Alyssa Shaw
- iii. Passes: For 23, Opposed 1, Abstention 1

**8. President re-instated as Meeting Chair**

<b>Constitutional Amendment</b>		
	<b>Moved by</b>	<b>Passed</b>
<p><b>Constitutional Changes</b></p> <ol style="list-style-type: none"> <li>1) The President explained the proposed to changes to the Constitution</li> <li>2) Questions from the floor to the President               <ol style="list-style-type: none"> <li>a. Why the difference between ANUSA and PARSA handover period?                   <ol style="list-style-type: none"> <li>i. PARSA membership are postgrads are working part-time and international students.</li> </ol> </li> <li>b. Can the motion be amended                   <ol style="list-style-type: none"> <li>i. Can't be amended.</li> </ol> </li> <li>c. Was there consideration of incoming and outgoing both getting honoraria, like ANUSA?                   <ol style="list-style-type: none"> <li>i. ANUSA doesn't pay incoming officers before they take office</li> </ol> </li> </ol> </li> </ol>	<p>Moved: Alyssa Seconded: Arjun</p> <p>For: 23 Against: 1 Abstain: 1</p>	<p>Passed</p>

**Other  
business**

**HDR Officer Proposal**

- 1) The President gave a brief summary of the proposal
  - a. Prior to OGM will refine nature of the role to be more specific
  - b. Position to be officially ratified at OGM in July/August
- 2) Questions from the floor
  - a. Reasons for not having dedicated coursework rep?
    - i. ANU Education Committee doesn't split it up that way, so better to have a dedicated HDR rep
- 3) Motion to support the proposal in principal
  - a. Moved: Wendy
  - b. Seconded: Emma
  - c. Passes unanimously

**Governance (Appendix 2)**

- 1) The President gave a brief summary of the document.
- 2) No questions/comments from floor

**Other business from the floor**

**1) Vice President steps in as chair**

**2) Question from the floor:**

- a. In 2016-17, to the period ending April 30, which Officers were paid honoraria; How were payments determined?; Were performance reports required?
- b. Answer from President:
  - i. Officers in 2016 prior to current President taking officer were paid in 2016, except due to vacancies and underperformance
  - ii. In current term – all officers paid. There have been pro-rata payment for President covering two roles when there was no Treasurer, and VP was paid pro-rotta when President was out of the country
  - iii. Prior to the current term, officers were falsifying or not providing reports. Because of that, President led review of honoraria. Established a system at PRC meeting of succinct reporting, including an estimate of hours. President now reviews reports, these are sent to exec with recommendations on whether honoraria should be paid.

	<p>iv. All expenditure is reported to PRC. PRC can raise questions at any time. Prior way of providing reports were legal risk to organisations - honoraria is meant to compensate above and beyond call of duty. Previous reporting looked too much like employee/employer relationship, exposes us to risk. ANUSA going through issues related to this now.</p> <p><b>3) Questions from the floor</b></p> <ul style="list-style-type: none"> <li>a. Do all officers submit reports? <ul style="list-style-type: none"> <li>i. President: All officers submit reports, officers elected after the by-election received waivers for period just after by-election</li> </ul> </li> <li>b. Comment from floor: constitution very specific, PRC should approve payments <ul style="list-style-type: none"> <li>i. President quotes sections 27(6) and 30. These sections allows her to spirit of constitution that PRC can give her ability to recommend approval of honoraria. This is an operational, not governance issue.</li> </ul> </li> </ul> <p><b>4) Motion from floor</b></p> <ul style="list-style-type: none"> <li>a. Chris Wilson: "That the membership as a whole declares, that the PRC as a body approves all honoraria payments to officers other than that of the payment to the President." <ul style="list-style-type: none"> <li>i. Moved: Chris Wilson</li> <li>ii. Seconded: Ellen Riley</li> </ul> </li> <li>d. The Proposer gave a brief summary of the proposal</li> <li>e. Vote: <b>Failed</b> <ul style="list-style-type: none"> <li>i. For: 1</li> <li>ii. Against:19</li> <li>iii. Abstentions:2</li> </ul> </li> </ul>
<p><b>Meeting close</b></p>	<p>The meeting closed at 7:25pm</p>



<b>Minute taker:</b>	Mike Heffron - Administrator
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<b>Signed:</b>	
<b>Name:</b>	
<b>Date:</b>	