

# I PARSA Board Meeting 12/2020

**Date:** 12 December 2020

**Time:** 9am

**Location:** teleconference, via Zoom

**Attendance:** Zyl Hovenga-Wauchope (Chair), Eve Walker (President), Utsav Gupta (Treasurer), Nisha Dahiya (Secretary), Sagar Acharyah, Rittwick Visen, Karthik Mynampati, Kazimier Lim.

**Apologies:** Hao Min

**Absent:** none

**Observers:** Ayla Chorley (Operations Manager)

**Taking Minutes:** Nisha Dahiya

## **1) Meeting Open**

The meeting opened at 09:03 am.

The Chair acknowledged the traditional owners.

The Chair advised the Board that if any Director wished to discuss an item solely with the Board, that they should notify the Chair.

The Board were reminded of their duties as Directors under the PARSA Constitution and the law. No conflicts of interest were disclosed.

## **2) Minutes of Previous Meeting**

The Board approved the minutes of the previous three meetings as a true and accurate reflection of the discussions occurred in those meetings.

## **3) Matters Arising**

The Board considered the Matters Arising, noting that most items were contained within the Agenda, and directed that other items be brought to the next meeting.

There were no alterations to the arrangement of the Agenda. The Board resolved that items that had not been starred were to be resolved according to the recommendation contained within, and that items not marked as confidential were permitted to be communicated publicly.

#### **4) President's Report**

The President spoke to her report and elaborated on the two key improvement areas. Firstly, defining new positions and secondly empowering college representatives. The President advised the Board about changes to the design of the office and noted the documents that had been provided.

The president also noted:

- The overall success of COVID Emergency Grant (CEG).
- The changes agreed by Shut up and Write Committee to make the PARSA's flagship HDR Shut up and Write program more accessible to HDR candidates.
- The reduction in working hours of admin team and the work on preparation of a comprehensive document (inclusive of PRC feedback) that offers guidelines on handover requirements.

The Board noted the President's report including the documents for office redesign.

#### **5) Other business**

A member raised concerns with the Board regarding a decision made to not publish a video of that member as part of a Facebook video Spotlight activity. The President informed the board about the decision-making process for publishing videos, that the Executive is responsible for making the publishing decision and advised that not all videos could be published as part of the process.

The Board noted the President's explanation and requested the Secretary to advise the member who raised the concerns.

#### **6) Board Projects 2021\***

Members of the Board provided updates on their progress on their individual projects and the Board reflected on an effective strategy going forward to accomplish the completion of Board strategic projects.

The Board noted policy and regulatory related projects to be included in the list of Board's projects for 2021. These were:

- i.) Creating IT policy
- ii.) Updating the election regulation

The Board noted the need for preparation and timeline awareness for the Election Regulations.

The Board discussed the requirement to delegate the responsibility for the following projects:

- i.) Governance manual review,
- ii.) Privacy Policy
- iii.) Code of conduct.

The Board requested the President to work with the Policy and Research Officer to present a plan for completion of the above projects at the next meeting.

The Board noted the need to reallocate financial regulation project among the board members as it was prior delegated to Alison Fong, who is no longer serving as a Board member.

The Board resolved to focus on delegation and resourcing for board projects after being provided a plan from the President and Policy and Research Officer at the next Board meeting.

The Board requested the President to prepare a plan and proceed with seeking external support for preparing the strategic plan, risk register, and constitutional review matters in order to guide further action on Board projects, to be presented at the next meeting.

#### **7) PARSA Budget 2021\***

The Board discussed the changes and updates in budget 2021 related to additional SSAF rollover, noting that certain budget areas were still not complete.

The Board requested that the President provide a finalised budget for 2021 in the next board meeting, including activities income and unspent SSAF.

#### **8) Honoraria Regulation\*C**

The Board noted the feedback provided by the PRC and detailed analysis from college of law officer on the honoraria regulation in order to determine a suitable next step.

The Board discussed the risks and consideration associated with the following three recommended moving paths.

- i.) Cancel the current regulation and revert to the previous regulation
- ii.) Make amendments to the current regulation.

- iii.) Cancel the regulation and wait until we have obtained legal advice before reinstating it or reverting to the previous regulation.

The Board resolved to amend the current honoraria regulation by changing it to a monthly stipend on condition of provision of a report, along with associated changes reflecting feedback received, and directed Zyl Hovenga-Wauchope to report to the Board on progress at the next meeting.

The Board resolved that all Officers who were entitled to receive a stipend under the previous regulation of 2019 will receive the stipend to which they were entitled for the months of November and December according to the same process as provided for under the previous regulation, and that Officer positions that had been newly created but not reflected in that regulation will receive the same amount as a standard portfolio officer.

The Board resolved that all future stipend or honoraria payments made by the Association will be subject to Pay as You Go (PAYG) withholding tax.

The Board directed the President to seek external legal advice regarding our stipend and honoraria regulation in order to ensure we are acting in accordance with law and understand our risk.

#### **9) Financial Reporting\*C**

The Board noted the Balance Sheet, Statement of Profit and Loss, and Statement of Cash Flows.

The Board noted that the Association was underspent on certain items and have more money available for next year's budget.

The Board discussed the importance of cash flow statements to understand the cash position of the association because the statements of profit and loss can give an inaccurate or incomplete view of the cash position.

The Board noted \$1,815,725 as the closing balance of cash flow statement for the period ending 30 November 2020.

#### **10) PARSА Investments\*C**

The Board discussed the proposals for a dedicated wealth management partner to assist PARSА in the management of the Associations reserve funds.

The Board considered the submissions from Escala Partners, Hewison, and Canaccord Genuity.

The Board resolved to appoint Escala Partners for ongoing assistance in the management of PARSA's funds. The Board directed Zyl Hovenga-Wauchope to work with Escala according to the proposal provided and to report at the next and future meetings on progress.

### **11) 2020 Audit**

The Board appointed Bellchambers Barrett as auditor for PARSA, and thanked PKF for their historical support of PARSA.

### **12) Board Management**

#### **i.) Officer EOIs\***

The Board noted the appointment panel formed by Hao min, Eve walker and Tallal for the appointment of Queer Officer, CASS Coursework and COS HDR.

The Board resolved to appoint the following candidates for the respective positions:

**Queer Officer:** Arushi Ganguly has been an active member of the Queer Department for over a year now. As someone who has just recently 'come out' to their family, she is keenly aware of the sensitivities faced by queer people of a multicultural background.

**CASS Coursework:** Clair Bizhao Zhang has shown consistent interest in PARSA events for over a year. She was negatively impacted by COVID-19 and is passionate about mental health. She was already on several committees as the student representative in CASS, meaning that she has relevant experience.

**COS HDR:** Archica Gupta. Finding a candidate within the CoS has been a challenge. She showed promising potential during her interview and was aware of PARSA's structure and overall goals. Since then, she has fostered positive relationships with the rest of the PRC, and actively contributes to discussions.

#### **ii.) Board Reporting Calendar and Future Meeting Dates\***

The Board noted the following schedule for future meeting dates.

- 9am Saturday 30 January 2021
- 9am Saturday 20 March 2021
- 9am Saturday 22 May 2021
- 9am Saturday 24 July 2021

- 9am Saturday 25 September 2021
- 9am Saturday 27 November 2021

The Board discussed the possibility of scheduling the future meetings for weekday evenings.

The Board decided to follow the current schedule and requested the Chair to write to Board members with a proposed alternative schedule for Mondays from 5:30 pm on approximately the same meeting frequency, to determine availability.

The Board noted that the President may be unavailable for the 30<sup>th</sup> January 2021 meeting.

The meeting closed at 11:50 am.

## 1 Matters Arising

Activity	Meeting	Responsible	Progress
Regulations to be completed: <ul style="list-style-type: none"> <li>• Financial Regulation</li> <li>• Honoraria Regulation</li> <li>• President Oversight Regulation</li> <li>• Code of Conduct</li> <li>• Delegations Document</li> <li>• Officers review</li> <li>• IT Policy</li> <li>• Election Regulations</li> <li>• PARSA Governance Manual</li> <li>• Privacy Policy</li> </ul>	10/2019  Nov/2020  12/2020	Various	Partial
2021 SSAF Budget to be updated	Nov/2020	President	
Consultants to be sought for review of the Strategic Plan, Risk Register, and Constitution	Nov/2020	President	
PARSA Cycles governance manual to be written	Nov/2020	Unallocated	
The Board requested the Secretary to advise the member who raised the concerns about the Facebook Video.	12/2020	Secretary	Complete
The Board requested the President to work with the Policy and Research Officer to present a plan for completion of the above projects at the next meeting.	12/2020	President  Policy & Research Officer	

The Board requested the President to prepare a plan and proceed with seeking external support for preparing the strategic plan, risk register, and constitutional review matters in order to guide further action on Board projects, to be presented at the next meeting.	12/2020	President	
The Board requested that the President provide a finalised budget for 2021 in the next board meeting, including activities income and unspent SSAF.	12/2020	President	Provided
The Board resolved to amend the current honoraria regulation by changing it to a monthly stipend on condition of provision of a report, along with associated changes reflecting feedback received.	12/2020	Zyl Hovenga-Wauchope	
The Board resolved that all Officers who were entitled to receive a stipend under the previous regulation of 2019 will receive the stipend to which they were entitled for the months of November and December according to the same process as provided for under the previous regulation, and that Officer positions that had been newly created but not reflected in that regulation will receive the same amount as a standard portfolio officer.	12/2020	President	
The Board resolved that all future stipend or honoraria payments made by the Association will be subject to Pay as You Go (PAYG) withholding tax.	12/2020	Accountant	
The Board directed the President to seek external legal advice regarding our stipend and honoraria regulation in order to ensure we are acting in accordance with law and understand our risk.	12/2020	President	
The Board resolved to appoint Escala Partners for ongoing assistance in the management of PARSA's funds.	12/2020	Zyl Hovenga-Wauchope	
The Board directed the President to provide further information regarding the suitability of the appointed candidates at the next meeting.	12/2020	President	Provided