

I Board Meeting Nov/2020 (PARSA Planning Day)

Date: 28 November 2020

Time: 1:00 pm

Location: Marie Reay Teaching Centre, Kambri, room 2.02

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

Apologies: Kazimier Lim.

Absent: none

Observers:

Taking Minutes: Nisha Dahiya

i. Meeting open

The meeting opened at 1:00 pm.

ii. General Reflection

The Board discussed the morning session and reflected on the role of the Board and the PRC, identifying that it would be beneficial for the PRC to have a clearer understanding of the Board's role and responsibilities. The Board was mindful of the importance of respecting the responsibilities of the PRC.

The Board discussed methods of improving communication, coordination, and feedback between the Board and the PRC. The Board resolved to improve methods of consultation with the PRC on matters affecting them. The Board were please to note that the PRC were very engaged in their roles.

The Board noted the responsibilities of the Chair to interpret the Constitution out of session, and that when this power is exercised the Board must be notified at the next meeting.

The Board noted that the process of discussing the 2021 budget was fraught with confusion about the role of the PRC in approving and consulting on the budget. The Board discussed and noted that a clearer process of consultation was warranted while being mindful of the limitations of such a process on changing the budget outcome. The Board noted that it can be disappointing or frustrating for the PRC to not have much ability to change the budget, especially if they are invited to scrutinise it.

The Board discussed the morning session on the new honoraria regulation, noting some confusion about the operation of the regulation and on the process of consulting on it.

The Board determined to hold another meeting on 12 December at 9am to discuss the budget and the honoraria regulation.

iii. Honoraria Regulation

The Board reflected on the feedback provided by the PRC on the honoraria regulation, noting that direction of the discussion was unexpected. The Board noted some miscommunication between the

Board and the President regarding the process of consultation, and agreed that steps should be taken to improve understanding and that consultation should be extended.

The Board noted that some feedback on the regulation arose from a misunderstanding of the responsibilities of the Board, Directors, and the Chair.

The Board requested that the President seek written feedback from the PRC about the honoraria regulation, to be discussed at the next meeting.

iv. Strategic Planning and Risk

The Board noted that the Strategic Plan was expiring at the end of 2021 and should be updated, and that the Risk Register needed to be reviewed. The Board determined to seek external support for a thorough review and update of the Strategic Plan and Risk Register, with a view for completion by the end of 2021. The Board noted that the review would be supported by PARSA's biennial survey of members in 2021.

v. PARSA Cycles Governance

The Board discussed the governance of PARSA Cycles and noted that there is no governance manual. The Board noted that the current directors are Zyl Hovenga-Wauchope and Utsav Gupta, and that there is limited bicycle retail management experience.

The Board resolved to develop a governance manual and determine a suitable governing arrangement of the PARSA Cycles Board, including the appointment of external members for additional expertise.

vi. Succession Planning and Board Training

The Board discussed the tenure of the Chair and Secretary, noting that the Chair's term expires in April 2021 and that the Secretary's term expires in June 2021. The Board noted that effective governance requires experience and training for these roles and requested that interested Directors should consider approaching the Chair to discuss taking on additional duties or learning about the roles.

The Board noted that training for Directors is being provided by the ANU, for sometime in January or February.

The Board noted certain limitations in the Constitution on term limits and appointed positions which affected the ongoing governance stability of the Association. The Board resolved to seek external support to review the Constitution and make modest amendments to certain provisions.

vii. 2021 Budget and Finances

The Board resolved to seek to appoint a new auditor, and requested options to be provided at the next meeting of the Board.

The Board discussed the proposed 2021 SSAF budget, clarifying certain budget lines, and made the following amendments:

- The six different categories of student vouchers/ grants in the presented budget to be added to one line as PARSA Student Support Grants, providing greater flexibility within this line.
- The social and cultural portfolio budget lines, excluding O-Week, to be moved to one budget line and O-Week to remain as its own line.
- The HDR budget of \$5,000 to be moved into the SUAW budget amount.

The Board determined to review the financial delegation documents to ensure efficiency and effectiveness in the operationalisation of the budget by the President, Officers, and staff.

The Board noted that the staffing budget was of a reasonable amount, particularly given that half of it arises from direct services that PARSA provides to members such as the legal service and student assistance service.

The Board noted that the President is responsible for determining how best to run the Shut Up and Write program, including how the budget for the program is used.

The Board noted the amount of funds allocated for SEEF in the budget is different from the amount that the SEEF panel can approve, given that a certain proportion of SEEF funds are never acquitted. The Board requested that the President provide guidance on the a reasonable amount for allocation by the SEEF panel. The Board recommended that the Panel be permitted to approve up to \$150,000.

The Board approved the proposed 2021 SSAF budget with the stated amendments, and requested that further budgetary information and a complete 2021 Association budget be provided at the next meeting and the January meeting.

viii. PRC and Board Vacancies

The Board resolved to fill the vacant positions on the Board with female or non-binary Directors to improve the diversity and identity makeup of the Board. The Board directed the President to seek EOIs, and that the interview panel would consist of Eve Walker (President), Nisha Dahiya (Secretary), Hao Min and Karthik Mynampati.

ix. Meeting Close

The Board reflected that in spite of some unexpected issues for discussion, the day and the discussions had been fruitful and that the day's objectives had been accomplished.

The meeting closed at 5:03 pm.

1 Matters Arising

Activity	Meeting	Responsible	Progress
Regulations to be completed: <ul style="list-style-type: none"> • Financial Regulation • Honoraria Regulation • President Oversight Regulation • Code of Conduct • Delegations Document • Officers review 	Meeting No. 10/2019	Various	
2021 SSAF Budget to be updated	Nov/2020	President	
Quotes for new auditors to be sought	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	?	
Feedback on the honoraria regulation to be sought and provided at the next meeting	Nov/2020	President	