

I Board Meeting 10/2020

Date: 31 October 2020

Time: 10.05am

Location: teleconference, via Zoom

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

Apologies: Alison Fong

Absent: none

Taking Minutes: Hao Min

i. Meeting Open

The meeting opened at 10.05 am.

Zyl Hovenga-Wauchope (Chair), Utsav Gupta (President), Hao Min, Sagar Acharyah, Malik Munir, Rittwick Visen were in attendance.

The Chair acknowledged the traditional owners.

The Chair noted apology from Alison Fong, who is unable to attend, and acknowledge and thank Alison again for her contributions during her time as a member of the board.

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

ii. Minutes of Previous Meeting

Karthik Mynampati, Eve Walker, Ayla Chorley joined at 11.13am. Nisha Dahiya joined at 11.15am

The Board approved the minutes for the September meeting.

iii. 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.

iv. Arrangement of Agenda

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.

v. President's Report*

Utsav provided a final President's Report in his capacity as PARSA's president.

The president discussed handover to Eve Walker, incoming president and acknowledged and thanked the committees and board members. Chair has noted and thanked Utsav's contributions in his role as president, noting his resilience in maintaining PARSA's operations in light of the challenges of COVID.

The Board note the President's report.

vi. Board Projects 2020*

The Board noted that next PARSA planning day will involve the continuation of ongoing board projects.

The board resolved for the new Code of Conduct to undertake consultation with staff and student representatives.

The board resolved for Honoraria Regulations draft to be passed for a pilot, and draft distributed to PARSA officers for feedback and consultation, and for it to be discussed at the planning day.

The board agreed to look at the possibility of an additional project on Data Privacy.

vii. Financial Reporting*C

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

The Board noted SEEF and COVID grants that still need to be paid out.

The board notes variance in wages & salaries, fully explainable due to redundancies, superannuation and leave paid out, and staffing hour changes.

viii. PARSA Investments Committee and Mandate*C

The board notes the context, background and proposal for the establishment of the investments committee and resolves to approve the establishment of the Investments Committee, the investment mandate, and the strategic allocation of \$780,000 to PARSA's investment pool.

ix. Returning Officer's Report*

The Chair discussed a potential additional project for the Board in establishing clear and transparent regulations in relation to the PARSA officer election process.

The incoming president Eve noted outgoing officers due to graduation wishing to stay on, and suggested having a mechanism in place to accommodate for such situations.

The Board notes the report from the Returning Officer, and discusses a plan to implement changes to the Election Regulations accordingly.

The Board thanks the returning officer for a comprehensive report and professionalism involved in relation to the PARSA elections.

x. 2021 Staffing C

The board notes the staffing changes.

xi. PARSA Cycles*

The Board noted Kelly Lawton from Cosgrave and Operation Manager's update on PARSA Cycles.

The Board noted that PARSA Cycles has made \$50,000 to PARSA as the University has now paid for the fit-out of PARSA Cycles. PARSA Cycles still owes PARSA approximately \$130,000.

The Board notes the report on PARSA Cycles and resolves the discussion of issues of governance and other issues relation to PARSA Cycles' at the planning day.

xii. Board Management

The Board notes the upcoming Planning Day and the Board approve the calendar of Board meeting dates.

The board unanimously approves the appointment of Nisha Dahiya as Secretary of the Board, and Utsav Gupta as Treasurer of the Board.

The board resolves for future board meetings to commence at 9am on Saturdays.

The Board approves that EOIs be sought for all currently vacant Officer positions by a panel to be composed of a member of the Board and up to 3 other persons determined by the President.

xiii. Other Business

Directors are invited to raise any other business.Meeting Finalisation

xiv. Review actions to be taken

The Board shall review actions to be taken and added to the action items list.

xv. Items for public disclosure

The Board are asked to consider which items should be disclosed to the public or kept confidential.

xvi. Meeting evaluation

The Board are asked to provide any feedback on the conduct of the meeting and ways to improve the performance of Board meetings.

xvii. Next meeting

The next meeting of the PARSA Board is scheduled for 9am 28 November 2020. Directors are invited to notify the Chair if they will be unavailable for the meeting.

xviii. Meeting closure

The meeting closed at 12.29pm.