

Swinburne Student Amenities Association Limited

(Trading as Swinburne Student Life)

ACN 117 060 232

Minutes

Board Meeting: 2/2023

Date and time: Thursday 1 June 2023, 3.00pm-5.00pm

Place: Meeting Room SPS137 or Teams

Item No	Agenda Item			
Part A: Introductory and Procedural Matters				
1.	Welcome and apologies The Chair welcomed all to the meeting and acknowledged the Traditional Owners of the Land.			
	Attendance: Ms Carolyn Bendall (Chair) Mr Jonathan Lee Mr Michael O'Shea Mr Ravindu Peiris Ms Caryn Phillips Prof Simon Ridings Mr Sam Roberts	Apologies: Prof Pip Pattison Ms Sue Sinha	In attendance: Ms Aimee Gipper	Secretary: Ms Emma Lincoln Ms Lisian Teh
2.	Declaration of conflicts of interest, gifts and lobbying For this meeting, the Chair called for declarations from anyone present who had a conflict of interest, had received gifts or been lobbied. Nil.			
3.	Governance and Confidentiality The Chair noted the governance and confidentiality section of the agenda which reminds directors of their duties and the behavioural standards expected of directors of a company.			
4.	Consideration of the Agenda Two changes to the Agenda were noted: <ul style="list-style-type: none">Item 8 was to be for approval rather than for information and discussion.The description of Item 10 was changed to: potential drawdown of Mercer Funds.			
5.	Minutes from previous meeting – Meeting 1/2023, 23 March 2023 Resolved: Approved.			
Part B: Matters Arising				
6.	Matters arising from the minutes (action summary SSL/2023/02/06).			

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	<ul style="list-style-type: none">Noted		
Part C: Items for Information and Discussion			
7.	Director's report:		
7a	<ul style="list-style-type: none">Performance Dashboard		
7b	<ul style="list-style-type: none">Clubs Report		
7c	<ul style="list-style-type: none">HALC Report		
	Paper	Y	Paper No/s: SSL/2023/02/07, SSL/2023/02/07a, SSL/2023/02/07b, SSL/2023/02/07c
	Speaker/Presentation	Y	Name(s): Acting Director Swinburne Student Life
	Key Points	<p>The Director Swinburne Student Life provided the overview of Swinburne Student Life Activities, including:</p> <ul style="list-style-type: none">Recruitment and human resources activities currently underway.An update on clubs including that 18% of students at the Hawthorn campus now have a club membership and that a new club has started at the Wantirna CampusThat the agreement with the Razor Shop had ended.A summary of difficulties faced in delivering the Tax Help program to students. <p>The Board discussed the report including:</p> <ul style="list-style-type: none">The challenges of recruiting staff over recent times given the tight labour marketVarious aspects of club management and how to support clubs.Potential alternatives to the tax help program which may benefit students.	
	Resolution(s)	Resolved	Responsibility
		<ul style="list-style-type: none">That the Director's Report was noted. <p>Action items:</p> <p>Director to provide a Swinburne Student Life organisational chart to Board members.</p> <p>Director to provide an update to the next Board meeting on the tax help program.</p>	Director
8.	Strategic Plan Update		
	Student measures and targets ('23-'25)		
	Paper	Y	Paper No/s: SSL/2023/02/08
	Speaker/Presentation	Y	Name(s): Acting Director Swinburne Student Life
	Key Points	<ul style="list-style-type: none">The Board considered the updated measures and targets which had been revised since the March meeting, and discussed	

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		different metrics for potential inclusion in future board reports and papers in some detail.	
	Resolution(s)	Resolved <ul style="list-style-type: none"> The Strategic Plan was approved. Action items: The Director to consider the development of metrics and reporting relating to: <ul style="list-style-type: none"> <i>Student leadership participation and outcomes</i> <i>Student satisfaction with the advocacy service</i> <i>Human Resources within the Director's report to each Board meeting.</i> <i>Baseline and stretch targets for 2024 with stretch targets for 2025 to be reassessed once 2024 reporting is complete.</i> 	Responsibility Director
9. 9a 9b	Finance report: Financial Report as at 30 April 2023 Investment report		
	Paper	Y	Paper No/s: SSL/2023/02/09, SSL/2023/02/09a and SSL/2023/02/09b
	Speaker/Presentation	Y	Name(s): Acting Director Swinburne Student Life CFO
	Key Points	<ul style="list-style-type: none"> The Director summarised the financial results YTD at a high level The Board discussed the accounting approach to the Swinburne Student Life surplus. The CFO explained that the accounting practice assumed that there would be gaps between staff leaving and being able to recruit new staff which was always the case, it did not require any delay in hiring new staff. The Board generally considered the surplus arising from delayed hiring in the context of the competitive labour market The CFO explained that the Q1 forecast ensured SSL's expenses matched revenue. 	
	Resolution(s)	Resolved	Responsibility
		The Financial Report was noted.	Director
10.	Nationals – potential drawdown of Mercer Investment Portfolio		
	Paper	Y	Paper No/s: SSL/2023/02/10
	Speaker/Presentation	Y	Name(s): Acting Director Swinburne Student Life

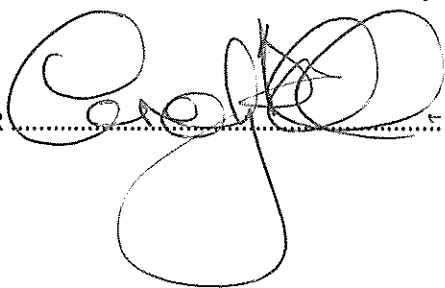
Item No	Agenda Item		
	Key Points	<ul style="list-style-type: none"> The Director reported that there was a high level of interest from student athletes wanting to participate in the UniSport Nationals, but noted that the costs have doubled and it may be that there are insufficient OPEX funds to cover the cost. The Director requested that the Board consider approving a drawdown from the Mercer funds if this were needed to fund student participation in the UniSport Nationals. The Board was supportive of this. The history of the Sports Trust was discussed. It was noted that the funds of the Sports Trust were put into the Mercer Investment Portfolio with the potential for growth, and that the funds are tracked separately by Finance. The Board noted that the funds were there to benefit students in the arena of sport and the UniSport Nationals was within that scope. 	
	Resolution(s)	Resolved	Responsibility
		<p>The Board resolved that:</p> <ul style="list-style-type: none"> Any additional spend should try to be accommodated out of surplus operating expenditure. If surplus operating expenditure was not available to meet the shortfall, a draw down on the Mercer Investment Portfolio of up to \$14,100 was approved. 	Director
11.	Junction Coordinator Role Recommendation		
	Paper	Y	Paper No/s: SSL/2023/02/11
	Speaker/Presentation	Y	Name(s): Acting Director Swinburne Student Life
	Key Points	<ul style="list-style-type: none"> The Director advised that the Junction Coordinator role had been pivotal while the Junction was being established (eg. in developing processes and procedures), but now that this has occurred, the work can be absorbed into SSL business as usual functioning. 	
	Resolution(s)	Resolved	Responsibility
		<ul style="list-style-type: none"> The Board approved the recommendation to discontinue The Junction Coordinator role. 	Director
12. 12a	The Junction Restrooms Facility Upgrade Options		
	Paper	Y	Paper No/s: SSL/2023/02/12 and SSL/2023/02/12a
	Speaker/Presentation	Y	Name(s): Acting Director Swinburne Student Life
	Key Points	<ul style="list-style-type: none"> The various benefits of the different options were discussed including feedback from users of The Junction. 	

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		<ul style="list-style-type: none"> The Swinburne Student Life Director noted that even the option not to upgrade the restrooms would still involve some costs, being plumbing costs. The Board considered how to provide the best amenities for students within a responsible cost envelope. 	
	Resolution(s)	Resolved	Responsibility
		<ul style="list-style-type: none"> Option 2 to upgrade the restrooms to a quality finish was approved The additional facilities upgrades A-E as set out in the paper presented were also approved. <p>Action Item:</p> <ul style="list-style-type: none"> <i>The Director of Swinburne Student Life will obtain an updated costing which will be brought back to the Board for approval.</i> 	Director
13.	Student Engagement Platform		
	Paper	N	Paper No/s: N/A
	Speaker/Presentation	N	Name(s): Acting Director Swinburne Student Life
	Key Points	<ul style="list-style-type: none"> The Director and the Board discussed the provision of a Student Engagement Platform. The Board noted that the University was also seeking to have such platform and it made sense to have the same platform. The Board agreed that the Director would report back to the Board once discussions had progressed further. 	
	Resolution(s)	Resolved	Responsibility
		<ul style="list-style-type: none"> Noted. 	Director
14.	Student Experience Framework Implementation		
	Paper	N	Paper No/s: N/A
	Speaker/Presentation	N	Name(s): Acting Director Swinburne Student Life
	Key Points	<ul style="list-style-type: none"> The Director provided an update to the Board noting the appointment of the Director of Student Experience and the continuation of the Campus Heart Project. The Board asked how the Student Experience Framework would link to the proposal for a single student body. <i>Secretarial Note: In the absence of the DVC-EEE, this question was taken on notice.</i> 	
	Resolution(s)	Resolved	Responsibility
		<ul style="list-style-type: none"> Noted. 	Director/Secretariat

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		Action Item: <i>That a response from the DVC-EEE be sought and provided to the Board on how the Student Experience Framework would link to the proposal for a single student body.</i>		
15.	Health, Safety and Wellbeing Report			
	Paper	Y	Paper No/s: SSL/2023/02/15	
	Speaker/Presentation	Y	Name(s): Acting Director Swinburne Student Life	
	Key Points	<ul style="list-style-type: none">The Director advised that there were no notable incidents that needed to be drawn to the Board's attention.		
	Resolution(s)	Resolved		Responsibility
		<ul style="list-style-type: none">The report was noted by the Board.		
16.*	Other Business			
	Paper	N	Paper No/s: N/A	
	Speaker/Presentation	N	Name(s): Chair	
	Key Points	<ul style="list-style-type: none">The Board noted that this will be Ravindu Peiris' last board meeting as he is finishing his studies at the University and thanked him for his contribution.The Company Secretary briefed the Board on the process for appointing new student directors under the Constitution of the Swinburne Student Amenities Association (trading as Swinburne Student Life).It was noted that, in the past, expressions of interest have been sought from students and that Board members have been consulted about potential nominees.		
	Resolution(s)	Resolved		Responsibility
		<ul style="list-style-type: none">Noted. Action Item: <i>The Company Secretary is to commence the process for filling upcoming Board vacancies.</i>		Company Secretary
Part D: Unstarred Items				
7.	Meeting	Date	Time	Venue
	2/2023	01/06/2023	3.00pm – 5.00pm	SPS137 and Teams
	3/2023	07/09/2023	3.00pm – 5.00pm	SPS137 and Teams
	4/2023	07/12/2023	3.00pm – 5.00pm	SPS137 and Teams

Signed in accordance with Section 251(A) of the Corporations Act as a true and correct record.

CHAIR

A large, stylized handwritten signature in black ink, written over a dotted line. The signature is highly cursive and loops around itself.

DATE

7/9/25

