

Meeting 17/2 of the UTS Students' Association (UTSSA) Executive held **at 6.00pm on Monday 23 January 2017** in the UTSSA President's Office, Level 3, UTS Building 1.

Present:

Beatrice Tan (President)
Luke Chapman (Secretary)
Norma Cooper (EVP)
Lachlan Barker (Treasurer)
James Wilson (Assistant Secretary)

In Attendance:

Bijay Sapkota (Undergraduate Member of University Council)
Christine Saunders (General Councillor)

AGENDA

- 1. ACKNOWLEDGEMENT OF COUNTRY**
 - 2. APOLOGIES AND PROXIES**
 - 3. DECLARATIONS OF INTEREST**
 - 4. MINUTES OF PREVIOUS MEETING**
 - Executive Meeting held 17 January 2017
 - 5. PAYMENT OF HANDBOOK DESIGNER**
 - 6. DISPOSAL OF 2016 HANDBOOK**
 - 7. EXPENDITURE AUTHORISATION POLICY**
 - 8. GENERAL BUSINESS**
-

1. ACKNOWLEDGEMENT OF COUNTRY

The President delivered the acknowledgment of country.

2. APOLOGIES AND PROXIES

No apologies were received as all members of the executive were present.

3. DECLARATIONS OF INTEREST

Beatrice Tan declared an interest in item 7 “Expenditure Authorisation Policy”

4. MINUTES OF PREVIOUS MEETING

- Executive Meeting held 17 January 2017

MOTION E17/10

That the minutes of the meeting held on 8 December 2016 be accepted as a true and accurate record of proceedings.

Moved: Lachlan Barker

Seconded: James Wilson

Motion Carried

5. PAYMENT OF HANDBOOK DESIGNER

Norma Cooper stated that she has received a quote from the designer of a rate of \$45p/h, with the designer estimating the design work will take 3-6 hours.

MOTION E17/11

To pay the designer of the 2017 Handbook at an hourly rate of \$45 p/h up to a cap of \$270 for the project.

Moved: Norma

Seconded: Lachlan

Motion Carried

6. DISPOSAL OF 2016 HANDBOOK

Beatrice Tan stated that the handbooks from 2016 created and purchased by the previous EVP and President contain material that may expose the association to legal liability. This was why the 2016 handbook was not distributed by the 2016 SRC.

Lachlan Barker offered to speak to faculties to see if the association would be able to find a free disposal option on campus.

7. EXPENDITURE AUTHORISATION POLICY

The current system of reimbursements and expenditures requires every expenditure item to be passed through a meeting of the UTSSA Executive before payment is possible. This process consumes time and resources that the executive and council could otherwise use to make strategic decisions about the association. Similar organisations including the board of ActivateUTS and the USYD SRC Executive have instituted procedures to focus council time on strategic decisions, leaving operational matters to staff. This expenditure authorisation policy will allow the President and Executive officer to ensure the efficient operation of the association’s

business whilst maintaining council oversight of expenditure. Under the policy the President may approve reimbursements and expenditures for items under \$5,000. At each monthly meeting of the SRC the President will submit a report to council detailing all items approved since the last general meeting of the SRC for councillors to review.

James Wilson noted his concern at the opportunity for improper use and state his preference for all items to be presented to the executive. Lachlan Barker expressed the importance of finance committee oversight. Luke Chapman noted that the current policy means that student volunteers are often out of pocket for extended periods of time which hampers the association's activities. Lachlan Barker and James Wilson suggested that a lower limit be adopted.

MOTION E17/12

That the UTSSA adopts the following expenditure authorisation policy:

1. All reimbursements and expenditure items of under \$5,000, subject to point 3, can be approved directly by the President and submitted to the Executive Officer for payment.
2. At each monthly meeting of the SRC the President will submit a report to council detailing all items approved since the last general meeting of the SRC for councillors to review.
3. If by a 2/3rds majority vote a meeting of the SRC determine that an expenditure authorised by the president falls outside the interests of the association the President's pay will be docked to the amount of unauthorised expenditure.
4. Items covered by this policy are limited to reimbursement and payment of:
 - i. UTSSA related travel expenses including the cost of economy flights, accommodation, travel insurance, and transit to and from ports to accommodation or venue,
 - ii. Conference registration fees,
 - iii. Office equipment and supplies,
 - iv. Printing and merchandise,
 - v. All O'Day related activities,
 - vi. Collective expenditures,
 - vii. Project contractors,
 - viii. Payment of bills for services rendered to the UTSSA including digital services,
 - ix. Room hire fees, catering, and bar tabs.

Moved: Luke Chapman

Seconded: James Wilson

Motion Carried

8. GENERAL BUSINESS

MOTION E17/13

That the Executive Officer will designate an Acting Executive officer who is able to process payments and conduct the business of the association.

Moved: James Wilson

Seconded: Norma Cooper

Motion Carried

MOTION E17/14

For the President and Executive officer to arrange for the replacement of old computers. Computers rented from the university will be replaced with computers from the university. In addition, 7 computers will be privately purchased.

Moved: James Wilson

Seconded Norma Cooper

Motion Carried

James Wilson raised that staff should accurately display a sign for how long the staff leave their desk.

Norma Cooper raised that NUS are asking for the UTSSA to reimburse the disability for the cost of attendance

Meeting closed 7:09pm