*Approved Minutes*

# Arc BOARD MINUTES
**20 May 2026**
**Hybrid (Arc Training Rooms / MS Teams)**
**6.00pm**

**Present**: Aania Cheema (Chair of the Board), Shelley Valentine, Billy Scharzenberger Moran, John Reed, Jonathon Strauss, Sam Baker, Sophia Nguyen, Ada Choi, Malcolm Tran, Alice Williams, Amelia Anderberg, Eva Stewart in-part

**In attendance**: Ellie Kamateros (Executive Assistant), Lucy Huang (Governance Admin Officer), Joelle Barallon (Executive Officer)

**Apologies:** N/A

**Absent:** Luke Sheridan, Amy Wang, Sarah Smart

## 1. MEETING OPENING
The meeting opened at 6:04pm.

### 1.1. Acknowledgment of Country
Completed by the Chair.

### 1.2. Apologies
No apologies were received.

### 1.3. Director's change of address
N/A

### 1.4. Director Conflict of Interest Disclosures
N/A

### 1.5. Previous Minutes
**1.5.1. Confirmation of the previous Minutes - 25 March 2026**
**1.5.2. Confirmation of the previous minutes (Audit Approval) - 15 April 2026**

**RESOLUTION**
THAT the minutes from the Board meeting held on 25 March 2026 and 15 April 2026 are accepted as true and accurate records.

**CARRIED**

**1.5.3. Board Action List**
The action list was noted.

**1.5.4. SRC & PGC Resolutions**
The resolutions were taken as read.

### 1.6. Selection of Meeting Observer
S. Baker was appointed as the meeting observer.

### 1.7. Items flagged for Immediate Discussion
N/A

## 2. MATTERS FOR DECISION

### 2.1. Honorary Treasurer Report

The report was taken as read.

*E. Stewart joined the meeting at 6:07pm.*

**2.1.1. Q1 2026 Financials**
**2.1.1.1. Quarterly Financials: January – March 2026**
**2.1.1.2. Cash Investment Summary as at 20.04.2026**

The paper was taken as read.

**RESOLUTION**

THAT the Board approves the Quarterly Financials: January – March 2026 and Cash Investment Summary as at 20.04.2026.

**CARRIED**

**2.1.2. 2026 Budget Update**

The paper was taken as read.

**RESOLUTION**

THAT the Board:

- Approves the forecast adjustments outlined in Attachment A, including acceptance of the Student Programming and Cost of Living Q1 variances.
- Approves the proposed 2026 budget adjustment and additional project expenditure of $161,000 as outlined in Attachment C.
- Recommends that Management continue to monitor the Q2 position and return with any further recommended adjustments should the forecast materially change.

**CARRIED**

**2.1.3. Clubs Training Renewal Project – Stage 1 Approval**

The paper was taken as read.

Discussions:

- Renewal project aims to streamline training, improve course outcomes, assist auditing and comply with increased governance requirements. Club transitional impact is expected.
- Analysis phase to be completed in time for 2027 Budget proposal.

**RESOLUTION**

THAT the Board:

1. Endorse progression of Stage 1 of the Clubs & Sport Clubs Training Renewal Project as a staged governance, assurance and risk mitigation initiative.
2. Approve Stage 1 funding of up to $150,000.
3. Authorise Management to:
   - commence LMS procurement and assessment activities;
   - engage project coordination, instructional design and specialist subject matter expertise where appropriate;
   - commence redevelopment of priority and lower-complexity training modules; and
   - progress implementation planning and technical discovery activities.

**CARRIED**

### 2.2. A&R Chair Report
The report was taken as read.

#### 2.2.1. WHS Board Report – Q1 2026
The report was taken as read.

**RESOLUTION**
THAT the Board approves the WHS Board Report – Q1 2026.

**CARRIED**

#### 2.2.2. HR Report – Q1 2026
The report was taken as read.

**RESOLUTION**
THAT the Board approves the HR Report – Q1 2026.

**CARRIED**

#### 2.2.3. Internal Audit Checklist – Q1 2026
The report was taken as read.

**RESOLUTION**
THAT the Board approves the Q1 2026 Internal Audit Checklist.

**CARRIED**

#### 2.2.4. Risk Registers – Q1 2026
The report was taken as read.

Discussions:
- Price increases due to fuel crisis and non-extension of excise discount may result in commercial pricing adjustments. Student-facing impacts likely to be avoided.

**RESOLUTION**
THAT the Board approves the Q1 Risk Register.

**CARRIED**

#### 2.2.5. Risk Management Policy - ISO Alignment
The paper was taken as read.

**RESOLUTION**
THAT the Board notes the clarification provided regarding Arc's process for reviewing its alignment with AS ISO 31000:2018 and approves the updated Risk Management Policy (v3.1).

**CARRIED**

#### 2.2.6. Work Health and Safety Policy and Work Health and Safety Procedure
The paper was taken as read.

**RESOLUTION**
THAT the Board approves the Work, Health and Safety Policy and notes the Work, Health and Safety Procedure.

**CARRIED**

### 2.3. Student Development Committee Convenor Report
The report was taken as read.

**2.3.1. Gamamari Charter**
The paper was taken as read.

*J. Strauss declared a conflict of interest.*

**RESOLUTION**
THAT the Board approves the Gamamari Charter updates.

**CARRIED**

**2.3.2. Heinz Harant Guidelines**
The paper was taken as read.

**RESOLUTION**
That the Board approves the updated Heinz Harant Award Guidelines.

**CARRIED**

**2.4. Nominations & Remunerations Chair Report**
The report was taken as read.

**2.4.1. Succession Plan Update**
The paper was taken as read.

**RESOLUTION**
THAT the Board approves updated Succession Plan.

**CARRIED**

**2.4.2. 2026 KPTs**
The paper was taken as read.

Further examples in benchmarking will be provided once the structure has been approved, noting that not all KPTs may have an applicable example.

*S. Valentine abstained from the vote.*

**RESOLUTION**
THAT the Arc Board approve the 2026 Key Performance Targets (KPTs), in the format and measures outlined in Attachment A.

**CARRIED**

**2.5. Technology Subcommittee – N/A (Meeting Rescheduled)**

**3. MATTERS FOR DISCUSSION**
N/A

**4. MATTERS FOR NOTING**
**4.1. Chair of the Board Report**
The report was taken as read.

The Chair of the Board spoke to the Board Evaluation Report.

The Board discussed the value of external evaluations compared to internal assessments, suggesting future benchmarking with similar organisations for more actionable insights.

**4.2. CEO Report**
The report was taken as read.

The CEO applauded and thanked the outgoing Directors for their contribution and exceptional work during their terms.

**4.3. SRC President's Report**
The report was taken as read.

**4.4. PGC President's Report**
The report was taken as read.

**4.5. Subcommittee Minutes**
All minutes were taken as read.

**4.5.1. Finance: Draft Minutes 29 April 2026**
**4.5.2. Audit & Risk: Draft Minutes 15 April 2026 (Audit)**
**4.5.3. Audit & Risk: Draft Minutes 29 April 2026**
**4.5.4. Nominations & Remunerations: Draft Minutes 6 May 2026**
**4.5.5. Technology: N/A – Meeting Rescheduled**
**4.5.6. SDC: Draft Minutes 6 May 2026**
**4.5.7. PGC: Approved Minutes 30 March 2026**
**4.5.8. PGC: Draft Minutes 4 May 2026**
**4.5.9. SRC: Approved Minutes 23 March 2026**
**4.5.10. SRC: Draft Minutes 20 April 2026**

**4.6. Consolidated Risk Register**
The Risk Register was taken as read.

**5. BUSINESS WITHOUT NOTICE**
N/A

**6. MEETING FINALISATION**
**6.1. Meeting Evaluation**
The meeting observer applauded the Chair for effectively chairing all Board meetings during their term. The meeting was well-run, with good discussions and was overall a very successful meeting.

The Chair of the Board concluded the meeting by thanking all Directors for their support and commitment.

**6.2. Next meeting date**: 24 June 2026 (Extraordinary – Chair Elections)

**6.3. Policies due for review in 2026**
**6.3.1. See Policy Rolling List**

**6.4. Meeting close**
The meeting closed at 7:16pm.

Alice Williams, Chair of the Board
Date: 26/08/2026