Approved Minutes

Arc BOARD MINUTES
25 March 2026
Hybrid (Arc Training Rooms / MS Teams)
6.00pm

Present: Aania Cheema (Chair of the Board), Shelley Valentine in-part, Billy Scharzenberger Moran, John Reed, Jonathon Strauss in-part, Sam Baker, Sophia Nguyen, Ada Choi, Amy Wang, Malcolm Tran, Sarah Smart, Alice Williams, Amelia Anderberg, Luke Sheridan in-part

In attendance: Ellie Kamateros (Executive Assistant), Lucy Huang (Governance Admin Officer), Ashleigh Suoh (Administrative Assistant)

Apologies: Eva Stewart

Absent: N/A

1. MEETING OPENING
The meeting opened at 6:03pm.

1.1. Acknowledgment of Country
Completed by the Chair.

1.2. Apologies
Apologies were received from E. Stewart.

RESOLUTION
THAT the apology received from E. Stewart is accepted.

CARRIED

1.3. Director's change of address
N/A

1.4. Director Conflict of Interest Disclosures
S. Baker noted his conflict of interest as a candidate running for the 2026 Arc Board Elections.

1.5. Previous Minutes
1.5.1. Confirmation of the previous Minutes: 26 November 2025

RESOLUTION
THAT the minutes from the Board meeting held on 26 November 2025 are accepted as a true and accurate record.

CARRIED

1.5.2. Board Action List
The action list was noted.

1.5.3. SRC & PGC Resolutions
The resolutions were taken as read.

L. Sheridan joined the meeting at 6:08pm.

1.6. Selection of Meeting Observer
M. Tran 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.

2.1.1. Q4 Financials & Adjustment Post Finance Committee Approval
2.1.1.1. Quarterly Financials: October – December 2025
2.1.1.2. Cash Investment Summary as at 15.02.2026
The paper was taken as read.

It was noted that the reporting process has been clarified to ensure consistency going forward.

RESOLUTION
THAT the Board approves the October - December 2025 Financials and Cash Investment Summary as at 15.02.2026.

CARRIED

2.1.2. Office Refurbishment Project – Stage 2
The report was taken as read.

It was confirmed that the refurbishment would focus on converting small offices into an open space to increase capacity, along with minor furniture adjustments.

RESOLUTION
THAT the Board approves required funding to complete the Stage 2 refurbishment of Arc Level 3TKC (Basser Level 3, Tenancy 6) and ancillary furnishing, IT and office upgrades to Marketing, Sport and Arc Creative office spaces.

CARRIED

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

2.2.1. WHS Board Report – Q4 2025
The report was taken as read.

RESOLUTION
THAT the Board approves the WHS Board Report – Q4 2025.

CARRIED

2.2.2. HR Report – Q4 2025
The report was taken as read.

RESOLUTION
THAT the Board approves the HR Report – Q4 2025.

CARRIED

2.2.3. Internal Audit Checklist – Q4 2025
The report was taken as read.

RESOLUTION
THAT the Board approves the Q4 2025 Internal Audit Checklist.

CARRIED

2.2.4. Risk Registers – Q4 2025
The report was taken as read.

It was noted that there are currently no supply issues, however, it is an emerging issue with the recognised increases in food pricing surcharges.

RESOLUTION
THAT the Board approves the Q4 Risk Register.

CARRIED

2.2.5. Risk Management Policy
The paper was taken as read.

The Board agreed to pause the matter and seek further clarification on the process of auditing the organisation's alignment with ISO standards.

RESOLUTION
THAT the Board approves the updates to the Risk Management Policy.

NOT CARRIED

ACTION
THAT the process of auditing the organisation's alignment with ISO standards is clarified before bringing the Risk Management Policy review back to Board.

2.2.6. Arc Regulations Change
The paper was taken as read.

RESOLUTION
THAT the Board endorses the changes to the Arc Regulations.

CARRIED

2.2.7. Child Protection Policy
The paper was taken as read.

RESOLUTION
THAT the Arc Board endorses the Child Protection Policy.

CARRIED

2.2.8. Arc Delegation Policy
The paper was taken as read.

RESOLUTION
THAT the Arc Board endorses the proposed changes to the Arc Delegation Policy.

CARRIED

2.2.9. Policy Review Delegations

The paper was taken as read.

RESOLUTION
THAT the Board approves the revised policy review delegations as shown in Attachment 1: Policy Register.

CARRIED

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

2.3.1. Director Code of Conduct
The paper was taken as read.

RESOLUTION
THAT the Board approves the updated Director Code of Conduct.

CARRIED

2.3.2. Arc Board Handbook
The paper was taken as read.

RESOLUTION
THAT the Board approves the updated Board Handbook.

CARRIED

2.3.3. Arc Board Charter
The paper was taken as read.

RESOLUTION
THAT the Board approves the updated Arc Board Charter.

CARRIED

2.3.4. Media & Communications Policy
The paper was taken as read.

RESOLUTION
THAT the Board approves the Arc Media & Communications Policy in its current state without amendment.

CARRIED

2.3.5. Indigenous Strategy
The paper was taken as read.

Discussions:

- The Indigenous Strategy emphasises partnering with organisations and facilitating initiatives rather than being the primary deliverer, while ensuring ongoing cultural competency and training within the organisation.
- The strategy underwent several rounds of consultation with feedback incorporated where possible. The volume of feedback was low, but what was received was supportive.

RESOLUTION
THAT the Board endorses the updated Indigenous Strategy.

CARRIED

S. Valentine left the meeting at 6:32pm.

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

The meeting went in-camera at 6:33pm.

2.4.1. 2025 CEO Evaluation (in-camera)

The meeting went ex-camera at 7:30pm.

S. Valentine joined the meeting at 7:30pm.

2.4.2. Arc Honorary Life Membership Guidelines
The paper was taken as read.

RESOLUTION
THAT the Board approves the updated Honorary Life Membership Guidelines.

CARRIED

B. Moran left the meeting at 7:30pm.

2.4.3. Ex-Officio Directors (SRC & PGC Presidents) Subcommittee Appointments
The paper was taken as read.

RESOLUTION
THAT the Board approves the following addition to Arc Board Subcommittees:

- The appointment of Billy Scharzenberger Moran (2026 SRC President) as a voting member of the Finance Subcommittee.

CARRIED

B. Moran joined the meeting at 7:34pm.

2.4.4. Alumni Director Recruitment
The paper was taken as read.

RESOLUTION
THAT the Board endorses the desired attributes for the appointment of a new Alumni Director, and approve the composition of the selection panel as follows:

- Two Student Directors, preferably the Arc Chair and the Chair of the Nominations & Remuneration Committee (noting either role may be delegated to another Student Director if availability requires)
- One Non-Student Director (Alumni or University representative)
- Arc CEO (in an advisory capacity only)

CARRIED

Agenda order suspended by leave of the board. The minutes reflect the meeting order.

2.4.6. Arc Response to Returning Officer's Reports
The paper was taken as read.

S. Baker and B. Moran abstained from the vote.

RESOLUTION
THAT the Board approves:

- the proposed amendments to the Arc Regulations (Attachment 1) relating to:
- clarification of nomination provisions, including interaction with NUS elections;
- clarification of the election appeals process and associated timeframes;
- minor technical and reference updates.

CARRIED

2.5. Technology Subcommittee

2.5.1. Arc Website Renewal

The paper was taken as read.

RESOLUTION
THAT the Board approves:

- the Website Renewal Project.
- YourCreative as the preferred supplier for the delivery of the Website project.
- The authorisation for Arc Management to finalise and execute the contractual arrangements in line with the project scope, budget and timeline.

CARRIED

2.6. Canteen Development Funding

The paper was taken as read.

Discussions:

- Arc provides subsidised and free meals as part of UNSW's Food Security Strategy.
- The canteen has ongoing relevance, including strong engagement with free and subsidised food initiatives and alignment with broader trends at other universities.
- New plans underway for UNSW-funded lockers to provide meal kits accessible outside Food Hub.

A. Anderberg abstained from the vote.

RESOLUTION
THAT the Arc Board approves the required funding to support the establishment of Canteen and preparatory works associated with the future relocation of Food Hub, and authorises the CEO to enter into and execute an agreement with UNSW, subject to the Approval Parameters outlined in this paper.

CARRIED

J. Strauss left the meeting at 7:51pm.

The meeting went in-camera at 7:51pm.

2.4.5. Jonathon Strauss Re-appointment

The meeting went ex-camera at 7:54pm.

3. MATTERS FOR DISCUSSION

N/A

4. MATTERS FOR NOTING

4.1. Chair of the Board Report

The report was taken as read.

4.2. CEO Report

The report was taken as read.

4.3. 2025 KPT Q4 Update

The report was taken as read.

4.4. SRC President's Report

The report was taken as read.

4.5. PGC President's Report

The report was taken as read.

4.6. UNSW Enrolment Variation

The paper was taken as read.

It was noted that early enrolment results are tracking ahead of plan, suggesting limited impact at this stage. The Finance Subcommittee will review at the next meeting where additional context will be available. Potential financial implications will continue to be monitored.

4.7. Finance Graduation Gown Timing Adjustment & 2025 Project Rollover Breakdown

The paper was taken as read.

4.8. Subcommittee Minutes

All minutes were taken as read.

4.8.1. Finance: Draft Minutes 25 February 2026
4.8.2. Audit & Risk: Draft Minutes 18 February 2026
4.8.3. Nominations & Remunerations: Draft Minutes 4 March 2026
4.8.4. Technology: Draft Minutes 25 February 2026
4.8.5. SDC: Draft Minutes 18 February 2026
4.8.6. PGC: Noted Minutes 17 November 2025
4.8.7. PGC: Approved Minutes 2 December 2025
4.8.8. PGC: Draft Minutes 23 February 2026
4.8.9. SRC: Noted Minutes 3 November 2025
4.8.10. SRC: Draft Minutes 23 February 2026

4.9. Consolidated Risk Register

The Risk Register was taken as read.

5. BUSINESS WITHOUT NOTICE

N/A

6. MEETING FINALISATION

6.1. Meeting Evaluation

The papers were straightforward and the Chair guided the meeting effectively and was overall a good meeting.

6.2. Next meeting date: 15 April 2026

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

6.4. Meeting close
The meeting closed at 8:01pm.

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Aania Cheema, Chair of the Board
20/05/2026