Approved Minutes

Arc BOARD MINUTES

26 November 2025

Hybrid (Arc Training Rooms / MS Teams)

6.00pm

Present: Aania Cheema (Chair of the Board), Shelley Valentine, Diya Sengupta, John Reed, Jonathon Strauss, Sam Baker, Luke Sheridan, Sophia Nguyen, Amy Wang, Eva Stewart, Malcolm Tran, Alice Williams, Amelia Anderberg

In attendance: Ellie Kamateros (Executive Assistant), Ashleigh Suoh (Administration Assistant)

Apologies: Ada Choi

Absent: Sarah Smart

1. MEETING OPENING

The meeting opened at 6:02pm.

1.1. Acknowledgment of Country

Completed by the Chair.

1.2. Apologies

An apology was received from A. Choi.

<u>RESOLUTION</u>

THAT the apology received from A. Choi is accepted.

CARRIED

1.3. Director's change of address

A. Anderberg noted a change of address to be updated on the ACNC register.

1.4. Director Conflict of Interest Disclosures

N/A

1.5. Previous Minutes

1.5.1. Confirmation of the previous Minutes: 27 August 2025

<u>RESOLUTION</u>

THAT the minutes from the Board meeting held on 27 August 2025 are accepted as a true and accurate record.

CARRIED

1.5.2. Matters Arising / Action List

The action list was noted.

L. Sheridan joined the meeting at 6:04pm.

1.5.3. SRC & PGC Resolutions

The resolutions were taken as read.

1.6. Selection of Meeting Observer

A. Williams was appointed as meeting observer.

1.7. Items flagged for Immediate Discussion

The following items were flagged for immediate discussion.

- 2.1.2. 2026 Budget
- 2.5. Arc Strategic Plan 2026 – 2028
- 2.6. Arc Support Agreement

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

2.1.2. 2026 Budget

The paper was taken as read.

D. Sengupta joined the meeting at 6:06pm.

J. Reed joined the meeting at 6:07pm.

Discussion:

- The updated surplus figure for 2025 was flagged for the Board's attention.

RESOLUTION

THAT the Board

- Endorses the 2026 Arc Operating Budget ($1, 067, 163)
- Endorses the purchase of any 2026 Capital Expenditure items that can be accelerated into 2025 to assist in offsetting the 2025 surplus position (excluding the Website).

CARRIED

2.5. Arc Strategic Plan 2026-28

The paper was taken as read.

Discussion:

- Following feedback from the Board, amendments were made to the Enablers and Domains of the Strategic Plan, clarifying alignment with Arc's areas of priority and ensuring balance across Domains.
- Clarification was requested regarding the implementation and measurement of Domain 3: Develop the Next Generation – Level Up Your Impact.
- Transformational Indicators (KPT, Domain 3) are considered stretch goals, to be developed and refined across the duration of the Strategy.
- Finalised KPTs to be brought to the Board in 2026 followed by a midway review to amend as necessary in alignment with Arc's changing environment.

ACTION

THAT a reporting cycle indicator is incorporated into the finalised KPT sheet.

RESOLUTION

THAT the Arc Board approves the 2026 – 28 Strategic Plan.

THAT the Arc Board discusses/notes the indicative KPTs with finalised KPTs to be brought to the next N&R Meeting.

CARRIED

2.6. Arc Support Agreement

The paper was taken as read.

RESOLUTION
THAT the Board delegate authority to the CEO and Chair to execute the UNSW & Arc Support Agreement provided the final version remains within the parameters outlined in this paper, and that any material variations outside those parameters be returned to the Board.

CARRIED

2. MATTERS FOR DECISION

2.1. Honorary Treasurer Report

The report was taken as read. The Honorary Treasurer briefly summarised the report.

2.1.1. Quarterly Financials: July – September 2025

The report was taken as read.

RESOLUTION
THAT the Board **approves** item 2.1.1. Quarterly Financial: July – September 2025.

CARRIED

2.1.1.1. Cash Investment Summary as at 3.11.2025

The report was taken as read.

RESOLUTION
THAT the Board approves 2.1.1.1. Cash Investment Summary as at 03.11.2025.

CARRIED

2.1.3. Annual Investment Parameters

The paper was taken as read.

RESOLUTION
THAT the Board endorses the 2026 Arc Investment Parameters.

CARRIED

2.2. A&R Chair Report

The report was taken as read. The Chair briefly summarised the report.

2.2.1. WHS Board Report – Q3 2025

The report was taken as read.

RESOLUTION
THAT the Board accepts the WHS Board Report – Q3 2025.

CARRIED

2.2.2. HR Report – Q3 2025

The report was taken as read.

RESOLUTION
THAT the Board accepts the HR Report – Q3 2025.

CARRIED

2.2.3. Internal Audit Checklist – Q3 2025

The report was taken as read.

RESOLUTION
THAT the Board accepts the Q3 2025 Internal Audit Checklist.

CARRIED

2.2.4. Risk Registers – Q3 2025
The report was taken as read.

Discussion:

- A request was made for elaboration on the new risk regarding decrease in student leadership participation.
    - A declining trend in students' uptake in leadership positions has been observed across student organisations in Australia and internationally.
    - Identified reasons include increased cost-of-living pressures, changing student priorities and capacity for students to engage in leadership activities.
- There is a desire to emphasise the link between student leadership and employability.
- Future review of student leadership pipeline, Board, SRC and PGC structures and commitments to better support students.

RESOLUTION
THAT the Board accepts the Q3 Risk Register.

CARRIED

2.2.5. Privacy Policy
The paper was taken as read.

Discussion:

- Agreement that the Privacy Policy should be kept at a Board level for review and approval.
- Discussion regarding review of policy register to identify policies that should be escalated to Board level or re-delegated.

ACTION
THAT a review of Arc's policy structure is conducted to realign escalation and approval levels.

THAT a review of the Clubs Handbook is conducted to align with the new Privacy Policy requirements, including guidelines on breach of policy management.

RESOLUTION
THAT the Board endorses the updated Privacy Policy

CARRIED

2.2.6. Prevention of Sexual Harassment Policy
The paper was taken as read.

RESOLUTION
THAT the Board endorses the Prevention of Sexual Harassment Policy.

CARRIED

2.3 Student Development Committee Convenor Report
The report was taken as read. The Convenor spoke briefly on the report.

2.3.1. SRC Charter
The paper was taken as read.

RESOLUTION
THAT the Board endorses the SRC Charter in its current form.

CARRIED

2.3.2. PGC Charter
The paper was taken as read.

RESOLUTION
THAT the Board endorses the PGC Charter in its current form.

CARRIED

2.3.3. IRC Charter
The paper was taken as read.

RESOLUTION
THAT the Board endorses the updated IRC Charter

CARRIED

2.4. Nominations & Remunerations Chair Report
The report was taken as read. The Chair of the Board spoke briefly to the report.

2.4.1. Technology Subcommittee & Regulations Update
The paper was taken as read.

Discussion:
- Confirmation that the Terms of Office for all external members, including the Chair, shall begin upon the official adoption of the subcommittee.

RESOLUTION

THAT the Board **endorses** the permanent adoption of the Technology Subcommittee and related updates to the Regulations.

CARRIED

2.4.2. 2026 Board Elections RO Appointment
The paper was taken as read.

ACTION
THAT a discussion is held with the RO regarding penalty guidelines.

RESOLUTION

THAT the Board endorses the appointment of Phillip Binns as the Returning Officer for the 2026 Arc Board Elections.

CARRIED

M. Tran left the meeting at 7:28pm.

2.4.3. Nominations & Remuneration Chair Election

The paper was taken as read.

M. Tran re-joined the meeting at 7:30pm.

M. Tran spoke to the Board and answered questions.

RESOLVED

M. Tran abstained from voting on the motion.

THAT the Board elects a Chair for the Nomination & Remunerations Subcommittee as per Election Guidelines.

&

THAT the Board appoints M. Tran to the position of Nominations & Remunerations Subcommittee Chair.

CARRIED

S. Valentine left the meeting at 7:33pm.

The meeting went in-camera at 7:33pm.

The meeting went ex-camera at 7:40pm.

2.7. Motor Vehicle Procedure

The paper was taken as read.

RESOLUTION

S. Valentine abstained from voting on the motion.

THAT the Arc Board approves the updates to the Motor Vehicle (Acquisition, Usage & Maintenance) Procedure.

CARRIED

3. MATTERS FOR DISCUSSION

3.1. SRC & PGC Elections RO Report

The paper was taken as read.

ACTION

THAT Recommendation 1 (Leniency regarding minor misconduct) and Recommendation 2 (Campaigning in residential settings) are brought to the next N&R meeting for discussion.

THAT Discussion Point 1 (Increase in undesirable behaviours) and Discussion 2 (In-person voting) are brought to the next N&R meeting for discussion.

4. MATTERS FOR NOTING

4.1. Chair of the Board Report

The report was taken as read.

- The Chair thanked PGC President A. Choi and SRC President D. Sengupta for their contributions to the Board and to their Councils in 2025.

4.2. CEO Report

The report was taken as read.

4.3. 2025 KPT Update – Q3

The report was taken as read.

- Noting that the KPT regarding the Support Agreement will be amended after the signing of the agreement.

4.4. SRC President Report

D. Sengupta provided a verbal report.

- D. Sengupta thanked the Board for their support and guidance in 2025.

4.5. PGC President Report

The report was taken as read.

4.6. Subcommittee Minutes

All draft minutes were taken as read.

4.6.1. Finance: Draft Minutes 12 November 2025
4.6.2. Audit & Risk: Draft Minutes 5 November 2025
4.6.3. Nominations & Remunerations: Draft Minutes 22 October 2025
4.6.4. Technology: Draft Minutes 29 October 2025
4.6.5. PGC: Draft Minutes 20 October 2025
4.6.6. SRC: Draft Minutes 27 October 2025

4.7. Consolidated Risk Register

The register was taken as read.

5. BUSINESS WITHOUT NOTICE

N/A

6. MEETING FINALISATION

6.1. Meeting Evaluation

A. Cheema was congratulated for leading a successful meeting with insightful discussion and strong outcomes. The Board was praised for their participation and thanked for their efforts in 2025.

6.2. Next meeting date: 26 March 2026

6.3. Policies due for review in 2026

6.3.1. See Policy Rolling List

6.4. Meeting close

The meeting closed at 8:02pm.

Aania Cheema, Chair of the Board
25/03/2026