



YouX Board Meeting Agenda February 2024

For the meeting on 28th February 2024 In the Board Room at
5:30pm

1. Acknowledgment of Traditional Owners and Apologies **MW**

We would like to Acknowledge that the land we meet on today is the traditional lands of the Kurna people and that we respect their spiritual relationship with their Country. We also acknowledge the Kurna people as the traditional custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today.

2. Declaration of Conflict of Interest **MW**

That all directors and officers in attendance declare that they have read and considered all papers within this agenda that require decision making and have no known conflict of interest or potential conflict of interest with respect to those matters.

3. Unstarred Agenda Items **MW**

Recommendation:

That all unstarred items are approved.

4. Minutes of Previous Meeting **MW**

Recommendation: That the Board accepts the minutes of the meeting on the 13th February as a true and accurate record.



- | | |
|--|-----------|
| 5. YouX President's Report | MW |
| 6. SRC President's Report | ZW |
| 7. Clubs Committee Chair's Report | QP |
| 8. Executive Officer's Report | KH |
| 9. Rule Concerning Committees | MW |

Recommendation:

“Regarding the power granted in Clause 21 of the YouX Constitution, this Board resolves to:

Add: Clause 5.7.8 Clubs Committee Chair has a casting vote in the event of a tie.

Amend: Clause 5.8.1 Quorum for a meeting of the Clubs Committee will be three of its voting members and any resolution may pass with a Simple Majority.”

10. In-Camera Items*

11. Close:

Next Meeting:

Close of Submissions:

28th March 2028

21st March 2028

Persons Responsible for Agenda Items:

Merlin Wang (MW)

Zeyang Wang (ZW)

Kathryn Howes (KH)

Queenie Phan (QP)

Level 4 Union House
 University of Adelaide
 South Australia 5005
 ABN 19 572 381 388
 Phone 08 8313 5401
 Email youx@adelaide.edu.au
 youx.org.au



YouX

Board Meeting Minutes
 February 2024

For the meeting on 13rd of February 2024

YouX Board Room starting at 5:30pm

Present:	Apologies:
Merlin Wang (President)	Michael Physick
Jacob David Allen (Vice-President)	
Tom Zhai (Executive)	Absentee:
Adeline Chi May Tang	Liam Johns
Quyên Ngọc Lê Phan (Executive)	Ruby Stewart
Kathryn Howes	Kyan Jenkins (Executive)
Aiden Zeyang Wang	Nicholas James Herriot
	Sage Tasman Jupe
	Minutes Secretary:
	Owen Ong Zi Xyan (Zoom)

Meeting opened at 6:00pm.



1. Acknowledgment of Traditional Owners and Apologies

MW

We would like to Acknowledge that the land we meet on today is the traditional lands of the Kurna people and that we respect their spiritual relationship with their Country. We also acknowledge the Kurna people as the traditional custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today.

2. Declaration of Conflict of Interest

MW

That all directors and officers in attendance declare that they have read and considered all papers within this agenda that require decision making and have no known conflict of interest or potential conflict of interest with respect to those matters.

3. Unstarred Agenda Items

MW

Recommendation:

That all unstarred items are approved.

4. Minutes of Previous Meeting

MW

Recommendation:

That the Board accepts the minutes of the meeting on the 20th of December 2023 as a true and accurate record.

Moved: Merlin Wang

CARRIED

Seconded: Tom Zhai
(No Dissent)

The minutes of the previous meeting were passed. Apologies from Ruby, Kyan and Michael were accepted.

Recommendation:

That the Board accepts the minutes of the meeting on the 29th of January 2024 as a true and accurate record.

Moved: Merlin Wang

CARRIED

Seconded: Tom Zhai
(No Dissent)

5. YouX President's Report*

MW

Merlin Wang tabled his YouX President report, He commented that YouX will not interfere with the SRC Election scheduled from the 25th-28th of March, as per the Tribunal decision. Since 29th of March is Holiday, a meeting will be hosted after the election on the 28th of March.

6. SRC President's Report

ZW

Aiden tabled his SRC president report. (Absent)

7. Rule Concerning Committees

ABSS will maintain its current status, no motion moved against it. Although they "state" that we pushed motion toward them, our meeting minutes would serve as evidence that no action was taken against ABSS.

Discussion of another club led to the decision that this club would not be banned but would receive a warning. The warning is due to the club providing misleading information to the board, including the submission of fabricated meeting minutes with incorrect names for officers such as the president and treasurer.

6:23pm, Ruby, Kyan, Sage, Nicholas and Liam left.

8. In-Camera Items*

MW

Meeting started at 6:25 pm

9. Close:

Meeting closed at 6:32 pm.

Next Meeting:

28/02/2024

Close of Submissions:

27/02/2024

Persons Responsible for Agenda Items:

Merlin Wang (MW)

Aiden Zeyang Wang (ZW)

EXECUTIVE OFFICER REPORT

February 2024

Kathryn Howes

Financial Summary

2024 Budget Vs Actual – January 2024

YOUX operational Income for the first month of year was \$807,139 which was on par with forecast of \$808,331.

	YTD ACTUAL \$	YTD BUDGET \$	VARIANCE fav/(unfav) \$	VARIANCE % fav/(unfav)
Income	807,139	808,331	(1,191)	(0.15%) unfavourable
Expenditure	225,524	293,451	\$67,927	23.15% favourable
Surplus/(Deficit)	581,617	514,880	66,737	12.96% favourable

Income levels are on par with budget figures for January 2024. Sponsorship has met expectations for Orientation week and we should see good levels of membership revenue late February and moving forward as semester commences.

Vending gross sales continue to thrive and the data from one of our supplier shows January 2024 is up 25% on 2023 figures. We have not received the Coca Cola figures for January so this also needs to be taken into consideration when reviewing Vending commissions for the month.

Operational expenses are lower than forecasts for January however this is only due to timing and we will see high levels of operational budget from February to December with key events and operations commencing.

Cash at bank in the general operating account at 31st January 2024 was \$719,810 and adequate for operations.

Corporate Board Update_February 2024

Campus Services Holdings (CSH)

Portfolio value dated 19 February_ \$2,482,914 which is up from \$2,381,433 in December 2023.

The investment is performing in line with the investment strategy.

Next Board meeting 29th February 2024

Campus Retail Services (CRS)

Total income \$114,026 on par with budget forecasts of \$115,582.

The net position for the January 2024 is a positive result of \$10,543 against an expected profit of \$8,732.

The month of February should see significant income with Orientation week and students purchasing course requirements.

Cash at bank sufficient and Stock on hand adequate for operations.

Next Board meeting 29th February 2024

Executive Officer Focus Points

FOI Request

No further correspondence or further requests for YouX. SRC have received an FOI request in relation to the November meeting held and the recent regulation that was passed. Cyrus Kelly has requested prior meeting minutes and email communications from the President. Aiden Wang has collated a lot of this information.

Australian Human Rights Complaint

A detailed response has been sent to the AHRC with answers to the complainants last communication including a proposed apology as per the complainant's request. For disclosure our response communication was vetted by legal prior to distribution. This is still ongoing.

Australiasian Union of Jewish Students (AUJS)

A detailed response is being derived with the same proposed apology for AHRC. This is still ongoing.

SSAF Funding/Merger

A meeting has been set for early March with key UOA and UniSA representatives for a workshop on the formation of the student representative body for Adelaide University. YouX president and SRC president to also attend. There have been no further communications with USASA.

Elections for 2024

We have received legal advice that the YouX Elections Tribunal advice to hold an SRC by-election is binding and must be upheld. Notice for elections are online as of 19 February 2024 and polling will commence from Monday 25th to Thursday 28th March 2024.

Audit 2023

Audit preparations have begun for all entities and initial workpaper reconciliations and supporting documents have been sent to our external accountants for review. This process will continue up and

Marketing and Communications

Summary of activity

- Promotional campaigns revolved around recruiting sponsors and Clubs for stalls at O'Week 2024.
- The 2024 O'Week promotional campaign was developed to cover social media, website, EDM, digital screens and other promotional channels.
- Graphic design and promotional requests were fulfilled for O'Week, including the development of the 2024 O'Week identity and associated events.
- There was no media coverage during the reporting period, however, an anonymous website (<https://www.youxsecrets.com/>) was launched with a focus on all of the FOI material released by YouX throughout 2023. A post promoting the site was posted to the Overheard Facebook page in early January, so far responses have been minimal.
- A dedicated O'Week website was developed to funnel new students directly into YouX O'Week related events and programs.

KPI reporting

Facebook	Instagram	Website	Email communications
New fans: 15	New followers: 122	Total views: 61,627	Campaigns sent: 5
Total fans: 12,354	Total followers: 5,324	Most active pages: Home Join Now Find A Club Clubs Jobs Board Job Vacancy	Emails sent: 71,767
Average engagement rate: 3.24%	Average engagement rate: 7.38%		Open rate: 39.3%
<p>Top post</p> <p>Highest reach on a post ⓘ</p>  <p>Facebook post We hope you're all off enjoying the good weather. Summer is... Dec 4, 2023, 5:30 PM</p> <p>This post's reach (2,398) is 157% higher than your median post reach (934) on Facebook.</p> <p>5.84% engagement rate</p>	<p>Top post</p>  <p>gabi @rkdgabi Me on the way to uni pretending I'm the main character in a coming of age film</p> <p>13.48% engagement rate 257 likes 2 comments 64 shares 16 saves</p>		Click rate: 16.9
			Unsubscribe rate: 0.2%

Sponsorship and Membership

Summary of activity

- 83 memberships have been sold in January totalling \$2895. Memberships were sold via our website and at the Trimester 1 event on Barr Smith Lawns.
- Sponsorship for O'Week is currently totalling \$77,470 + GST with a handful of sponsors still to confirm stalls on the Wednesday and Thursday. 2024 will include a number of new sponsors including Universal Store, Merck, Y Suites, Midnight Health and Farmers Union as well as existing sponsors such as CBA, Terry White and Yugo.
- Paid and contra sponsors are also in place to supply free drinks every day of O'Week (Bickfords, Farmers Union and V Energy), Fleurieu Milk and Pick a local, Pick SA will be supplying yoghurt and fruit at the Lazy Breakfast and a number of sponsors and Fringe artists will be supplying stage prizes and giveaways for our socials during O'Week.
- Showbag inclusions for O'Week will include contra items from sponsors including Halls drinks, Red Bull cans, Hi Chews, Pea Snaps, period underwear, condoms and a number of other items of value for new members.
- Contra partnerships have also been negotiated with Wallis, Palace Nova Cinemas and West Beach Adventure Park, these items will be used throughout the year to promote membership and as giveaways for our members.

KPI reporting

Sponsorship (\$110K full-year target)	Total sponsorship revenue year to date (YTD)	<u>\$77,470</u>
Membership (\$45K full-year target)	Total memberships sold (YTD)	<u>83</u>
	Total membership revenue (YTD)	<u>\$2895</u>

Events and Programs

Summary of activity

- Data collected from student surveying was utilised to program the 2024 Events calendar. Some key events include:
 - Eight Member Lunch's for YouX Members
 - Xpedition series for YouX Members and an excursion for all students
 - Food Truck Feast
 - Midwinter BBQ
 - Clubs Championship
 - Stress Less
 - Club Presidents Dinner
- Preparatory work commenced for the upcoming orientation period. O'Week is taking place on the Barr Smith Lawns from 19 – 22 February and Clubsland is taking place on the Maths Lawns from 19 – 21 February.
- Our extended orientation program includes the following events:
 - Waite O'Day – Wednesday 21 February, McLeod Lawns
 - Lazy Brunch – Friday 23 February, Cloisters Lawns
 - Fast Friends – Wednesday 28th February, Maths Lawns
 - Bingo – Tuesday 5th March, UniBar
 - Roseworthy O'Night – Thursday 7 March, Corridor Block Lawns
- Despite being the holiday period, YouX Volunteers have been highly engaged with 25 individual volunteers completing 110 volunteer hours. Specifically assisting the University of Adelaide College with their Graduation and Orientation programs.
- The Events team have also recruited Jessica Stevens-Friday as our new Events Officer.

Clubs, Student Media, and Student Ambassadors

Summary of activity

- 20 grants were processed in December and January totalling \$6,386.91 (\$1,255 in December and \$5,131.91 in January).
- 31 clubs were re-registered in this period.
- The Clubs Committee held their first meeting on 17 January, run by new Chair, Quyen (Queenie) Phan.
- Clubs Admin, Taylor Fernandez tendered her resignation (final day 01 February), in order to move interstate for study. The hiring process for a new Clubs Admin is underway, with interviews scheduled to take place on Tuesday, 06 February.
- The Clubs Committee has begun an investigative process into the cost of Clubs hiring spaces on campus, and how this has increased in recent times.
- The On Dit team has not been proactive in responding to YouX when contacted. YouX has requested updates on their progress, offered assistance, and has met with the team at their request.
- Student Radio have submitted their proposed program and schedule for 2024. They have titled their program Proverbial Perspectives, and intend to produce eight episodes, released monthly, drawing connections between common proverbs and their relevance to contemporary life and society.

KPI reporting

- On Dit and Student Radio have been contacted by Cara regarding the requirement for them to have an O'Week presence, however at the time of writing this report, they have not responded.
- At the time of writing this report, the On Dit team have missed a number of deadlines, creating doubt that they are on track to successfully produce Edition #1.

Advocacy & Support

Summary of activity

The main focus of our work in January 2024 has included:

- Matters outstanding from 2023 in relation to academic integrity, deferred exams & grievances re failed courses or whole of year programs; some misconduct matters.
- Outstanding and new amendment to enrolment assistance and review of decision requests.
- Financial hardship presentations. First SEF and WDDT panel meeting on 5/02/24 with grant requests totaling nearly \$50,000 and funds of only \$12,000 to distribute.
- Several new student misconduct matters; we know more will be referred in this month
- To date: In total, **8** CNG applications have been received , **7 approved. \$6920 disbursed.**
- Representation at university's Student Misconduct Working Party continues
- Student Care Service Charter outlining student rights and responsibilities in relation to accessing Student Care services has been drafted (for review at SC Board meeting 5/2/24)
- WH&S_a staff member fell off a chair whilst cleaning and required medial attention. A claim has gone through Workcover and the employee has now made a full recovery.

Breakfast Club

- UOA Infrastructure have initiated a 'temporary' relocation of BC to Hartley pre L4 Union House redevelopment being completed later in 2024. O/s issues: air conditioning; secure storage; signage and wayfinding, staff recruitment; outdoor access; plumbing improvements

KPI reporting

Student Numbers to end of November (incomplete)

<u>STUDENTS TOTALS</u>	
NEW	1049
OLD REG/NEW CASE	322
CARRY OVER	610
Informal	347
TOTAL	2328
International TOTAL	722

Budget

Item	Budget	Actual YTD	Remainder	Comment
Grants	\$92,500*	\$79 856.75	\$12,643.25	Will fully expend by end of year
Breakfast Club	\$46,000	\$44,349.61	\$ 1,650.39	Will fully expend by end of year

Budget Variance
Adelaide University Union trading as "YouX"
For the month ended 31 January 2024

Account	Jan 2024	Jan 2024 Overall Budget	Variance	Variance %
Trading Income				
Affiliate Reimbursement	0.00	3,387.00	(3,387.00)	-100.00%
Membership Fees	1,786.36	5,000.00	(3,213.64)	-64.27%
Sales - General	10.56	1,000.00	(989.44)	-98.94%
Sponsorship	58,901.00	50,000.00	8,901.00	17.80%
University of Adelaide Funding	736,944.00	736,944.00	0.00	0.00%
Vending Commission	9,497.79	12,000.00	(2,502.21)	-20.85%
Total Trading Income	807,139.71	808,331.00	(1,191.29)	-0.15%
Gross Profit	807,139.71	808,331.00	(1,191.29)	-0.15%
Other Income				
Interest Received	1.52	0.00	1.52	0.00%
Total Other Income	1.52	0.00	1.52	0.00%
Operating Expenses				
Accountancy Fees	0.00	1,000.00	(1,000.00)	-100.00%
Advertising and Promotion	0.00	12,875.00	(12,875.00)	-100.00%
Bank Charges	270.87	500.00	(229.13)	-45.83%
Computer - IT Expenses	0.00	485.00	(485.00)	-100.00%
Employment Expenses	177.89	355.00	(177.11)	-49.89%
Entertainment	0.00	801.00	(801.00)	-100.00%
Events - General	0.00	9,300.00	(9,300.00)	-100.00%
FBT Expense	0.00	1,000.00	(1,000.00)	-100.00%
Furniture & Equipment	72.68	175.00	(102.32)	-58.47%
Grants Expense	95,271.91	107,979.00	(12,707.09)	-11.77%
Honorarium	5,612.40	6,235.00	(622.60)	-9.99%
Lease Printers	486.01	320.00	166.01	51.88%
Legal Fees	3,368.00	4,000.00	(632.00)	-15.80%
Licence & Permits	0.00	1,875.00	(1,875.00)	-100.00%
Memberships and Subscriptions	4,817.17	2,000.00	2,817.17	140.86%
Miscellaneous	478.91	1,018.00	(539.09)	-52.96%
Motor Vehicle	468.81	1,250.00	(781.19)	-62.50%
Outgoings - AC repairs & Maint	0.00	784.00	(784.00)	-100.00%
Outgoings - Cleaning	840.00	1,083.00	(243.00)	-22.44%
Outgoings - Electricity & Wate	(213.74)	1,529.00	(1,742.74)	-113.98%
Photocopying	82.15	1,421.00	(1,338.85)	-94.22%
Postage	0.00	1,421.00	(1,421.00)	-100.00%
Printing	0.00	1,421.00	(1,421.00)	-100.00%
Promotions Membership	5,484.67	3,125.00	2,359.67	75.51%
Repairs and Maintenance	0.00	333.00	(333.00)	-100.00%
SSAF Special Projects	7,256.97	10,000.00	(2,743.03)	-27.43%
Staff Amenities / Prof Develop	680.82	1,974.00	(1,293.18)	-65.51%
Stationery	0.00	1,421.00	(1,421.00)	-100.00%
Superannuation	13,319.01	15,276.00	(1,956.99)	-12.81%
Telephone Fax & Internet	0.00	625.00	(625.00)	-100.00%
Travel Costs	0.00	1,000.00	(1,000.00)	-100.00%
Wages & Salaries	85,320.81	98,105.00	(12,784.19)	-13.03%
Web Hosting / Online Costs	23.60	1,549.00	(1,525.40)	-98.48%
Workcover & OHS	1,705.05	1,216.00	489.05	40.22%
Total Operating Expenses	225,523.99	293,451.00	(67,927.01)	-23.15%
Net Profit	581,617.24	514,880.00	66,737.24	12.96%

Balance Sheet
Adelaide University Union trading as "YouX"
As at 31 January 2024

Assets	
Bank	
AUD PayPal#001	6,742.03
Visa - K Fereday	1,628.96
11100 - General Cheque Account	719,810.36
11102 - Online Saver Account	1,331.29
11105 - Term Deposit 7743560	100,000.00
11118 - Float Safe	2,545.09
11125 - Petty Cash - EVENTS	120.00
Total Bank	832,177.73
Current Assets	
11128 - ATM - WISA	80.00
11129 - ATM - Roseworthy	10,000.00
11165 - Till Requests	300.00
11170 - Trade Debtors	73,294.12
11175 - Sundry Debtors	540.78
11182 - Paypal Clearing A/C	(590.00)
14100 - Employee FBT Debtor	817.83
Total Current Assets	84,442.73
Fixed Assets	
14150 - Intangible Assets	102,036.60
14160 - Intangible Assets - Acc Amortisation	(102,036.60)
16200 - Property Improvements	372,353.00
16300 - Property Improvements - Acc Dep	(200,181.76)
16400 - Software Development Pool	29,000.00
16500 - Software Development Pool - Acc Dep	(29,000.00)
16902 - Motor Vehicles at Cost	43,146.53
16903 - Motor Vehicles - Acc Dep	(1,787.91)
17000 - Office Furniture & Equipment	403,924.63
17050 - Office Furniture & Equipment - Acc Dep	(254,509.00)
17060 - General Office F&E	10,274.00
17070 - General Office F&E - Acc Dep	(10,274.00)
Total Fixed Assets	362,945.49
Non-current Assets	
17085 - CSH Loan Account	2,410,869.79
17086 - Less Impairment of CSH Loan	(2,340,000.00)
17100 - Investment - University Books	32,970.00
17105 - Investment - ACUMA Buying CoOp	2,000.00
17110 - Provision for Impairment	(34,970.00)
17120 - Shares in CSH Pty Ltd	3.00
18500 - Shares in Unlisted Companies	400,000.00
Total Non-current Assets	470,872.79
Total Assets	1,750,438.74
Liabilities	
Current Liabilities	
Visa - Kathryn Howes	3,879.25
Visa - V Thurston	424.05
11140 - Undeposited Funds	0.01
11150 - FBT Instalments	(2,531.05)
22000 - Trade Creditors	51,162.22
22015 - Visa - Kathryn Howes old	160.60
22020 - Visa - Kearin Hausler	1,632.63
22050 - Sundry Creditors	750.00
23010 - Goods and Services Tax	359,712.29
23040 - ATO Clearing Account	(180,725.95)
25006 - Salary Sacrifice EPAC	(0.28)
25007 - KJH - FBT Payable	6,647.48
25010 - Superannuation Payable	13,559.01
25015 - Accrued Charges	13,090.00
25021 - Prepaid Income	37,327.18
86000 - Rounding	(0.32)
Total Current Liabilities	305,087.12
Non-current Liabilities	
25200 - Provision - Annual Leave	130,935.86
25201 - Provision - Long Service Leave	139,209.73
Total Non-current Liabilities	270,145.59
Total Liabilities	575,232.71
Net Assets	1,175,206.03
Equity	
38000 - Retained Earnings	493,588.79
39600 - Cash Flow Boost Reserve - Tax Free	100,000.00
Current Year Earnings	581,617.24
Total Equity	1,175,206.03