

V-15

**OPERATION VERDI
(E13/0955)**

**MINUTES OF MEETINGS
SERVICES UNE**

INDEX TO MINUTES OF MEETINGS FOR SERVICES UNE

Tab No.	Document
1.	Minutes of meeting on 27 September 2005
2.	Minutes of meeting on 13 October 2005
3.	Minutes of meeting on 27 October 2005
4.	Minutes of meeting on 17 November 2005
5.	Minutes of meeting on 5 December 2005
6.	Minutes of meeting on 5 December 2005 (with handwritten page numbers)
7.	Minutes of meeting on 12 January 2006

**MINUTES OF THE MEETING OF DIRECTORS OF SERVICES UNE LTD HELD TUESDAY
27TH SEPT 05 AT 6.40 PM IN THE BOOLOOMINBAH LIBRARY UNE**

ATTENDANCE: ROD WATT; ANN MAURER and ANDREW MURRAY

Also in attendance were SUE PAINI (CEO UNE Union) and GREG CLARKE (Manager Administration UNE Union and Minute Secretary).

APOLOGIES: Nil

MOTION ONE: Murray/Maurer
That S Paini be appointed as chairperson for this meeting and that appointment of the Chairperson and Deputy be deferred until the remaining Directors have been appointed.

CARRIED

1. Conflicts of Interest or Material Interests Declarations

The following Material Interest Declarations were made.

R. Watt - 1/6th interest in the freehold of the Imperial Hotel

A. Murray – Directorship of Filling Groovy Pty Ltd and Northern Marketing (Collect Food Stores).

A question was raised as to whether or not A. Maurer's role as a UNE Council member constituted a Material Interest.

Declarations to be minuted, with all Directors to provide above declarations in writing prior to next meeting.

2. Confirmation of Minutes

UNE Union Ltd meeting dated 12 August 2005

As no member of the current Board was present at that meeting, the minutes were noted, with the CEO who was present at the meeting advising that the minutes had been signed by the UNE Union President.

3. Business Arising – Nil

4. Directors Appointment, Chairman & Deputy Chairman

The appointment of the remaining Director/s

Following discussion it was agreed that each of the Directors and the CEO submit two names of potential directors to A Maurer by Friday for circulation and short listing; and discussion at UNE Council meeting on 7th October.

The student director election process deferred to a future meeting with a view to elections being held at the beginning of the 2006 Academic year.

5. Chief Executive Officers Report

The CEO spoke to the report.

The Board is to be kept informed on the course of action in respect to the Cinema.

R. Watt requested details of the lease payments and conditions for the Cinema. General pricing and discount policy to be reviewed at a future meeting, ideally post any VSU decision and in conjunction with membership structure and fees for 2006.

CEO to prepare a case to be put to UNE in relation to Receivership expenses; Booloominbah and future funding.

Discussion on what services/facilities UNE might consider essential.

A Murray replaced S Paini as Chair.

MOTION TWO:

Murray/Watt

That the Chief Executive Officers report be accepted and the recommendations adopted.

CARRIED

6. Transfer UNE Union to Services UNE Ltd
Items 6.1 and 6.2 were noted.

MOTION THREE:

Chair/-

That all current UNE Union members be invited to transfer membership to Services UNE Ltd at no cost for 2005.

CARRIED

7. Services UNE Ltd Confidential Business Plan

Discussion on the draft plan as distributed and on the priority of timing of implementation of key recommendations, with items 1, 2 & 4 to be actioned immediately. In general it was felt that the difficult decisions should be made earlier rather than later. Item 6 to be considered in coming months along with membership fees; and Items 8 & 9 to be included in UNE case as noted above.

MOTION FOUR:

Murray/Watt

That following consideration of the report from the Administrator S Hall; the valuation from Minetti Quinlan; the amount of interest; and the offer received by Administrator; that the CEO be authorised to commence negotiations for the sale of Tattersalls Hotel for \$A3m or greater.

CARRIED

Due to the complexity and number of issues addressed in the Plan, further discussion was deferred to allow more time to consider it in full.

8. Finance

8.1 Confirmation of NAB arrangements and bank signing authorities

MOTION FIVE:

Chair/-

That the current banking arrangements with NAB as tabled continue and that the cheque signatories be amended to replace the Administration Assistant with the Assistant Accountant.

9. General Business**9.1 Services UNE Ltd Policies**

There was in principle agreement to adopt the current policies and procedures as amended, with these to be considered in greater detail over coming months.

9.4 CEO Delegation

General discussion on business performance and CEO authority and delegation levels, noting:

- that any operational changes (such as Café Noir closure) were within the Chief Executive Officers authority;
- that in principle all losses within business units or activities are not acceptable unless there is a business plan to correct or formally subsidized as an essential service.
- that financial support will be required from UNE if Booloominbah is to continue current level of service with current parking barriers;
- the curtailment on capital expenditure over recent years & the need to progress essential items, particularly over the quieter months;
- Credit Applications to be signed by CEO with no Directors Guarantees to be given;
- CEO authorised to sign Dialtime agreement for Cinema.

A Murray to provide CEO with copy of Northern Marketing CEO delegation authority for amendment and consideration at next meeting.

Discussion on the benefits of membership of the ACUMA Buying Group

9.6 2005 Sponsorship Agreements for Robb and Austin College**MOTION SIX:**

Chair/-.

That the Board approves the 2005 Sponsorship Contracts and instructs the Chief Executive Officer to sign and finalise payments

CARRIED

9.8 Schedule of Future Meeting Dates

Meetings to be held Thursdays at 4.30pm with the dates tabled for next six months confirmed.

Anne Maurer suggested a general staff meeting, letter, or address to managers to explain and clarify the changed structure.

Rod Watt requested a budget for redundancy and final leave payments.

The meeting closed at 8.47pm

Andrew Murray
Chairperson

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**MINUTES OF THE MEETING OF DIRECTORS OF SERVICES UNE LTD HELD
THURSDAY 13TH OCT 05 AT 4.43 PM IN THE BOOLOOMINBAH LIBRARY UNE**

ATTENDANCE:	ROD WATT; ANN MAURER and ANDREW MURRAY Also in attendance SUE PAINI (CEO)
APOLOGIES	Nil
MOTION ONE:	Murray/Watt That Ann Maurer be appointed as Acting Chairperson pending the appointment of the remaining Directors when the Chairperson and Deputy roles can be appointed by UNE Council. <p align="center">CARRIED</p>
	1. Conflicts of Interest or Material Interests Declarations A Murray tabled notice of Potential Conflict of Interest R Watt and A Maurer to provide for next meeting.
MOTION TWO:	2. Confirmation of Minutes Watt/Murray Minutes of the meeting dated 27 Sept 05 as circulated were confirmed. <p align="center">CARRIED</p>
	3. Matters Arising The To Do list was noted with the following notation: <ul style="list-style-type: none"> • Student Director Elections – CEO to draft recommendations for Board consideration in December; • Cinema Security Breach – CEO updated meeting on progress with action on staff concerned to be taken within ten days; • Membership/Discount and Booloominbah/UNE to be included in Strategic Planning session; • Receivership costs - CEO and Stephen Hall to develop case against Services bearing costs for consideration by Board; • Survey responses to be prepared for Strategic Planning session; • Policy Review to remain on To Do list until addressed; • CEO Delegation – Draft document with amendments (expense items to include separate payroll amount and to be worded as for capital items; Contracts aggregated over life of contract) to be made for re-tabling at next meeting; • The letter from N Crew and CEO response re transfer of membership from Union to Services were noted.

<p>MOTION THREE:</p>	<p>4. CEO Report The CEO spoke to her report Greg Clarke joined meeting and distributed staff salaries and liabilities listing, with some discussion on the basis for calculating some of the numbers; with the following to be actioned:</p> <ul style="list-style-type: none"> • CEO to seek advise to clarify basis for liability for Hotel Manager living allowance; • A policy for leave entitlements to be developed for next Board Meeting; • That as much as possible of outstanding leave be taken over coming summer; • That the F & A Manager prepare a month by month cash flow in addition to the reports already discussed with Ann Maurer; • That the current Cinema rental and seat lease payments be advised to Rod Watt. <p>Greg Clarke left meeting</p> <p>4.1 Tattersalls Hotel The CEO updated the meeting on progress to date and advised of recent discipline incident with Tattersalls Manager.</p> <p>Watt/Murray That subject to the final contract being approved by the Directors; the CEO be authorised to sign a Contract of Sale for the Tattersalls Hotel for \$3,000,000, conditional upon the purchaser having 14 days from exchange of contracts (expected on 17th October 05) to arrange finance.</p> <p style="text-align: center;">CARRIED</p> <p>4.2 Budgets Discussion on budget process with Business Managers to be encouraged and assisted to develop and own the 2006 budgets, with potential for bonus system to reinforce ownership and delivery discussed. The Board noted the strategic issue of needing to move from the current not for profit to a profit based culture within a short space of time.</p>
	<p>5. Business Plan Further discussion on the Business Plan noting the following:</p> <ul style="list-style-type: none"> • CEO to progress plans for outsourcing Coke and potentially Snack Vending; • The provision of catering or other services to the UNE to be on commercial terms, with any undue pressure to reduce pricing to be advised to Board; • A breakdown of non commercial cultural activities, their cost and member impact to be prepared for Board consideration;

	<p>7. General Business</p> <p>7.2 Recommendation for Remaining Director Positions Discussion on the list of names circulated through Ann Maurer with the names of Andrew Locke and the new CFO to be put to the UNE Council Standing Committee for consideration.</p> <p>7.3 Strategic Planning Workshop CEO to develop agenda, format and details for a one day workshop on a Friday by early December; with issue papers to be distributed to all participants prior to meeting. Discussion on potential attendees with industry experience, with Richard Torbay and Trevor White of RMIT to be invited, along with internal list tabled by CEO. Directors to identify possible Facilitator and advise Ann Maurer.</p> <p>7.4 Constitution Changes The constitutional changes proposed by Jenny Crew were noted with these to be considered at a later date along with any other change proposed by Management.</p> <p>7.5 Staff Communication CEO to draft letter from Board to staff for next meeting; to include approach and culture of new board; request contributions and suggestions; note the need for difficult decisions needed to develop long term security for organization and allow for further investment in student services.</p> <p>7.6 Bonus Based Salaries Further discussion on this issue with ideal of base salary + CPI with all other salary as bonus. CEO and Andrew Murray to work to further develop.</p>
	<p>There being no further business the meeting closed at 7.40pm</p>

Ann Maurer
 Chairperson
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**MINUTES OF THE MEETING OF DIRECTORS OF SERVICES UNE LTD HELD
THURSDAY 27TH OCT 05 AT 5.05 PM IN THE BOOLOOMINBAH LIBRARY UNE**

ATTENDANCE:	ROD WATT; ANN MAURER and ANDREW MURRAY Also in attendance SUE PAINI (CEO)
APOLOGIES	Nil
	1. Conflicts of Interest or Material Interests Declarations A Maurer tabled notice of Potential Conflict of Interest. It was noted that notices from R Watt and A Murray were circulated to all directors.
MOTION ONE:	2. Confirmation of Minutes Chair/- Minutes of the meeting dated 13 October 05 were confirmed following amendment to Motion 3 (clarifying finance by purchaser). <p align="center">CARRIED</p>
	3. Matters Arising The To Do list was noted.
MOTION TWO:	4. CEO Report Tattersalls Hotel Discussion on the recent offers received for the Hotel, including an unconditional offer for \$2,650,000 + SAV and other stated interest by potential purchasers. Discussion with Gerry Quinlan on his valuation and potential changes in value over recent months; and with Stephen Hall of Forsyths on how we might achieve best value from the asset, with a closed tender the preferred option. Discussion on time frame and advertising via newspaper and AHA magazine or website. Maurer/Watt That the CEO market the Hotel by a closed tender process over a three week period; with suitable deposit upon tendering and balance upon acceptance required; and a condition of tender that Services UNE Ltd does not have to accept any tender. Tender documents to be developed with assistance from Stephen Hall and Bruce Atkinson, then circulated to Directors for approval prior to distribution. <p align="center">CARRIED</p>

**MOTION
THREE:****Cinema**

The CEO updated the meeting on action taken to date to resolve the Cinema security breach and management changes. CEO to prepare a plan of action on Cinema changes and a financial analysis of the various components of the Cinema.

Watt/Murray

That the CEO take the necessary steps to immediately resolve the management and security issues at the Cinema and to action changes to match expenses with revenue.

CARRIED

IT Systems

Discussion on the cost of current IT Systems and the potential benefits of changing to an off the shelf system, with it considered critical that any such change have a Finance Manager who can successfully project manage and drive the interconnected changes throughout the organisation. CEO to table a list of administration support staff, experience and summary of roles for the next meeting.

UNESA

CEO updated meeting on recent discussions with Wayne Kratz and Graeme Dennehy in regard to UNESA activities being assumed by Services UNE Ltd. Essential to this is the ability to employ staff under the University Union Award utilized by Services and to have guaranteed funding for losses or non commercial activities.

Life Members

CEO circulated a copy of the resolutions voted on at the Life Members meeting. Rod Watt advised of a letter he had received from Neville Crew and his proposed response.

5. Finance

Greg Clarke joined the meeting and discussed the reports tabled for UNE Union to end September and the pro-forma opening balance sheet for Services UNE Ltd. The pro-forma quick ratio of 1.01 and the risk of technical insolvency was noted. While this will be corrected in the short term by the receipt in October of GSF funds from UNE, this could be eroded over coming months as operations and cash slows down.

Ann Maurer to work with Greg Clarke to develop board reports for consideration by Board.

	<p>6. General Business</p> <p>6.1 Board Delegations The amended Board Delegations as tabled were approved and adopted.</p> <p>6.2 Recommendation for Remaining Director Positions Discussion on possible candidates with a preference for local business person with F & B experience. All to advise Ann Maurer of any suitable candidates over next few days.</p> <p>6.3 Strategic Planning Workshop Discussion on draft agenda with this to be further worked on. Discussion on potential facilitator with CEO to circulated details of Verna Blewett (recommended by Adelaide Union) when received and FMRC staff also potential facilitators. Andrew Murray advised he is not available for 16 Dec.</p> <p>6.4 Draft Leave Entitlements Circulated for consideration at next meeting.</p> <p>6.5 UNE Issues Paper To be further developed to include UNESA, security of tenure, plant & equipment and maintenance.</p> <p>6.6 Staff Letter Draft discussed with changes requested to improve motivational aspects. Suggested changes to be sent to CEO over next few days.</p>
	<p>There being no further business the meeting closed at 7.50pm</p>

Ann Maurer
Chairperson
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MINUTES OF THE MEETING OF DIRECTORS OF SERVICES UNE LTD HELD
THURSDAY 17TH NOV 05 AT 4.45 PM IN THE BOOLOOMINBAH LIBRARY UNE

ATTENDANCE:	ROD WATT; ANN MAURER and ANDREW MURRAY Also in attendance SUE PAINI (CEO)
APOLOGIES	Nil
	<p>1. Conflicts of Interest or Material Interests Declarations It was noted that notice from A Maurer was circulated to all directors.</p>
MOTION ONE:	<p>2. Confirmation of Minutes Watt/Murray Minutes of the meeting dated 27 October 05 were accepted. CARRIED</p>
	<p>3. Matters Arising Belgrave Cinema CEO updated meeting on current situation and the intention to terminate G Kreuzler if the revised role offer is not satisfactorily resolved tomorrow. Discussion on potential involvement of police and the action taken to ensure no reoccurrence. Meeting advised letter from Directors had gone to all staff.</p>
	<p>4. CEO Report Tattersalls Hotel Meeting updated on current interest in Hotel. Rod Watt advised that the Chancellor had informed him that he had advice from UNE Legal Officer Anthony Fox the Council approval was required to sell the Hotel, and that this could be done by the UNE Standing Committee. CEO advised under section 4 of Services UNE Ltd Constitution only purchase of property requires council approval. CEO to follow up with UNE Secretariat ASAP and seek Council Approval prior to close of tenders on 25th November.</p> <p>Tooheys Beer Contract CEO advised of the new ACUMA Buying arrangement from Tooheys and the potential benefits available in exchange for moving to 100% Tooheys beer in and 80% promotions of Lion Nathan branded product in Bistro Bar. Services UNE Ltd to enter into new arrangement.</p> <p>Carol Barnden & Greg Clarke joined meeting</p>

**MOTION
THREE:****5.1 2006 Draft Budget**

The CEO, Carol Barnden & Greg Clarke spoke to the draft budget with the following noted:

- Potential to use computer LCD's and wireless connectivity in Cinema instead of Plasma Screens as well as alternatives to video security;
- Full allocation of operational unit costs in Administration to be done following report by G Clarke and discussions with business unit and cost centre Managers;
- Discounts to be removed at end of December and replaced with strategic pricing and offers. Cinema proposal to be developed and discussion with Ex Services to be held to improve total rent costs;
- Greg Clarke to prepare Cash Flow Budget for board meeting on 5th Dec;
- Ann Maurer to finalise report structure with Greg Clarke.

Budgets to be reworked to include any additions from Strategic Planning Day on 25th November and resubmitted for approval on 5th December.

Carol Barnden left meeting

5.2 October Finance Reports

Greg Clarke spoke to the October Reports and anticipated 2005 results, with the \$177,000 accrual for receiver fees accounting for much of the anticipated variance. The meeting was advised the current cash position was \$650,000 at bank which should last to March, excluding the above \$177,000. It was noted that the 2005 year end close off would be early December to match with the University timetable.

Greg Clarke left meeting.

5.3 CAPEX Dr Robs Cafeteria


Chair/-

It was resolved that the \$33,910.25 quotation from DM Ayres for Dr Robs renovations be accepted with work to be undertaken in December.

CARRIED

	<p>4.0 CEO Report Cont</p> <p>UNESA CEO & Ann Maurer advised of recent developments and UNE request regarding UNESA & UNEPA. Discussion on UNESA staff and the proposed 6mth short term contract for UNESA staff pending clarification of business plan and funding for non commercial or activities incurring losses. Agreement in principle to employ UNESA staff on six months contract subject to guaranteed funding for UNESA and UNEPA operations and employee entitlements in the event longer term funding (GSF) not available).</p> <p>CEO to arrange for further discussions with the university, and if possible for someone from the university to address the board.</p> <p>6. General Business</p> <p>6.2 Strategic Planning Workshop Draft list of attendees tabled along with program from Facilitator. Directors to review and advise CEO of comments.</p> <p>There being no further business the meeting closed at 8.10pm.</p>
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Ann Maurer
 Chairperson
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MINUTES OF THE MEETING OF DIRECTORS OF SERVICES UNE LTD HELD
THURSDAY 5TH DEC 05 AT 4.45 PM IN THE BOOLOOMINBAH LIBRARY UNE

ATTENDANCE:	ROD WATT; ANN MAURER, ANDREW MURRAY AND ADRIAN ROBINSON Also in attendance SUE PAINI (CEO)
APOLOGIES	Nil
	<p>1. Conflicts of Interest or Material Interests Declarations It was noted that Adrian Robinson would have a potential conflict of interest due to his role as CFO with UNE. Adrian to provide written notice and CEO to provide Adrian with a copy of all notices from existing directors</p>
MOTION ONE:	<p>2. Confirmation of Minutes Chair/- That the minutes of the meeting dated 17 November 2005 be accepted subject to a name correction in Item 4 (Anthony Fox not Hall). CARRIED</p>
MOTION TWO	<p>3. Matters Arising Belgrave Cinema CEO advised police feedback was that without video evidence any action was not likely to succeed. CEO reiterated that processes had been tightened to prevent repetition. Due to lack of evidence and prior poor procedures no further action to be taken. CEO advised of discussions with Ex Services Club re discount structure. Ongoing need to promote a review of rental rate at cinema to a more realistic level.</p> <p>Appointment of Director Chair/- That Adrian Robinson, having consented, be appointed as a Director following a resolution of the UNE Standing Committee dated 21 November 2005. CARRIED</p>

<p>MOTION THREE</p>	<p>Tattersalls Hotel Rod Watt informed meeting that John Cassidy had informed him that the highest tender was from the former accountant with the Abbi Group, who had no ongoing connection with him. Discussion on what was a fair valuation of the hotel given current market, location, profitability, condition and the valuation undertaken by the receiver in May 05.</p> <p>Chair/- That the highest tender for the Tattersalls Hotel from DF Hendry at \$2,650,000 be accepted and contracts exchanged as soon as possible. Unsuccessful tenderers to be advised once contracts exchanged. CARRIED</p> <p>4.0 CEO Report The CEO spoke to her report noting:</p> <ul style="list-style-type: none"> • The potential stamp duty on transfer from UNE Union to Services UNE Ltd could be \$60,000 if the application for exemption does not succeed; • A meeting to be arranged ASAP between the Board and Graeme Dennehy to discuss UNE expectations of Services UNE Ltd, including our role regarding UNESA & UNEPA; • UNE discussion document to be prepared by CEO; • Draft letter to Neville Crew as tabled to be sent; • Robb College sponsorship amount to be paid; • Intention to change brand of coffee from Segafredo to Primo following ACUMA buying arrangement resulting in a reduced price of 10% for a comparable product; • The recommended salary increase for Commercial Manager be approved with quarterly targets to be set for management team; • The ongoing concern regarding the performance of the Finance Manager, which needs to be resolved ASAP. CEO to discuss alternatives with Adrian Robinson. <p>5. 2006 Budget Discussion on requirement for a comprehensive cash flow incorporating capex; stamp duty and any other liabilities.</p> <p>Meeting adjourned at 6.05pm to reconvene on Monday 12th at 4.30pm to review budget and strategic planning outcomes.</p>
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Ann Maurer
Chairperson

21/13

MINUTES OF THE MEETING OF DIRECTORS OF SERVICES UNE LTD HELDTHURSDAY 5TH DEC 05 AT 4.45 PM IN THE BOOLOOMINBAH LIBRARY UNE

ATTENDANCE:	<p>ROD WATT; ANN MAURER, ANDREW MURRAY AND ADRIAN ROBINSON</p> <p>Also in attendance SUE PAINI (CEO)</p>
APOLOGIES	Nil
	<p>1. Conflicts of Interest or Material Interests Declarations It was noted that Adrian Robinson would have a potential conflict of interest due to his role as CFO with UNE. Adrian to provide written notice and CEO to provide Adrian with a copy of all notices from existing directors</p>
MOTION ONE:	<p>2. Confirmation of Minutes Chair/- That the minutes of the meeting dated 17 November 2005 be accepted subject to a name correction in Item 4 (Anthony Fox not Hall). CARRIED</p>
MOTION TWO	<p>3. Matters Arising Belgrave Cinema CEO advised police feedback was that without video evidence any action was not likely to succeed. CEO reiterated that processes had been tightened to prevent repetition. Due to lack of evidence and prior poor procedures no further action to be taken.</p> <p>CEO advised of discussions with Ex Services Club re discount structure. Ongoing need to promote a review of rental rate at cinema to a more realistic level.</p> <p>Appointment of Director Chair/- That Adrian Robinson, having consented, be appointed as a Director following a resolution of the UNE Standing Committee dated 21 November 2005. CARRIED</p>

MOTION
THREE**Tattersalls Hotel**

Rod Watt informed meeting that John Cassidy had informed him that the highest tender was from the former accountant with the Abbi Group, who had no ongoing connection with him.

Discussion on what was a fair valuation of the hotel given current market, location, profitability, condition and the valuation undertaken by the receiver in May 05.

Chair/-

That the highest tender for the Tattersalls Hotel from DF Hendry at \$2,650,000 be accepted and contracts exchanged as soon as possible. Unsuccessful tenderers to be advised once contracts exchanged.

CARRIED

4.0 CEO Report

The CEO spoke to her report noting:

- The potential stamp duty on transfer from UNE Union to Services UNE Ltd could be \$60,000 if the application for exemption does not succeed;
- A meeting to be arranged ASAP between the Board and Graeme Dennehy to discuss UNE expectations of Services UNE Ltd, including our role regarding UNESA & UNEPA;
- UNE discussion document to be prepared by CEO;
- Draft letter to Neville Crew as tabled to be sent;
- Robb College sponsorship amount to be paid;
- Intention to change brand of coffee from Segafredo to Primo following ACUMA buying arrangement resulting in a reduced price of 10% for a comparable product;
- The recommended salary increase for Commercial Manager be approved with quarterly targets to be set for management team;
- The ongoing concern regarding the performance of the Finance Manager, which needs to be resolved ASAP. CEO to discuss alternatives with Adrian Robinson.

5. 2006 Budget

Discussion on requirement for a comprehensive cash flow incorporating capex; stamp duty and any other liabilities.

Meeting adjourned at 6.05pm to reconvene on Monday 12th at 4.30pm to review budget and strategic planning outcomes.

Ann Maurer
Chairperson

12/11/05

Page 5 of 5

**MINUTES OF THE MEETING OF DIRECTORS OF SERVICES UNE LTD HELD
THURSDAY 12TH JAN 06 AT 4.40 PM IN THE BOOLOOMINBAH LIBRARY UNE**

ATTENDANCE:	ANN MAURER (CHAIR), ROD WATT AND ADRIAN ROBINSON Also in attendance SUE PAINI (CEO)
APOLOGIES	ANDREW MURRAY
	1. Conflicts of Interest or Material Interests Declarations Nil
MOTION ONE:	2. Confirmation of Minutes Chair/- That the minutes of the meeting held 5 th December 2005 and reconvened on the 12 th December 2005 be accepted. <p align="center">CARRIED</p>
MOTION TWO	3.1 Tattersalls Hotel The Board discussed the revised Contract of Sale for Tattersalls Hotel and the Deed of Release attached to the original contract which would be exchanged at settlement. The risk with the new contract is that the purchaser is now a \$2 Company rather than Darrel Hendry. Confirmation to be requested from the purchaser solicitor that the \$265,000 deposit transferred to the revised contract and a Guarantee should be requested (but not made mandatory) from Mr Hendry for the new entity. Chair/- That the amended Contract of Sale for the Tattersalls Hotel as tabled (incorporating revised settlement date of 31Jan 06; additional payment of \$6,000 by purchaser; amending name of purchaser; and including the allocation of the purchase price by asset type) be approved and signed by two Directors, and exchanged with the purchaser solicitor subject to the confirmation that the deposit would transfer with the new contract. <p align="center">CARRIED</p> CEO updated board on revised redundancy figures for Steve Snell (\$20,888.04) and Marie Snell (\$12,736.76); and advised that purchaser has indicate he will employ other permanent staff and long term casual staff, with any other redundancy payments for Tattersalls therefore highly unlikely.

**MOTION
THREE**

3.2 Booloominbah

Discussion on proposed changes to Booloominbah operations and discussions with UNE. CEO to urgently write to the Acting Vice Chancellor to advise of amount of support Services UNE Ltd is seeking to maintain current level of operations (\$138,000 being sum of current scenario losses(\$93,000 and preferred scenario profitability \$45,000) and requesting an answer as soon as possible given staffing requirements. If this support is not forthcoming from UNE, CEO to proceed to implement preferred option.

3.3 UNESA Bookshop & Dentist

The CEO and Adrian Robinson updated meeting on UNESA situation regarding proposed purchase of Secondhand Bookshop and the Dentist; and today's advice from the UNE legal officer Anthony Fox. Board reiterated to CEO need to ensure any staff currently employed by UNESA could only be employed by Services UNE if their full entitlements were either paid out or transferred.

The CEO was instructed not to proceed with signing of the tabled Memorandum of Understanding documents for the Dentist or Bookshop. In the event that the Secondhand Bookshop agreement alone can be undertaken with UNE approval on a without prejudice basis, the CEO to send out a circulating minute for approval to sign revised documentation.

3.4 CAPEX

Chair/-

That the CEO be authorised to proceed with purchase of Bistro Sound Equipment for up to \$50,000 (replacing equipment currently rented for \$20,000pa) to ensure in place for O'Week.

CARRIED

3.5 Insurance Settlement

CEO advised board of \$10,000 unbudgeted cost for 2005 following settlement by UNE Insurer of an old UNE Union public liability claim for student injured on Bistro Balcony. The UNE had billed Services UNE for the first time for the excess.

3.6 Staff Meals

Rod Watt expressed continuing concern at the accountability for free staff meals and requested that a voucher system be introduced as soon as possible.

Ann Maurer
Chairperson

24/12/1995

