

UCSA Executive Meeting

Date	Monday 2 May 2016
Time	5:00-7:00pm
Venue	UCSA board room, Puaka-James Hight building
Apologies	Mikaela Rüegg (Vice President)
Present	James Addington (President & Chair), Jacob Bignell (Finance), Stefanie Yee (Science), Cheyenne Conroy-Mosdell (Sports), Chanuka De Silva (Commerce), Chris Lamb (Arts), Tom Tappin (Law), Mike Brophy (Engineering), Espoir Ibouanga (Education), Emily Barker (Student Wellbeing), Johnny Duncan (Postgraduate)
In attendance	Jess Maclean (Te Akatoki representative), Ee-Li Hong (UCSA Advocacy and Welfare Manager) from 5-5:15pm, Dave Hawkey (Chief Executive), Bridget O'Connor-Norton (Minute secretary)

In committee time was taken from 5:30-5:45pm.

1. Advocacy and Welfare update

Ee-Li Hong (Advocacy and Welfare Manager) is working with the Student Wellbeing Officer on organising a number of workshops for the remainder of the year; a budgeting workshop, flatting workshop towards the end of the year in conjunction with UC Accommodation.

The Lecturer of the Year awards (LOTY) has been revamped this to include all staff members so going forward it will be called SOTY, Staff of the Year awards. This will be held in September to acknowledge all UC staff. Another aim for the year for the team is to streamline the class rep system. The subsidised dental scheme which provides quality dental care for students at a discounted rate is heavily subsidised by the UCSA and the team will be reviewing the cost and booking of appointments which may result in an increase in fees next year which will help cover the costs. The fees will remain considerably lower than what is available to the general public. The Advocacy and Welfare team will bring information to the Executive later in the year and any changes will be made available to student body.

The Advocacy and Welfare team are seeing an increase in the number of students with financial difficulties coming to the University of Canterbury Students' Association for assistance. There is awareness of the Mickle Fund, hardship fund loan and also the UC facilities.

The team are aware of a number of international students who are not made aware of the total cost of student fees before leaving their home countries and have not accounted for the extra funds that are required for their student services levy and travel insurance. UC are aware of this information and they are working with UC Enrolments to make it more transparent and prevent student distress.

2. Minutes

029/2016

MOVED

That the minutes from the Executive meeting held on 21 March are confirmed as a true and accurate

Lamb/Yee

CARRIED

030/2016

MOVED

That the minutes from the combined Executive and Advisory Board meeting held on 21 April are confirmed as a true and accurate

De Silva/Bignell

CARRIED

031/2016

MOVED

That the minutes from the Executive meeting on 21 April are confirmed as a true and accurate with the correction of Chanuka De Silva's surname

De Silva/Lamb

CARRIED

3. Conflicts of Interest

No new conflicts of interest were noted.

4. Matters arising

No	Description/ Required Action	By Whom	Completion Date	Outcome
1.	Continue to provide an update on the progress of the contents and chattels insurance claim	Chief Executive	July 2015	No update to report
2.	Circulate design program and demolition program from Project Manager	Chief Executive	April	Circulated to the Advisory Board – send to the Executive
3.	Circulate updated register of interest to Advisory Board	Minute secretary	March	Completed
4.	Present at the next meeting the plan of the changes to be implemented with the new H&S legislation and the impact it has on Governance (Advisory Board and Executive), and what steps need to be taken	Chief Executive	March	Completed
5.	Request that KPMG complete a cashflow projections for the new UCSA building (pay UCSA's portion to UC when the building is completed or pay half way through)	Chief Executive	March	It was decided to hold this discussion with the VC in conjunction with a discussion on the Ilam ELC relocation.

6.	Survey students and/or find data on the student use of library and the number of books taken out by students	Commerce Officer	March/April	Completed
7.	Find out from the Food and Beverage Manager the number of patrons that frequent the Foundry	Law Officer	March/April	Up to 950 students frequent the Foundry during O week, and anywhere between 400-700 any other regular night. <i>Action: Provide an update on patron numbers at Foundry Mono Thursdays at the next meeting (Law Officer)</i>
8.	Discuss V Plate deals and meeting arrangements with Engineering Officer with Food and Beverage Manager	Chief Executive	March/April	Completed
9.	Invite Engineering Officer to meeting with Salt and Light club meeting re: promoting fruit and vegetable initiative	Student Wellbeing Officer	March/April	Completed
10.	Discuss with F&B Manager re: existing UCSA sustainability initiatives before eco meeting tomorrow	Post Graduate Officer	22 March	Completed
11.	Check that the water slide meets current health and safety standards	Rebecca Barlow	April	The water slide does not meet current health and safety standards for adult use; which will be discussed further at the UCSA Health and Safety meeting tomorrow.
12.	Organise for the Chief Executive to present an update on the UCSA building at the next SWAG meeting	Minute secretary	April	Carried forward
13.	Circulate class rep information to the Executive so they can organise to meet with their prospective faculty reps	President	March/April	Completed
14.	Update information including budget and liability on the SOS Charger	Commerce Officer	March/April	Completed and was presented at JOAB

	special project and send information to Minute secretary			
15.	Request that the Library Committee formally approve the SOS Charger proposal in the minutes of their next meeting	Commerce Officer	March/April	The SOS charger proposal was formally minuted at the Library Committee meeting but still under action. <i>Action: Provide update on SOS charge proposal at the next meeting (Commerce Officer)</i>
16.	Create a paper on the student club use of the Living Room, the SOS Charger project and outdoor sports equipment to JOAB	President	March/April	Completed

5. Te Akatoki update

Jess Maclean informed the Executive that Te Akatoki Executive are settling into their prospective executive roles. One of the main focuses this year for Te Akatoki is to attract more students to the whare so they are looking at ways to make it more welcome and engage with students who may not identify themselves as Maori. Te Huinga Taurira (national Hui for Maori students across Aotearoa) which was hosted by Te Akatoki last year will be held in July in Auckland this year.

Troy, the Te Akatoki Executive who holds the Commerce portfolio has been active in attending the Commerce Faculty board meetings and has the support of the Faculty to encourage and provide further support to Maori students studying Commerce.

The Executive and Te Akatoki will look to organise a meeting and social event to share information and build a stronger working relationship. It was noted that there will be space for Te Akatoki in the new UCSA building (as in the previous building).

6. President's verbal report

AGM

The AGM will be held on Tuesday 17th May at 12pm in the Undercroft 101. A constitutional amendment to allow all students to vote in the UCSA elections will be presented to the student body which will cover the issue of the UC Council elections which all student needs to be able to vote, stop any ambiguity of the tick box on the UC Enrolment forms which caused confusion at the last Executive elections for students putting their names forward and also for students wanting to vote.

Student Representation Model

As part of the project to rewrite the Constitution, the Executive are focussing on the student representation model and whether the current model best represents the diverse student body. A debate has been organised in conjunction with UC Pols on Wednesday 18th May to debate the issue and encourage discussion amongst the student body.

Workshops with various sectors of the student body have been organised after the debate to discuss the different representation models which will be facilitated by the Vice President and Finance

Officer. The student representation model will also be a key focus for the Executive workshops this term and the Executive hope to put forward a representation model that best serves the Association and the student body which will be presented to the student body at a Special General Meeting in September as part of the proposed new Constitution.

Forum with the Vice Chancellor

A forum will be held with the Vice Chancellor will be held on 25 May in the Undercroft 101 with a focus on the international student experience.

General

The President thanked those Executive members who attend the workshop with UC Senior Management team last week which was successful.

The Executive attended a workshop with the Events Coordinators this afternoon on the upcoming Winterlude workshop and feedback on events was given.

7. Chief Executive's report

Taken as read.

The Orientation debrief report by the Media and Events Manager is a detailed report with key learnings from it to take to 2017. Thanks to Jason for the comprehensive report.

Action: Seek feedback from SWAG on the proposed Winterlude events (Student Wellbeing Officer)

Macklemore tickets sales are steady and the promotion will be made available to Lincoln and Otago students.

The UCSA is presenting its performance of services to the Joint Advisory Operations Board (JOAB) as part of the budget approval services that all services like Rec centre, Careers, Disability Services are required to undertake for funding for 2017.

The Chief Executive left the meeting at 6:02pm.

8. Executive reports

Taken as read.

The Executive reports from the Student Wellbeing Officer and Sports Officers were tabled at the meeting.

Arts – Events update

The Arts Officer had no further updates since his report.

Action: Follow up on student space in the Library and impact on the number of Arts books (Chris Lamb)

The proposed College and Faculty merger was presented to the Academic Board last week and no resolution was reached as the Academic Board was not satisfied with the process. The proposal went to UC Council last week and wasn't moved as no advice was received from Academic board. The proposal will be circulated back to the faculties and then it will go back to Academic board and then to Council again.

Science – Clubs update

The Events team are facilitating a number of Clubs training sessions in the next few weeks regarding grant applications and equipment training. To date the number of clubs attending is not as positive as hoped and the team are looking at incentives to encourage clubs to attend.

Action: Send ideas to the Science Officer to entice clubs to attend the clubs training sessions (All Executive)

Engineering – Food & Beverage update

The Engineering Officer has attended a number of tender presentations from food and beverage suppliers along with the Food and Beverage Manager, President, Finance Officer and other F&B staff. Decisions will be made in terms of offerings and promotional funds in the coming weeks.

Food and beverage deals in the Foundry this week include \$13 for a pint and wedges. More promotional work is needed to market the special deals.

Mono is the new branding for the Foundry Thursdays.

Education – Clubs (special interest) update

A request has been received from the Chair of the Education Academic committee for more events at the Dovedale campus to promote inclusivity between the campuses. This will be passed onto the Events team to include more events during Winterlude. It was noted that similar feedback is received from Maori Education students at Dovedale campus.

The Education Officer is working with International clubs re: market days and food stalls.

Commerce – Communications update

The Commerce Officer had no further updates since his report.

It was noted that the budget for the upgrade of the kitchen area as a bookable club space in the Living Room has been approved via JOAB and is being sent to the Vice Chancellor for further approval.

Post Graduate – Sustainability update

The Post Graduate Officer met with some of the team members from the 2015 University Challenge team to get ideas to continue the success of the 2015 team. Ideas to raise awareness of the competition include an advertisement of the preliminary quiz in the Golden Key newsletter, making contact with the Adult Students' Association, encouraging post graduates to share it on Facebook and the Post graduate Officer will inform students at the Foundry quiz tomorrow night to help raise awareness of the competition.

The Post Graduate Officer attended a meeting today with ECO club regarding their ball and the club would like to know if the UCSA would support the fossil fuel debate on campus. It was agreed an Executive workshop will be held next term to discuss further.

The Post Graduate met with the Food and Beverage Manager to discuss the proposal of running a coffee cup free day in one of the UCSA cafes, similar to an initiative run in Dunedin. The initiative could be run in conjunction with Eco Week which is in term 4. The disposal of food wastes was also discussed at the meeting and some waste goes to UC eco waste and some cafes do not sort their

waste. The Executive expressed their concern that some cafes were not separating their waste from their rubbish.

Action: Investigate feasibility and costings of the eco mug initiative and provide an update at the next Executive meeting (Post Graduate)

Action: Meet with the Food and Beverage Manager to discuss eco waste options in The Shilling Club and provide an update at the next Executive meeting (Post Graduate)

Action: Organise an Executive workshop in term 3 on the fossil fuel debate (Post graduate and President)

Sports – CANTA update

The Sports Officer is yet to meet the new replacement at UC Sport since the departure of Ollie. There is an opportunity for an interfaculty sport tournament.

Te Akatoki is building a relationship with CPIT to establish a Maori touch tournament.

The student CANTA team are now located in the prefab in the UCSA car park and a critic editor has been hired to assist with the production of the magazine; however they are not located in Christchurch which causes some challenges. There is a need for quality editors and contributors to the magazine to ensure a quality magazine is produced.

The Law Officer left the meeting at 6:45pm.

Student Wellbeing – Advocacy & Welfare update

The Student Wellbeing Officer is working on the budgeting seminar, a clothing drive is in the pipeline and Thursdays in Black campaign started the last Thursday of term 1 and will continue in term 2 from 9-11am every other Thursday. It would be beneficial if the Residential Assistants were involved in some of these projects to help educate the first years.

The first Student Wellbeing Advisory Group (SWAG) meeting will be held in week 3 so feedback will be sought on Winterlude and the student representation model.

A sexuality awareness campaign week has been confirmed for week 1 of term 4. There were discussions of hosting a Mental Health awareness week via SWAG.

9. General Business

AGM Comms

The Executive were encouraged to support the AGM and assist with the quorum of 120 that is required to pass the constitutional amendment. There will be a \$200 cash prize to encourage students to attend. The President will email the clubs to highlight the need for them to attend. Jess will encourage Te Akatoki members to attend.

Action: Circulate the Executive key performance indicators (KPIs) (Minute secretary)

The Education Officer left the meeting at 6:55pm.

10. Affiliations

The following re-affiliations were received:

Campus Church Students' Association (CCSA), Christian Union, EveryNation Campus Ministry, Revolution University, Salt and Light University Fruit and Vege Co-op, Student Life, The Catholic Society (Cathsoc), UC Navs, BioSoc, Canterbury University Geography Society (GeogSoc), Chemsoc, Classoc, CompSoc – University of Canterbury Computer Society, Entre, Golden Key Canterbury, LAWSOC, Mathsoc, Physics and Astronomy Society, Te Putariki Maori Law Society, The Investment Society, UC Accounting Society (AccSoc), UCLing, UCom, UCPSyc, University of Canterbury Sketch Club, Women in Engineering, UC Humanitarian Club, UC FemSoc

032/2016

MOVED

That the Executive approve the re-affiliations of the following clubs: Campus Church Students' Association (CCSA), Christian Union, EveryNation Campus Ministry, Revolution University, Salt and Light University Fruit and Vege Co-op, Student Life, The Catholic Society (Cathsoc), UC Navs, BioSoc, Canterbury University Geography Society (GeogSoc), Chemsoc, Classoc, CompSoc – University of Canterbury Computer Society, Entre, Golden Key Canterbury, LAWSOC, Mathsoc, Physics and Astronomy Society, Te Putariki, The Investment Society, UC Accounting Society (AccSoc), UCLing, UCom, UCPSyc, University of Canterbury Sketch Club, Women in Engineering, UC Humanitarian Club, UC FemSoc and that those clubs that haven't handed in their code of conduct documentation have two weeks from the date of notification to do so otherwise their re-affiliation will be invalid

Bignell/Duncan

CARRIED

11. General Business

The President has received a letter from the Community Patrol Riccarton Inc requesting the Executive's continued support of \$1,000 for sponsorship. The Executive have supported the patrol for the last 6 years whose aim is to provide a safety patrol presence in the local Riccarton as a preventative measure.

033/2016

MOVED

That the Executive approve the sponsorship of \$1,000 to Community Patrol Riccarton Inc to continue to provide community support in the local Riccarton area.

Yee/Barker

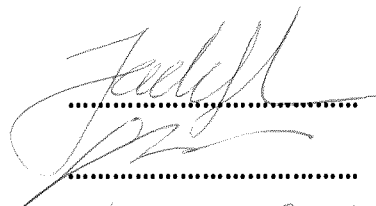
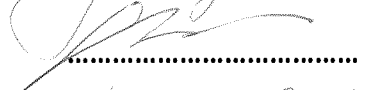
CARRIED

The meeting closed at 7:07pm.

Declared true and accurate by Chair

Witness

Date


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16 May 2016
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Action Points

No	Description/ Required Action	By Whom	Completion Date
1.	Continue to provide an update on the progress of the contents and chattels insurance claim	Chief Executive	July 2015
2.	Circulate design program and demolition program from Project Manager	Chief Executive	April
3.	Request that KPMG complete a cashflow projections for the new UCSA building after discussion with the Vice Chancellor	Chief Executive	March
4.	Provide an update on patron numbers at Foundry Mono Thursdays at the next meeting	Law Officer	16 May
5.	Discuss with F&B Manager re: existing UCSA sustainability initiatives before eco meeting tomorrow	Post Graduate Officer	22 March
6.	Organise for the Chief Executive to present an update on the UCSA building at the 25 May SWAG meeting	Minute secretary	25 May
7.	Provide update on SOS charge proposal at the next meeting	Commerce Officer	16 May
8.	Seek feedback from SWAG on the proposed Winterlude events	Student Wellbeing Officer	16 May
9.	Follow up on student space in the Library and impact on the number of Arts books	Arts Officer	16 May
10.	Send ideas to the Science Officer to entice clubs to attend the clubs training sessions	All Executive	16 May
11.	Circulate the Executive key performance indicators (KPIs)	Minute secretary	16 May
12.	Investigate feasibility and costings of the eco mug initiative and provide an update at the next Executive meeting	Post Graduate Officer	16 May
13.	Meet with the Food and Beverage Manager to discuss eco waste options in The Shilling Club and provide an update at the next Executive meeting	Post Graduate Officer	16 May
14.	Organise an Executive workshop in term 3 on the fossil fuel debate	Post Graduate Officer and President	July