

## UCSA Executive Meeting

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Date	Monday 16 May 2016
Time	5:00-7:00pm
Venue	UCSA board room, Puaka-James Hight building
Apologies	Emily Barker (Student Wellbeing), Chanuka De Silva (Commerce)
Present	James Addington (President & Chair), Mikaela Rüegg (Vice President), Jacob Bignell (Finance), Stefanie Yee (Science), Cheyenne Conroy-Mosdell (Sports), Chris Lamb (Arts), Tom Tappin (Law), Mike Brophy (Engineering), Espoir Ibouanga (Education), Johnny Duncan (Postgraduate)
In attendance	Greg Stubbings (UCSA Communications Manager) from 5:00-5:22pm, Dave Hawkey (Chief Executive), Bridget O'Connor-Norton (Minute secretary)
In committee time was taken from 5:00-5:22pm.	

### 1. Media and Communications update

Greg Stubbings, Communications Manager joined the meeting and gave a brief overview of the structure and role of the media and communications team. The team report to Jason Schroeder (Media and Events Manager) and are responsible for social media, oversee Canta and the communication and marketing strategy for the UCSA events, external communications as well as UCTV and postering. Caleb Dudley is the designer and completes graphic work for the food and beverage team. The Sales Executive position has been filled by a male who will start shortly and the role will be extended to maximise sales and space to optimise potential.

The long awaited launch of UCTV is a success especially with clubs who use this channel of communication instead of relying on Facebook.

UCSA Profile and Facebook pages have been merged as per Facebook protocol.

The Food and Beverage Manager has started using an external designer for some food and beverage postering including V Plate posters.

*Action: Discuss V Plate posters with Food and Beverage Manager (Chief Executive)*

### 2. Minutes

**037/2016**

**MOVED**

**That the minutes from the Executive meeting held on 2 May are confirmed as a true and accurate with the correction of the price of pints from \$13 to \$10.**

**Lamb/Yee**

**CARRIED**

It was noted that there was no information from the Law Officer in the previous minutes so it will be included in the minutes of the next Executive meeting.

### 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	Insurance mould expert is carrying out an inspection in the UCSA building today.
2.	Circulate design program and demolition program from Project Manager	Chief Executive	April	Completed
3.	Request that KPMG complete a cashflow projections for the new UCSA building after discussion with the Vice Chancellor	Chief Executive	March	The Chief Executive is working on cash projections and is meeting with Lynn McClelland this week re: UCSA financials before any further discussions with the Vice Chancellor.
4.	Provide an update on patron numbers at Foundry Mono Thursdays at the next meeting	Law Officer	16 May	The Foundry is well patronised on Mono nights.
5.	Discuss with F&B Manager re: existing UCSA sustainability initiatives before eco meeting tomorrow	Post Graduate Officer	22 March	The Post Graduate Officer has been informed that the composted food is too wet for UC Gardens to use and the location of the composter is not ideal. The Shilling Club doesn't sort its scraps for hygiene reasons; all other cafes do sort theirs. Action: Research a new location for composter with F&B Manager and express the Executive's desire for new processes to be implemented so food can be sorted in The Shilling Club. The BYO container scheme is not viable due to potential

				contamination of food if BYO containers are not sterile.
6.	Organise for the Chief Executive to present an update on the UCSA building at the 25 May SWAG meeting	Minute secretary	25 May	Place on hold until updated plans are available
7.	Provide update on SOS charge proposal at the next meeting	Commerce Officer	16 May	Carried forward
8.	Seek feedback from SWAG on the proposed Winterlude events	Student Wellbeing Officer	16 May	See information below
9.	Follow up on student space in the Library and impact on the number of Arts books	Arts Officer	16 May	Ongoing discussions at the meeting.
10.	Send ideas to the Science Officer to entice clubs to attend the clubs training sessions	All Executive	16 May	The Grants training was well attended last week and feedback was positive. Another training session on equipment for small clubs was attended by 10 people. Next week there is large clubs training on events and using the stage. Under the new licensing laws a bouncer is required and students need ID for clubs training if held in the Foundry and alcohol is served.
11.	Circulate the Executive key performance indicators (KPIs)	Minute secretary	16 May	Included in board papers
12.	Investigate feasibility and costings of the eco mug initiative and provide an update at the next Executive meeting	Post Graduate Officer	16 May	Carried forward
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	Completed under action point 5

14.	Organise an Executive workshop in term 3 on the fossil fuel debate	Post Graduate Officer and President	July	Carried forward
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## 5. Action point 8

Feedback sought from Student Wellbeing Advisory Group (SWAG) regarding Orientation was that of the artists who performed in the past were offensive in their sensibilities and lyrics.

The Boxing event planned for Winterlude was questioned as to the message it sent to students regarding their wellbeing, the physical violence of the sport.

The UCSA has received a complaint from a UC staff member regarding the boxing event and the UCSA has supplied all information regarding the selection process, the health and safety precautions undertaken during the selection process i.e. compulsory health checks, training programs, and during the event itself which is run by the Boxing Federation of NZ.

Last year it was optional to wear headgear during the match; however this could be made compulsory this year. Last year's event saw the Cheerleading Society as ring side girls as a fundraiser and there was some negative feedback from some members of the student body.

A Wellbeing day is hoped to be organised by SWAG to coincide with Re-Orientation, which could include Pecha kutchu workshops, info stalls, mindfulness workshops, information on depression and nutrient.

Action: Circulate feedback to Jason Schroeder re: ethical boxing event (Vice President)

Action: Get comms ready from Events team re: boxing mitigation list (Chief Executive)

## 6. Student Wellbeing Advisory Group (SWAG) update

SWAG members present at the last meeting gave the following feedback regarding the proposed change of the student representation model; that Te Akatoki could be co-opted on the Executive, Post graduate students need to be represented by a post graduate. SWAG also stated that the student body needs to be educated in the role of Executive before elections commence.

## 7. President's verbal report

### AGM

The AGM will be held tomorrow at 12pm in the Undercroft 101. Executive members were encouraged to bring their colleagues to assist with the quorum required of 120 students.

### Student Representation Model

The debate on the student representation model will take place this Thursday at 12pm in Undercroft 101

### Executive Alumni Fundraising Event

James met with Erin Jackson, 2012-2013 UCSA President and will seek her assistance in writing a UCSA fundraising strategy. The UCSA will meet with Dr Fiona Ciaran later this week re: fundraising strategy.

## 8. Chief Executive's report

### UCSA Building

The Chief Executive is working with Architectus to help optimise the size and right size the building to bring it in to line with the budget.

The relocation of the Ilam Early Learning Centre to Dovedale campus is under way and progress is being made.

A UBS Board meeting was held today and the bookshop is on track financially.

The Chief Executive has attended a number of food and beverage tender meetings driven by the Food and Beverage Manager.

The UCSA will present to the Joint Operations Advisory Board (JOAB) next week the services provided by the UCSA which include Advocacy and Welfare, Activities and Events, Media and Communications and UC Sport as part of the student levy funding for 2017.

The updated Health and Safety manual will be released shortly which will include the new regulations as part of the new Health and Safety Act where directors will be required to carry out due diligence of the various operations and facilities of the UCSA.

*Action: Create a check list of Health and Safety due diligence for the Executive (Chief Executive)*

*Action: Meet with the Engineering Officer before he commences the first H&S observations (President)*

The Executive were reminded to return their external portfolio sheets to Vice President and also inform her in a timely manner if she is required to cover any meetings.

The Budgeting seminar held last Friday was poorly attended by the Executive and general student body on Friday and the Executive were encouraged to support all UCSA events.

The Chief Executive left the meeting at 6:00pm.

## 9. Grants policy

**038/2016**

**MOVED**

**That the Executive approve the updated grants policy**

**Rüegg/Conroy-Mosdell**

**CARRIED**

## 10. Executive KPIs

The President, Vice President and Finance Officer have updated the Executive KPIs.

**039/2016**

**MOVED**

**That the Executive approve the Executive KPIs for 2016**

**Brophy/Ibouanga**

**CARRIED**

## 11. Grants and Affiliations

The following re-affiliations were received: Engineers without Borders Canterbury Students (EWB), SpeechSoc, RockSoc, UCPols, ProLife Canterbury, UC Arts. Only Pro-Life Canterbury need to supply their code of conduct

**040/2016**

**MOVED**

**That the Executive approve the re-affiliations of ProLife Canterbury on the condition that they send their code of conduct documentation to the Events team two weeks from the date of notification otherwise their re-affiliation will be invalid.**

**Bignell/Yee**

**CARRIED**

**041/2016**

**MOVED**

**That the Executive approve the re-affiliations of the following clubs: Engineers without Borders Canterbury Students (EWB), SpeechSoc, RockSoc, UCPols, UC Arts**

**Bignell/Lamb**

**CARRIED**

A grant application was received from Christian Union for \$4,000 towards the cost of the South Pacific Regional Conference which is taking place outside of Wellington. The conference takes places every 4 years and is in New Zealand once every 12-16 years and sees affiliated Christian groups from across the Pacific meet together in one place. The total cost of the project is \$8,940. The recommendation from the Events Coordinator is that \$100 per person for a maximum of \$20 people – total of \$2,000, conditional on the number of people attending.

**042/2016**

**MOVED**

**That the Executive approve the grant for Christian Union of \$100 per person up to the maximum of 20 student members (maximum total of \$2,000) to attend South Pacific Regional Conference near Wellington.**

**Bignell/Yee**

**CARRIED**

*Action: Request updated grants funding budget from the Events team before each meeting (President)*

## 11. General Business

### AGM

Meeting early to help set up, wear t-shirts, go into lectures and hand out documents.

Constitutional amendment will be presented in full at the AGM. It was presented to the student body last year, presented to the Advisory Board, Executive, UC Registrar and was not passed at the Half AGM due to lack of quorum.

### Student Representation Model

Student Representation Model debate is on Thursday at 12pm in the Undercroft 101 with an Executive workshop to follow at 4pm.

Foundry

Tuesday Quiz nights and Thursdays in the Foundry are well patronised however Wednesdays and Fridays are traditionally slow nights.



*Action: Send ideas to the Law Officer to increase patronage at the Foundry on Wednesday and Friday nights (All Executive)*

**The meeting closed at 6:40pm.**

**Declared true and accurate by Chair**

**Witness**

**Date**

  
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16 May 16.  
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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.	Request that KPMG complete a cashflow projections for the new UCSA building after discussion with the Vice Chancellor	Chief Executive	March
3.	Organise for the Chief Executive to present an update on the UCSA building at the 25 May SWAG meeting	Minute secretary	25 May
4.	Provide update on SOS charge proposal at the next meeting	Commerce Officer	16 May
5.	Follow up on student space in the Library and impact on the number of Arts books	Arts Officer	16 May
6.	Research a new location for composter with F&B Manager and express the Executive's desire for new processes to be implemented so food can be sorted in The Shilling Club.	Post Graduate Officer	June
7.	Investigate feasibility and costings of the eco mug initiative and provide an update at the next Executive meeting	Post Graduate Officer	16 May
8.	Organise an Executive workshop in term 3 on the fossil fuel debate	Post Graduate Officer and President	July
9.	Circulate feedback to Jason Schroeder re: boxing event	Vice President	May
10.	Get comms ready from Events team re: boxing mitigation list	Chief Executive	May
11.	Create a check list of Health and Safety due diligence for the Executive	Chief Executive	May
12.	Meet with the Engineering Officer before he commences the first H&S observations	President	May
13.	Get updated grants funding budget from the Events team before each meeting	President	May
14.	Send ideas to the Law Officer to increase patronage at the Foundry on Wednesday and Friday nights	All Executive	May