

UCSA Executive Meeting

Date Tuesday 12 July 2016

Time 5:00-7:00pm

Venue UCSA board room, Puaka-James Hight building

Apologies Bridget O'Connor-Norton (Minute secretary)

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), Emily Barker
 (Student Wellbeing), Chanuka De Silva (Commerce)

In attendance Dave Hawkey (Chief Executive)

In committee time was taken from 5:05-5:20pm.

1. Minutes

059/2016

MOVED FROM THE CHAIR

That the minutes from the Executive meeting held on 16 May are confirmed as a true and accurate

CARRIED

060/2016

MOVED FROM THE CHAIR

That the minutes from the Executive meeting held on 9 June are confirmed as a true and accurate

CARRIED

2. Conflicts of Interest

No new conflicts of interest were noted.

3. 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	The UCSA insurance adjustor is working with the claimant to produce an outcome.
2	Provide update after meeting with VC regarding financing of UCSA building and student services levy funding	Chief Executive	July	UCSA presented its student services levy funding application to JOAB.

				The Chief Executive is continuing discussions with the Vice Chancellor regarding the financing of the UCSA building.
3	Create a plan outlining the changes that need to be made from the recommendations made in the management letter for the July meeting of the Advisory Board	Chief Executive	July	Completed
4	Send H&S report sheet to Bridget to be circulated to H&S committee	Engineering Officer	July	Completed via Food and Beverage Manager
5	Organise next Executive member to complete H&S walk around	James Addington	July	Completed
6	Confirm reduced stage size is viable with Shand Sheldon	Chief Executive	July	To be discussed in the developed design workshops
7	Update UC Council info on risk register with constitutional amendments.	Minute secretary	June	Under action
8	Organise for the Chief Executive to present an update on the UCSA building at the 25 May SWAG meeting	Minute secretary	25 May	Chief Executive to attend SWAG meeting on 19 th July
9	Provide update on SOS charge proposal at the next meeting	Commerce Officer	16 May	Carried forward
10	Follow up on student space in the Library and impact on the number of Arts books	Arts Officer	16 May	completed
11	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	Carried forward
12	Investigate feasibility and costings of the eco mug initiative and provide an update at the next Executive meeting	Post Graduate Officer	16 May	Under action
13	Organise an Executive workshop in term 3 on the fossil fuel debate	Post Graduate Officer and President	July	Carried forward
14	Circulate feedback to Jason Schroeder re: boxing event	Vice President	May	Completed
15	Get comms ready from Events team re: boxing mitigation list	Chief Executive	May	Completed

16	Create a check list of Health and Safety due diligence for the Executive	Chief Executive	May	Completed
17	Meet with the Engineering Officer before he commences the first H&S observations	President	May	Completed
18	Get updated grants funding budget from the Events team before each meeting	President	May	Completed
19	Send ideas to the Law Officer to increase patronage at the Foundry on Wednesday and Friday nights	All Executive	May	Completed

4. President's written report

Take as read

Half AGM

The Half AGM will be held on Wednesday 20th July in the Undercroft 101 at 12pm where the new draft Constitution will be presented to the student body. Quorum of 120 students is required for the new constitution to be approved.

Constitution

The new draft Constitution has been completed with the assistance of a 5th year Law student. The President, Vice President, Finance Officer, Chief Executive as well as a number of staff have had input in the new Constitution and the Association's lawyers Simpson Grierson oversaw the final draft. The new draft Constitution was circulated to the Advisory Board who recommended that the Executive approve the draft version and present it to the student body. The document has also been circulated to members of UC senior management for feedback.

As part of the new draft Constitution, a new student representation model has been recommended by the Executive with the new structure being:

President, Vice President, Finance Officer, Post Graduate representative, Equity and Wellbeing representative, President of Te Akatoki Maori Students' Association and up to eight general Executive representatives.

Executive Alumni Fundraising Event

Work continues on organising the Executive alumni fundraising weekend, to be held on 5th and 6th August. Outbound calls will be made to Executive alumni this week to assist in the numbers attending.

5. Chief Executive's written report

Take as read

Student Services Levy

The Chief Executive and President resubmitted its application for funding via the Student Services Levy for 2017 to JOAB (Joint Operations Advisory Board) in order to better reflect the administrative and managerial costs in delivering its functions. Since 2012, funding for UCSA services has been reduced by \$383,969 or 15%, while other services provided by UC have seen increases. It was agreed

by JOAB that the UCSA will now receive \$202,000 as part of the Student Services Levy funding for 2017 (to be confirmed in March 2017 when student numbers are finalised).

This increase in funding will assist in covering overheads and the cost of a hygienist employed at the Dental Clinic.

6. UCSA Building

Demolition of the current UCSA building is set to begin in August and the new building will begin construction in early 2017. The new building will officially open in early 2019. The delay in the opening of the new building is due to a number of factors including the delay in the tender process for construction companies.

7. Affiliations

A new affiliation was received from BeyonSoc whose purpose is to empower women and men to be bold, fierce and own whatever it is they endeavour to achieve by creating a fun forum to network with other like-minded people through their studies as well as to praise Beyonce and run the world together. The club has 43 student members and a total of 59 members.

061/2016

MOVED

That the Executive approve the new affiliation of BeyonSoc club.

Bignell/Rüegg

CARRIED

8. General Business

It was noted for the minutes that the following grant was approved by the Executive via email during the term break.

055/2016

MOVE FROM THE CHAIR

That the Executive grant the Canterbury Malaysian Students' Association (CMSA) \$3,600 for registration (\$30 per person) and internal transport costs (\$20 per person) for 72 students to attend the Bersatu Games in Dunedin from 30 June to 4 July.

CARRIED

It was noted for the minutes that the Executive passed a motion via email during term break calling the Half AGM.

056/2016

MOVE FROM THE CHAIR

That the Executive call for the Half Annual General Meeting to be held on 20th July at 12pm in the Undercroft 101.

CARRIED

It was noted for the minutes that the Executive appointed a Returning Officer for the 2016 UCSA Elections during the term break via email. Interviews were carried out by the Chief Executive, Services Manager and President's PA and a recommendation was given that Riley Divett be appointed as Returning Officer for the 2016 elections.

057/2016

MOVE FROM THE CHAIR

That the Executive appoint Riley Divett as the Returning Officer for the 2016 UCSA Executive Elections

CARRIED

It was noted for the minutes that the Executive recommended that a new Constitution be put to the student body at the Half AGM for consideration. Extension work has been carried out by the President, Vice President, Finance Officer and Chief Executive and Personal Assistant with the help of a final year law student and the Association lawyers, Simpson Grierson. Workshops were held with the 2015 Returning Officer and key UCSA staff. This project was a key focus for the 2016 Executive and upon consultation and recommendation from the Advisory Board, the Executive are satisfied to present the new Constitution to the student body for consideration at the Half AGM.

058/2016

MOVED FROM THE CHAIR

That the Executive recommend that a new Constitution is put to the student body at the next Half AGM for their consideration as prepared by Simpson Grierson.

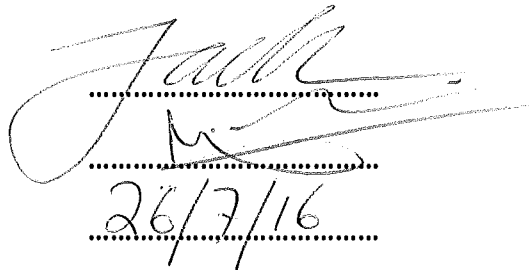
CARRIED

The meeting closed at 6:55pm.

Declared true and accurate by Chair

Witness

Date



Handwritten signatures and date: The first signature is 'J. Webb' over a dotted line. The second signature is 'M. [unclear]' over a dotted line. The date '26/7/16' is written below the second signature over a dotted line.

Action Points

No	Description/ Required Action	By Whom	Completion Date
1.	Provide update on SOS charge proposal at the next meeting	Commerce Officer	16 May
2.	Follow up on student space in the Library and impact on the number of Arts books	Arts Officer	16 May
3.	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
4.	Investigate feasibility and costings of the eco mug initiative and provide an update at the next Executive meeting	Post Graduate Officer	16 May
5.	Organise an Executive workshop in term 3 on the fossil fuel debate	Post Graduate Officer and President	July
6.	Email the Vice President with offers of assistance with comms around Half AGM	All Executive members	July
7.	Continue to provide an update on the progress of the contents and chattels insurance claim	Chief Executive	July 2015