

UCSA Executive Meeting

Date Monday 8 August 2016
Time 5:00-7:00pm
Venue UCSA board room, Puaka-James Hight building
Apologies Chris Lamb (Arts)
Present James Addington (President & Chair), Mikaela Rüegg (Vice President), Jacob Bignell (Finance), Stefanie Yee (Science), Cheyenne Conroy-Mosdell (Sports), 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), Bridget O'Connor-Norton (Minute secretary)
In committee time was taken from 5:30-5:45pm.

1. Minutes

068/2016

MOVED FROM THE CHAIR

That the minutes from the Executive meeting held on 25 July 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.	Circulate JOAB enhancement projects once confirmed	President	July	Once David Wong has sent through confirmed projects next week an update will be available at the next meeting.

2.	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	Waiting on more information from the F&B Manager re: potential locations for the composter
3.	Investigate feasibility and costings of the eco mug initiative and provide an update at the next Executive meeting	Post Graduate Officer	May	To be discussed in General Business
4.	Continue to provide an update on the progress of the contents and chattels insurance claim	Chief Executive	July 2015	The Chief Executive will go to Auckland on Wednesday to meet with loss adjustors and insurance company.
5.	Let the Law Officer know of any potential members for new Criminal Justice Society Faculty Club	All Executive members	July	Further feedback is required. To be taken off line.
6.	Provide update at the next meeting re: Foundry bus proposal	Law Officer	July	The Engineering and Law Officer have organised with the Foundry manager to provide a bus to take students into town and back from the Foundry on Thursday nights. One bus will take two trips. Discussions are underway with bars in town for potential sponsorship of the project.
7.	Provide an update on Orientation planning for 2017 at the next meeting	Arts Officer	July	Carried forward
8.	Document and circulate the Eco Club's dissatisfaction with the removal of solar panels from the design of the new UCSA building project	Post Graduate Officer	July	Carried forward
9.	Organise for Bryce Williamson and PGSA President to lead a discussion on the post graduate scholarship funding cuts at an Executive meeting	Post Graduate Officer	July	A workshop will be organised in term 4

10.	Ask the Returning Officer to let candidates know that they will have limited input to the 2017 Orientation events calendar	Minute secretary	July	completed
11.	Let SWAG know about the women's only gym hours at the Rec Centre	Student Wellbeing Officer	July	completed
12.	Contact the Adult Students' Association President re: ASA student space	President	July	A number of emails have been sent to the ASA and to date no response has been received. <i>Action: Circulate the Mature Students survey to Executive (Minute secretary)</i> The Mature Students Survey was tabled at JOAB and a working party will be created to focus on greater support for mature students.
13.	Provide an update on the All Right? campaign on campus	Student Wellbeing Officer	July	Working with AllRight? Campaigners and UCTV
14.	Provide advice to UC Global Society re their Executive	Education and Engineering Officer	July	completed
15.	Organise three Executive groups to present special projects to the Executive at the next meeting	President	July	To be discussed under General Business

4. Health and Safety

Taken as read.

Two incidents were reported for the month, with 9 requiring first aid.

The Food and Beverage Manager will prepare a report to help prevent common incidents in the cafes and kitchen. There is sufficient training underway and a high level of engagement within the Association and in Food and Beverage. It was noted that there is little reporting in near misses.

5. Advisory Board minutes

Taken as read.

6. President's written report

Taken as read.

There has been an increase in media attention recently especially in the UCSA building and student hardship and wellbeing.

Executive Alumni Reunion

The President thanked the Executive for helping to make the alumni reunion a success over the weekend. Informal drinks were held in The Shilling Club on Friday night with the Chancellor and Vice Chancellor. Saturday campus tours were held by the executive and city tours were also organised. Saturday night a black tie formal dinner was held in the Events Centre with Dan Pengelly as MC and guest speakers were Sam Johnson from the Student Volunteer Army (SVA) and Hon. David Caygill, 1971 UCSA President and chair of the UCSA Fundraising Committee for the new UCSA Building. The weekend was the launch of the fundraising campaign for the UCSA to raise the short fall of \$5 million towards the cost of the new UCSA Building.

The President is travelling with UC to Malaysia tomorrow to help fundraise for the new UCSA Building with Dr Hamish Cochrane, Deputy Vice Chancellor Academic and two staff members from UC Foundation. There are a number of ex patriates in Malaysia and strong local support that came out of the Colombo Project, where a large number of Malaysian students studied at NZ Universities including Canterbury University.

7. Chief Executive's written report

Taken as read.

The Ilam ELC received its licence from the Ministry of Education with the relocation of the centre from Ilam to Dovedale campus. There will be an official opening with a morning tea on Friday at the new location with a blessing from the UC Chaplain.

The Winter Wellness event was a success thanks to the Advocacy and Welfare team and those Executive members involved.

UC Open Day was a huge success with the huge increase in the number of people attending.

Rob Collins has left the UCSA and Riley Divett is temporarily covering in the role. Jason Schroeder (Media and Events Manager) will return from annual leave on Wednesday so a plan will be discussed to replace Rob.

A plan is required to clarify the Affiliations process which will be addressed by the dedicated Clubs Coordinator once they commence in the role.

Action: Discuss with Media and Events Manager the plan to clarify the Affiliations process (President)

8. UCSA Building

The Student Wellbeing Advisory Group (SWAG) were to meet with Cam Scott from Disability Resources and Architectus to discuss disability access in the new UCSA building, however this was postponed as Cam Scott was sick.

Action: Reschedule meeting between SWAG, Cam Scott from Disability Resources and Architectus re: disability access in the new UCSA building (Vice President)

9. Affiliations

A new affiliation was received from Pasifika Law Students' Society. The club has 28 student members and 1 non student member. The aim of the club is provide a supportive network for Pasifika Law students including but not limited to mentoring, networking events, establishing study groups and study initiatives, while also raising awareness of Pasifika perspectives of law and Pasifika legal issues and increase the cultural competency of the Law School at UC and to provide an official avenue to work with Pasifika law societies across NZ and other law societies more generally.

069/2016

MOVE that the Executive approve the new affiliation of Pasifika Law Students' Society

Duncan/De Silva

AGREED

10 Grants

A grant application was received from Motosoc for their 1971 Ford Zephyr MK IV (club car) to get the club car back on the road and obtain a WOF and registration. The club have not applied for any grants in 2015 and this year to date. The grant application is for \$5,850 and the total cost of the project is \$7,600. The club have received multiple quotes and are working with the UCSA Sales and Sponsorship Executive to gain sponsorship for the vehicle. The recommendation from the Events Coordinator is that the full amount is granted as the club has not received any funding in two years, the club is contributing \$1750 towards the cost of the repairs and the club is proactive. The club has 40 non student members and 154 student members.

070/2016

MOVE

That the Executive approve the grant of \$5,858 for Motosoc to get their 1971 Ford Zephyr MK IV (club car) road worthy on the condition that the project is completed by the end of 2016, any issues are notified to the UCSA immediately and the car is kept serviced, insured, registered and warranted

Bignell/Barker

AGREED

A grant application was received from CUBA for \$3,330 for 53 students to attend the University Snow Week (skiing and snowboarding) held in Wanaka in late August. The total cost of the project is \$11,330. The club is contributing \$1,000 towards the cost. The recommendation from the Events Coordinator is that \$2,380 is granted which would bring the cost down to \$44 per student.

Due to the decreasing pool of funds left for the remainder of the year the Executive approved the following grants.

071/2016

MOVE

That the Executive approve the grant to CUBA of \$30 per person for a total of 53 students to attend the University Snow Week held in Wanaka; up to the maximum of \$1,590.

Bignell/Ibouanga

AGREED

Action point: Discuss the establishment of a conflict register for Events team with Jason Schroeder (President)

A grant application was received from Ultimate for \$3,956 for 40 students to compete at the 2016 NZ University Ultimate Champs (University Games) from 29-30 August in Auckland. The total cost of the project is \$5,376. The players have already paid for their return flights and the club is covering the cost of meals. The grant application is for cost of registration, two nights accommodation and transport costs (to and from the competition). The recommendation from the Events Co Ordinator is that the full amount is granted as in the previous years it would have been approved under the University Games funding and now UC Sport are managing the funds and all funds have been allocated for 2016. The individuals and the club are also contributing the project.

072/2016

MOVE

That the Executive approve the grant of \$40 per person for Ultimate for 40 students to attend the 2016 NZ University Ultimate Champs in Auckland towards the cost of registration fees, transport costs and two nights' accommodation up to a total of \$1,600.

De Silva/Tappin

AGREED

11. General Business

Mental Health Awareness Week

The Student Wellbeing Officer in conjunction with the Student Wellbeing Advisory Group (SWAG) are organising a Mental Health Awareness week to coincide with the national campaign on the final week of term 4. The theme for the national campaign is "naturally happy – through nature" and could include yoga on the lawn, mindfulness workshops, fruit and vegetable giveaways as well as an actual Tea Party for those not interested in attending the end of year Tea Party held on Ilam Fields.

The Executive were fully supportive of the Mental Health Awareness week and will send through ideas.

Action: Circulate the minutes of the previous SWAG meeting to the Executive to get further ideas, and create a working party (Student Wellbeing Officer and Vice President)

UCSA Subsidised Dental Scheme

The Advocacy and Welfare team are proposing to the Executive that the costs of services provided at the Dental Clinic are increased to help reduce the operational loss that is incurred. The UCSA Subsidised Dental Scheme has always incurred a loss and this loss has been increasing in recent years and is no longer sustainable. The proposal is that the cost of check-ups is increased from \$25 to \$35. When the dental scheme started in early 2013 the cost of a check-up was \$20. This was increased in mid-2013 to \$25 and there has not been an increase since. The proposal would also see the cost of treatment changed so that is based on the treatment (filling/extraction) rather than on a time basis as it currently stands. Currently students are charged \$50 per 30 minute slot which can cause confusion to students if their appointment is finished earlier than the time allocated and some students have been known to ask for a partial refund. The appointment price covers the cost of materials, sterilisation of equipment and space, wages and clinic rental. By charging students per treatment of \$50 per filling/extraction rather than on a time basis this will eliminate any ambiguity. Only students who require more than 2 fillings/extractions will be affected by the change in treatment as 2 fillings/extractions can usually be completed within 1 hour (\$100).

073/2016

MOVE

That the Executive approve the price increase of the cost of services in the UCSA Subsidised Dental Scheme as proposed by the Advocacy and Welfare team with the increase in the cost of check-ups from \$25 to \$35 and that the cost of treatment amended from a time basis cost to the treatment per filling/extraction of \$50 to enable the scheme to become a sustainable service.

Rüegg/Barker

AGREED

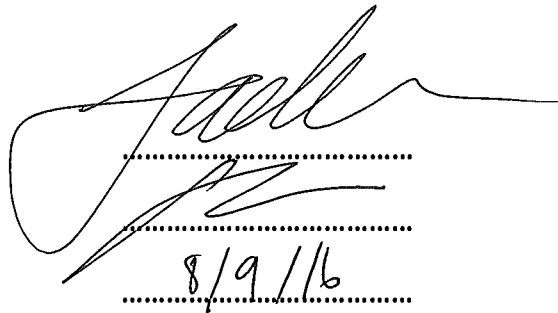
The proposed changes to the Delegated Authority policy will be clarified and emailed out to the Executive by the Finance Officer.

The meeting closed at 6:20pm.

Declared true and accurate by Chair

Witness

Date



The image shows three handwritten signatures in black ink. The first signature is large and stylized, written over a dotted line. The second signature is smaller and also over a dotted line. The third signature is the date '8/9/16', written over a dotted line.

Action Points

No	Description/ Required Action	By Whom	Completion Date
1.	Circulate JOAB enhancement projects once confirmed	President	July
2.	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
3.	Investigate feasibility and costings of the eco mug initiative and provide an update at the next Executive meeting	Post Graduate Officer	16 May
4.	Continue to provide an update on the progress of the contents and chattels insurance claim	Chief Executive	July 2015
5.	Provide an update on Orientation planning for 2017 at the next meeting	Arts Officer	July
6.	Document and circulate the Eco Club's dissatisfaction with the removal of solar panels from the design of the new UCSA building project	Post Graduate Officer	July
7.	Organise for Bryce Williamson and PGSA President to lead a discussion on the post graduate scholarship funding cuts at an Executive meeting	Post Graduate Officer	July
8.	Contact the Adult Students' Association President re: ASA student space	President	July
9.	Provide an update on the All Right? campaign on campus	Student Wellbeing Officer	July
10.	Circulate the Mature Students survey to Executive	Minute secretary	August
11.	Discuss with Media and Events Manager the plan to clarify the Affiliations process	President	August
12.	Reschedule meeting between SWAG, Cam Scott from Disability Resources and Architectus re: disability access in the new UCSA building	Vice President	August
13.	Discuss the establishment of a conflict register for Events team with Jason Schroeder	President	August
14.	Circulate the minutes of the previous SWAG meeting to the Executive to get further ideas, and create a working party	Student Wellbeing Officer and Vice President	August