

## UCSA Executive Meeting

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Date	Monday 19 September 2016
Time	5:00-7:00pm
Venue	UCSA board room, Puaka-James Hight building
Apologies	James Addington (President) for lateness, Chris Lamb (Arts), Jess McLean (Te Akatoki), and Thomas Gillman (2017 Post Graduate Representative),
Present	Mikaela Rüegg (Vice President & Chair), Jacob Bignell (Finance), Stefanie Yee (Science), Cheyenne Conroy-Mosdell (Sports), Tom Tappin (Law), Mike Brophy (Engineering), Espoir Ibouanga (Education), Emily Barker (Student Wellbeing), Chanuka De Silva (Commerce), Johnny Duncan (Postgraduate)
In attendance	Dave Hawkey (Chief Executive), Greg Stubbings (Communications Manager), Jason Schroeder (Events and Media Manager), Michael Sharapoff (Sales and Sponsorship), Ria Holmes (Clubs Coordinator), Bridget O'Connor-Norton (Minute secretary), Josh Proctor (2017 Finance Officer), Sam Brosnahan (2017 Equity and Wellbeing Representative)

In committee time was taken from 6:02-6:10pm.

### 1 Canta Proposal

Greg Stubbings (Communications Manager), Jason Schroeder (Events and Media Manager) and Michael Sharapoff (Sales and Sponsorship) presented the business case to the Executive to make changes to the current CANTA model. It was acknowledged that a part time editor did not work as well as hoped. Based upon the student survey results the following has been proposed:

- That CANTA will continue to primarily target market is 1<sup>st</sup>-2<sup>nd</sup> year students. It was acknowledged that it is difficult to cater for all student needs however some sections will provide information for post graduates and internationals
- Content will be focused on clubs, UC information, helping out students and informing them of the UCSA and its services, some serious features, social scene, with some sections providing information for post graduate students.
- A full time editor would be employed with a part time deputy editor (potential student working towards a tertiary qualification, feature writer/s and a graphic designer all dedicated to the magazine.
- CANTA could extend its distribution to include local outlets that students frequent and could also potentially include CPIT as there is no other magazine that captures the student market. This would also assist the advertising reach.
- CANTA would be independent of the UCSA and practice fairness and values celebrating club culture; not looking to undermine the UCSA.

- The Communications Manager would sign off the magazine before it went to print and if there were any disputes in terms of privacy issues etc, the draft would go to a lawyer or governor of some kind.
- Set up costs in the first year would be approximately \$50,000 and this would include a separate office for four staff members, computer costs, signage as well as promotional contingency costs. A separate CANTA office has been allocated in the new UCSA building away from the main UCSA office to promote independency.
- CANTA would be published fortnightly during term time
- Media sales have been diminishing over the last five years and with the greater distribution and wider comms about when CANTA is produced, it is hoped that this will increase sales and help drive advertising.

Greg Stubbings, Jason Schroeder and Michael Sharapoff left the meeting at 5:30pm.

The Executive were in agreement that the value of CANTA cannot be under estimated, that it provides an anchor on campus, students like the physical nature of the magazine and that students can choose to be informed rather than having information forced on them in the online age.

**082/2016**

**MOVED**

**That the Executive adopt and endorse the business case to implement improvements to CANTA and move to a full time editor and dedicated team at the cost of \$85,000.**

**Rüegg/Barker**

**CARRIED**

## **2 Grants**

There is \$2,600 remaining in the sports grants pool of funds and \$14,500 in the general grants pool of funds for the year.

A grant application was received from ENSOC for \$999 for peace keepers for in The Foundry after the Roundie event. The recommendation from the Clubs Coordinator is that the grant application is declined as the grant was received retrospectively and ENSOC is a large club who are able to generate ticket sales and the grant application is for a social event.

**080/2016**

**MOVED**

**That the Executive decline the grant application of \$999 for ENSOC for peace keepers in The Foundry after Roundie due to the timing of the application, and that the UCSA doesn't fund after parties and it should have been a legitimate expense.**

**Rüegg/Conroy-Mosdell**

**CARRIED**

**An abstention was received from the Post Graduate officer.**

A grant application was received from an individual for \$665 to attend the world champions in stand up paddle boarding in Fiji. The individual is funding \$3,400 himself towards the trip and the grant would cover flights and travel insurance. The recommendation from the Clubs Coordinator is that the full amount is approved as the individual is paying the majority of the cost, and while he does have some sponsorship as it is a relatively new sport and also on the condition that he writes a short article for the UCSA.

081/2016

MOVED

That the Executive approve the grant for \$665 for an individual to attend the world champs in Fiji for stand up paddle boarding (SUP) towards his flights and travel insurance.

Rüegg/De Silva

CARRIED

Ria Holmes left the meeting at 5:45pm.

### 3 Minutes

083/2016

MOVED FROM THE CHAIR

That the minutes from the Executive meeting held on 8 September are confirmed as a true and accurate

CARRIED

### 4 Conflicts of Interest

No new conflicts of interest were noted.

### 5 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	Our lawyer is writing a letter within the next week with the claims advocate to the insurance company.
2.	Provide an update on the meeting with the Adult Students' Association President re: ASA student space	President	July	Completed. ASA have been relocated a number of times around campus by UC. James is working with ASA President on a list of requirements to take to UC.
3.	Organise a meeting with Executive club reps and Ria Holmes re affiliation process	Minute secretary	September	Carried forward – will be organised post Tea Party
4.	Discuss a conflicts of interest for Events team with Ria Holmes	President	September	Discuss post Tea Party

5.	Ask the Returning Officer for more information on election voter demographics in terms of year levels and colleges	President	September	The Returning Officer's report which will be completed by the end of the week will include further data.
6.	Discuss the vacant Resources Coordinator role with the Chief Executive	President	September	There is a restructure in this area taking place at the moment and should be completed in the next few weeks.
7.	Ask the Chief Executive to finalise the Canta business plan and present to the Executive at the next Executive meeting	President	September	Included in board papers
8.	Assist EdSoc with the creation of their club logo	President & Education Officer	September	A student will help assist with the logo
9.	Organise an induction for the club faculty reps for next year	President	September	Class rep system will be reviewed and this will include club faculties too.
10.	Confirm with the Communication Manager the number of Canta issues for term 4 and if it will include a diversity issue	President	September	There will be one issue of CANTA this term.
11.	Add as agenda items for the next meeting sponsorship by energy drink companies and UCSA branding on clubs' equipment	Minute secretary	September	Carried forward
12.	Email Minute secretary regarding availability of Executive H&S walk arounds	All Executive	September	Completed

## 6 Te Akatoki update

The Vice President informed the Executive that the current Te Akatoki President resigned on Friday and the Association held their AGM that afternoon. A new President was elected however no one was appointed to sit on the UCSA Executive so the President will work with the incoming President to reach a solution.

## 7 Health and Safety

There were three reported accidents last month all in food and beverage. The Food and Beverage Manager has been asked to chair the Food and Beverage Health and Safety subcommittee going forward. The Safety Operating Procedures (SOPs) from Food and Beverage were circulated to the Executive today.

The Chief Executive confirmed that legal advice was sought regarding the Association's liability of affiliated clubs for health and safety on campus and the UCSA is not liable as all club members are volunteers. A greater emphasis will be placed on health and safety training in the next clubs' training day in early 2017.

## **8 Policies**

The Class Representative Policy included in the board papers with minor amendments and the inclusion of the Co-Curricular Record (CCR) from the Advocacy and Welfare Manager for Executive approval.

**084/2016**

**MOVED**

**That the Executive approve the updated Class Representative policy with the minor changes including the information on the Co-Curricular Record.**

**Rüegg/Brophy**

**CARRIED**

## **9 Vice President's verbal update**

### Post Graduate Printing

Each post graduate student will receive a one off \$100 credit toward the cost of their printing after the update of IT software which resulted in the charging of printing for all post graduate students, which led to the wider issue of how supportive post graduates feel by UC. Further progress has been made and UC will now undertake an eight week consultation process with post graduate students to seek feedback on how UC can further support these students.

### Vice Chancellor's forum

The VC forum will be held this Wednesday from 12.30-1.30pm in the Undercroft 101 with the first half dedicated to Pasifika and the second half to Post Graduate students.

## **10 Chief Executive's verbal update**

The Chief Executive updated the Executive on how the UCSA has moved away from Simpson Grierson to Duncan Cotterill for legal services.

The Early Learning Centres are both operating well.

The University Bookshop (UBS) is trading ok.

The Chief Executive and his senior management team are working on annual plans and budgets as well as completing targets set for the year as well as looking to 2017.

The Events team are busy with the awards ceremonies and Tea Party which has sold out.

The old Ilam Early Learning Centre on Ilam Road will be demolished in the next 2-3 weeks.

The food and beverage deal with Independent Liquor is getting close to being finalised.

## **11 Non-alcoholic agreements**

The non-alcoholic agreements were circulated to the Advisory Board and Executive. Feedback from the Advisory Board was mainly positive, but did include liability of damage to the vending machines, confidentiality to go both ways and potential risk to fluctuating prices and product mixes.

*Action: Seek clarification on the number of new vending machines in the Eng Café with the Food and Beverage Manager (Engineering Officer)*

**085/2016**

**MOVED**

**That the Executive approve the Frucor Sales Agreement, CocaCola Amatil Vending Machine and Simply Squeezed non-alcoholic agreements upon clarification of the liability of damage to vending machines, confidentiality and potential risk to fluctuating prices and product mixes**

**Bignell/Ibouanga**

**CARRIED**

## **12 UCSA Building**

The Chief Executive informed the Executive that progress is being made on the demolition of the building and UC have confirmed they are paying for the demolition.

More timber has been removed from the Ngaio Marsh for future fundraising opportunities.

The Quantity Surveyor will have another look over the costings of the new building to ensure we are on track and within budget.

### Fundraising

Momentum is gaining on the fundraising of the new UCSA Building and the Chief Executive and President are working closely with UC Foundation. Fundraising for the new building will be a focus of the Chancellor's dinner at the end of the year as well as for the annual appeal from UC. There are a number of initiatives in the pipeline for 2017 and it will be the main focus for the UCSA and Executive next year.

The final draft of the UCSA Redevelopment Detailed Business Case was circulated to the Advisory Board and Executive for approval. There have been a few minor changes to the document and feedback was given by the Advisory Board. One concern of the original draft was the lack of autonomy of the internal space and external space outside the building including the amphitheatre which has since been removed from the business case. F, F & E is still being worked through with UC.

**086/2016**

**MOVED**

**That the Executive approve the UCSA Redevelopment Detailed Business Case to spend \$26 million on the new UCSA building.**

**Rüegg/Brophy**

**CARRIED**

## **13 General Business**

The Chief Executive met with the University of Lincoln Students' Association President (LUSA) this morning to offer support as he is acting in the position of General Manager in the interim until a new General Manager is appointed.

### Transport from the Foundry to City Initiative

The initiative to transport students from the Foundry on Saturday night into town and back to Ilam was not as successful as hoped due to the lack of support from students and Foundry staff. The Engineering Officer met with the Communications Manager and various options are being investigated to raise awareness of the project and get student buy in.

*Action: Document learnings from transport to city initiative and investigate different options to present at the next Executive meeting (Engineering and Law Officers)*

The Executive annual plan questionnaire is due this Friday for the top three Executive to do further work on this week.

#### Can Drive

A student has contacted the Finance Officer to help organise and promote a can drive on campus to collect canned goods to give to local schools who will distribute the cans to local families in need. The student has been contact with local schools and families in need have been identified. The Finance Officer would like the Executive to assist by purchasing lockable bins to be located outside the UCSA office and potentially the Puaka-James Hight Library as well as two other sites if possible. It is hoped that this drive could become a sustainable project.

*Action: Circulate Can Drive proposal to the Commerce Officer to take to the Library committee to request a location for a can drop bin in the Puaka-James Hight library (Finance Officer)*

*Action: Discuss Can Drive proposal with the Resource Coordinator (Finance Officer)*

#### UCOM shop

The Finance Officer would like to work with UCOM to provide low cost healthy food including fresh fruit and snacks during study week for students during this stressful time. The Finance Officer will discuss the proposal with the Food and Beverage Manager regarding left over food from the outlets.

The Commerce Officer is talking to the Library Committee re: UC offering free tea and coffee during study period and this may include fresh fruit.

**087/2016**

**MOVED**

**That the Executive approve give authority for the Finance Officer to work with UCOM to produce a canteen during study and exam period with a budget of \$800 and also approve the expenditure of \$250 for the Can drive project to purchase bins for the collection of canned goods**

**Rüegg/Brophy**

**CARRIED**

#### EcoMug initiative

The EcoMug initiative is most likely not going to go ahead next week as a space has not been booked for the handing out of mugs, and the comms around the initiative went out too early and is now incorrect as well as there being a lack of help in running the stall.

*Action: Draft a plan of the EcoMug initiative which could be implemented next year (Post Graduate Officer)*

#### JOAB \$100k Project

As part of the \$100k JOAB project to beautify campus an art competition to paint the two concrete pillars near C Block lawn has been approved with a cash prize of \$500 for the winner. The Science Officer will help run the competition and comms which will be held at the end of October and hopefully the pillars will be painted and ready for Orientation 2017. Other initiatives include the purchase of large chess sets for activations on C Block lawn which will be ready in time for term 1 2017.

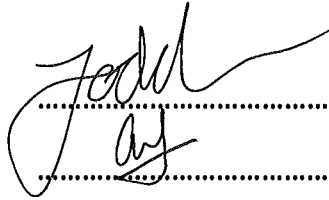
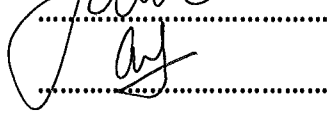
Voting for the UC Sport mascot is now open and the Executive were encouraged to vote.

The meeting closed at 6:50pm.

Declared true and accurate by Chair

Witness

Date

  
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3 Oct '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.	Organise a meeting with Executive club reps and Ria Holmes re affiliation process	Minute secretary	Mid October
3.	Discuss a conflicts of interest for Events team with Ria Holmes	President	Mid October
4.	Organise an induction for the club faculty reps and class reps for next year	President	November
5.	Add as agenda items for the next meeting sponsorship by energy drink companies and UCSA branding on clubs' equipment	Minute secretary	September
6.	Document learnings from transport to city initiative and investigate different options to present at the next Executive meeting	Engineering and Law Officers	October
7.	Circulate Can Drive proposal to the Commerce Officer to take to the Library committee to request a location for a can drop bin in the Puaka-James Hight library	Finance Officer	September
8.	Discuss Can Drive proposal with the Resource Coordinator	Finance Officer	September
9.	Draft a plan of the EcoMug initiative which could be implemented next year	Post Graduate Officer	October