

## UCSA Executive Meeting

Date Monday 3 October 2016

Time 5:00-7:00pm

Venue UCSA board room, Puaka-James Hight building

Apologies None noted

Present James Addington (President & Chair), 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), Chris Lamb (Arts)

In attendance Dave Hawkey (Chief Executive), Ron Park (2017 Executive), Bridget O'Connor-Norton (Minute secretary),

In committee time was taken from 5:20 - 5:30pm and 6:00 - 6:55pm.

### 1 Minutes

090/2016

**MOVED**

**That the minutes from the Executive meeting held on 19 September are confirmed as a true and accurate record**

Rüegg/Bignell

**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	Duncan Cotterill are drafting a letter to the insurance company which is a work in progress.
2.	Organise a meeting with Executive club reps and Ria Holmes re affiliation process	Minute secretary	Mid October	To be organised post Tea Party

3.	Discuss a conflicts of interest for Events team with Ria Holmes	President	Mid October	To be organised for post Tea Party
4.	Organise an induction for the club faculty reps and class reps for next year	President	November	To be organised post Tea Party
5.	Add as agenda items for the next meeting sponsorship by energy drink companies and UCSA branding on clubs' equipment	Minute secretary	September	Email feedback to President to take to the 2017 Executive.
6.	Document learnings from transport to city initiative and investigate different options to present at the next Executive meeting	Engineering and Law Officers	October	Under action. To be circulated to the 2017 Executive
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	Five drop bins have been purchased; with comms to be created. The bins will be located outside the Library and UCSA office and other sites until 31 <sup>st</sup> October.
8.	Discuss Can Drive proposal with the Resource Coordinator	Finance Officer	September	Completed
9.	Draft a plan of the EcoMug initiative which could be implemented next year	Post Graduate Officer	October	Will be completed in handover documents

#### 4 Health and Safety

There was one incident last month where a staff member tripped over crossing the bridge near the Health Centre making way for a cyclist. Near misses are now called near incidents, injuries and illnesses. Staff will be made aware and educated to enable greater reporting on near incidents, illnesses and injuries.

The WSMP programme by ACC is coming to an end as it has been acknowledged that the WSMP programme did not help make work places safer. A new programme is being investigated.

The Executive health and safety walk around are being scheduled by the individual Executive members – Education Officer is to visit Montana ELC, the Commerce Officer to visit Collective café and Ilam ELC and the Science Officer is to visit Tea Party and UCSA office.

#### 5 President's report

Taken as read.

##### Te Akatoki

James met with Hana Mereraiha the new Te Akatoki President. Hana will join the Executive next year as the Te Akatoki representative.

## 6 Chief Executive's report update

Taken as read.

### Staff satisfaction survey

The staff satisfaction survey results have been released and the overall results are similar to last year's results. Individual department results vary and it has been acknowledged that some areas like the Events team and Ilam ELC have had extraordinarily years with a change of management for Events team and the move of the Ilam ELC.

### Annual plan

The senior leadership team held their annual planning day last Friday which went well. This year was a busy year for the Association and a number of key projects have been completed.

### Foundry

The opening hours of the Foundry for next year are being investigated due to the lack of patronage on Saturday nights. Concern was expressed by the Executive at the potential in the reduction in trading hours. A staff member dedicated to the marketing of the Foundry and its events may be required.

*Action: Investigate Foundry staffing levels (Chief Executive)*

The Media team have expressed their appreciation of the Executive support of the new structure of CANTA and there have been a number of applications for the role of editor.

### UBS

The financials for UBS have been released and the bookshop is trading satisfactorily. There is a global decline in the sale of book in general and a number of factors relating to car parking, location on campus which makes operating bookshops a challenge.

## 7 UCSA Building

It was noted for the minutes that the following motion was passed via email.

### **088/2016**

**Moved that the UCSA Executive approve the Developed Design of the new UCSA Building as per the drawings issued on the 9<sup>th</sup> September with the following issues being resolved to the satisfaction of the UCSA President and Chief Executive:**

- 1. That the UCSA office space is fit for purpose and delivers the functionality requested.**
- 2. That the technical and building issues raised by Riley reach a satisfactory conclusion.**

**Bignell/Yee**

**CARRIED**

### Demolition and Fundraising Campaign

Demolition of the old UCSA building will be completed by November. The demolition company will stop work while exams are in progress due to noise and vibrant pollution.

The Chief Executive and President are attending further meetings with the architects and quantity surveyors to complete value engineering to save further costings in the new building.

The business case for the new building will be presented at UC Council this month. The President and Chief Executive presented to UC Council at the September meeting and the Council have formally

endorsed the fundraising campaign. A video is being created for the fundraising campaign of the new building with the assistance of key local which will be shown at the Chancellor's dinner and future functions as part of the fundraising campaign.

## **8 General Business**

### JOAB \$100k Project

The Science Officer is organising a competition with Fine Arts students to paint a mural on the walls by C Block lawn which is part of the \$100k JOAB project to beautify campus.

*Action: Provide an update at the next meeting on Fine Arts competition for the mural (Science Officer)*

The Arts Officer is working with the Clubs Coordinator to organise rubbish skips at the end of year for students to drop off their excess flat rubbish.

*Action: Provide an update on the plan and costs of the rubbish skips for student flats (Arts Officer)*

### Flags on Campus

The Vice President has worked with UC to enable the UCSA to create the design of three of the nine flags on University Drive to increase inclusivity on campus. Feedback has been received from Student Wellbeing Advisory Group and feedback from the Executive was sought.

*Action: Send any ideas re: flags on campus to increase inclusivity to the Vice President (All Executive)*

### SWAG update

Feedback from the Student Wellbeing Advisory Group was positive for the year received at the final meeting. Applications will be out next week for the students to join the group for 2017.

### UCSA presents the UCOM shop

The UCSA will assist UCOM in setting up their shop during study and exam week to sell perishable foods and drinks and the Finance Officer will speak to the Food and Beverage Manager about selling any left-over food from the cafes. The budget for the project is \$800 and UCOM have requested some funding upfront.

**091/2016**

**Moved**

**That the Executive approve \$400 upfront for UCOM to implement the UCOM shop**

**Bignell/De Silva**

**CARRIED**

## **9 Policies**

The Science Officer left the meeting.

The Sustainability Policy was tabled at the meeting with amendments to include a formal pledge to divest from fossil fuels and to officially endorse the University of Canterbury divesting and to support the minimum requirements for a Fair Trade University as determined by Fairtrade Australia New Zealand.

092/2016

MOVED

That the Executive approve the updated Sustainability Policy with the inclusion of the formal pledge to divest from fossil fuels and to officially endorse the University of Canterbury divesting and to support the minimum requirements for a Fair Trade University as determined by Fairtrade Australia New Zealand.

Bignell/Duncan

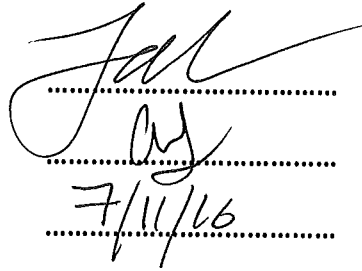
CARRIED

The meeting closed at 6:58pm.

Declared true and accurate by Chair

Witness

Date



Handwritten signatures and date on dotted lines. The first signature is 'Jul', the second is 'WJ', and the date is '7/11/16'.

## Action Points

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