

## UCSA Executive Meeting

**Date** Thursday 3 November 2016

**Time** 3:30-4:00pm

**Venue** Council Chamber, Level 6, Matariki building

**Apologies** None

**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** Josh Proctor (incoming Finance Officer), Bridget O'Connor-Norton (Minute secretary), Dave Hawkey (Chief Executive) joined the meeting at 3:45pm

In committee time was taken from 3:30 - 3:40pm.

### 1 Minutes

094/2016

**MOVED**

**That the minutes from the Executive meeting held on 3 October are confirmed as a true and accurate record**

Rüegg/De Silva

**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	To be discussed in Combined Advisory Board meeting. The UCSA is waiting for a response from insurance company
2.	Organise a meeting with Executive club reps and Ria Holmes re affiliation process	Minute secretary	Mid October	Carried forward

3.	Discuss a conflicts of interest for Events team with Ria Holmes	President	Mid October	Ongoing
4.	Organise an induction for the club faculty reps and class reps for next year	President	November	Ongoing
5.	Add as agenda items for the next meeting sponsorship by energy drink companies and UCSA branding on clubs' equipment	Minute secretary	September	To be discussed at the meeting with the Events team on Monday.
6.	Document learnings from transport to city initiative and investigate different options to present at the next Executive meeting	Engineering and Law Officers	October	To be discussed under General Business
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	Can Drive project is up and running.
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	The initiative has been included in the Executive documents

#### 4 Te Akatoki representation

Hana Mereraiha, the new Te Akatoki President has completed the position description as the Te Akatoki representative on the Executive which has been received by the UCSA Returning Officer. The Returning Officer will ensure Hana is an enrolled student and meets the fit and proper person criteria as is due process for all UCSA Executive members. It is anticipated that Hana will be officially appointed to the Executive at the next meeting.

#### 5 Policies

The Chief Executive Employment Committee, Executive Charter, Advisory Board Charter, Investment Policy and Equity and Wellbeing Advisory Group (EWAG) were included in the board appears to be renewed.

**095/2016**

**MOVED**

**That the Executive approve the updated Chief Executive Employment Committee policy, Executive Charter, Advisory Board Charter, Investments Policy and Equity and Wellbeing Advisory Group (EWAG) Charter and delegate authority to the President, Vice President and Finance Officer to determine which policies should be updated annually, biennially or triennially**

**Ihouanga/Brophy**

**CARRIED**

## 6 General Business



The Engineering and Law Officer documented learnings from the transport to city initiative from the Foundry which was tabled at the meeting for discussion.

The meeting closed at 4:00pm.

Declared true and accurate by Chair

Witness

Date

  
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## Action Points

No	Description/ Required Action	By Whom	Completion Date
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