

# MINUTES

## EXECUTIVE COMMITTEE MEETING

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Name: UCSA  
Date: Monday, February 20, 2017  
Start Time: 5:00 PM Close Time: 6:55 PM  
Location: Room 126, Puaka-James Hight Building, University of Canterbury, Christchurch  
Attendees: Dave Hawkey, James Addington, Sam Brosnahan, Chanuka De Silva, Thomas Gillman, Hana Skerrit-White, Bridget O'Connor-Norton, Ron (Seong Su) Park, Emily Barker, Josh Proctor, James Huntley, Riley Brosnahan, Laura Robinson, Harry Beaumont, Jackson White

### 1. Opening Meeting

#### 1.1. Grants

James Addington

Present clubs' grants to the Executive for approval

**Note:** A grant application was received from Engineers without Borders for \$850.00 to purchase a 20 litre boiling water urn and 100 x reusable ceramic branded mugs for functions. The total cost of the project is \$1253.68. Engineers without Borders has 500 student members and 40 non student members. The Clubs Co-ordinator recommended that the grant application for the urn be declined as two urns were purchased last year by the UCSA for clubs to use so there are already sufficient urns and that the application for the mugs be accepted. The club is discussing selling some of the mugs as fundraisers. The Clubs Co-ordinator would recommend that they do not sell more than 1/4 of the mugs.

**Note:** The President, Vice President, Post Graduate and Commerce Officer left the room due to a conflict of interest for the following grant.

A grant application was received from an individual student for \$750.00 to help cover the cost of tournament fees and return flights from Napier for him to compete at the HNZ National Affiliates Tournament representing NZ Universities. The total cost of the project is \$1047.00. The individual is affiliated to UC Hockey and a recommendation has been made by UC Sport.

The student applied last year for funding but it was declined due to insufficient funds in the clubs' grants funds pool. Other students have received similar funding for similar amateur sporting events.

The Clubs Co-ordinator recommended that the grant is accepted as the individual is an amateur and representing NZ Universities and has never applied for a grant before. The Clubs Co-ordinator recommends that the individual supply 4 photos of the events for the UCSA to use in promotional material.

**Note:** A grant application was received from UCanDance for \$825.00 for funding to cover unforeseen costs of alternative venue at short notice. The total cost of the project is \$1925.00. The recommendation from the Clubs Co-ordinator is that the grant is accepted as UCanDance had budgeted and booked venue hire for 2017 at \$20 an hour plus GST however in January had their booking cancelled on them. They have sourced an alternative venue but at the more expensive rate of \$35 an hour plus GST. UCanDance will be able to get the original price back in Semester 2. UCanDance did not apply for any grants in 2016 and a grant was approved in 2015 for facilities hire of \$1680.00. The recommendation also includes that the club increases its dance class prices as it has been a number of years since it was increased.

**Note:** The Post Graduate Officer left the meeting due to a conflict of interest.

A grant application was received from UC PGSA (Post Graduate Students' Association) for \$1009.73 for funding for prizes for summer wellness series. The total cost of the project is \$1230.00. The nature of the prizes includes water bottles, yoga mats, hand therapy kits and other wellness related prizes.

The recommendation from the Clubs Co-ordinator is that the grant is accepted as whilst the grant policy does not usually fund prizes, these prizes will help benefit a larger array of post graduate students and will help generate more interest in PGSA events and improve their profile on campus.

The Executive were wary about granting such a large amount of funds that would only benefit a small number of post graduate students, would only interest a targeted group of students who are interested in wellness and could also set a precedence with other clubs applying for funding for prizes.

**Note:** The Finance Officer left the room due to a conflict of interest.

A grant application was received from BYCSOC (Backyard Cricket Society) for \$6030.60 for funding for t-shirts which is the total cost of the project. The recommendation from the Clubs Co-ordinator is that the grant is declined as t-shirts should be a budgeted expense and an expense that can be tailored to the demand as well as the cost of the t-shirts being very expensive in comparison to other options that are available. BYCSOC has 389 student members.

**Decision: 001/2017**

MOVED FROM THE CHAIR

That the Executive decline the grant of \$850.00 for Engineers without Borders to purchase urns and 100 x reusable ceramic mugs as the UCSA has two urns for clubs use and the UCSA will look to purchase reusable ceramic mugs with the UCSA brand.

CARRIED

**Date:** 20 Feb 2017

**Decision: 002/2017**

MOVED

That the Executive approve the grant of \$750.00 for an individual to represent NZ Universities at the HNZ National Affiliates Hockey Tournament in Napier on the condition that a short article and photos are supplied for promotional material in UCSA media channels.

S Brosnahan/Skerrit-White CARRIED

**Date:** 20 Feb 2017

**Decision: 003/2017**

MOVED

That the Executive approve the grant application of \$825.00 from UCanDance to cover unexpected costs for alternative venue for dance classes on the condition that dance class prices are increased as it has been a number of years since it was increased.

Barker/Proctor CARRIED

**Date:** 20 Feb 2017

**Decision: 004/2017**

MOVED

That the Executive decline the grant application of \$1009.73 from UC PGSA (Post Graduate Students' Association) for funding for prizes for summer wellness series.

Beaumont/R Brosnahan CARRIED

Abstention was received from the Post Graduate Officer.

**Date:** 20 Feb 2017

**Action:** Meet with UC PGSA to explain reasoning for the decline in grant.

**Owner:** Josh Proctor

**Due Date:** 03 Mar 2017

**Decision: 005/2017**

MOVED

That the Executive decline the grant application of \$6030.30c from BYCSOC for the purchase of t-shirts due the cost of the t-shirts, and that t-shirts should be budgeted expenses.

De Silva/White CARRIED

**Date:** 20 Feb 2017

**Action:** Meet with BYCSOC to explain decision to decline grant and provide support with their events and finances.

**Owner:** James Huntley

**Due Date:** 03 Mar 2017

**1.2. Confirm Minutes**

James Addington

Confirm the minutes and in committee minutes of the previous Executive meeting held on 7 December 2016

**Decision:** 006/2017

MOVED

That the minutes from the Executive meeting held on 7 December are confirmed as a true and accurate record

Barker/De Silva CARRIED

**Date:** 20 Feb 2017

### 1.3. Interests Register

James Addington

Register any conflicts of interest

**Chanuka De Silva**

**UCSA Executive**

DISCLOSURE DATE: 01 Jan 2015

END DATE: 31 Dec 2015

NATURE OF INTEREST: SVA - Project Manager 2014

Entre - Executive Promotions 2015

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**Dave Hawkey**

**UCSA Chief Executive**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: Director - Ngai Tahu Tourism Ltd

Director - Transition Holdings Ltd

Director - UBS Canterbury Ltd

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**Emily Barker**

**UCSA Vice President**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: Residential Tutor - Rochester and Rutherford

Vice President - UC Rowing Club 2016

Executive Committee Member - UC Rowing Club 2015

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**Emily Barker**

**UCSA Vice President**

DISCLOSURE DATE: 01 Jan 2016

END DATE: 31 Dec 2016

NATURE OF INTEREST: UC Rowing Club

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**Harry Beaumont**

**UCSA Law Officer**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: UC Bike- Exec member 2016-2017

Current employers Higgins Civil Construction (falls under the Fletcher's umbrella) &

Beaumont-White Landscaping

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**Jackson White**

**UCSA Engineering Officer**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: Previous executive member of Canterbury University Snow Sports Club (CUSSC).

Current employer SolarCity New Zealand

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**James Addington**

**UCSA President**

DISCLOSURE DATE: 01 Nov 2015

NATURE OF INTEREST: UC Council - student representative

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**Josh Proctor**

**UCSA Finance Officer**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: BYCSOC - Executive

UC Rugby Club - Member

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**Ron (Seong Su) Park**

**UCSA Arts Officer**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: UCGS 2016-2017 President  
Currently employed by ANZ.

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**Thomas Gillman**

**UCSA Post Graduate Officer**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: 2016 - PGSA Exec

Currently employed by the National Centre for Research on Europe at UC.

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**Action:** Send to President's PA current employment and any Executive membership on a club to add to the register of interest

**Owner:** Emily Barker

**Due Date:** 03 Mar 2017

## 2. Major Decisions and Discussions

### 2.1. President's written report

James Addington

Provide board members with update from the President

**Note:** Taken as read.

The new Minister of Tertiary Education Hon. Paul Goldsmith and Andrew Little, Leader of the Opposition will both be on campus on Wednesday on separate visits and James will show them around clubs day.

**Note:** The Te Akatoki representative left the meeting due to a conflict of interest.

The draft Memorandum of Understanding between UCSA and Te Akatoki was briefly discussed by the Executive. The UCSA is committed to working with Te Akatoki and providing funding to its sister Association.

**Note:** Action points from the previous meeting

Continue to provide an update on the progress of the contents and chattels insurance claim - a new lawyer has been appointed to work with the UCSA regarding the contents and chattels insurance claim.

Organise an induction for the club faculty reps and class reps for next year - this action has been put on hold until Executive faculty representatives meet with their faculty heads and deans.

Work with the Clubs Co-ordinator, The Arts Officer and Finance Officer on the interim Grants policy - this has been completed.

## 3. Te Akatoki

### 3.1. Te Akatoki Update

Hana Skerrit-White

Provide board members with an update on information regarding Te Akatoki and their Association

**Note:** The Te Akatoki representative informed the Executive that Te Akatoki would like to see a bilingual cafe on campus where students can order coffee and food in Te Reo using a bilingual menu.

Te Akatoki are all working hard getting ready for clubs day tomorrow.

**Action:** Meet with the Chief Executive and Food & Beverage Manager to discuss Te Reo cafe initiative.

**Owner:** Hana Skerrit-White

**Due Date:** 24 Feb 2017

#### 4. Advisory Board minutes

##### 4.1. Advisory Board minutes 2 February 2017

James Addington

Providing minutes of the Advisory Board meeting

**Note:** Taken as read

#### 5. Board Annual Work Plan

##### 5.1. Executive and Advisory Board Annual Work Plan

James Addington

Provide information on annual work plan

**Note:** The Executive and Advisory Board annual work plan was taken as read.

#### 6. Actions from Previous Meetings

##### 6.1. Action Item List

James Addington

Provide update on action points from previous meeting

#### 7. Management Reports

##### 7.1. CEO Report

Dave Hawkey

Provide board members with information regarding operational aspects of the Association

**Note:** Orientation

Ticketed events for Orientation are selling well with Toga Party sold out, Mardi Gras and Foamo are both nearly sold out. Foamo is a non-alcoholic event. Unfortunately the Hypnotist event will not be a sellout.

Positive feedback has been received from UC as well as in the local community about the Orientation events and the emphasis on mental well being.

The first Mono night at the Foundry was a success. Feedback from staff has been positive regarding the Executive's involvement in assisting with Orientation.

General

Both early learning centres are at capacity and operating well.

The new Events team are working out really well and James Huntley the new Clubs Coordinator is settling in well.

The new Eng café opening has been delayed in opening due to a consent issues. A temporary coffee cart is operating in the interim and it is anticipated that the new Eng cafe will open in April.

The Chief Executive has been attending a number of meetings regarding the new Ngaio Marsh Theatre and retractable seating options.

The new Canta team is working well and the first Canta magazine of the year was released today.

All graphic design work is being outsourced at the moment and is working well. The functions team are developing a new website to promote functions and facilities on campus.

## 7.2. Finance Report November 2016

Dave Hawkey

Provide board members with financial accounts for November 2016

**Note:** The November financials were taken as read.

## 7.3. Health & Safety Review

Dave Hawkey

Items to report to the board on for Health and Safety:

- >> Report on all incidents, including near misses
- >> Report on absences due to sickness.
- >> Report on routine exposure to risks that are potentially harmful.
- >> Report on proactive tasks and training taken to maintain / improve health and safety, such as training, audits and maintenance programmes.

**Note:** The Health and Safety reports were taken as read.

## 8. Policies

### 8.1. Grants Policy

James Addington

Review and approve the updated Grants Policy

**Decision:** 008/2017

MOVED

That the Executive accept the updated grants policy including the reference to the emergency grants with the removal of the reference to \$500.

De Silva/Park CARRIED

**Date:** 20 Feb 2017

### 8.2. Dental Policy

James Addington

Review and approve the updated Dental Policy

**Decision:** 009/2017

MOVED

That the Executive accept the changes made to the updated Dental Policy with the small increase in cost of the services to its sustainability.

Beaumont/Barker CARRIED

**Date:** 20 Feb 2017

### 8.3. Affiliation Policy

James Addington

Review and approve the updated Affiliation Policy

**Decision:** 010/2017

MOVED

That the Executive approve the updated Affiliation policy including the updated Code of Conduct

Gillman/Park CARRIED

**Date:** 20 Feb 2017

### 8.4. Optometry Policy

James Addington

Review and approve the new Optometry Policy

**Decision:** 011/2017

MOVED

That the Executive approve the new Optometry policy in principle and delegate authority to the President to make minor amendments and approve the policy

De Silva/Proctor CARRIED

**Date:** 20 Feb 2017

### 8.5. Delegated Authority Policy

Dave Hawkey

Review and approve the updated Delegated Authority Policy

**Decision:** 012/2017

MOVED

That the Executive approve the updated Delegated Authority Policy

Proctor/Gillman CARRIED

**Date:** 20 Feb 2017

## 9. UCSA Building

### 9.1. UCSA Building update

Dave Hawkey

Provide board members an update on the new UCSA building project

**Note:** Architects are near completion of the detailed design of the new UCSA building. Four companies have been selected to take part in the tender process. The Chief Executive sits on the procurement panel with UC.

The goal is for the new building to start mid year.

The UCSA is hoping to sign the Deed of Ownership for the new building in the next few months which will outline the ownership model, funding of the building including the potential loan from UC who are bankrolling the building on the UCSA's behalf.

## 10. Other Business

### 10.1. Lotteries Commission

James Addington



**Decision:** 013/2017

**MOVE**

That the Executive give authority to Kylie Malin, Development Consultant from Alumni and UC Foundation to act as a legal profile secretary on behalf of the UCSA to apply for grants to the Lotteries Commission for funding towards the new UCSA building project.

Beaumont/Park CARRIED

**Date:** 20 Feb 2017

10.2. Student Matters

James Addington

**Note:** Three burglaries took place on Saturday night during Toga Party and it is believed that thieves could be targeting students flats. The UCSA will send out some communications to students to remain safe, look after their properties and get to know their neighbours. The President will also talk to the Police and ask them for assistance.

It was agreed that students need to be educated about contents insurance and insurance companies and that a Canta article would help inform students.

**Action:** Contact the Police regarding the number of student flat burglaries.

**Owner:** James Addington

**Due Date:** 24 Feb 2017

**Action:** Work on the the Law Officer on student communications to raise awareness amongst students of the increase in burgarlies in the area.

**Owner:** Jackson White

**Due Date:** 22 Feb 2017

**Note:** PE campaign

The Student Wellbeing team and Advocacy and Welfare have been working over the summer on the ME campaign which provides free sanitary products to students. The UCSA have had to change the name to PE campaign due to a clash of name with the Endometriosis Society ME trademark.

PE campaign is a temporary initiative but could become permanent if well received. Seven Sharp TV cameras will be on campus this Friday to promote the PE campaign. If this project is rolled out permanently it will be the first of its kinds at a New Zealand university.

10.3. Projects

Josh Proctor

**Note:** Meet with everyone individually this week to get time frame etc organised for the Exec projects.

Build UCSA brand SnapChat with Harry and Jackson  
UCSA Exec office open hours - organise times with the Executive

**Action:** All Executive to provide a verbal update on projects at the next meeting

**Owner:** James Addington

**Due Date:** 06 Mar 2017

## 11. Close Meeting

### 11.1. Close the meeting

**Next meeting:** No date and time for a future meeting was agreed in this meeting.

#### **Actions from this meeting:**

##### **20 Feb 2017 : Student Matters**

ACTION: Work on the the Law Officer on student communications to raise awareness amongst students of the increase in burglaries in the area.

DONE: No  
DUE DATE: 22 Feb 2017  
OWNER: Jackson White

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##### **20 Feb 2017 : Te Akatoki Update**

ACTION: Meet with the Chief Executive and Food & Beverage Manager to discuss Te Reo cafe initiative.

DONE: No  
DUE DATE: 24 Feb 2017  
OWNER: Hana Skerrit-White

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##### **20 Feb 2017 : Student Matters**

ACTION: Contact the Police regarding the number of student flat burglaries.

DONE: No  
DUE DATE: 24 Feb 2017  
OWNER: James Addington

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##### **20 Feb 2017 : Grants**

ACTION: Meet with UC PGSA to explain reasoning for the decline in grant.

DONE: No  
DUE DATE: 03 Mar 2017  
OWNER: Josh Proctor

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##### **20 Feb 2017 : Grants**

ACTION: Meet with BYCSOC to explain decision to decline grant and provide support with their events and finances.

DONE: No  
DUE DATE: 03 Mar 2017  
OWNER: James Huntley

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##### **20 Feb 2017 : Interests Register**

ACTION: Send to President's PA current employment and any Executive membership on a club to add to the register of interest

DONE: No  
DUE DATE: 03 Mar 2017  
OWNER: Emily Barker

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##### **20 Feb 2017 : Projects**

ACTION: All Executive to provide a verbal update on projects at the next meeting

DONE: No  
DUE DATE: 06 Mar 2017  
OWNER: James Addington

**Meeting close time: 6:55 PM**

James Addington  
6 March 2017

