

MINUTES

EXECUTIVE COMMITTEE MEETING

Name: UCSA
Date: Monday, March 6, 2017
Start Time: 5:00 PM Close Time: 7:00 PM
Location: Room 126, Puaka-James Hight Building, University of Canterbury, Christchurch
Attendees: Dave Hawkey, James Addington, Sam Brosnahan, Chanuka De Silva, Thomas Gillman, Bridget O'Connor-Norton, Ron Park, Emily Barker, James Huntley, Riley Brosnahan, Laura Robinson, Harry Beaumont, Jackson White
Apologies: Josh Proctor, Hana Skerrett-White

1. Opening Meeting

1.2. Affiliations

James Huntley

Provide board members with club affiliations for approval

Decision: 014/2017

MOVED

That the Executive affiliate the following clubs:

Accounting Society

AIESEC Canterbury

Amnesty International University of Canterbury

AnimeSoc

Arise Church

BIOSOC

BUDSOC

Cantabs (Student Supporters' Army)

Canterbury Malaysian Students' Association

Canterbury University Snow Sports Club

Canterbury University Tramping Club

Cathsoc

Chemsoc

Christchurch Educated International Students Association

(CEISA)

CMA Kung-Fu

CompSoc

COMSOC

CRIMSOC

Curry Soc

DeSoc

Dramasoc

ENSOC

Entré

Every Nation Campus

Generation Zero
GeogSoc
Golden Key
Higher Taste Vegetarian Club
KAOS (Killing as Organised Sport)
MathSoc
Merlion Singapore Society
Operation Friendship
OpSoc Canterbury
ProLife Canterbury
QCanterbury
Revolution Uni
Te Putairiki (Maori Law Students' Society)
The Logía Society
The University of Canterbury Commerce Society
TuneSoc
UC Balangay (The Philippines Society)
UC Basketball Club
UC Bike
UC Film Club
UC Gaming Guild
UC IEEE Student Branch
UC Meditation
UC Pasifika Law Students' Society
UC PGSA
UC Robotics
UC Women Weightlifters Society
U-CAN-SPEAK Toastmasters
UCBUG
uccsss
UChess
UCPongSoc
UCPsyc
University of Canterbury Canoe Club
University of Canterbury Climbing Club
University of Canterbury Debating Society
University of Canterbury Feminist Society
University of Canterbury Global Society
University of Canterbury Muslim Students Association (UC MUSA)
University of Canterbury Navigators
UNIVERSITY OF CANTERBURY SAMOAN STUDENTS ASSOCIATION (CUSSA)
University of Canterbury Ultimate Club
University of Canterbury Women in Law Society
University of Canterbury Yoga Society
Veg Club of UC (VCUC)
Women In Engineering
Young Labour Christchurch
Young Nationals
SAGA

De Silva/Gillman CARRIED

Date: 06 Mar 2017

1.3. Grants

James Huntley

Present clubs' grants to the Executive for approval

Note: To date \$13,862.52 has been applied for in grant applications and \$4,617.19 has been awarded.

1.4. Grants Principles

James Addington

Note: The Executive were in agreement when approving grants on the following principles:

Shared resources

longevity

benefit to broad members base

multiple quotes sourced

promotes success and belonging

promotes mental health and well-being

new initiatives

positive links to wider community,

consistent with their club vision

no funds will be granted for apparel, alcohol or prizes.

1.5. Confirm Minutes

James Addington

Confirm the minutes of the previous Executive meeting held on 20 February 2017

Decision: 015/2017

MOVED FROM THE CHAIR

That the Executive minutes from the Executive meeting held on 20 February 2017.

CARRIED

Date: 06 Mar 2017

1.6. Interests Register

James Addington

Register any conflicts of interest

Chanuka De Silva

UCSA Commerce Officer

DISCLOSURE DATE: 01 Jan 2015

NATURE OF INTEREST: SVA - Project Manager 2014

Entre - Executive Promotions 2015

Employer Chapman Tripp

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

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

Hana Skerrett-White

Te Akatoki President

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: Te Akatoki President

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

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

James Addington

UCSA President

DISCLOSURE DATE: 01 Nov 2015

NATURE OF INTEREST: UC Council - student representative

Josh Proctor

UCSA Finance Officer

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: BYCSOC - Executive

UC Rugby Club - Member

Laura Robinson

UCSA Education Officer

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: Gentlemen's Club, Arise Church, Lawsoc and Cuba

Riley Brosnahan

UCSA Science Officer

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: entré executive and I currently work for ANZ.

Ron (Seong Su) Park

UCSA Arts Officer

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: UCGS 2016-2017 President

Currently employed by ANZ.

Sam Brosnahan

UCSA Equity and Wellbeing Officer

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: UC Executive Development Programme

Global China Connection Canterbury (club)

ANZ Bank employee

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.

Note: The Executive were reminded to send all conflicts of interest to the minute secretary to update the register.

2. Major Decisions and Discussions

2.1. President's written report

James Addington

Provide board members with update from the President

Note: The first corporate sponsor for the new UCSA building is now on board as a bronze sponsor.

3. Te Akatoki

3.1. Te Akatoki Update James Addington

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

Decision: 016/2017

MOVED

That the Executive delegate authority to the President to sign the Memorandum of Understanding between the University of Canterbury Students' Association and Te Akatoki Gillman/Beaumont CARRIED

Date: 06 Mar 2017

4. Board Annual Work Plan

4.1. Executive and Advisory Board Annual Work Plan James Addington

Provide information on annual work plan

5. Actions from Previous Meetings

5.1. Action Item List James Addington

Executive Committee 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

Executive Committee Meeting 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

Executive Committee Meeting 20 Feb 2017 : Student Matters

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

DONE: Yes
DUE DATE: 24 Feb 2017
OWNER: James Addington

Executive Committee Meeting 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

Executive Committee Meeting 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

Executive Committee Meeting 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

Executive Committee Meeting 20 Feb 2017 : Projects

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

DONE: Yes
DUE DATE: 06 Mar 2017
OWNER: James Addington

Executive In Committee Meeting 06 Mar 2017 : Drug and Alcohol Use

ACTION: Look to educate students to be safe when out drinking and inform the staff and the Halls of Residences.

DONE: No
DUE DATE: 14 Mar 2017
OWNER: James Addington

Executive In Committee Meeting 06 Mar 2017 : Drug and Alcohol Use

ACTION: Look at National Drug and Alcohol Advisory Groups the UCSA could link in with regarding drug and alcohol education

DONE: No
DUE DATE: 14 Mar 2017
OWNER: Jackson White

6. Management Reports

6.1. CEO Report

Dave Hawkey

Provide board members with information regarding operational aspects of the Association

Note: The \$350,000 loan for the new Ilam ELC at Dovedale is now in our bank account.

Staffing is doing well and the Events team successfully ran Orientation.

The new website for functions is progressing.

Good One Party Register is looking to take the initiative nation wide.

Electric Avenue was a success and the UCSA received some income from the sale of the student tickets.

Advocacy and Welfare have initiated a new optometry service in conjunction with SpecSavers.

UBS have finally received back rent from UC for the campus closure after the earthquakes in 2011.

Food and Beverage

The Shed will close down at the end of the year when Kirkwood Village is decamped.

The new Eng Cafe is due to open in June.

Canta

The second Canta magazine has been released today. The Canta office is now located in a separate location to provide independence. The Comms role is still vacant and it was questioned if a role was needed for 52 weeks of the year. This role will continue to be managed and will be reviewed in the near future.

Action: Invite the Food and Beverage Manager to present at the next meeting and request a plan from each cafe

Owner: Chanuka De Silva

Due Date: 14 Mar 2017

Action: Create a plan for the Comms role and present at the next meeting

Owner: Dave Hawkey

Due Date: 14 Mar 2017

6.2. Finance Report November 2016

Dave Hawkey

Provide board members with financial accounts for January 2016

Note: January is a quiet month with few students on campus. Overall the UCSA is trading well. The Early Learning Centres are trading at capacity.

Orientation was a success ticket sales wise.

6.3. 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: Only one accident/incident in January and February. Gave our first \$50 prize for reporting a near miss to staff last week.

7. Policies

7.1. Code of Ethics Policy

James Addington

Review and approve policy

Decision: 017/2017

MOVED

That the Executive approve the Code of Ethics policy

R Brosnahan/White CARRIED

Date: 06 Mar 2017

8. UCSA Building

8.1. UCSA Building update

Dave Hawkey

Provide board members an update on the new UCSA building project

Note: The Chief Executive continues to work on the Deed for the UCSA building.

UC have indicated that they would like to hold lectures in the Ngaio Marsh Theatre. The Chief Executive has put forward a proposal to UC which could potentially assist the UCSA pay back the loan with the added revenue stream.

The new legal representative from Duncan Cotterill is working with the claims advocate on the insurance and chattels claim and an updated letter will be sent to Vero in the next few weeks which will be stronger case. The claim could move

relatively quickly in the next few weeks to prevent the UCSA having to go to court.

The detailed design stage is near completion and a presentation will be organised for Executive and staff to attend and view the final drawings from Architectus. The architect will work with a new bar designer as the UCSA were not happy with the initial bar design drawings.

David Wong will attend a workshop with the Executive regarding the MBA project he is undertaking on the operational aspects of the new building.

9. Other Business

9.1. Student Matters

James Addington

Note: It has been brought to the attention of the Executive that there are a number of students who have not reported recent burglaries to the Police as they have not felt comfortable doing so.

Comms are needed to ensure students feel comfortable phoning the Police.

Action: Look at ways the UCSA can help improve student relationships so they feel comfortable to call the Police when needed.

Owner: James Addington

Due Date: 14 Mar 2017

Note: James has met with a number of clubs about their concerns about clubs' day, their location, lack of internet access and communication. James is also going to meet with the Events Manager and the team this week to discuss further.

9.3. Election policies

James Addington

Note: The President asked the Executive to start thinking about the policies that the Executive want to promote for the upcoming National elections.

Students also need to be made aware of the importance of voting in the national elections. The UCSA is organising an event of local national leaders debate in conjunction with UC Pols.

One suggestion is that a booklet could be created of student focused policies to assist students in voting.

The Executive will discuss this in greater detail in a workshop in the near future.

9.4. Executive Projects

James Addington

Provide board members with an update on the Executive projects

Note: The Executive projects include:

Office and building branding, Pop up days, care packs, International food market, profiling videos, discounted coffees at The Shilling Clubs for Post Graduates, cleaning

products in Heat and Eats, student flatting improvements, improving the class rep system, CUBA workshops, bike lights at discounted prices, solar project.

Action: Draft a paper on the solar panel project

Owner: Jackson White

Due Date: 14 Mar 2017

Decision: 018/2017

MOVED

That the Executive delegate \$900 for the care pack project to be organised by the Student Wellbeing Representative.

De Silva/Beaumont CARRIED

Date: 06 Mar 2017

Decision: 019/2017

MOVED

That the Executive delegate \$50 to purchase cleaning products for the heat and eat areas to be organised by the Education Representative.

White/Barker CARRIED

Date: 06 Mar 2017

10. Close Meeting

10.1. Close the meeting

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

Actions from this meeting:

06 Mar 2017 : Executive Projects

ACTION: Draft a paper on the solar panel project

DONE: No

DUE DATE: 14 Mar 2017

OWNER: Jackson White

06 Mar 2017 : Student Matters

ACTION: Look at ways the UCSA can help improve student relationships so they feel comfortable to call the Police when needed.

DONE: No

DUE DATE: 14 Mar 2017

OWNER: James Addington

06 Mar 2017 : CEO Report

ACTION: Create a plan for the Comms role and present at the next meeting

DONE: No

DUE DATE: 14 Mar 2017

OWNER: Dave Hawkey

06 Mar 2017 : CEO Report

ACTION: Invite the Food and Beverage Manager to present at the next meeting and request a plan from each cafe

DONE: No

DUE DATE: 14 Mar 2017

OWNER: Chanuka De Silva

Meeting close time: 7:00 PM

James Addington
Jaded
20 March 2017