

# MINUTES

## COMBINED ADVISORY BOARD AND EXECUTIVE MEETING

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Name: UCSA - Advisory Board Committee  
Date: Thursday, April 6, 2017  
Start Time: 4:00 PM Close Time: 6:10 PM  
Location: Okeover House University Drive  
Attendees: Nigel Watson, Dave Hawkey, James Addington, Sam Brosnahan, Lucy Powell, Paul Munro, Thomas Gillman, Hana Skerrett-White, Jeremy Blake, Bridget O'Connor-Norton, Emily Barker, Josh Proctor, Riley Brosnahan, Laura Robinson, Joanne Milne, Harry Beaumont, Jackson White, Karen Long - BDO auditor  
Kristy Sutherland - KPMG accountant  
Apologies: Chanuka De Silva, Ron Park

### 1. Opening Meeting

#### 1.1. Confirm Minutes

James Addington

Confirm the minutes and in committee minutes of the previous Advisory Board meeting held on 2 February 2017

#### **Advisory Board Committee Thursday, March 2, 2017:**

Minutes approved with the following changes:

5.7 Appendix 6 - UBS Financials

The outstanding amount owing from UBS is part of the dividend payment not director's fees

**Decision:** That the Advisory Board accept the minutes of the meeting held in 2 March as a true and accurate record with the correction of 5.7 - UBS financials, the outstanding amount owing is dividend payments not director's fees.

Blake/Munro AGREED

**Date:** 06 Apr 2017

#### 1.2. Interests Register

James Addington

Register any conflicts of interests

**Dave Hawkey**

**UCSA**

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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**James Addington**

**UCSA**

DISCLOSURE DATE: 01 Nov 2015

NATURE OF INTEREST: UC Council - student representative

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**Jeremy Blake**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: University of Canterbury Students' Association (UCSA) - board member  
Mocka Limited / MPB Marketing Limited - Shareholder/director  
Noeline Clark Foundation - Trustee

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**Jo Milne**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: University of Canterbury Students' Association (UCSA) - board member  
and Chief Executive Employment Committee member  
NZQA Contract Lead Evaluator, Quality Assurance Division STOP - trustee/chair

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**Josh Proctor**

**UCSA**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: BYCSOC - Executive  
UC Rugby Club - Member

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**Lucy Powell**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: University of Canterbury Students' Association (UCSA) - board member  
Perception PR & Marketing Ltd - Director  
Perception PR advises Ngai Tahu Tourism - Dave Hawkey is a board member of Ngai Tahu  
Tourism  
Carter Price Rennie Ltd - Director  
Safer NZ Trust - Trustee  
Christchurch City Choir - Committee member  
Christchurch Arts Festival Foundation - Trustee  
Rixon Gaunt Family Trust - Trustee  
Institute of Directors - Elected committee member

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**Nigel Watson**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: Antarctic Heritage Trust - Executive Director  
University of Canterbury Students' Association (UCSA) - board member and Chief Executive  
Employment Committee member  
ICOMOS, International Polar Heritage Committee - Secretary-General

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**Paul Munro**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: Central Plains Water Limited - Director, Electricity Ashburton  
Limited - Director,  
CCHL (2) Limited \* - Director, CCHL (4) Limited \* - Director, CCHL (5) Limited \* -

Director, Christchurch City Networks Limited \* - Director,  
University of Canterbury Students Association - Advisory Board Member  
Spanbild Holdings Limited - Director, Spanbild New Zealand Limited - Director,  
Spanbild Pty Limited - Director  
(\* denotes non-trading shelf company)

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**Paul Munro**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: Christchurch City Holdings Limited ('CCHL') - CEO. CCHL is the majority shareholder in Christchurch International Airport Limited Shareholder (75%), Enable Services Limited Shareholder (100%), Orion NZ Limited Shareholder (89%), Lyttelton Port Company Limited Shareholder (100%), City Care Limited Shareholder (100%), Red Bus Limited Shareholder (100%), Eco Central Limited Shareholder (100%), Development Christchurch Limited Shareholder (100%)

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**Paul Munro**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: Portabuild (2007) Limited - Director, Versatile Properties Limited - Director,  
Versatile Australia Holdings Limited - Director,  
Totalspan Retail Pty Ltd - Director

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**Action:** Send to the minute secretary amendment to interest register

**Owner:** Lucy Powell

**Due Date:** 21 Apr 2017

## 2. Annual Accounts

### 2.1. Annual Accounts

Dave Hawkey

Provide board members with 2016 annual accounts for the Advisory Board to recommend to the Executive for approval

**Note:** KPMG noted the change in reporting standards. We are now tier 2 because our expenditure is in excess of \$2 million. Karen from BDO commented that they were happy with the audit and it was encouraging to see more controls in place and the recommendations in last year's audit report had been put into action. There was only one credit card receipt that was not found. Karen has recommended that BDO attend the half year stock take to ensure stock controls are still in place.

expenditure new public entity reporting changes.

It was recommended that the Finance Officer and Chief Executive sign the recommendation letter.

**Decision:** The Advisory Board recommended to the Executive that the 2016 annual accounts be accepted and signed and that the management letter to BDO also be signed.

Munro/Milne AGREED

**Date:** 06 Apr 2017

**Decision:** 040/2017

MOVE

That the Executive approve the 2016 annual accounts and delegate authority to the Finance Officer and Chief Executive to sign the management letter.

Jackson/R Brosnahan CARRIED

**Date:** 06 Apr 2017

## 3. President's report

### 3.1. President's report

James Addington

Provide board members with update from the President

**Note:** The President's report was taken as read.

#### 4. Board Annual Work Plan

##### 4.1. Advisory Board and Executive annual work plan Dave Hawkey

Provide information on annual work plan

**Note:** The annual work plan was taken as read.

#### 5. Actions from Previous Meetings

##### 5.1. Action Item List James Addington

See Appendix A for the full Action Item list.

#### 6. Health and Safety

##### 6.1. Health and Safety 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. A few more near miss reports have been lodged since the board papers were sent out including the bite from a child at Montana ELC and a slip incident in The Shilling Club due to wet weather.

Given the number of staff in Food and Beverage we should expect more near miss reporting coming from that area. It was noted that many of the incidents were due to the fact that staff were rushing to provide good customer service.

#### 7. Management Reports

##### 7.1. Chief Executive's written report Dave Hawkey

Provide board members with information regarding operational aspects of the Association

**Note:** The Chief Executive's report was taken as read.

#### 8. Financials

##### 8.1. Financials - February 2017 Dave Hawkey

Provide board members with the monthly management report

**Note:** The February financials were taken as read. Ongoing improvements in food and beverage. International student numbers are up 20%. Local market has been slowly reclaimed. UC done the best of out any other university in NZ with growth in student numbers this year. It was further noted that there has been no bulk funding increases for the ELCs for 6 years.

## 9. UCSA Building

### 9.1. CE Building Commentary

Dave Hawkey

Provide board members with commentary of the status of the UCSA building project

**Note:** Taken as read.

### 9.2. Deed of Management

Dave Hawkey

Provide board members with a copy of the Deed between the UCSA and UC relating to the ownership, operation and funding of the new UCSA Building

**Note:** The Advisory Board and Executive moved into in committee session.

### 9.3. Contents and Chattels Claim

Dave Hawkey

Provide board members with the final documentation that has gone to Vero

**Note:** The Advisory Board and Executive moved into in committee session.

### 9.4. Financial Analysis

Dave Hawkey

Provide board members with a number of scenarios relating to the financing and loan position for the new UCSA Building

### 9.5. Detailed Design

Dave Hawkey

Provide board members an update on the design of the new UCSA building

**Note:** The detailed design is now at 100% completion.

### 9.6. Building Name

Dave Hawkey

Provide board members with a paper to determine the name of the new UCSA Building

**Note:** The Advisory Board and Executive went into in committee session.

## 10. Policies and By Laws

### 10.1. Fraud Policy

James Addington

Provide updated draft policy for approval

**Decision:** MOVED

That the Advisory Board recommend to the Executive that the Fraud Policy is accepted.

Munro/ Powell AGREED

**Date:** 06 Apr 2017

**Decision:** 042/2017

MOVE

That the Executive approve the updated Fraud policy with the inclusion of the whistle blowing section.

Beaumont/Gillman CARRIED

**Date:** 06 Apr 2017

### 10.2. Membership By Law

James Addington

For approval

**Decision:** MOVE

That the Advisory Board recommend to the Executive that the membership by law is accepted.

Munro/ Powell AGREED

**Date:** 06 Apr 2017

**Note:** The new membership by-law was created with the legal assistance of Simpson Grierson when the new Constitution was written last year and also includes information with the existing Membership Opt Out policy which is now obsolete.

**Decision:** 043/2017

MOVE

That the Executive approve the new Membership By-law which is the merger of the membership opt out policy and the newly created by-law created by Simpson Grierson.

Robinson/S Brosnahan CARRIED

**Date:** 06 Apr 2017

## 11. Insurance

### 11.1. 2017 Insurance Renewal

Dave Hawkey

Provide board members with insurance renewal documentation

**Note:** Taken as read.

## 12. Risk Register

### 12.1. UCSA Risk Register - 2017

James Addington

Provide a copy of the updated Risk Register

**Note:** The risk register has been updated with a more detailed scale and new risks have been identified, with the focus going forward on the risks in red.

There has been a considerable increase in the number of burglaries in the Ilam area and also in the number of residential complaints for poor student behaviour.

### 13. Other Business

#### 13.1. Student Matters

James Addington

Any matters of concerns to the student body

### 14. Affiliations

#### 14.1. Affiliations

James Addington

**Decision:** 044/2017

MOVE

That the Executive approve the re-affiliation of the following clubs:

180 Degrees Consulting, Engineers Without Borders, Forsoc, RockSoc, Skub, Socratic Society, Student Life Canterbury, Student Volunteer Army, The Gentlemen's Club, The Investment Society, UC Christian Union, UC Football, UC Frenchsoc, UC Motorsport, UC Wine Club, UC Yoshukai Karate, UniFit - UC Social Fitness Club, and University of Canterbury Political Science Society and the new affiliation of EURO Club upon recommendation from the Clubs' Coordinator.

Jackson/Beaumont CARRIED

**Date:** 06 Apr 2017

### 15. Close Meeting

#### 15.1. Close the meeting

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

#### **New Actions raised in this meeting:**

##### **06 Apr 2017 : Interests Register**

ACTION: Send to the minute secretary amendment to interest register

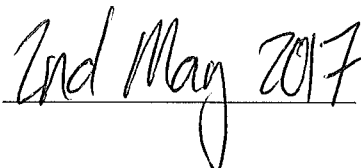
DONE: No  
DUE DATE: 21 Apr 2017  
OWNER: Lucy Powell

**Meeting close time:** 6:10 PM

Signature: \_\_\_\_\_



Date: \_\_\_\_\_



## Appendix A: Actions from Previous Meetings

### 5.1. Action Item List

#### **Advisory Board Committee 02 Mar 2017 : Deed**

ACTION: Create a one pager high level document on the operational costs of the new building

DONE: No  
DUE DATE: 30 Mar 2017  
OWNER: Dave Hawkey

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#### **Advisory Board Committee 02 Mar 2017 : Interests Register**

ACTION: Send any register of interest information to Bridget to update

DONE: Yes  
DUE DATE: 30 Mar 2017  
OWNER: Paul Munro

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#### **Advisory Board Committee 02 Mar 2017 : Fraud Policy**

ACTION: Update the Fraud Policy to include a section on whistle blowing and present to the Advisory Board at the next meeting

DONE: No  
DUE DATE: 30 Mar 2017  
OWNER: Dave Hawkey

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