



## UCSA Executive Meeting

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Date                    Tuesday 12<sup>th</sup> August 2014

Time                    5-7pm

Venue                   UCSA board room, James Hight Building

Apologies            Claire Laredo (Clubs)

Present                Sarah Platt (President), Luke Gillespie (Vice President), Cam Bignell (Finance), Daniel Chan (Sports), Emily Osborne (Science), Jenny Chiu (Engineering), Sophie Beaumont (Education), Rachael Gresson (Postgraduate), Miria Scott-Toft (Arts), Michael McRae (Law), Jared Van de Geest (Commerce)

In attendance        Dave Hawkey (Chief Executive), Bridget O'Connor-Norton (minutes)

In committee time was taken from 4:08pm- 4:12pm and 4:43- 5:10pm.

### 1. Minutes

**096/2014**

**MOVED**

**That the minutes from the Executive meeting on 29 July 2014 are confirmed as a true and accurate record**

**Gillespie/McRae**

**CARRIED**

### 2. Conflicts of Interest

UCSA President is a member of UC Council and the UC Rowing club.

### 3. Matters arising

No	Description/ Required Action	By Whom	Completion Date	Outcome
1	Update policies to present at next Executive meeting	UCSA President	Ongoing	Sustainability and Exec Honorary policies to be discussed in General Business
2	Circulate Aspiring Leaders forum report to Executive	Law Officer	18 July	Carried forward – circulate to the minute secretary

3	Update the Te Akatoki Memorandum of Understanding and Funding Provision Agreement with the Chief Executive and circulate to the Executive	UCSA President	30 June	Waiting on Te Akatoki
4	Send any updates for student representation to be included in UCSA Current Situation – Discussion Paper to Minute secretary to update	All Executive	July	Completed
5	Circulate to the Executive the academic audit submission	Vice President	8 August	Carried forward
6	Meet with UCSA Chief Executive to discuss UCSA new strategic plan and focus on student success	Te Akatoki President	By end of term	Carried forward
7	Update the Honorarium policy and circulate to the Executive	UCSA President	8 August	Completed
8	Circulate a discussion paper to the Executive regarding the JOAB discussion on the allocation of funds	Finance Officer and Chief Executive	8 August	The Executive were in agreement to recommend to JOAB that the allocation of funds go towards the Rec Centre Precinct which will include the UCSA building
9	Email clubs to gauge engagement of the Eco My Flat initiative	Science and Clubs Officers	8 August	Carried forward
10	Investigate the change in the Foundry to move from glass to smaller plastic cups while the price remained the same	Finance Officer	8 August	Will discuss with Foundry Manager and new Food and Beverage Manager when he starts next week
11	Provide feedback on the Facebook page regarding the Flating Seminar if members are not able to attend	All Executive	8 August	Completed
12	Inform the Finance Officer if members are able to take part in the Flating Seminar tomorrow at 4pm	All Executive	29 July	Completed
13	Inform the Vice President if members are able to take the Q & A with the UCSA tomorrow	All Executive	29 July	Completed
14	Direct any questions regarding UC Futures Graduate Profile to the Vice President	All Executive	8 August	Ongoing

#### **4. President's verbal report**

##### **Liquor Ban in the Ilam/Riccarton area**

The Christchurch City Council's Alcohol Restrictions in Public Places Amendment Bylaw has been passed with the exclusion of the open spaces at the Halls of Residences, Ilam Fields and University. University Drive is not included in the exclusion areas.

##### **Elections**

The UCSA elections are underway with voting this Thursday and Friday, with 24 candidates running for the Executive. Students need to be encouraged to run for the Executive and greater marketing could be done in the lead up to the nomination period. All students who are members of the UCSA will receive an email with a link to vote and this year a second follow up email will be sent on Friday, to students who haven't yet voted. Leaflets will be left in the UCSA cafes to remind students to vote. There has been positive feedback regarding this year's Returning Officer.

##### **SJS**

The President continues to wait for Student Job Search to circulate their proposed constitutional amendments so they can be forwarded to the Executive for feedback.

##### **Advisory Board**

The Advisory Board reflected on their role and the value they add to the organisation at the half way point of the year. The President, Vice President and Finance Officer noted the importance of the Advisory Board's contribution and the Board will look to focus more on strategy in the coming months. The UCSA President would like to increase communication between the Advisory Board and Executive.

The Executive agreed to meet next week to discuss the option of increasing the frequency of Executive meetings so a more strategic focus can be discussed at alternate meetings. It was suggested that the function of the subcommittee portfolio could be improved upon for next year.

*Action: Schedule an Executive workshop for next Tuesday (Minute secretary)*

#### **5. Chief Executive's written report**

Taken as read

##### **Strategic Vision**

The Chief Executive requested that feedback be emailed to him, regarding the strategic vision included in the board papers. Feedback will also be sought from Te Akatoki and JOAB. A series of workshops will be run with staff and KPIs will feed into the actions.

*Action: Send feedback to the Chief Executive on the strategic vision in the board papers (All Executive)*

The Executive went into in committee at 4.43pm

The Executive came out of in committee at 5.10pm.

Positive feedback has been received from the UC Men's Football club regarding the upgrade of the White Pavilion facilities.

#### **5. Policies**

All policies have been updated and come with recommendations from the Advisory Board.

The following changes were suggested for the Sustainability policy:

- That the word Association be added in brackets and used throughout the policy
- The use of the word “we” vs “they” be investigated in relation of other policies
- Procedures title be reformatted
- That the word Fairtrade in point 3 be amended to ethnical and sustainable products

**097/2014**

**MOVED**

**That the Executive place the Sustainability policy on hold and further work be completed**

**Platt/Chiu**

**CARRIED**

**098/2014**

**MOVED**

**That the Executive approve the updated Executive Honorarium policy**

**Chiu/McRae**

**CARRIED**

It was recommended that the Science Officer discuss her proposed green wall special project with Security and Campus Community Support Team Leader, Michael Oliver.

The Chief Executive left the meeting at 5.26pm

The Vice President left the meeting at 5.26pm due to a conflict of interest.

## **6. Grants and Affiliations**

The Executive have awarded \$38,556.23 in general grants this year to date and there is approximately \$25,853.77 remaining.

A grant application was received from Student Volunteer Army (SVA) for \$3,788.54 to purchase a trailer. In the past they have hired or borrowed trailers but due to their high usage, SVA feel it is time to purchase one. Trailers are also difficult to borrow in times of disasters. The trailer is a Briford 8 x 4 1999 kg tandem axel with a 3 foot crate. Included in the grant price are on-road costs and a clamp to secure the trailer near the SVA container. The recommendation from the Events Co ordinator is to grant the full amount of \$3,788.54 as it is the only grant that SVA have applied for, the regular use it will receive and also that it can be placed on the clubs’ asset register for other clubs to use.

**099/2014**

**MOVED**

**That the Executive grant Student Volunteer Army (SVA) \$3,788.54 to purchase a trailer (Briford 8 x 4 1999 kg tandem axel with a 3 foot crate)**

**Chan/Osborne**

**CARRIED**

### **Abstention from Luke Gillespie, Vice President**

The Vice President re-joined the meeting at 5:29pm.

The Events Co ordinator, Sarah Smith joined the meeting at 5.35pm to give clarification to the grant application from KOSA.

A grant application has been received from KOSA (Korean Students’ Association) for \$1,000 to purchase two sets of Hanbok male and female (traditional clothing), 1 female Hanbok, and shoes to accompany the five outfits. The total cost of the project is \$1,240.50. The purchase of the clothing is for a photography event to promote the club to all students. The recommendation from the Events Co

ordinator is that the club purchase one set of Hanbok (one male and one female) and two sets of shoes (one male and one female), which including shipping is approximately \$380; on the condition that all items would need to be purchased for this funding to be granted. This is the club's first grant application for the year. The club is well run and holds many classes and social activities for its members. Club storage is limited and these items would not be suitable to store in the shipping container.

**100/2014**

**MOVED**

**That the Executive grant KOSA (Korean Students' Association) \$380 to purchase of one set of Hanbok (traditional clothing) and two sets of shoes (one male, one female) on the condition that all further items (another full set and one female set and shoes) are purchased.**

**Platt/Scott-Toft**

**CARRIED**

A grant application was received from The Maker Society for \$1,380 for website development; to enable members to communicate about projects and learn website coding as well as to provide a student hub link through information from various sources. The recommendation from the Events Co ordinator is that the grant application is declined as the work is already in progress and is due to be completed by the end of August. No fundraising efforts have been undertaken and the student hub part of the website is already provided to students by the UCSA through Canta online and Facebook. The club has 39 student members and 2 non student members. Membership fees are \$3. The Executive made the following recommendations; that the club provides details of their bank account and club assets and that they seek assistance from the Events team in establishing basic administration requirements that are needed when a club is formed.

**101/2014**

**MOVED**

**That the Executive place the grant application for \$1,380 from The Maker Society on hold until the following evidence is supplied; bank account details, club assets, the long-term financial sustainability of the club and that the other revenue streams are investigated in light of the fact that current membership fees are only \$3.**

**Platt/Gillespie**

**CARRIED**

## **7. General Business**

### **National Elections**

UC Pols and UCSA in conjunction with NZUSA are hosting another political debate on Monday night at 6pm with local Members of Parliament in the lead up to the national elections. The President will chair the debate.

*Action: Promote the political debate schedule for Monday night on Facebook and the UCSA webpage (President)*

### **Diversity week**

UC will host a diversity and equity week next year with the UCSA. The proposed date is around 21<sup>st</sup> March 2015 during race relations awareness week. The Post Graduate officer asked for feedback on the name and one suggestion was "Diversity week where we belong". Clubs will be asked to take part. It

was suggested that UC could be approached to provide some financial backing to clubs that become involved.

*Action: Send feedback/input/ideas for the diversity and equity week to the Post Graduate Officer (All Executive)*

### **Jack Mann Auditorium**

The President, Finance Officer and Media and Events Manager met with clubs that regularly use the Jack Mann auditorium to discuss the proposal by UC, to use the space for lectures.

The President has since met with PVC Academic, Hamish Cochrane and will work with him to accommodate clubs' priorities where possible. Sarah is waiting on feedback from the clubs with their requirements which will be fed back to the PVC Academic and UC Timetabling.

*Action: Send all questions regarding Jack Mann auditorium use as a lecture space to the UCSA President (All Executive)*

*Action: Organise meeting with PVC Academic and UC Timetabling regarding the Jack Mann auditorium for next Wednesday or Thursday (Minute secretary)*

### **Next Bike**

Spark (previously known as Telecom) have indicated their desire to sponsor Next Bike stands in the city centre and one or two on campus to help connect the city to UC campus. The sponsorship would include operating costs of \$750 per year for two years. The UCSA have been asked to invest in the purchase of 10 bikes at the cost of \$18,000. Each bike costs \$1,000 and the smart bikes which are hired out via an app cost \$1,500.

While the Executive thought the concept to connect campus to the city was positive, it was agreed that the UCSA would not invest in this initiative. The UCSA have recently introduced its own similar project Borrow a Bike and it was wise to continue to market this concept to get student buy in. It was suggested that funds could be obtained through other avenues. The Borrow a Bike scheme if successful, could also look to develop its own app as part of an electrical engineer's project.

Feedback was sought from the Engineering Officer regarding the marketing of the UBS Bookshop. One suggestion for the UBS bookshop was that the student discount currently included in the price, be separated out and applied at the checkout till so students are able to see the true discount.

*Action: Send the Engineering Officer any ideas for UBS bookshop and its website marketing (All Executive)*

### **UC Graduate Profile**

The Faculty of Arts have requested Executive input regarding the five attributes that form part of the UC Graduate Profile, developed by the Learning and Teaching Committee. UC Graduate Profile forms part of the UC Futures programme and has been approved by UC Council. By 2018 each faculty must have established a plan to give to government showing how each faculty will teach the UC Graduate attributes.

The following key points regarding the UC Futures Profile were raised:

- the Oxford definition of biculturalism is being used

- the understanding and education that will be required by some lecturers to include the attributes in their course work
- the existing use of graduate attribute profiles at other universities around the world and how it will increase value of UC graduates
- the need for the attributes to be weaved into the course work, with lecturers actively engaged in the implementation of the attributes; not simply ticking the box
- the difficulty for some faculties i.e. Science and Engineering to implement biculturalism – emphasise could be on how it can benefit a bi-cultural society, which could be a transferable skill
- The PVC Maori could be invited to discuss biculturalism when faculties meet to discuss
- Attributes are believed to be at degree level
- It will include all undergraduate papers over 360 points and in time may look to include taught post graduate courses but not thesis

*Action: Circulate the Executive responses to the UC Graduate Profile to all the Executive (Arts Officer)*

**The meeting closed at 7.00pm.**

**Declared true and accurate by Chair** .....

**Witness** .....

**Date** .....

## Action Points

No	Description/ Required Action	By Whom	Completion Date
1	Update and circulate the sustainability policy	UCSA President	Ongoing
2	Send Aspiring Leaders forum report to Minute secretary to circulate to the Executive	Law Officer	15 August
3	Circulate to the Executive the updated the Te Akatoki Memorandum of Understanding and Funding Provision Agreement once feedback has been received from Te Akatoki	UCSA President	30 June
4	Circulate to the Executive the academic audit submission	Vice President	22 August
5	Meet with UCSA Chief Executive to discuss UCSA new strategic plan and focus on student success	Te Akatoki President	1 September
6	Email clubs to gauge engagement of the Eco My Flat initiative	Science and Clubs Officers	22 August
7	Investigate the change in the Foundry to move from glass to smaller plastic cups while the price remained the same	Chief Executive	1 September
8	Schedule an Executive workshop for next Tuesday	Minute secretary	14 August
9	Send feedback to the Chief Executive on the strategic vision included in the board papers	All Executive	22 August
10	Promote the political debate on Monday night on Facebook and request that an event is created on the UCSA webpage	President	14 August
11	Send any suggestions for marketing improvements regarding the UBS Bookshop to the Engineering Officer	All Executive	22 August
12	Send feedback/input/ideas for the diversity and equity week to the Post Graduate Officer	All Executive	ongoing
13	Send all questions regarding Jack Mann auditorium use as a lecture space to the UCSA President	All Executive	18 August
14	Organise meeting with PVC Academic and UC Timetabling regarding the Jack Mann auditorium for next Wednesday or Thursday	Minute secretary	14 August
15	Send the Engineering Officer any ideas for UBS bookshop and its website marketing	All Executive	18 August
16	Circulate the Executive responses re: UC Graduate Profile to all the Executive	Arts Officer	18 August