



UCSA Executive Meeting

Date Tuesday 7 October 2014

Time 5:00-7:00pm

Venue Level 6, Dining Room, Matariki Building

Apologies Cam Bignell (Finance), Emily Osborne (Science)

Present Sarah Platt (President), Luke Gillespie (Vice President), Jenny Chiu (Engineering), Sophie Beaumont (Education), Rachael Gresson (Postgraduate), Miria Scott-Toft (Arts), Michael McRae (Law), Jared Van de Geest (Commerce), Claire Laredo (Clubs), Daniel Chan (Sports)

In attendance Dave Hawkey (Chief Executive), Bridget O'Connor-Norton (minutes), Kate Hood, Jimmy Addington, Stew Whitehead, Finlay Meldrum, Emily Barker, Liv Morgan, Samantha Hampson

In committee time was taken from 6:15-6:35pm, 6:40pm - 7:05pm, 8:17pm - 8:24pm and 8:30pm - 8:41pm.

1. Minutes

118/2014

MOVED

That the minutes from the Executive meeting on 23 September 2014 are confirmed as a true and accurate record

Scott-Toft/Chan

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 and circulate the sustainability policy	UCSA President	Carried forward	To be discussed in General Business

2	Circulate to the Executive the updated Memorandum of Understanding and Funding Provision Agreement between Te Akatoki and UCSA when finalised	UCSA President	30 September	To be circulated to the Exec
3	Circulate to the Executive the academic audit submission when completed	Vice President	22 August	Further work is required before it is circulated
4	Meet with UCSA Chief Executive to discuss UCSA new strategic plan and focus on student success	Te Akatoki President	1 September	Waiting on Te Akatoki
5	Discuss with the Foundry Manager the price of glass vs plastic cups in the Foundry	Finance Officer	1 September	Cups are changed from glass to plastic depending on the event and no foreseeable change in the future. Better size plastic cups will be investigated
6	Send any suggestions for marketing improvements regarding the UBS Bookshop to the Engineering Officer	All Executive	ongoing	Remove – UBS board meeting next week
7	Send feedback/input/ideas for the Diversity and Equity week to the Post Graduate Officer	All Executive	ongoing	Meet with UCSA President to discuss further ideas
8	Read annual planning questions for student representation and communication and prioritise for the next Executive workshop	All Executive	12 September	Discussed in Exec workshop
9	RSVP for the upcoming awards nights	All Executive	25 September	Completed – Supreme clubs this Thursday
10	Email student ID card numbers to UCSA President to get after-hours access to the office	All Executive	26 September	Ongoing

11	Organise a meeting between Te Akatoki President, UCSA President and Chief Executive regarding FPA and MOU	Minute secretary	26 September	Waiting on Te Akatoki
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4. Executive update

The Executive each gave an update on meetings recently attended, activities and special projects to be completed by the end of the year.

The Vice President informed the Executive that UC are thinking of raising preferential entry score of NCEA credits from 120 to 140-150 points which would give school leavers automatic entry and not restrict enrolments unless numbers were high. Other universities throughout the country have a preferential entry levels ranging from not having preferential entry scores to having them at over 200 points; Otago has a 140 preferential entry score.

5. President's verbal report

UC Info Day

The UCSA President thanked those Executive members who took part in the UC Info Day in the Undercroft today, which was a success.

Tea Party

Tea Party and T-Pain are coming up next week and the Executive were reminded to be positive role models.

Student Job Search

SJS Elections and AGM will be held on Friday 14 November. The Executive gave Sarah their endorsement to put her name forward as a candidate for the Student Job Search National Council. The position is held for two years as per the recent amendment to the SJS constitution which was passed at their special general meeting.

Residents' meeting

Sarah spoke at the local residents' meeting last night where the main areas of concern expressed included; the increased number of contractors on site and the issue of car parking, the increased amount of foot traffic to Dovedale campus with more lectures taking place on that site next year and general concerns about Tea Party. UC are investigating the use of green space on campus to convert into temporary car parking.

6. Chief Executive's verbal report

The UBS finances were briefly discussed.

The UCSA will work on a number of projects over the summer months including updating the constitution in preparation for the AGM and the club affiliation policy in relation to the recent events on campus with regards to dealing with conflict between clubs, use of social media and

the benefits of being an affiliated club. The grants policy and other policies that are impacted by new health and safety regulations will be reviewed.

The clubs training workshop was well received and further clubs training sessions will be scheduled for next year.

Action: Organise a meeting between the Chief Executive and UCSA President regarding a clubs liaison officer (Minute secretary)

The Executive went into in committee time at 6:40pm

The Executive came out of in committee time at 7:05pm.

7. Sustainability Policy

119/2014

MOVED

That the Executive approve the updated Sustainability Policy

Chiu/Van de Geest

CARRIED

8. Strategic Plan and Representation

The following feedback was noted from the document "Representation on Executive"

- Develop a mechanism to be more representative of the student body
- Meet regularly with representatives from different groups on campus
- Increase marketing of Executive role prior to the UCSA election
- Establish a UCSA Equity and Diversity Committee, chaired by the Executive member who will hold the Equity and Diversity portfolio and meet monthly with minuted meetings. The Vice President sits on the UC Central EDEC (Central Equity and Diversity Committee)
- Improve communication with students which would include the proposed project to launch UCTV which would see TV. screens installed around campus; used to promote events, inform students of important information and it could also sell advertising space
- Increased face time in front of students especially in level 1 lectures
- Board outside UCSA office with Executive members' photos for easy identification.
- Continued visits to the Halls of Residents
- Further development of the UCSA App

Dave Hawkey left the meeting at 7:29pm.

- Continue printing of the Clubs Guide with increase in number of printed copies
- Formal process in place for interclub conflicts
- Massive physical calendar (wall of events)

Action: Investigate the suggestion to install a physical events calendar in the Undercroft (Arts Officer)

- One page handover report to incoming Executive to be completed after exam period.
Action: Create and circulate to the Executive top questions for the hand over report (UCSA President)

- Suggestion that bound copies of Canta could be made available to sell to graduating students.

9. Grants

The Law Officer left the meeting at 7:41pm due to a conflict of interest.

A total of \$28,309.16 has been awarded in sports grants leaving \$1,690.84 remaining in the sports grants budget.

A grant application was received from UC Football for \$9,000 for coach remuneration. The grant is retrospective. As per the grant policy, grants are awarded for coaching remuneration for premier level and coaches must have current qualifications. Therefore the Events Coordinator recommended awarding \$1,500 towards one particular coach's remuneration who has Level 1 & 2 qualifications (he does not hold Level 3), however the other coaches do not qualify as they do not have the appropriate qualifications to warrant a grant. It was noted that UC Football have not applied for a grant this year and the UCSA has contributed around \$3,500 towards the installation of a shower in the White Pavilion to allow them to host games.

120/2014

MOVED

That the Executive grant UC Football \$1,500 towards the cost of coaching remuneration for one coach who has level 1 and 2 qualifications

Van de Geest/Gillespie

CARRIED

Abstention from Law Officer

The Law Officer rejoined the meeting.

A grant application was received from Hockey Club for \$10,000 for funding for a hockey tournament to Wellington. The total cost of the project is \$13,760.00. The recommendation from the Events Coordinator is to withdraw the grant and it would be added to the Uni Games Fund. The Executive queried this recommendation as Uni Games no longer exist.

121/2014

MOVED

That the Executive place the grant from the Hockey Club for \$10,000 for funding to attend a hockey tournament in Wellington on hold until further information is obtained

McRae/Chan

CARRIED

A grant application was received from Hockey Club for \$2,540.00 for 2015 pre-season turf hire. The total cost of the project is \$2,540.00. The club is required to run trials and allow teams to practice before the season begins. Turf costs have dramatically increased following the earthquakes that destroyed the Porrit Park Turf. The recommendation from the Events Coordinator is to grant the total of \$1,016.00 for premier teams training – 2 hours trials and 6 hours training = 8 hours x \$127 = \$1,016.00 with funds to come out of 2015 sport grant fund.

The Executive discussed the option to pay for non-premier teams training as well as the club is successful and fees have increased considerably over the last couple of years. It was asked what fundraising options are the club undertaking for future turf hire costs.

122/2014

MOVED

That the Executive grant Hockey Club \$2,540.00 for turf training costs on the condition that the funds be allocated from the general grants budget, if there is sufficient funds available and no other general grant applications are received when the grant applications close for 2014; otherwise this grant would be put forward as a recommendation to the 2015 Executive to award the grant from 2015 budget.

Platt/Chiu CARRIED

A grant application was received from Hockey Club for \$1,110.00 for 72 hockey balls. The total cost of the project is \$1,110.00. They require new hockey balls for the next season. 6 dozen kookaburra standard dimple balls @ \$180.00 per doz = \$1,080.00. The recommendation from the Events Coordinator is to award \$540 (1 dozen for premier men = \$180, 1 dozen for Division one women = \$180, 1 dozen for all others = \$180)

123/2014

MOVED

That the Executive grant Hockey Club \$540.00 to purchase new hockey balls for next season on the condition that the 24 balls are used for the premier and women's team and the other balls are used as game balls.

Platt/Chiu CARRIED

10. General Business

Law students will be hosting clinics over the next four Wednesdays for students with legal tenancy issues in conjunction with Community Law Clinic. An article will be published in Canta to raise the awareness. It was suggested that a flatting seminar could be set up in the Halls of Residence and that a brochure outlining student rights and landlords legal obligations could be created to target first time flatters. It was suggested that they contact Engineers without Borders regarding their project Warmer Homes with the Christchurch City Council.


The Executive went into in committee at 8:17pm.

The Executive came out of in committee time at 8:26pm.

The Executive end of year photo has been scheduled for Monday 13 October at 4.30pm.

The meeting closed at 8:45pm.

Declared true and accurate by Chair


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Witness


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Date

12/11/2014
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Action Points

No	Description/Required Action	By Whom	Completion Date
1	Circulate to the Executive the updated Memorandum of Understanding and Funding Provision Agreement between Te Akatoki and UCSA when finalised	UCSA President	30 September
2	Circulate to the Executive the academic audit submission when completed	Vice President	22 August
3	Meet with UCSA Chief Executive to discuss UCSA new strategic plan and focus on student success and FPA and MOU	Minute secretary	26 September
4	Request with F&B Manager that better size plastic cups will be looked into for the Foundry	Finance Officer	10 October
5	Send feedback/input/ideas for the Diversity and Equity week to the Post Graduate Officer	All Executive	ongoing
6	Email student ID card numbers to UCSA President to get after-hours access to the office	All Executive	25 September
7	Organise a meeting between the Chief Executive and UCSA President regarding a clubs liaison officer	Minute secretary	10 October
8	Investigate the suggestion to install a physical events calendar in the Undercroft	Arts Officer	10 October
9	Create and circulate to the Executive top questions for the hand over report	UCSA President	10 October