



UCSA Executive Meeting

Date	Tuesday 23 September 2014
Time	5:30-7:22pm
Venue	UCSA board room, Puaka-James Hight Building
Apologies	Dave Hawkey (Chief Executive)
Present	Sarah Platt (President), Luke Gillespie (Vice President), Cam Bignell (Finance), Emily Osborne (Science), 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	Bridget O'Connor-Norton (minutes), Spencer Trillo (Te Akatoki President) joined the meeting at 5:55pm

In committee time was taken from 5:30-5:34pm, 5:47-5:55pm and 7pm-7:22pm.

1. Minutes

115/2014

MOVED

That the minutes from the Executive meeting on 09 September 2014 are confirmed as a true and accurate record with the correction of the surname Chiu

Bignell/Gillespie

CARRIED

2. Conflicts of Interest

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

3. Matters arising

Action: Email student ID card numbers to UCSA President to gain after-hours access to the office (All Exec)

No	Description/ Required Action	By Whom	Completion Date	Outcome
1	Update and circulate the sustainability policy	UCSA President	Ongoing	Carried forward

2	Circulate to the Executive the updated Memorandum of Understanding and Funding Provision Agreement between Te Akatoki and the UCSA once feedback has been received from Te Akatoki	UCSA President	30 June	Waiting on Te Akatoki
3	Circulate to the Executive the academic audit submission when completed	Vice President	22 August	Under action
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	Will discuss with him again
6	Send any suggestions for marketing improvements regarding the UBS Bookshop to the Engineering Officer	All Executive	22 August	Ongoing
7	Send feedback/input/ideas for the diversity and equity week to the Post Graduate Officer	All Executive	ongoing	Ongoing
8	Circulate to the Executive their responses re: UC Graduate Profile	Arts Officer	18 August	Completed
9	Circulate to the Executive UC student figures of SJS engagement	UCSA President	12 September	Completed
10	Read annual planning questions for student representation and communication and prioritise for the next Executive workshop	All Executive	12 September	Carried forward
11	Update the suggested amendments to the UCSA 5 year strategic plan	Minute secretary	12 September	Completed
12	Discuss with the Content Manager an end of year article in Canta regarding the Executive and their role	UCSA President	12 September	completed
13	Ask the Chief Executive if the old food and beverage office can be used as a bookable clubs meeting space	UCSA President	12 September	After hours option will be investigated
14	Schedule a meeting between the Engineering, Finance Officers and UCSA President regarding the Engineering leavers' photo initiative	Minute secretary	12 September	Completed

15	Email the Executive regarding the Lecturer of the Year decision	UCSA President	12 September	Completed
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4. President’s verbal report

Tea Party

Plans are well underway for Tea Party and the UCSA met with a number of external parties involved who are satisfied with the planning process. Improvements on last year’s event, like greater security, more food outlets and extending the chill out tent have been implemented.

5. Chief Executive’s written report

Taken as read

In the Chief Executive’s absence, it was requested that any questions related to his report be sent directly to him.

6. Grants

A grant application was received from Canterbury Malaysian Students’ Association (CMSA) for \$1,000 for the venue hire for the Malam Malaysia 2014 celebrations. CMSA will celebrate their 52nd year as a club alongside their celebrations for their national day. The total cost of the project is \$9,892.50. The recommendation from the Events Coordinator is to grant the full amount. The decision was made to go with the more expensive quote as the overall cost of the meals reduces the total spend on the event.

116/2014

MOVED

That the Executive grant Canterbury Malaysian Students’ Association (CMSA) for \$1,000 for the venue hire for the Malam Malaysia 2014 celebrations.

Platt/Bignell CARRIED

A grant application was received from University of Canterbury Climbing Club for \$1,000 to replace bouldering crash pads. The total cost of the project is \$1,100.25. All 247 club members will benefit from this grant. The recommendation from the Events Coordinator is to grant the full amount.

117/2014

MOVED

That the Executive grant University of Canterbury Climbing Club \$1,000 to replace bouldering crash pads.

McRae/Van de Geest CARRIED

Te Akatoki President, Spencer Trillo joined the meeting at 5:55pm.

7. UCSA Building

A lengthy discussion took place regarding the UCDC Recreation & UCSA Precinct Jasmox concept plans. Key points of discussion were:

- the number of facilities on the one site – UCSA offices, student social space, retail space, Health Centre, Rec Centre, UC College of Education/School of Sport & Physical Education
- the limited car parking spaces for the size of the building and its facilities
- the concept of the space being Haurua (Maori for wellbeing)
- the need for the student space to be inviting to encourage student ownership
- future proofing the building
- ensuring the space is multi-purpose
- focus on student and clubs and societies
- the number of teaching and elite sports facilities

The Executive were in agreement that any teaching space should be kept to a minimum to ensure the main focus of the building is student centric. The option to house some teaching space near the current Rec Centre site was discussed.

8. General Business

The Executive were reminded to RSVP to all the upcoming award ceremonies.

The Engineering Officer asked if anyone had access to bleachers for the Engineering Leavers' photo that is being organised. Other faculties that wish to organise their own leavers' photograph would be welcome to use the set up.

Students are being asked to take part in a questionnaire as part of a marketing project, to assist the UCSA in finding out what services and retailers students would like on campus.

9. Te Akatoki

Te Akatoki President, Spencer Trillo informed the Executive that the draft Financial Provisioning Agreement is not in line with point 10.7 of Te Akatoki's constitution. The UCSA have requested that they receive Te Akatoki audited accounts by 31st May; however the audited accounts are presented at the Te Akatoki AGM in September/October. A meeting will be organised to discuss further. Te Akatoki will hold their AGM this week and then forward their audited accounts to the UCSA.

Action: Organise a meeting between Te Akatoki President, UCSA President and Chief Executive (Minute secretary)

The meeting closed at 7:22pm.

Declared true and accurate by Chair

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Witness

[Handwritten signature]
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Date

[Handwritten date]
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