



UCSA Executive Meeting

Date 28 April 2015

Time 3pm-5pm

Venue UCSA Boardroom, Puaka-James Hight Building

Apologies Sarah Platt (UCSA President), Liv Morgan (Student Wellbeing), Henry Boon (Science) for lateness arrived at 3:55pm, Dan Chan (Sports) early departure at 3:59pm, Michael McRae early departure at 4:09pm

Present Luke Gillespie (UCSA Vice President, Acting President & Chair), Cam Bignell (Finance), Daniel Chan (Sports), Michael McRae (Law), Stew Whitehead (Commerce), Henry Boon (Science), Finlay Meldrum (Engineering), Emily Barker (Education), Jimmy Addington (Postgraduate), Samantha Hampson (Arts)

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

In committee time was taken from 3:00pm to 3:05pm and 4:15-4:18pm.

1. Minutes

024/2015

MOVED

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

Bignell/Meldrum

CARRIED

2. Conflicts of Interest

No new conflicts were noted.

3. Matters arising

No	Description/ Required Action	By Whom	Completion Date	Outcome
1.	Find out the date of Emilie Hoffman's leaving morning tea	President	27 March	completed

2.	Organise for the Executive to visit students at the Halls of Residence	Vice President	May	Under action – Vice President to visit Halls next week, a separate visit will be organised for Executive
3.	Investigate the possibility of having the external “careers” guy with the major academic clubs getting on board	President, Engineering Officer	April	Under action with Engineering Officer
4.	Seek feedback from Te Akatoki regarding a permanent seat on the UCSA Executive	President	April	Carried forward
5.	Discuss with Jim Dragna the booking of the small court at the UC Rec Centre	President, Sports Officer	April	Pending outcome
6.	Organise a workshop with the Executive about the UC Rec Centre	All Executive	April	Forward any concerns re: Rec Centre to the Sports Officer
7.	Meet with the UCSA President to discuss the suggestion of installing a physical events calendar in the Undercroft	Arts Officer	May	Carried forward
8.	Create a historical list of UCSA Executive members over the holidays	Sports Officer	May	completed
9.	Discuss with UC the Adults’ Association space and keep the club informed	President and Post Graduate Officer	April	Completed – new space has been secured in Locke building
10.	Organise paper towels or dishcloths for the Heat and Eat areas	Post Graduate Officer	April	Emailed Facilities Management with little response. The Finance Officer will raise with FM again.
11.	Investigate potential building designs for the UCSA building and send to Finance Officer	All Executive	April	Ongoing
12.	Contact Advocacy and Welfare Manager regarding Rate my Flat initiative	Science and Commerce Officers	April	Under action

It was noted that the Executive granted UCanDance \$1,680.00 for venue training hire and UCheer \$3,250.00 for venue hire via email during the term break. After investigation it was agreed to allocate funds for facility hire out of the facility grant pool.

020/2015

MOVED

That the Executive grant UCanDance \$1,680.00 for venue training hire

Bignell/Morgan CARRIED

021/2015

MOVED

That the Executive grant UCheer \$3,250.00 for venue hire

Bignell/Meldrum CARRIED

The annual accounts for 2014 were completed by KPMG (accountants) and BDO (auditors) and were approved by the Executive via email during the term break on the recommendation of the Advisory Board.

022/2015

MOVED

That the Executive accept the 2014 annual accounts

Gillespie/Bignell CARRIED

025/2015

MOVED

That the Executive call that the AGM be held on Thursday 14th May at 12pm in the Events Centre

Gillespie/Whitehead CARRIED

026/2015

MOVED

That the Executive approve that the constitutional amendment to include a 'fit and proper person' be presented to the student body at the AGM to provide greater protection for the Association

Gillespie/Meldrum CARRIED

4. Food Bank Policy

027/2015

MOVED

That the Executive accept the updated Food Bank Policy

Gillespie/Addington CARRIED

5. Grants

A grant application was received from UC Netball for \$1,755 to cover the cost of indoor hire facility for teams throughout the 2015 season (Rec Centre). The total cost of their venue hire is \$1,755. The recommendation from the Events Co ordinator is to grant the full amount of \$1,755.

028/2015

MOVED

That the Executive grant UC Netball \$1,755 for indoor hire facilities for teams throughout the 2015 season, on the condition that they write an article for Canta.

Bignell/Gillespie CARRIED

A grant application was received from UCom for \$2,650 for security and transport for the UCom Ball at the Gondola on 2nd May for 200 people. The total cost of the project is \$26,182.00. The recommendation from the Events Co ordinator is to decline the grant as security and buses are becoming a regular grant across the board for large clubs and became a large portion of the 2015 club grant spend. UCom have both reduced drink costs and received higher than budgeted ticket sales but have decided to reduce the amount of sponsorship put into the ball so that with the grant they would break even. It is also not an unforeseen cost but planned into their budget before tickets went on sale.

029/2015

MOVED

That the Executive decline the grant application from UCom for \$2,650 for security and transport to the UCom Ball as it is not an unforeseen cost, is a recurring event that they budgeted for in a grant provision and could have been budgeted into their ticket prices, and that only half the tickets were for purchase on Dash Tickets, and it is recommended that the club looks to budget for 70% of ticket sales to break even in the future.

Bignell/Meldrum CARRIED

6. Affiliations

030/2015

MOVED

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

180 Degrees Consulting Canterbury, Adult Students' Association, Animesoc, Canterbury PGSA, Canterbury University Boardriders Association (CUBA), CMSA, Generation Zero, Global China Connection Canterbury, Higher Taste Club, J-SOC, Kakariki, ProLife Canterbury, SAGA Incorporated, UC FemSoc, UC Frenchsoc, UC German Club, UC Greens, UC Spanish Club, UCiSA, University of Canterbury Medieval and Renaissance Society, Socratic Society, UCMUSA, Christian Union, Campus Church Students' Association (CCSA), A.S.O.C. University of Canterbury, The Catholic Society (Cathsoc), UC Navs, Salt and Light Uni Fruit & Vege Co-op, Revolution University (Formally Equippers), Huge!, Student Life, UC Meditation (Previously UC Buddhist), UC History Society, COMSOC, UCLing, Ucom, The Investment Society, Golden Key Canterbury, UC Accounting Society (AccSoc), MAKER SOCIETY, EFSoc, Physics and Astronomy Society, Chemsoc, BioSoc, Te Putariki, Mathsoc, SpeechSoc, Canterbury University Geography Society (GeogSoc), Rocksoc, UCPols, University of Canterbury IEEE Student Branch (IEEE), Women in Engineering, CompSoc – University of Canterbury, Classoc, UCPSyc, Engineers without Borders Canterbury Students (EWB), The Gentlemens Club (The GC), Forsoc, UC Arts, ENSOC, LawSoc, Defy Dance, UC Glee

**Dramasoc, Musoc, UCanDance, Strobe, Cantabs, UC Squash Club, Canterbury QuidSoc, DebSoc, CMA Jung Fu, UC Self Defence and Combat Sports, Ultimate, UCRC (Rowing Club), Huntsoc, UC Tennis Club, UC Netball, Fish Soc, UC Surf, BYC (Backyard Cricket), UC Volleyball
Whitehead/McRae CARRIED**

New affiliations were received from:

- UC Balangay (Philippine Society) whose aim is to introduce, promote and propagate Philippine culture, tradition and ethnicity through its Filipino-themed events, provide informal academic support and assistance to members through its free (albeit limited) tutorial services, promote UC to prospective Filipino students living in NZ and the Philippines, release official statements on significant issues affecting the university and its general student population. The club has 20 members with 16 being students.
- The Logia Society (Formerly Reason & Science with some changes) whose aim is to advance the knowledge and education pertaining to science, math, philosophy, art or anything capable of spinning an interesting thought or idea. The club has 50 members all of which are students.
- Law For Change Canterbury whose aim is to build and strengthen the public interest law community in New Zealand by motivating young lawyers to work in public interest law; showcasing public interest pathways and uniting like-minded individuals committed to public interest law. The club has 22 members with 20 being students.
- DefyDance whose aim is to bring together those who are interested in modern styles of dance such as ballet, jazz, hip hop, contemporary and lyrical dance through workshops, events and performances. The club has 30 student members.
- Entre which is a not for profit, student run company whose aim is to encourage and cultivate entrepreneurial spirit among university students, with networking events to introduce students to the business world. The club has 945 student members.

031/2015

MOVED

**That the Executive accept the new affiliation of the following clubs: UC Balangay (Philippine Society), The Logia Society (Formerly Reason & Science), Law For Change Canterbury, DefyDance, Entre
McRae/Chan CARRIED**

Conflicts of interest were noted by Cam Bignell, James Addington, Stew Whitehead

7. Health and Safety minutes

Taken as read

The number of incidents and accidents has increased on last year's and programs and training are being put in place to reduce these numbers especially in the Early Learning Centres and Food and Beverage departments.

The noise consent for the Foundry from the Christchurch City Council is up for renewal next year and a number of procedures have been put in place to ensure the UCSA is mindful of its neighbours.

The Chief Executive and Human Resources Manager are keeping a close eye on the new health and safety legislation that will come into place in the near future.

The Chief Executive sits on a number of University Health and Safety committees and chairs the UCSA Health & Safety monthly meetings.

8. Advisory Board meeting notes

Taken as read

9. Vice President's written report

Taken as read

SWAG (Student Wellbeing Advisory Group)

A high calibre of applications were received for the positions to sit on the Student Wellbeing Advisory Group and all successful applicants have been informed. The first meeting will take place next week.

ANZAC Day

The ANZAC Day service in the Registry Quad was well received with about 250 people in attendance for the 100 year anniversary of the landing on Gallipoli. The Vice President thanked those Events team and Executive members who had assisted in the preparations.

Borrow a Bike

The Borrow a Bike Scheme has recently purchased a number of new bikes and the uptake on this initiative has been positive to date.

Henry Boon joined the meeting at 3:55pm.

10. Chief Executive's written report

Taken as read

Food and Beverage

Over the holiday period there were a number of external events held in the Events Centre that were very successful.

The new student and staff food and beverage discount card "V-Plates" will hold a competition this term thanks to Frucor which the UCSA will advertise and promote internally.

The UCSA has submitted an application to become a preferred catering supplier for UC.

School of Journalism

The Chief Executive has been in discussions with the UC School of Journalism regarding the use of Canta magazine as a student project for policies.

Action: Make contact with UC Journalism School re: project on Canta (Chief Executive)

11. UCSA Building Update

Fundraising

The UCSA has met with a number of key people from the performing arts community meeting about different options for a multi-purpose performance space. Consultation with student groups and clubs regarding student needs for the new UCSA building is near completion.

The high level design concept brief went out to three architect firms today and the UCSA and UC will go to a selection panel to appoint an architectural firm.

The UCSA and UC are in partnership for the fundraising of the new UCSA building which the Association will have a controlling interest.

Michael McRae left the meeting at 4:09pm.

The UCSA and UC will form a fundraising committee for the UCSA building.

Action: Send list of potential possible candidates for the UCSA building fundraising committee (All Executive)

Action: Invite Arts and Education Officers to the initial architect meeting (Chief Executive)

The draft business case for UCSA building demolition will go to UC SMT before being presented at UC Council in the next few weeks.

The Chief Executive will go to market to get initial quotes for the demolition of the UCSA building as it is hoped that this will take place this year.

The final contents and chattel claim with the insurance company for the UCSA building is hoped to be near completion.

The draft Memorandum of Understanding for the UCSA building has been sent to UC for further discussion.

12. Risk Register

The original risk register created in 2013 and last updated in May 2014 requires attention. The Executive were asked to study it and a workshop would be organised to discuss further.

Action: Organise an Executive workshop on the risk register (Minute secretary)

Good One Party Register

The Good One Party Register run by the Police, ACC, UCSA Health Promotion Party and other interested is being well received and used students and non-students with 83 parties registered to date. Other regions in New Zealand are looking to implement the initiative.

13. General Business

Aspiring Leaders Forum

Expressions of interest were sought from the Executive to attend the Aspiring Leadership Forum in July which is held over three days in Wellington. The forum is based on values and leadership.

Action: Circulate Aspiring Leaders forum information to the Executive and seek expressions of interest (Vice President)

Campus Fair Trade Certified

The Finance Officer and Wellbeing Officer are working with UC Sustainability to make the campus fair trade certified which would include all UC staff rooms offering fair trade instant coffee. There is an

instant coffee tasting session tomorrow at 10.30am in the staff room. Fair trade week is the last week in May.

Liminal Fair Trade t-shirts

The Finance Officer has been in discussions with Liminal Apparel a company that provide fair trade t-shirts to other students Associations. The Executive will promote fair trade t-shirts to clubs as requested by the Abolitionist Society.

University Challenge

The preliminary quiz to select the 2015 Canterbury team for University Challenge is scheduled for 14th May. Promotions will take place this week and the existing team will be encouraged to re-apply.

Action: Inform the editor of Canta about the issue with day light savings on the UCSA App (Vice President)

Action: Send any ideas to Post graduate to raise awareness of University Challenge preliminary quiz (All Executive)

The meeting closed at 4:41pm.

Declared true and accurate by Chair

W. S. Liddle
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Witness

C. Bignell
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Date

11/05/2015
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Action Points

No	Description/ Required Action	By Whom	Completion Date
1.	Organise for the Executive to visit students at the Halls of Residence	Vice President	May
2.	Update the Executive on the external careers person getting on board with academic clubs	Engineering Officer	April
3.	Seek feedback from Te Akatoki regarding a permanent seat on the UCSA Executive	President	April
4.	Forward any concerns re: Rec Centre to the Sports Officer	All Executive	April
5.	Meet with the UCSA President to discuss the suggestion of installing a physical events calendar in the Undercroft	Arts Officer	May
6.	Discuss the issue of paper towels or dishcloths for the Heat and Eat areas with UC Facilities Management	Finance Officer	May
7.	Investigate potential building designs for the UCSA building and send to Finance Officer	All Executive	April
8.	Update the Executive on the Rate My Flat initiative	Science and Commerce Officers	April
9.	Make contact with UC Journalism School re: project on Canta	Chief Executive	May
10.	Send list of potential possible candidates for the UCSA building fundraising committee	All Executive	May
11.	Invite Arts and Education Officers to the initial architect meeting	Chief Executive	May
12.	Organise an Executive workshop on the risk register	Minute secretary	May
13.	Circulate Aspiring Leaders forum information to the Executive and seek expressions of interest	Vice President	May
14.	Inform the editor of Canta about the issue with day light savings on the UCSA App	Vice President	May
15.	Send any ideas to Post graduate to raise awareness of University Challenge preliminary quiz	All Executive	May