



## UCSA Executive Meeting

---

Date                    10 August 2015

Time                    5-7pm

Venue                   UCSA board room, Puaka-James Hight Building

Apologies            Finlay Meldrum and Emily Barker for lateness

Present                Sarah Platt (President), Luke Gillespie (Vice President), Cam Bignell (Finance), Daniel Chan (Sports), Stew Whitehead (Commerce), Henry Boon (Science), Finlay Meldrum (Engineering), Jimmy Addington (Postgraduate), Liv Morgan (Student Wellbeing), Samantha Hampson (Arts), Michael McRae (Law), Emily Barker (Education)

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

In committee time was taken from 5:05- 5:39pm and 6:21pm - 6:34pm.

### 1. Minutes

063/2015

MOVED

That the minutes from the Executive meeting on 27 July are confirmed as a true and accurate record

Boon/Whitehead

CARRIED

### 2. Conflicts of Interest

Luke Gillespie is now employed by the UC.

### 3. Matters arising

No	Description/ Required Action	By Whom	Completion Date	Outcome
1.	Organise to speak to students at College House re: elections	President	May	The Returning Officer has organised for candidates to speak at the Hall of Residence
2.	Provide feedback to the Executive from the meeting with Te Akatoki regarding a permanent seat on the UCSA Executive	President	April	Waiting on feedback from Te Akatoki

3.	Provide an update on progress of the UCTV project	Chief Executive	July	The UCSA will now lead this project. Add as a standing agenda item.
4.	Investigate potential building designs for the UCSA building and send to Finance Officer	All Executive	On going	Keep sending ideas through
5.	Email the Chief Executive any functions that UC currently do that would logically sit with the UCSA instead	All Executive	Ongoing	Keep sending ideas through
6.	Provide an update on the replacement cost of a Canterbury card raised at JOAB	Finance Officer	May	This issue was raised at JOAB meeting. Investigations are underway to find out what other universities and polytechnics charge and hours of renewal for replacement cards. E.g. CPIT charge \$10 and Otago charge \$15.
7.	Provide an update on health and safety liability with the 130 affiliated clubs	Chief Executive	June	Completed. Legal advice was tabled at the meeting. UCSA is not liable if event is held outside of campus. Greater emphasis will be placed on h&s at the clubs training days. <i>Action: Ensure that the Events team are aware of H&amp;S inductions for all volunteers and clubs (Chief Executive)</i>
8.	Ask Events Manager to circulate term 3 plan for Foundry to Executive so they can provide feedback	Minute secretary	June	Waiting on planner from Events Manager.
9.	Provide an update on special projects	Student Wellbeing Officer, Law Officer, Engineering Officer	July	To be discussed separately
10.	Discuss the Rate My Flat initiative at DICE meeting	Commerce Officer	July	Ongoing

11.	Meet with CUSSA to explain decline of grant and also offer further assistance	Vice President	July	To be followed up by the Events Manager
12.	Request that the Events team provide a 3 working day timeframe to get back to clubs regarding grant applications	Chief Executive	July	Completed and discussed Events Manager. Action: Suggest to the Media Manager the idea of a clubs grants page to be created on the website displaying all grant applications (Sports Officer) University Challenge training is taking place this week.
13.	Organise for the Executive to host morning tea for UCSA staff	Law Officer	July	Completed Thank you to those who organ it.
14.	Seek information regarding time requirements from Otago and Auckland Students' Associations student magazines run by student editors before Monday	President	July	The Sports Officer is investig and will be
15.	Add Canta as an agenda item at the next workshop meeting and do outline of pros and cons, put together a sub-committee and also meet with UC comms Donald Matheson	President	July	With media and comms team
16.	Discuss Canta options with Greg at Media and Comms meeting 4pm on Wednesday	Media and Comms Executive members	July	Ongoing

#### 4. Special Projects

The Student Wellbeing Officer met with UC Library and the Library is supportive of the initiative to the proposed hire service of laptop chargers, tablets and phones for students from the Library Helpdesk. The Student Wellbeing Officer will keep the Executive informed of its progress.

The Law Officer's proposed special project "nap nest" also has the support of UC Library and an online room booking system could be set up during study week for students to rest. The library is also supportive of opening up the outdoor study area on level 4 to students.

The Engineering Officer is in discussion with UCSA Resources area to upgrade the Engineering students space at Dovedale campus.

## **5. Advisory Board meeting notes**

Notes of the meeting held on Thursday were tabled at the meeting.

## **6. Elections**

The Executive who are no re-running in the UCSA elections are working to increase the profile of the elections to increase voter turnout. A number of initiatives are under way to do this, including:

- How to vote videos
- Candidate boards are up in C1 and Undercroft.
- Vote now banners have been delivered.
- Sandwich board outside UCSA office with voting open now – The Science Officer will organise.
- Vote now background on all UC student computers is being investigated when students log into the computers.
- UCTV votes graphic on C block and A block for two days of voting.
- Leaflets and fliers to go in lectures and also handouts at F&B outlets.
- Increased election information in all the Halls of Residence

## **7. Health and Safety**

Taken as read.

Two incidents occurred this month; one staff member hurt their knee in The Shilling Club and a teacher at one of the Early Learning Centres was hit with a plastic spade by a child.

## **8. Student Wellbeing Advisory Group (SWAG)**

Taken as read.

The issue of the Adults Students' Association space taken away from them by UC on Creyke Road was discussed. While the UCSA assisted ASA with UC in finding new space in the Locke building, ASA consider it to be unsatisfactory and it is having a detrimental effect on their club and its members.

## **9. President's written report**

Taken as read.

### **UC Council**

The existing UC Council was disestablished at the end of July (which had up to 24 members) and the new Council was established and the first meeting was held last week with the reduced council of up to 12 members.

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

Taken as read.

The Education Officer left the meeting at 6:36pm.

### **Food and Beverage**

The Hard Hat café is currently closed due to the noise from sand blasting at a nearby building.

The F&B team have won the catering contract with UC as one of their preferred caterer. Three catering companies have the contract with UC.

## **Financials**

All costs from the Production Kitchen have now been correctly allocated to all food and beverage outlets to reflect the true costs of the kitchen and outlets.

The UCSA has received its six month financials from KPMG and the Association is trading well on a year to date basis.

A number of external gigs have been booked for the second half of the year which is promising for the remainder of the financial year.

## **Orientation**

It was agreed that there should be hard copy as well as an online clubs guide in 2016.

*Action: Discuss with the Events Manager the online clubs' guide (Finance Officer)*

*Action: Discuss with the Events Manager the closing time of the Foundry during exam times (Chief Executive)*

*Action: Discuss the possibility of a fashion show with the Events Manager and Sales and Sponsorship Manager (Arts Officer)*

## **MOVE**

**064/2015**

**That the Executive pass congratulations to the Foundry staff for theme nights**

**Whitehead/Platt**

**CARRIED**

## **UCSA Building**

David Caygill has accepted the position as chair of the UCSA building fundraising committee. Nigel Watson, an Advisory Board member will also sit on the committee. Nigel has extensive fundraising experience.

Six different reference group meetings will take place next week with the architect, relevant staff, students and some Executive regarding the various spaces in the new UCSA building; admin space, performing arts space.

The Chief Executive is involved in the UC Masterplan and retail strategy meetings at the end of August and September.

The UCSA building is currently under lock down due to asbestos and mould testing.

**065/2015**

## **MOVED**

**That the Executive delegate authority to the President, Vice President, Finance Officer and Chief Executive the ability to make decisions as part of the Project Control Group – UCSA Building, on behalf of the UCSA in relation to all matters associated with the demolition, funding, design, usage and construction of the current and future UCSA building.**

**Platt/Meldrum**

**CARRIED**

**066/2015**

**MOVED**

That the Executive approve that the UCSA building is demolished and rebuilt. In making this recommendation, the Executive acknowledge that ongoing negotiations with UC are required to agree on the ownership model, the shortfall in funding and other related matters which will form the basis of a Memorandum of Understanding in the first instance.

Platt/McRae

**CARRIED**

## **Grants and Affiliations**

It was noted for the minutes that the following grant was passed via email due to its urgency.

**061/2015**

**MOVE**

That the Executive approve the LAWSOC grant of \$2,932.50 to hire 8 stage decks and 2 projectors for their annual Law Revue as they have not been able to access the previously booked UCSA equipment because Law Revue is next week and the equipment is stored in the UCSA Building which is currently under lock down by UC, due to unforeseen circumstances.

Bignell/McRae

**CARRIED**

## **General Business**

### **Inward Correspondence**

The inward correspondence received from Gordon Dickson was taken as read.

The President left the meeting at 6:59pm.

**067/2015**

**MOVED**

That the Executive were unanimously in support of the President's response to Gordon Dickson's email.

Gillespie/Bignell

**CARRIED**

The President re-joined the meeting at 7pm.

The Commerce Officer raised the issue of a student who has requested assistance as she was charged a new letting fee of \$400 when she recently renewed her tenancy agreement.

*Action: Organise a meeting with Commerce Officer re: letting fees and what assistance can be given to students with this issue (President)*

The Law Officer and Post Graduate Officer left the meeting at 7:03pm.

The Commerce Officer raised a tenancy issue on behalf of an international law student who has encountered issues in one of the Halls of Residence in the poor living conditions, and lack of cleanliness in the apartment, including extensive mould. The student has had no action from the management of the apartment for over three weeks and has also been charged extra rent due to the end of the semester dates.

*Action: Send email complaint re: lack of accountability and cleanliness at one Hall of Residence to Lynn McClelland and Dr Jim Dragna and cc in the Chief Executive and President (Commerce Officer).*

The Law Officer and Post Graduate Officer left the meeting at 7:06pm.

The Forum with the Vice Chancellor will take place this Wednesday in the Undercroft at 10.30am before the President's debate which is scheduled to start at 11.30am. All candidates running in the UCSA elections will be encouraged to attend.

The Vice President and Finance Officer debate is scheduled for Tuesday at 12.30pm in the Undercroft seminar room.

The UCSA Election results will be announced in The Shilling Club on Friday from 5.30pm.

### **Administration Academic Committee**

The Vice President raised the issue of the stickers on UC approved calculators at the last Administration Academic Committee without success and the issue will be taken back to the Deputy Vice Chancellor, Academic.

The Vice President took the Executive's recommendation was that the exam timetable be released by the end of week 4 to AAC and the committee voted for the exam timetable to be released by the end of week 5. The Executive expressed their disappointment at this decision.

The Vice President mentioned that he is looking into getting UCSA representation on the UC Graduate Attributes Project Control group.

### **UC Sport**

The Sports Officer attended a UC Sport meeting and a topic of discussion was sports clubs' lack of affiliation to the UCSA due to their individual circumstances and affiliation to national sports bodies. The Sports Officer suggested that sports clubs affiliation criteria could be re-looked at to increase their affiliation.

*Action: Investigate affiliation of sports clubs with Events Manager and Finance Officer (Sports Officer)*

A re-affiliation was received from AIESEC who are a not for profit network of young professionals that facilitate global exchange opportunities, give practical leadership development experience for its member, and is the world's largest student driven organisation. AIESEC's network includes over 86,000 people across 2,400 university campuses in 113 countries and territories. AIESEC have 21 members, of which 20 are student member.

### **068/2015**

#### **MOVED**

**That the Executive re-affiliate the club AIESEC.**

**Gillespie/Addington**

**CARRIED**

A grant application was received from Te Putariki (Maori Law Students' Association) for \$2,867.80 for 11 members to attend Te Hunga Roia Maori o Aotearoa (Maori Law Society) conference on 3<sup>rd</sup> to 5<sup>th</sup> September in Waitangi. Conference registration fees are \$2,200 and van hire is \$667.80. The total cost of the project is \$6,327.80. The members selected to attend range from first year law students to students who will complete their studies at the end of this semester. The recommendation from the Events Coordinator is to approve half the conference costs for students as there are options for

members to borrow cars from family in the North Island which would make the hireage cost of the van redundant.

**069/2015**

**MOVED**

**That the Executive approve the grant for Te Putariki (Maori Law Students' Association) of \$1,100 for 11 members to attend the Te Hunga Roia Maori o Aotearoa (Maori Law Society) conference on 3<sup>rd</sup> to 5<sup>th</sup> September in Waitangi, with the recommendation that more active fundraising is undertaken in the future**

**Bignell/Whitehead**

**CARRIED**

**One against and one abstention.**

A grant application was received from UCheer for \$6,101.27 for funds to attend two cheering competitions in Wellington and Auckland. The total cost of the two combined projects is \$15,632.00. The club have fundraised \$5,875.73 to date. The competition in Wellington has been brought forward and members had to change their flights which are unforeseen circumstances at a loss of \$1,374.00. UCheer have already been granted \$984.00 for a training camp and \$3,200.00 for facilities hire for 2015. UCheer have 35 student members and 10 non students. The membership fee for the club is unknown. The recommendation from the Events Coordinator is to approve \$3641.00 to cover new flights to Wellington, shuttles and transport in Wellington and Auckland. This leaves the remainder of \$2460.27 for the club and members to raise. UCheer got three placings at the competition last year.

**070/2015**

**MOVED**

**That the Executive approve the grant of \$1,374 for UCheer due to unforeseen circumstances in changing flights as the Wellington competition was brought forward. The grant is to go towards the cost of 21 students attending. The Executive did not grant the full amount as after lengthy discussion it was believed that \$225.11 is reasonable amount of money for two weekends away including flights, accommodation and registration costs and, there is a finite pool of resources available to the number of clubs and students on campus. It is for the above reasons that we only approve the unforeseen circumstances and we recognise the fundraising efforts of the club.**

**Bignell/Gillespie**

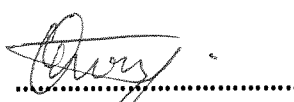
**CARRIED**

**The meeting closed at 7:52pm.**

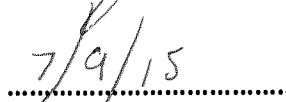
**Declared true and accurate by Chair**

  
.....

**Witness**

  
.....

**Date**

  
.....



## Action Points

No	Description/ Required Action	By Whom	Completion Date
1.	Provide feedback to the Executive from the meeting with Te Akatoki regarding a permanent seat on the UCSA Executive	President	April
2.	Provide an update on progress of the UCTV project	Chief Executive	July
3.	Investigate potential building designs for the UCSA building and send to Finance Officer	All Executive	On going
4.	Email the Chief Executive any functions that UC currently do that would logically sit with the UCSA instead	All Executive	Ongoing
5.	Provide an update on the replacement cost of a Canterbury card raised at JOAB	Finance Officer	May
6.	Ask Events Manager to circulate term 3 plan for Foundry to Executive so they can provide feedback	Minute secretary	June
7.	Provide an update on special projects	Student Wellbeing Officer, Law Officer, Engineering Officer	July
8.	Discuss the Rate My Flat initiative at DICE meeting	Commerce Officer	July
9.	Seek information regarding time requirements from Otago and Auckland Students' Associations student magazines run by student editors before Monday	President	July
10.	Add Canta as an agenda item at the next workshop meeting and do outline of pros and cons, put together a sub-committee and also meet with UC comms Donald Matheson	President	July
11.	Ensure that the Events team are aware of H&S inductions for all volunteers and clubs	Chief Executive	August
12.	Discuss with the Events Manager the online clubs' guide	Finance Officer	August
13.	Discuss with the Events Manager the closing time of the Foundry during exam times	Chief Executive	August
14.	Discuss the possibility of a fashion show with the Events Manager and Sales and Sponsorship Manager	Arts Officer	August
15.	Organise a meeting with Commerce Officer re: letting fees and what assistance can be given to students with this issue	President	August

16.	Investigate affiliation of sports clubs with Events Manager and Finance Officer	Sports Officer	August
17.	Send email complaint re: lack of accountability and cleanliness at one Hall of Residence to Lynn McClelland and Dr Jim Dragna and cc in the Chief Executive and President	Commerce Officer	August
18.	Suggest to the Media Manager the idea of a clubs grants page to be created on the website displaying all grant applications	Sports Officer	August