

## UCSA Executive Meeting

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Date	Thursday 26 February 2015
Time	5:00-7:00pm
Venue	UCSA board room, Puaka-James Hight building
Apologies	Sarah Platt (President), Samantha Hampson (Arts)
Present	Luke Gillespie (Vice President), Cam Bignell (Finance), Stew Whitehead (Commerce), Daniel Chan (Sports), Michael McRae (Law), Henry Boon, Liv Morgan (Science), Finlay Meldrum (Engineering), Emily Barker (Education), Jimmy Addington (Post Graduate)
In attendance	Rachael Gresson joined the meeting from 5-5:15pm. Dave Hawkey (Chief Executive), Bridget O'Connor-Norton (minutes)

In committee time was taken from 5:05-5:10pm

The Vice President welcomed the Executive to the first official meeting for the year as chair of the meeting as Sarah Platt, President was not able to attend as she was in hospital. The Vice President welcomed Henry Boon as the new Executive member to take over the position as General Executive member after the resignation of Kate Hood over the summer break. As per the Constitution, the next highest polling candidate was offered the position as General Executive member and Henry accepted the role.

In the interim Vice President has taken over the role of the Student Wellbeing officer, as this was the portfolio that was assigned to Kate Hood. The Vice President asked the Executive for expressions of interest in the Student Wellbeing Officer portfolio.

### 1. Diversity week

Rachael Gresson, the Diversity week representative tabled the Diversity week programme at the meeting and informed the Executive that Diversity week is a celebration of diverse cultures and different experiences on campus, and to create a sense of belonging on campus which is important to UC and UCSA. Planning has been underway for a significant time during last year and it is hoped that by focussing on and celebrating diversity on campus and in our community it will lead to further discussion on how the UCSA and UC can improve that sense of belonging. There are 22 events organised across the week and the UCSA has been involved in organising a number of events with the assistance of Sarah Smith, Events Coordinator who sits on the

Diversity week organising committee. The Vice President sits on the UC Central Equity and Diversity Committee and

The UCSA run events are Arts Exhibition, St Patrick's Day, World Market which will include an international clubs food stalls, and an outdoor film screening of the movie Pride. The Executive were encouraged to attend as many events as possible and are formally invited to attend the Celebrate Diversity Awards and Auction.

*Action: Organise Diversity week t-shirts for the Executive to wear (Vice President)*

The Executive were encouraged to nominate a student, general staff member from UCSA or UC, a club or academic staff member who has made a positive difference to helping create a sense of belonging for students on campus. Nominations can be made on the Diversity week website or forms can be collected from UCSA reception. The prize for the Celebrate Diversity Awards is a cash prize.

Diversity week is being advertised via UCSA and UC media channels.

Rachael Gresson is also contracted to the UCSA to assist with amendments to the UCSA constitution which will be taken to the UCSA AGM in May.

## **2. Conflicts of Interest**

A register of interest for the Executive was included in the papers and an updated version was tabled at the meeting.

New conflicts of interest to note are: the Law Officer and Post Graduate Officer are Residential Assistants at University Hall and the Commerce Officer is a Residential Assistant at College House. The Law Officer's partner does contract work for Canta magazine.

## **3. Advisory Board meeting minutes**

The Executive were encouraged to contact the Chief Executive, Vice President or Finance Officer with any queries regarding the Advisory Board minutes.

## **4. Exec minutes**

**MOVED**

**001/2015**

**That the minutes from the Executive meeting on 16 December 2014 are confirmed as a true and accurate record**

**Bignell/Chan**

**CARRIED**

## 5. Matters arising

No	Description/ Required Action	By Whom	Completion Date	Outcome
1	Circulate to the Executive the academic audit submission when completed	Vice President	22 August	Circulate to current Executive
2	Investigate the suggestion to install a physical events calendar in the Undercroft	Arts Officer	10 October	The current Arts Officer to investigate Undercroft, hoardings or the Living room as options
3	Send feedback/input/ideas for the Diversity and Equity week to the Post Graduate Officer	All Executive	December	completed
4	Create an historical list of UCSA Executive members during the summer break for fundraising with UCSA building, talk with Jo from UC Alumni 121 year anniversary party and invite previous Execs.	President	10 February	carried forward
5	Circulate academic audit times to the Executive	Vice President	13 November	completed
6	Circulate to the Executive the schedule of events for Diversity Week	Post graduate Officer	13 November	completed
7	Raise the issue of the lack of study space on campus at JOAB tomorrow at Kirkwood especially	President	13 November	completed

## 6. President's report

Taken as read

The Executive were encouraged to like the Good One Party Register on Facebook to promote the initiative with their friends and fellow students.

Advocacy and Welfare are investigating introducing Rate My Flat initiative and surveyed a number of students on Clubs day regarding their flats.

### Orientation

Orientation is doing well; Mardi Gras was a sell-out event and as of yesterday, 80% of all ticketed events are sold out.

An issue was raised regarding the lack of portaloos at Toga Party which will be raised with the Events and Media manager.

## 7. Chief Executive's report

Taken as read

Emilie Hoffman, the Advocacy and Welfare Manager has resigned as she is moving back to the UCSA. Preparations are under way to recruit for her replacement.

Chiltons outlet has been increased its floor space with the Greek moving into the Hot Wok area. Chiltons will now offer a wider drink selection and iced coffees, chocolates and smoothies.

V-Plate, the new student and staff discount card has been introduced.

The new Communicators Co-ordinator has commenced work and is settling well into the role. The issue of sponsorship advertisements on Facebook was raised.

*Action: Organise a media and comms workshop with UCSA Media team re: improvements to UCSA media streams (Executive)*

*Action: Check with Content Manager regarding SnapChat issue (Chief Executive)*

The Department of Labour audit in relations to the definition of casual employment is near completion and all claims have been finalised with all previous casual employees.

8. Student Wellbeing Advisory Group Charter

The Student Wellbeing Advisory Group Charter has been created in line with the Student Wellbeing Advisory Group (SWAG); that aims to hear student voices and help create a greater sense of belonging on campus for students. The Vice President will chair the meetings as he sits on the UC Central Equity and Diversity Advisory Committee (UC CEDAC). The UCSA will launch the UCSA Student Wellbeing Advisory Group (SWAG) committee during Diversity week with nominations open for a position on this committee.

**MOVED**

**003/2015**

**That the Executive approve the new Student Wellbeing Advisory Group (SWAG) Charter**

**Gillespie/Addington**

**CARRIED**

Hardship Grant Policy

The Hardship Grant was accessed by 72 students in 2014. Funding for this grant was decreased from \$480 to \$300 in 2013 and the new criteria to qualify is also lower making it more accessible to students.

**MOVED**

**004/2015**

**That the Executive approve the updated Hardship Grant Policy which supersedes the Emergency Dental Scheme Policy**

**Gillespie/McRae**

**CARRIED**

All members of the Executive were happy to sit on the Hardship panel when required.

*Action: Request contact details for the class reps to increase engagement between faculty reps and class reps (Law Officer)*

**MOVED**

**005/2015**

**That the Executive approve the new Class Representative Policy**

**Gillespie/Morgan**

**CARRIED**

The new Clubs' Code of Conduct policy was developed to link in with the Clubs' Affiliation policy and input was given by the Events Manager, the Finance Officer and the Chief Executive.

**MOVED**

**006/2015**

**That the Executive approve the new Clubs' Code of Conduct policy**

**Gillespie/Meldrum**

**CARRIED**

**MOVED**

**007/2015**

**That the Executive approve the updated Clubs' Affiliation policy**

**9. Advisory Board meeting**

There is a tour of the UCSA building with Advisory Board members, prior to their meeting which the Executive are asked to attend.

**10. General Business**

There was a student complaint regarding the poor timing of the internal cleaning of the Library windows at the start of term time and the inconvenience it caused to students.

*Action: Inform UC Facilities Management and Michael Oliver regarding the poor timing of the internal cleaning of windows at Puaka-James Hight (Vice President)*

The Executive formally thanked the Events team to date for their hard work and success of Orientation week.

Sergeant Steve Jones congratulated students to date regarding their behaviour during Orientation week.

*Action: Send any ideas to the Sports Officer regarding increasing student attendance at the Canterbury Crusaders game next weekend; as part of the UC initiative (all Executive)*

**The meeting closed at 6:45pm.**

**Declared true and accurate by Chair**

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**Witness**

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**Date**

*9/3/15*  
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## Action Points

No	Description/ Required Action	By Whom	Completion Date
1	Investigate the suggestion to install a physical events calendar in the Undercroft	Arts Officer	10 October
2	Create an historical list of UCSA Executive members during the summer break	President	10 February
3	Organise Diversity week t-shirts for the Executive to wear	Vice President	6 March
4	Organise a media and comms workshop with UCSA Media team re: improvements to UCSA media streams	Media and Comms Executive	6 March
5	Check with Content Manager regarding SnapChat issue	Chief Executive	6 March
6	Request contact details for the class reps to increase engagement between faculty reps and class reps	Law Officer	6 March
7	Inform UC Facilities Management and Michael Oliver regarding the poor timing of the internal cleaning of windows at Puaka-James Hight	Vice President	6 March
8	Send any ideas to the Sports Officer regarding increasing student attendance at the Canterbury Crusaders game next weekend; as part of the UC initiative	all Executive	6 March