



UCSA Executive Meeting

Date 27 July 2015

Time 5-7pm

Venue UCSA board room, Puaka-James Hight Building

Apologies Early departure Michael McRae (Law) at 7pm.

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 Sergeant Steve Jones, Dave Hawkey (Chief Executive), Bridget O'Connor-Norton (Minute secretary)

In committee time was taken from 5:40- 5:45pm and 6:10-6:15pm.

1. Minutes

060/2015

MOVED

That the minutes from the Executive meeting on 13 July are confirmed as a true and accurate record with the correction of the spelling of Boon

Platt/Boon

CARRIED

2. Conflicts of Interest

No new conflicts were noted.

3. Matters arising

No	Description/ Required Action	By Whom	Completion Date	Outcome
1.	Organise for the Executive to visit students at the Halls of Residence	President & Post Graduate Officer	May	Sarah has spoken to students at R&R and is waiting to confirm a date for College House

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 the suggestion to JOAB that a UCSA events calendar be included in the UCTV project	Finance Officer	May	JOAB was cancelled. However UC have agreed to move the UCTV to a UCSA led project
4.	Investigate potential building designs for the UCSA building and send to Finance Officer	All Executive	On going	Ongoing
5.	Email the Chief Executive any functions that UC currently do that would logically sit with the UCSA instead	All Executive	June/July	Ongoing
6.	Create a list of questions regarding the cost of replacement Canterbury cards to get more justification from UC Security	Law and Post Graduate Officers	July	President has completed
7.	Provide an update on the replacement cost of a Canterbury card raised at JOAB	President	May	JOAB was cancelled so it will be taken to the next meeting
8.	Confirm that the drinking fountains at Kirkwood Village have been plumbed	Finance Officer	May	Drinking foundations have been plumbed at KA, KF and KH
9.	Provide an update on health and safety liability with the 130 affiliated clubs	Chief Executive	Ongoing	Waiting to hear back from lawyers
10.	Follow up with Glenn Dickie re: Health Promotion campaign	Vice President	June	Completed. Tabled email from Glenn with ideas
11.	Ask Events Manager to circulate term 3 plan for Foundry to Executive so they can provide feedback	Minute secretary	June	Carried forward
12.	Provide an update on the special project	Student Wellbeing Officer	June	The Law Officer will attend a library committee meeting next week and will raise the special project proposal.
13.	Chase progress on the draft Memorandum of Understanding with the Director of Student Success	Chief Executive	July	Progress is being made as have received draft from UC. UCSA will request a stronger recognition of the finances UC are holding for us as part of the insurance of the UCSA building.

14.	Add Yik Yak as an agenda item for SWAG meeting	Minute secretary	July	completed
15.	Discuss the Rate My Flat initiative at DICE meeting	Commerce Officer	July	DICE meeting hasn't been
16.	Circulate the possible dates for the Bi-Cultural Competence course to the Minute secretary to organise	Student Wellbeing Officer	July	Completed and booked. Will meet with her to tailor course for Exec

4. Community

Sergeant Steve Jones joined the meeting at 5:10pm.

Sergeant Steve Jones informed the Executive that the Good One Party Register set up in conjunction with the Police, ACC, UCSA, Lincoln University, CDHB and Health Promotion Agency has had 310 parties registered to date and only a handful of parties have been shut down due to bad behaviour. Since its inception, noise complaints are down 44% and fire service call outs are down 70% which are all positive for the University and UCSA. The Executive were asked to promote Good One Party Register. Students were reminded to follow the advice of the register by informing their neighbours and supplying food at their parties to ensure its success.

The Riccarton Neighbourhood Policing Team is a proactive crime prevention team whose aim is to prevent burglaries and crime before it happens. 50% of residents in the Riccarton area are University students who are often targeted by burglars. Students are encouraged to mark all their electronic devices and possessions like bikes with a UV marker pen with their drivers licence number and mobile number; so that if their possessions are stolen they can be easily identified by the police and hopefully returned to their rightful owners. Students can create their own secure logins on the SNAP website www.snap.org.nz and enter the serial numbers of their equipment for future use.

Sergeant Steve Jones congratulated students on their behaviour during Winterlude as there has been little if any breaches of the liquor ban in the area. Burglaries have decreased by 75% in recent years and all students are encouraged to report all crime in the area to ensure police are allocating the right amount of resources in the area.

There is a free Community Boot Camp every Tuesday 1-2pm at 66B Wharenui Road in conjunction with University Institute of Sport.

The Fire Service asked Sergeant Steve Jones to remind students to check their smoke alarms and not drink and fry.

The Executive were asked to support the local Neighbourhood Support Group to get more students involved and registered to help prevent crime in the neighbourhood. Neighbourhood Support Group stickers have been proven to deter burglars. It is recommended that students get to know their neighbours and their name as this is another proven fact that neighbours will report crimes to the police earlier if they know their neighbours.

Sergeant Steve Jones left the meeting at 5:30pm.

5. Special Projects

The Post Graduate officer has emailed UC Comms regarding the proposed establishment of a Post Graduate Redphone which could be sent out by the PGSA President, approved by the UCSA President and UC.

The Engineering and Post Graduate Officer are working on a gap filler special project for students to post ideas and locations on the UCSA Facebook page for gap fillers on campus

The Engineering Officer is working on setting up a student space at Dovedale by the ENSOC shop with a games room, tennis table and couches for a relaxation space for Engineering students.

The Law Officer is working on his special project which is sleeping pods during exam times.

6. Health and Safety

Taken as read.

Two incidents/accidents took place this month, one minor with a staff member hurting their knee in The Shilling Club and another at one of the ELCs when a child hit a teacher with a plastic spade.

7. Student Wellbeing Advisory Group (SWAG)

The first SWAG meeting of the term was held last week and notes of the meeting were circulated in the board papers. Cam Scott, Team Leader Disability Resources Services gave an update on the success and learnings of Diversity week. It was mentioned that Dr Jim Dragna, Student Success has requested that the SWAG committee to take over organising Diversity Week next year. The Executive will meet with Dr Jim Dragna to discuss further.

One SWAG member raised a concern from UC Samoan Students' Association Society regarding a grant application that was declined by the Executive for \$5,400 for UCSSA to provide accommodation for non UC students as part of the hosting of the National So'otaga 2015. The grant was declined as the grant would not benefit UC students, only non-UC students that were attending the event, which cannot be granted as per the Grants Policy. It would appear that there may have been a breakdown in communication between the Events team and the club. The President and Events Co ordinator will meet with UCSSA to provide further explanation.

Action: Meet with UCSSA to explain decline of grant and also offer further assistance (President)

Action: Request that the Events team provide a 3 working day timeframe to get back to clubs regarding grant applications (Chief Executive)

8. President's verbal report

The Executive will meet this week to formalise procedures for the future for when there is a death of a student, to ensure their friends and family are given as much support as possible by the UCSA. The Advocacy and Welfare team will be invited to the meeting and then the process will be taken to UC.

Half AGM

The Half AGM was held last Wednesday in the Foundry and the number of students that attended over the course of the AGM was 118 people; which resulted in the constitutional amendment not being passed by the student body. Quorum as per the constitution is 120 students. The President is following up with the UCSA lawyers and UC Registrar on the impact on not passing constitutional amendment and

will investigate further options so when students vote for the President they are also voting for the student representative on UC Council.

Roundie

UC have released a press release to the media and students after a meeting was held between ENSOC, Executive, the Police and the Proctor regarding the upcoming Roundie event. The Press will be invited to attend Roundie for a specific period of time.

9. Chief Executive's verbal report

Food and Beverage

The UCSA was successful in its tender for the UC catering contract and will take over in August with two other caterers. The UCSA currently provides catering for UC but this gives the food and beverage team confidence in its catering operations going forward.

July has been a busy month in the Foundry which has been assisted by the number of external gigs. A number of Christmas functions have already been secured and the Events Centre is being advertising on the radio.

Financials

The 6 month financial results have been received today and financially the UCSA is in a positive position due to the improvements made in food and beverage, the drive of external revenue and the strong budgeting performance of the Events team. It is anticipated that the next 6 months will be strong with the success of Winterlude, the catering contract with UC and more external gigs lined up.

Winterlude

Ticket sales for Winterlude have been positive with the following gigs sold out; CUBA Jib, MO and Once Upon a Time. Fight night nearly sold out and Pecha Kucha and the Onesies party were both successful. Feedback from the Residential Assistants at the recent UCSA RA forum regarding Winterlude was positive and students enjoyed the range of different events held to date. The only negative feedback was that the Winterlude calendar of events may be too long over three weeks.

Action: Organise for the Executive to host morning tea for UCSA staff (Law Officer)

10. UCSA Building

David Caygill has agreed to chair the UCSA Building Fundraising Committee and the UCSA is waiting to hear back from two other potential committee members who have expressed an interest.

A concept plan will be erected in the Undercroft and in the Halls of Residence if permission is granted to seek student feedback on the proposed design plan for the new UCSA building.

The UCSA building is in lock down while tests for asbestos and mould are carried out in the next week or so. The results will be approximately 1-2 weeks.

11. General Business

Inward Correspondence

The UCSA President received inward correspondence from a student disputing the President's ability to represent students on UC Council due to a conflict of interest as the President receives a stipend.

This issue was discussed at length and it was agreed that this is common practise for board members to represent a body or group of people and receive stipend and there is no conflict of interest in doing so. The President is the student voice on UC Council and represents students. The same student also laid a complaint against Huntsoc which is being investigated by the Events Manager.

Action: Meet and give feedback to Events team re: Fight Night (Executive)

Media and Comms Team

The Media Manager is seeking feedback from the Executive regarding the proposal to make Canta more independent from the UCSA. Feedback from students is that students have lost a connection with Canta and the review paper completed by journalism students recommended that Canta look to appoint a student editor to re-establish a connection with students. One proposal is that a separate editorial team would focus on Canta and the current Media team could then focus solely on communications e.g. Facebook, SnapChat, UCSA website etc while offering support to the editorial team. At present the Media team spend 20 hours a week during term time on Canta and 10 hours outside of term time. It was noted that the Executive would need to think carefully about the commercial imperatives in restructuring the Media team. Guidelines regarding the operation of Canta would be set by the Executive as Canta is financially supported by the Student Services Levy.

Action: Seek information regarding time requirements from Otago and Auckland Students' Associations student magazine run by student editors before Monday (President)

Action: 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)

Action: Discuss Canta options with Greg at Media and Comms meeting 4pm on Wednesday (Post Graduate Officer)

The Chief Executive left the meeting at 6:45pm.

The Vice President attended an Academic Administration Committee meeting today; where a proposal to push back the timing of the release of the examination timetable for two weeks was raised. The Vice President informed the AAC that one week would be better for students and the Executive were in agreement to recommend that examination timetables be released no later than the end of week 4.

The Law Officer left the meeting at 6:51pm.

There is a Flating Seminar next Wednesday at 4pm and the President asked for volunteers to speak from a student perspective. The Law, Student Wellbeing and Commerce Officers volunteered.

The Executive were reminded to let students know that there is a UV Markings session with the Police this Wednesday in the Undercroft.

Tomorrow is the V promo session from 11am-2pm. The Executive will be able to promote the UCSA elections at this event.

The proposal to create a new Hall of Residents has been put on hold by UC.

12. Grants

The Sports Officer and Events Co ordinators discussed with the GC Club the inventory status of previous glassware purchased in 2012 and a storage plan for the purchase of 300 x polycarbonate wine glasses

with the grant of \$1,929.82. The club have provided the necessary documentation and the grant was awarded for the purchase of new polycarbonate wine glasses.

The meeting closed at 6:58pm.

Declared true and accurate by Chair


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Witness


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Date

10/8/2015
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Action Points

No	Description/ Required Action	By Whom	Completion Date
1.	Organise to speak to students at College House re: elections	President	May
2.	Provide feedback to the Executive from the meeting with Te Akatoki regarding a permanent seat on the UCSA Executive	President	April
3.	Provide an update on progress of the UCTV project	Chief Executive	July
4.	Investigate potential building designs for the UCSA building and send to Finance Officer	All Executive	On going
5.	Email the Chief Executive any functions that UC currently do that would logically sit with the UCSA instead	All Executive	Ongoing
6.	Provide an update on the replacement cost of a Canterbury card raised at JOAB	Finance Officer	May
7.	Provide an update on health and safety liability with the 130 affiliated clubs	Chief Executive	June
8.	Ask Events Manager to circulate term 3 plan for Foundry to Executive so they can provide feedback	Minute secretary	June
9.	Provide an update on special projects	Student Wellbeing Officer, Law Officer, Engineering Officer	July
10.	Discuss the Rate My Flat initiative at DICE meeting	Commerce Officer	July
11.	Meet with UCSSA to explain decline of grant and also offer further assistance	President	July
12.	Request that the Events team provide a 3 working day timeframe to get back to clubs regarding grant applications	Chief Executive	July
13.	Organise for the Executive to host morning tea for UCSA staff	Law Officer	July
14.	Seek information regarding time requirements from Otago and Auckland Students' Associations student magazines run by student editors before Monday	President	July
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
16.	Discuss Canta options with Greg at Media and Comms meeting 4pm on Wednesday	Media and Comms Executive members	July