



UCSA Executive Meeting

Date 8 June 2015

Time 4-6pm

Venue UCSA board room, Puaka-James Hight Building

Apologies Samantha Hampson (Arts), Michael McRae (Law), Emily Barker (Education)

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)

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

In committee time was taken from 4:53pm to 5:23pm.

1. Minutes

042/2015

MOVED

That the minutes from the Executive meeting on 25 May are confirmed as a true and accurate record with the correction of the word students Addington/Bignell **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	Carried forward, University Hall first week of term 3.
2.	Seek feedback from Te Akatoki regarding a permanent seat on the UCSA Executive	President	April	Met with Te Akatoki last week. Jared to get back to UCSA with a time

3.	Suggest to JOAB that a UCSA events calendar be included in the UCTV project	Finance Officer	May	Will bring up at this week's meeting as there was insufficient time at the previous meeting.
4.	Investigate potential building designs for the UCSA building and send to Finance Officer	All Executive	On going	ongoing
5.	Organise an Executive workshop on the risk register	Minute secretary	May	Organise for Term 3
6.	Email the Communications Coordinator to put a message on Facebook reminding students of the increase in bike thief on campus	Education Officer	May	To be actioned by Sarah in Emily's absence
7.	Email the Chief Executive any functions that UC currently do that would logically sit with the UCSA instead	All Executive	June/July	Ongoing – for example - Canterbury cards, other services
8.	Talk to Events and Media Manager regarding the timing of external gigs in the Events Centre	President	May	Meeting on Wednesday with Events Manager
9.	Ask UC Security how the \$35 fee is determined for the replacement cost of a Canterbury card	President	May	Waiting to hear back from Michael Oliver
10.	Chase with Facilities Management the plumbing of the drinking foundations at Kirkwood Village	Finance Officer	May	Will bring up at this week's meeting as there was insufficient time at the previous meeting.

Action: Ask Events Manager to circulate term 3 plan for Foundry to Executive so they can provide feedback (Minute secretary)

4. Health and Safety

Taken as read.

It has been a disappointing result for the month of May with loss of employee time, minor injuries and incidents. Food and beverage are putting new safety operating procedures in place especially in the Production Kitchen. Lifting training has been scheduled for staff especially in the Events team and Early Learning Centres. The Take 5 Poster initiative to raise staff awareness is a focus for managers especially in food and beverage department.

The Chief Executive has asked the HR Advisor to investigate the Association's health and safety liability with the 130 affiliated clubs on campus.

Action: Provide an update on health and safety liability with the 130 affiliated clubs (Chief Executive)

5. Student Wellbeing Advisory Group (SWAG)

The Vice President informed the Executive that the second SWAG meeting was positive and suggestions that have been made by the group have been followed up by Executive members. The UCSA will facilitate a consultation period with UC regarding the request for women's only hours at the UC Recreation Centre. The Arts Officer has been in discussion with the Arts Faculty regarding the request for an Arts Career Expo.

Action: Follow up with Glenn Dickie re: Health Promotion campaign (Vice President)

Three SWAG members have put their names forward to sit on Central CEDAC. Two seats are available on CEDAC.

It was suggested that the Executive ask SWAG for ideas for end of year celebrations, Orientation for next year and get feedback on Winterlude.

6. Advisory Board meeting notes

Notes from the Advisory Board meeting were tabled at the Executive meeting.

7. President's written report

Taken as read.

Electoral Committee

Three members of the Advisory Board volunteered to sit on the Electoral Committee with the Chief Executive to determine that an elected student executive is deemed a fit and proper person. Only two Advisory Board members are required. This new process makes up part of the constitutional amendment that was passed at the AGM in May.

Travel

The President's trip overseas with UC was a success, with the opportunity to meet with a number of alumni and student association presidents. Topics discussed with other student associations included student engagement levels, various forms of advisory boards that offer advice to executives, the perceived lad culture which is experienced throughout other students' association around the world. While most other students' associations had some interest in their university bookshop, there is little commercial interest in food and beverage on campus.

Action: Write a report of key overseas contacts for future Presidents (President)

UC Council Constitution

UC Council have unanimously adopted a new working draft constitution to be gazetted by Government and an elected student is one of the 12 members who sits on council. UC have strongly indicated that the UCSA President is the preferred student representative on Council and there is a written agreement that UCSA is the student representatives' voice on campus. UC have been in discussion with the UCSA for a number of years on this issue and in good faith, the UCSA have been asked to amend its constitution and hold an election for the student body to vote for the student representative on Council.

Following on from Executive workshop with Mr Jeff Field, Dr Robyn Mann and Dr John Wood, the issue was discussed at length at the Advisory Board meeting and the following recommendations were made:

- that the Association change the way students opt out of membership on the UC enrolment online form by removing the tick box option and request that a letter is written to the Association

instead, which will help reduce any accidental opt outs (this was the process prior to the changes made in 2012 which saw a dramatic increase in opt out numbers)

- Ask UC to write a letter to the Association to formally request that the UCSA run an election for student representation on UC Council as per 3.1 (e) of their constitution.
- Present a constitutional amendment to the student body before the UCSA elections to allow all students to vote the UCSA elections this year and all subsequent years, and update the voting forms to include student representative on UC Council within the President's voting section
- Continue to educate the student body on what opting out of membership of the UCSA entails.

Currently 2-3,000 students have opted out of membership of the Association.

The Executive were in agreement with these recommendations and stated that a pragmatic approach for this year is required to ensure strong student representation on UC Council.

043/2015

MOVED

That the Executive agree to change the way students opt out of membership by removing the tick box option online upon enrolment and request that a letter is written to the Association instead, which will help reduce accidental opt outs, ask UC write a letter to the Association to formally delegate authority to UCSA run an election for student representation on UC Council as per 3.1 (e) of their constitution, present a constitutional amendment to the student body before the UCSA elections to allow all students to vote in this year's elections and subsequent elections, update the voting forms to include student representative on UC Council with the President's voting section and continue to educate the student body on what opting out of membership of the UCSA entails.

Chan/Gillespie

CARRIED

8. Chief Executive's written report

Taken as read.

9. General Business

More Engineering student space is required at Dovedale campus to keep engineering students on campus. The Engineering Officer is meeting with students this week and the Chief Executive and Finance Officer offered to attend. There is equipment like pool tables in the old building which could be used by the students. The timeframe for upgrading the student space is before the beginning of term 3.

The Chief Executive will raise the issue at JOAB of retrieving the installation costs for the ventilation system in the Events Centre.

Dave left the meeting at 5:28pm.

10. UCSA Building

Presentations from the three architectural firms for the UCSA building are scheduled for Monday. The Executive and Advisory Board members are welcome to attend.

The Chief Executive met with the loss adjustor last week and showed him around the UCSA building to discuss the contents and chattels insurance claim. The loss adjustor is returning this Friday with the insurer. It is hoped that there is an outcome in the coming weeks.

The Chief Executive has taken a theatre consultation through the Ngaio Marsh Theatre to get ideas around the proposed new performing arts space in the new UCSA building.

The decanting of the UCSA building will take place during the term break and a large number of equipment, furniture and other stuff will be either sold, given away or discarded so the bare minimum is put in storage.

Feedback was received from Te Akatoki for their space requirements in the new UCSA building. They have requested an office like they previously had in the old building.

The Chief Executive, Vice President and Finance Officer met with consultants regarding the UC Masterplan and how the new UCSA building will fit in with the precinct.

The Project Control Group met last week and the UCSA expressed their frustration with the lack of progress from UC with the Memorandum of Understanding. Demolition of the UCSA building needs to take place during the summer break.

A blog has been set up on the UCSA website to keep general students informed on the progress of the UCSA building, which includes an article published in Canta and minutes of the clubs' focus groups.

11. Grants

A grant application was received from Debating Society (DEBSOC) for \$1,517.21 for funding for second instalment for the registration at the Worlds University Debating Championships December 2015/January 2016 in Greece for two teams and one adjudicator. The total cost of the project is \$19,318.08. The club has 154 student members. The recommendation from the Events Coordinator is that the full amount is approved as the club has already covered the first instalment and individuals are already committing a significant amount themselves. The grant would be for \$315 per person.

044/2015

MOVED

That the Executive grant UC Debating Society (DebSoc) \$1,517.21 towards the cost of registration fees for five people to attend the World Debating Championships in Greece; while UCSA recognition is not required an article and photo in Canta would be appreciated

Addington/Whitehead

CARRIED

A grant application was received from CUBA Jib for \$2,500 for scaffolding costs for their Winterlude event. The grant has been placed on hold as the club has been approached by a potential sponsor. A follow up email will take place during the break once sponsorship has been confirmed.

12. General Business

Special Project

The Student Wellbeing Officer will begin to initiate her special project over the holiday break; a hiring service of headphones and other electronic equipment.

Action: Draft a document outlining special project (Student Wellbeing Officer)

The Vice President raised the possibility of employing a new staff member to assist the Executive with academic policy writing, collaborating information received from class reps and providing feedback to UC and academic boards. Victoria University currently employs a person in this space and it is common place in other universities throughout the world. The position would provide year on year support and continuity.

The Finance Officer raised the issue of students not having access to the outdoor space on Level 4 at the Library Teaching Committee. The space is enclosed for safety reasons and would provide an outdoor feel for relaxation. The committee have requested that a café be opened on the top floor of the library building. The Finance Officer will work with Facilities Management and the Library Committee on both proposals.

The issue of lack of accessibility and the limited time slots of getting calculators stickered and authorised for exam use has been raised with the Deputy Vice Chancellor, Academic. Options could include stickers being added to the calculators before they are sold at the bookshop as well as extending the hours of issuing.

Riccarton Community Watch

The Riccarton Community Watch have requested sponsorship from the UCSA to the value of \$1,000, towards the cost of signage on their new patrol vehicle. The neighbourhood watch group patrol the Riccarton area to keep the community safe. The UCSA have supported the watch over a number of years and the Executive agreed with the importance of maintaining this service for the local community.

045/2015

MOVED

That the Executive grant Riccarton Community Watch \$1,000 towards the cost of new signage on the updated patrol vehicle

Meldrum/Whitehead

CARRIED

The Proctor has ordered a group of students to pay half the excess towards repairs to a neighbouring property that received extensive damage after a flat party. The UCSA have paid the full amount of the excess of \$400 and the students will reimburse the UCSA \$200.

046/2015

MOVED

That the Executive call the Half AGM for 22 July at 12pm.

Platt/Meldrum

CARRIED

An advertisement for the position of Returning Officer has been posted on Facebook. The Executive are keen to increase the promotion of the UCSA election and the position of Returning Officer, to drive voter turnout.

A memorial service for Andrew Orr will be held this Wednesday at 2pm in Bentleys. Andrew passed away as a result of a 4WD accident last week. The memorial service has been organised by UCSA and UC, in conjunction with Andrew's flatmates, Motosoc and LAWSOC. A full student email will be sent out to notify students of the service.

Rate my Flat

The Commerce Officer has spoken to the Rate My Flat team regarding roll out the initiative in Christchurch. At present the initiative is market specific to Dunedin with 1,500 student flats registered. The oversupply of student flats in Dunedin keeps landlords accountable. Some aspects of the project would need to be modified to make it a success in Christchurch. The Commerce Officer will keep the Executive informed of any further progress.

The Commerce and Finance Officer left the meeting at 6:07pm.

Action Points

No	Description/ Required Action	By Whom	Completion Date
1.	Organise for the Executive to visit students at the Halls of Residence	President & Post Graduate Officer	May
2.	Seek feedback from Te Akatoki regarding a permanent seat on the UCSA Executive	President	April
3.	Suggest to JOAB that a UCSA events calendar be included in the UCTV project	Finance Officer	May
4.	Investigate potential building designs for the UCSA building and send to Finance Officer	All Executive	On going
5.	Organise an Executive workshop on the risk register	Minute secretary	May
6.	Email the Communications Coordinator to put a message on Facebook reminding students of the increase in bike thief on campus	Education Officer	May
7.	Email the Chief Executive any functions that UC currently do that would logically sit with the UCSA instead	All Executive	June/July
8.	Talk to Events and Media Manager regarding the timing of external gigs in the Events Centre	President	May
9.	Ask UC Security how the \$35 fee is determined for the replacement cost of a Canterbury card	President	May
10.	Chase with Facilities Management the plumbing of the drinking foundations at Kirkwood Village	Finance Officer	May
11.	Provide an update on health and safety liability with the 130 affiliated clubs	Chief Executive	June
12.	Follow up with Glenn Dickie re: Health Promotion campaign	Vice President	June
13.	Write a report of key overseas contacts for future Presidents	President	June
14.	Ask Events Manager to circulate term 3 plan for Foundry to Executive so they can provide feedback	Minute secretary	June
15.	Draft a document outlining special project	Student Wellbeing Officer	June

The meeting closed at 6:08pm.

Declared true and accurate by Chair


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Witness


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Date

13/7/15
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