



UCSA Executive Meeting

Date	11 November 2015
Time	3-5pm
Venue	UCSA board room, Puaka-James Hight Building
Apologies	Finlay Meldrum (Engineering), Daniel Chan (Sports), Michael McRae (Law), Emily Barker for lateness 3:41pm, Samantha Hampson left the meeting between 3.30pm to 4:20pm.
Present	Sarah Platt (President), Luke Gillespie (Vice President), Cam Bignell (Finance), James Addington (Postgraduate and President elect), Stew Whitehead (Commerce), Liv Morgan (Student Wellbeing), Henry Boon (Science), Samantha Hampson (Arts), Emily Barker (Education)
In attendance	Andy Keiller (UC IT) joined the meeting from 3:00-3:39pm Dave Hawkey (Chief Executive), Bridget O'Connor-Norton (Minute secretary)

Andrew Keiller from UC IT spoke to the Executive about the project to stop peer to peer sharing which is normally associated with illegal downloads from the UC network. This will protect UC staff and students from potential copyright infringements. Over the last 12 months there have been five copyright infringement notices from movies companies via a third party. The maximum infringement is \$15,000 which would go to the student or person who had infringed; UC is not liable as it is not classified as an internet service provider. UC can track the illegal sharing down to the person's login and the computer used. UC is the only university in New Zealand that currently allows peer to peer sharing. Forty percent of the internet traffic on the UC network is peer to peer. UC Comms team are working with UC IT to help communicate this information to students and staff. UC wide issue not just a student issue. Exemptions will be made for those who use peer to peer sharing in a research capacity. This project may be in place by 1st December.

The Executive were informed that Eduroam can be used at other universities throughout NZ with the UC student log in as it is a government university internet provider.

UC IT are also looking at increasing security on UCLive accounts. Currently these email accounts are live for life and this may change in the near future.

In committee time was taken from 3:00 - 3:39pm.

1. Minutes

099/2015

MOVED

That the minutes from the Executive meeting on 5 October are confirmed as a true and accurate

Platt/Whitehead

CARRIED

2. Conflicts of Interest

James Addington (President elect) is the student representative on UC Council.

3. Matters arising

No	Description/ Required Action	By Who m	Completion Date	Outcome
1.	Provide an update on the proposal to extend a permanent seat to Te Akatoki to sit on the UCSA Executive	President	April	Wider conversation with the Constitution for 2016 Executive.
2.	Provide an update on progress of the UCTV project	Chief Executive	July	Three supplier options are being investigated and it is hoped to be ready for 2016 academic year.
3.	Provide an update on the progress of the proposed reduction in the cost of the replacement of Canterbury cards	President/ Finance Officer	May	Sitting with JOAB
4.	Provide an update on special projects	Student Wellbeing Officer	Ongoing	Carried forward
5.	Seek advice from Paul Munro from the Advisory Board regarding clubs being GST registered	Finance Officer	September	Advice received is that some clubs are ok to be not registered as incorporated society and still claim GST back.
6.	Provide an update on the progress with the cost of UC car parking	Finance Officer	September	The Finance Officer's paper was sent to Finance, Planning, and Resource Committee (FPRC). FPRC meeting is scheduled for next Monday.
7.	Send suggestions of the flatting guide to Media Manager	Arts Officer	September	Carried forward
8.	Provide an update on the gender neutral toilets on campus	Finance Officer	October	The Finance Officer has been working with UniQ representative re: signage. UC would prefer to convert the women's toilets and UniQ would prefer the men's toilets in the entrance way in the Undercroft.

9.	Check with lecturer re: Co-curricular transcript query and club involvement	Commerce Officer	October	Meet with Jeni Moir to discuss co-curricular transcript with President and Vice President elect
10.	Discuss the suggestion of UCCC trailer displaying the UCSA logo with the Events Manager and Chief Executive	President	October	Sarah Platt briefly discussed this with Sara L which will be discussed in more detail with Events team

4. Health and Safety

Taken as read.

Three incidents have taken place this month; a child fell off their bike at Montana ELC due to uneven paving stones; the tiles have since been removed.

5. President's verbal report

This is one of the last Executive meetings of the year and the final meeting will be held via conference call if need be.

Graduation

The President has been working with UC to look to extend the student numbers at the December Graduation as there have been a number of requests from students wishing to graduate earlier. Currently the close off date to apply to graduation is mid to end of August and Sarah has requested that this date be extended out to mid-November.

Sarah thanked those Executive members who were able to attend the stakeholders function and the staff Christmas function. Both nights were a success.

6. Chief Executive's written report

Taken as read.

Budget

Changes to be made to the draft budget include the writing off of the UCSA building which will include depreciation; the interest is being earned on the \$6.2 million for the UCSA's share of the UCSA building which is a positive gain which needs to be recognised in the budget. Once the insurance contents and chattels claim has been settled depreciation will be decrease.

The Advisory Board concerns included the desire to produce a true surplus after depreciation; by either cutting further costs or finding some other external revenue (e.g. drive functions and external gigs).

It was noted that the only time the Association had produced a true surplus was when every student was levied per EFTS.

From a cash point of view the Chief Executive is positive in maintaining a positive cashflow.

More work will be done on the budget and the final budget will be presented to the Advisory Board and Executive at their final meetings in December.

Agreements with UC

The Statement of Principles, Memorandum of Understanding and other documents that make up the formal agreement between the UCSA and UC will all be sent to UC Council once finalised.

7. UCSA Building

The demolition of the UCSA building has been approved by UC Council and the request has been sent to Ministry of Tertiary Education for final sign off.

UCSA Building Demolition Ceremony

The UCSA will host a building demolition ceremony on Thursday 10th December 10am with tea and coffee to follow in Bentleys. All Executive current and past including Presidents and Life members, staff present and past, current students and alumni, University Council and staff and community will be invited to attend.

Fundraising Committee

The UCSA has had confirmation from UC that all funds raised through the fundraising project will be allocated to the UCSA's contribution toward the new construction of the new UCSA building. External maintenance for the new building will be paid for through JOAB while the UCSA will provide the internal upkeep of the building.

The Chief Executive and Finance Officer are continuing work on the Insurance contents and chattels claim

8. General Business

The Vice President raised the proposal brought up at Academic Board to combine faculties and colleges.

The Arts Officer left the meeting at 5:20.

Faculties primarily focus on academic concerns and Colleges focus on the financial decisions and strategic concerns. Students have voting rights on Faculty. This proposal would give all Pro Vice Chancellors control of all decision making and all faculty meetings would become forums only.

This will be a dominant issue next year for the incoming Executive and the proposal will go to UC Council for a decision sometime next year.

Action: Send information to President elect and minute secretary about proposal to combine faculty and colleges (Vice President)

The President and the Executive wished to acknowledge the hard work and dedication of the Vice President and Finance Officer during their two years on the Executive. Both officers have contributed over and beyond their position requirements and the Executive were unanimously in favour of formally acknowledging their positive contribution to the Association.

100/2015

MOVE

That the Executive acknowledge the hard work of Luke Gillespie, Vice President and Cameron Bignell, Finance Officer and in doing so, present them both with life membership to the University of Canterbury Students' Association

Abstentions were received from Luke Gillespie and Cameron Bignell

The Chief Executive left the meeting at 5:28pm.

9. Grants and Affiliations

Affiliations

A new affiliation was received from UC Film Club whose aim is to provide screening of films for educational purposes. The club has 21 student members and no non student members.

101/2015

MOVE

That the Executive affiliate UC Film Club

Morgan/Platt CARRIED

A new affiliation was received from UC Globe whose aim is to support international students and provide work or volunteer opportunities. A new affiliation was also received from Operation Friendship whose aim is to welcome all international students. Concern was raised regarding the similarity between UC Globe, Operation Friendship and an already affiliated club UC Global Society.

103/2015

MOVE

That the Executive place the affiliation applications of UC Globe and Operation Friendship on hold until more information is obtained to determine the different aims and objectives of the clubs from existing affiliated clubs

Platt CARRIED

Action: Organise a meeting between UC Globe and UC Global Society and Operation Friendships (Finance Officer)

A new affiliation was received from Women’s Weightlifters whose aim is to be inclusive and provide support to women weightlifters. The club has 30 student members and 1 non student member.

102/2015

MOVE

That the Executive affiliate Women’s Weightlifters

Gillespie/Whitehead


CARRIED

The meeting closed at 5:35pm.

Declared true and accurate by Chair


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Witness


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Date

7/12/15
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Action Points

No	Description/ Required Action	By Whom	Completion Date
1.	Provide an update on progress of the UCTV project	Chief Executive	July
2.	Provide an update on the progress of the proposed reduction in the cost of the replacement of Canterbury cards	President/Finance Officer	May
3.	Provide an update on special projects	Student Wellbeing Officer	Ongoing
4.	Provide an update on the progress with the cost of UC car parking	Finance Officer	September
5.	Send suggestions of the flatting guide to Media Manager	Arts Officer	September
6.	Provide an update on the gender neutral toilets on campus	Finance Officer	October
7.	Provide an update on the suggestion of UCCC trailer displaying the UCSA logo with the Events team	President	October
8.	Send information to President elect and minute secretary about proposal to combine faculty and colleges	Vice President	November
9.	Organise a meeting between UC Globe and UC Global Society and Operation Friendships	Finance Officer	November