



UCSA Executive Meeting

Date 21 September 2015

Time 5-7pm

Venue UCSA board room, Puaka-James Hight Building

Apologies Jimmy Addington (Postgraduate)

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

In attendance Wiremu Ruru and Nikora Nitro,
Dave Hawkey (Chief Executive), Bridget O'Connor-Norton (Minute secretary)

In committee time was taken from 5:24 - 5:32pm.

1. Minutes

081/2015

MOVED

That the minutes from the Executive meeting on 7 September are confirmed as a true and accurate record with the correct of Michael McRae as founding member of Treasure Hunt Society

Boon/McRae

CARRIED

2. Conflicts of Interest

No new conflicts of interest were noted.

3. Matters arising

No	Description/ Required Action	By Whom	Completion Date	Outcome
1.	Provide feedback to the Executive from the meeting with Te Akatoki regarding a permanent seat on the UCSA Executive	President	April	Waiting to hear from Te Akatoki. The Chief Executive and Finance Officer will meet with the President of Te Akatoki tomorrow to discuss funding.
2.	Organise a meeting with Darren Russell PVC	President	September	Carried forward

	Maori to discuss concerns regarding Te Akatoki			
3.	Provide an update on progress of the UCTV project	Chief Executive	July	Meeting rescheduled. The draft content policy and identifying position of screens are under action.
4.	Investigate potential building designs for the UCSA building and send to Finance Officer	All Executive	On going	completed
5.	Email the Chief Executive any functions that UC currently do that would logically sit with the UCSA instead	All Executive	Ongoing	completed
6.	Write a comparison document with other universities especially for after-hours services regarding cost of replacement Canterbury cards and circulate to JOAB and update Executive on progress	President	May	Concerns have been taken to JOAB and UC charges are higher than other universities. A proposal from the UCSA and UC Security will be presented at JOAB for discussion.
7.	Ask Events Manager to circulate term 4 plan for Foundry to Executive so they can provide feedback	Minute secretary	September	Carry forward
8.	Provide an update on special projects	Student Wellbeing Officer, Engineering Officer	August	The Student Wellbeing Officer is waiting on information from electrical retail outlets re: pricing for charges for laptops and iphones. No progress has been made with the Eng space at Dovedale Campus.
9.	Create a paper regarding Canta becoming a student led magazine	Vice President	September	The Events Manager and Media Manager have created a paper outlining their proposal
10.	Discuss the possibility of a fashion show with the Events Manager and Sales and Sponsorship Manager	Arts Officer	August	Remove action point. The Arts Officer has spoken to a number of clubs about initiating a fashion show next year.
11.	Organise a meeting with Commerce Officer re: letting fees and what assistance can be given to students with this issue	President	August	The Student Success Manager, Dr Jim Dragna is working with these students

12.	Update the Executive on any response from Lynn McClelland and Dr Jim Dragna re: complaint at one Hall of Residence	Commerce Officer	August	The Student Success Manager, Dr Jim Dragna is working with these students
13.	Update the Executive on the progress of the clubs grants page to be created on the website displaying all grant applications	Sports Officer	August	The Events Team Leader and Media Manager are working on this page.
14.	Draft a letter of support to Olly Wilson in support of his sports related research project endorsing that a student survey to be carried out.	President	September	The UCSA President has informed the student that UCSA are keen to support.
15.	Chase other universities regarding the proposed national student voice conference	President	September	Carried forward. NZUSA are coming down and it will be discussed at the meeting.
16.	Forward email complaint regarding power dome at the Rec Centre to the Sports Officer	Commerce Officer	September	The Sports Officer will follow up off line
17.	Seek advice from KPMG and Paul Munro from the Advisory Board regarding clubs being GST registered	Finance Officer	September	The Finance Officer is meeting with some clubs this week and will discuss with KPMG, UCSA accountants
18.	Create a paper regarding the cost of UC car parking and will circulate the paper to the Executive	Finance Officer	September	Under action
19.	Send suggestion of flatting guide to Media Manager	Arts Officer	September	Carried forward and The Commerce Officer is working on it
20.	Approach Amy Carter to gauge her interest in becoming a member on the Fundraising Committee	President	September	Remove

4. Student Wellbeing Advisory Group

The minutes of the Student Wellbeing Advisory Group taken from the meeting held on 16th August were taken as read.

This week is Sexual Health Promotion week as organised by the Student Wellbeing Advisory Group. The Executive were encouraged to support and promote the week of events. Feedback from those Executive members who attended the workshop today was positive.

The following issues and concerns raised in the Student Wellbeing Advisory Group meeting will be taken to UC;

- The Adult Students' Association space will be raised with Lynn McClelland, Director of Student Services and Communications.

- Swipe access for the mosque for Muslim students and the issue with car parking
- Installation of more adequate lighting near Kirkwood Village.

5. Health and Safety

Taken as read.

6. President's verbal report

Advisory Board appointment

The Executive ratified the appointment of Lucy Powell to the Advisory Board. Lucy Powell has PR skills, communications and media skills.

Student representative on UC Council

Jeff Field, UC Register will hold student elections to appoint a student representative on UC Council. The registrar will be the Returning Officer. An email was sent out to all students today from UC.

082/2015

MOVE

That the Executive formally endorse the UCSA President as the student representative on UC Council.

Platt/Boon

CARRIED

Portfolio Handover

The Executive were reminded to send in their portfolio handover documents to the Vice President as soon as possible. The incoming President will be allocating portfolios for the 2016 Executive before the next Executive meeting to ensure there is time for a robust handover period.

7. Chief Executive's verbal report

Staff

Sara Luckman, UCSA Events Manager has handed in her resignation as she is off to travelling. She will finish on 20th November. The UCSA will start recruiting soon to ensure there is a handover period. Some Executive members will be invited to attend in the interview process.

UCSA Building

The Chief Executive, UCSA President, Vice President and Finance Officer will meet with three Project Management teams this week with UC to appoint a project manager for the UCSA building. A recommendation will be made to the Project Control Group to appoint a project manager for the UCSA building.

Final concept plans hope to be finalised for the new UCSA building by the end of the year. The footprint of the new building will be smaller than originally anticipated.

The Chief Executive is investigating erecting clubs' storage space on Dovedale campus.

ELCs

A draft ERO report has been received for the Ilam ELC which is positive.

Fundraising Committee

The first fundraising committee meeting was held last week to raise funds for the new UCSA building and it was deemed to be a positive meeting. The notion of raising \$5million was deemed to be

achievable by the committee. The objective of the committee is as a strategic planning committee and others will be called upon to assist in the fundraising.

8. Grants and Affiliations

A new affiliation was received from the University of Canterbury Global Society (UCGS) whose purpose is to provide support to international students and greater involvement of international and exchange students in both academic and extra curricula activities. The aim is to provide a 'bridge' between other cultural clubs to organise events that are on a bigger scale such as Diversity week. The University of Canterbury Global Society has 45 student members and one non student member. The club will look to organise cultural festivals. The idea of the club came out of the Student Wellbeing Advisory Group.

079/2015

MOVE

That the Executive approve the new affiliation of University of Canterbury Global Society

Bignell/Gillespie

CARRIED

A new affiliation was received by MaoriSoc who have 23 student members and one non student member. The aim of the new club is to cater for Maori adult students and non-Maori students who are passionate about kaupapa Maori, interested in attending and being involved in the making of a hangi or attending Maori wananga for the weekend; and adult Maori students have young children and post graduate Maori students. Nikora Nitro, MaoriSoc President believes the club will cater for those Maori students who feel disenfranchised from the Te Akatoki and Te Putairiki, The Maori Law Students' Society. MaoriSoc would cater for Maori and non-Maori students and provide holistic support and a social calendar of events in collaboration of Te Akatoki and Te Putairiki and other clubs and societies. There are approximately 1,000 Maori students on campus and a large percentage of them are not engaged with any Maori club or society.

Te Akatoki elections will take place at the end of October and Wiremu Ruru will be standing for the position of President. Wiremu Ruru stated that he would like Te Akatoki and MaoriSoc to work together.

Wiremu Ruru and Nikora Nitro left the meeting at 5:54pm.

Action: Circulate the MaoriSoc constitution to the Executive and consult with Te Akatoki as a courtesy to our sister organisation before granting affiliation of MaoriSoc (President)

A grant application was received from the Canterbury Malaysian Students Association (CMSA) for \$2,275.85c for their Malaysian Cultural night to be held this Saturday night. This event will include a meal and show. The recommendation from the Events Coordinator is that the full amount is granted; as it is their first major event and have sought assistance and advice from other clubs in terms of AV and lighting. The lateness of the grant is out of their circumstances. The club does have the ability to cover the loss.

083/2015

MOVE

That the Executive grant Canterbury Malaysian Students Association (CMSA) \$2275.85 towards AV and lighting for their Malaysian Cultural Night

Bignell/McRae

CARRIED

A grant application was received from ENSOC for \$7118.00 to purchase a branded 4x8m marquee for the benefit of the club and its members. The total cost of the project is \$7118.00. In the past ENSOC have used a Tui tent that has been provided by one of their major sponsors DB Breweries; tent four times a year usually in conjunction with their BBQ dates. There have been issues with the tent in the past and ENSOC would like a marquee to use at other events throughout the year; e.g. lawn bowls, wild food festival, clubs day etc. The cost of the marquee is broken down to: frame - \$2,600, roof \$2,400, branding \$2,400, container bag \$279 and freight \$280. This is the first club grant application for the year. The recommendation from the Events Coordinator is to grant \$4718.00 (frame \$2600, roof \$1559, container bag \$279, freight \$280) which would leave ENSOC to cover the cost of the branding at \$2400, on the condition that the marquee is added to the UCSA asset register and other clubs are able to use it free of charge if ENSOC is not already using it.

The Engineering Officer left the meeting as a conflict of interest at 6:55pm.

084/2015

MOVE

That the Executive place the ENSOC grant application for \$7,118.00 to purchase a branded marquee on hold and ask ENSOC what sponsorship has been sought for a marquee, what input is the club able to contribute and if fundraising has been undertaken, the need for a second quote from a separate supplier and also clarification around what their trust fund is used for.

Bignell/Platt

CARRIED

9. General Business

A Papanui High School student has invited university students to speak to high school students about studying for NCEA exams and providing study tips during the week of 14-18 October. A number of the Executive expressed their interest in speaking to the students.

The Finance Officer has organised via JOAB the conversion of the male toilets in the Undercroft between the UC Copy Centre and Pharmacy into gender neutral toilets in Undercroft. The toilets will be accessible to all students.

Living Room space

The newly affiliated club University of Canterbury Global Society (UCGS) have requested that the Living Room space be used as an international student space and that the kitchen area be made available to students. UC have requested that the space be used as an international student hub during Orientation. Concern was raised regarding health and safety and cleanliness in the kitchen space. The request will be investigated further.

Action: Organise date for end of year Executive photo (minute secretary)

Womens' only hours at the gym

A meeting organised by the Sports Officer regarding womens' only hours at the gym was poorly attended with only a few female students from the weight lifting team in attendance, who requested that the power dome be made accessible to non-professional students.

Action: Meet with the Rec Centre staff to discuss access to the power dome for non-professional students (Sports Officer)

Be.Employed

The Commerce Officer informed the Executive of an organisation Be.Employed that are an employment movement that invites leading organisations to advance a more accessible employment landscape. It offers 4-16 weeks paid employment to people. It was suggested that this information could be communicated to students via the Advocacy and Welfare team, CEDAC and DeSoc club.

Action: Send information on the Be Employed accessible employment movement to the Student Wellbeing Officer to take to CEDAC, A & W and DeSoc (Commerce Officer)

Arts department

The Arts Officer informed the Executive that there is a graduating year review with Otahi Maori department of the Arts Faculty with potential changes to the head of department and two degrees that could be removed due to lack of uptake. It was suggested that the information is forwarded to the class reps via the Advocacy and Welfare team to inform students.

Action: Send information regarding the graduating year review to class reps via A & W team (Arts Officer)

The Arts Careers night was a success with approximately 50 people in attendance.

UCSA Elections

The UCSA President thanked those candidates who took part in the elections and congratulated current Executive members James Addington and Emily Barker on being elected onto the 2016 Executive. James Addington was elected as the 2016 UCSA President. A special thank you was noted to current Executive members Stew Whitehead and Sam Hampson for taking part in the elections. Sarah Platt also acknowledged the work of the Executive to help drive the voter turnout to 31.25% which was .25% higher than last year.

UCom

The UCSA President, Vice President and one of the Events Co ordinator met with Matt Herbert UCom President before and after their AGM regarding concerns raised in an open letter written by the UCSA President. It is hoped that UCom will look to improve their representation of commerce students and provide a more academic focus.

Action: Include the open letter to UCom in the next meeting papers (Minute secretary)

The meeting closed at 7:22pm.

Declared true and accurate by Chair


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Witness


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Date

5/11/15
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Action Points

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2.	Organise a meeting with Darren Russell PVC Maori to discuss concerns regarding Te Akatoki	President	September
3.	Provide an update on progress of the UCTV project	Chief Executive	July
4.	Provide a update on the outcome of the meeting with JOAB regarding the cost of replacement Canterbury cards	President/Finance Officer	May
5.	Ask Events Manager to circulate term 4 plan for Foundry to Executive so they can provide feedback	Minute secretary	September
6.	Provide an update on special projects	Student Wellbeing Officer	August
7.	Update the Executive on the progress of the clubs grants page to be created on the website displaying all grant applications	Sports Officer	August
8.	Chase other universities regarding the proposed national student voice conference	President	September
9.	Seek advice from KPMG and Paul Munro from the Advisory Board regarding clubs being GST registered	Finance Officer	September
10.	Provide an update on the progress with the cost of UC car parking	Finance Officer	September
11.	Send suggestion of flatting guide to Media Manager	Commerce Officer	September
12.	Circulate the MaoriSoc constitution to the Executive and consult with Te Akatoki as a courtesy to our sister organisation	President	October
13.	Meet with the Rec Centre staff to discuss access to the power dome for non-professional students	Sports Officer	October
14.	Include the open letter to UCom in the next meeting papers	Minute secretary	October
15.	Send information on the Be Employed accessible employment movement to the Student Wellbeing Officer to take to CEDAC, A & W and DeSoc	Commerce Officer	October
16.	Send information regarding the graduating year review to class reps via A & W team	Arts Officer	October