



UCSA Executive Meeting

Date	7 September 2015
Time	4-6pm
Venue	UCSA board room, Puaka-James Hight Building
Apologies	Finlay Meldrum (Engineering), Sarah Platt for lateness 4:10pm, Stew Whitehead for lateness 5pm, Dan Chan (Sport) for early departure 5:15pm
Present	Sarah Platt (President), Luke Gillespie (Vice President), Cam Bignell (Finance), Daniel Chan (Sports), Stew Whitehead (Commerce), Henry Boon (Science), Jimmy Addington (Postgraduate), Liv Morgan (Student Wellbeing), Samantha Hampson (Arts), Michael McRae (Law), Emily Barker (Education)
In attendance	Dave Hawkey (Chief Executive), Bridget O'Connor-Norton (Minute secretary)

In committee time was taken from 5:24pm – 5:32pm

1. Minutes

075/2015

MOVED

That the minutes from the Executive meeting on 17 August are confirmed as a true and accurate record

Platt/Gillespie

CARRIED

076/2015

MOVED

That the minutes from the Executive meeting on 10 August are confirmed as a true and accurate record

Bignell/Barker

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	Concern was raised regarding their financial situation and their lack of response from both the President and the Chief Executive. <i>Action: Organise a meeting with Darren Russell PVC Maori to discuss Te Akatoki concerns (President)</i>
2.	Provide an update on the progress of the UCTV project	Chief Executive	July	Dave and the Media Manager met with UC and Teltrac will look at cables and the age of the screens hopefully in time for next year and a content policy will be created
3.	Investigate potential building designs for the UCSA building and send to Finance Officer	All Executive	On going	Ongoing
4.	Email the Chief Executive any functions that UC currently do that would logically sit with the UCSA instead	All Executive	Ongoing	Ongoing Potential for management of Ilam Fields to come under UC Sport
5.	Provide an update on the replacement cost of a Canterbury card raised at JOAB	President	May	Under action Sarah will create a comparison document with other universities especially for after-hours services and circulate to UC and JOAB
6.	Ask Events Manager to circulate term 3 plan for Foundry to Executive so they can provide feedback	Minute secretary	June	Ask Events Manager to circulate plan for term 4 in the Foundry

7.	Provide an update on special projects	Student Wellbeing Officer, Law Officer, Engineering Officer	July	<p>The Student Wellbeing Officer has surveyed students last term and will work through results and options for the proposed borrow a charger project. The Law Officer met with the Library Committee who supported the idea of sleeping pods during exam time in the library; however the project has been cancelled due to building code compliance of people sleeping in the library in the event of a fire.</p> <p>The Law Officer took part in a tour of the fourth floor of the library in the hope of opening up this floor to students; however this idea was blocked by UC due to the cost of blocking off roof access.</p> <p>The Sports Officer tabled his special project proposal to purchase new breakaway basketball rims for Rec centre. The Rec centre is in favour of the proposal and will order and install the rims if the project is a success.</p>
8.	Discuss the Rate My Flat initiative at DICE meeting	Commerce Officer	July	<p>The Finance, Commerce and Arts Officers met with UC Accommodation today to discuss the possibility of a student flat register. Meetings and surveys will be held with students to gather information and educate students and a flat register will be created by the UCSA.</p>
9.	Seek information regarding time requirements from Otago and Auckland Students' Associations student magazines run by student editors before Monday	President	July	Completed
10.	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	<p>Completed</p> <p>A workshop was held with Donald Matheson and timeline and decision making dates are now required to further the proposed changes for Canta. The Media and Events Managers are working on a proposal with their changes to be presented to the Executive.</p>
11.	Ensure that the Events team are aware of H&S inductions for all volunteers and clubs	Chief Executive	August	Risk management including H&S will be a part of the clubs induction

12.	Discuss with the Events Manager the online clubs' guide	Finance Officer	August	Feedback from Student Wellbeing Advisory Group (SWAG) and Residential Assistants (RAs) is that a paper clubs guide is still required.
13.	Discuss with the Events Manager the closing time of the Foundry during exam times	Chief Executive	August	A curfew of 10pm is in place during exam times at the Foundry. The Foundry will be open for the Rugby World Cup quarter final (light breakfast will be available) and dependent on uptake, the Foundry could open for further games.
14.	Discuss the possibility of a fashion show with the Events Manager and Sales and Sponsorship Manager	Arts Officer	August	Carried forward
15.	Organise a meeting with Commerce Officer re: letting fees and what assistance can be given to students with this issue	President	August	Carried forward
16.	Investigate affiliation of sports clubs with Events Manager and Finance Officer	Sports Officer	August	Waiting to hear back from Events Manager
17.	Send email complaint re: lack of accountability and cleanliness at one Hall of Residence to Lynn McClelland and Dr Jim Dragna and cc in the Chief Executive and President	Commerce Officer	August	Completed The President is not aware if a response has been received from UC as the Commerce Officer was not present to comment
18.	Suggest to the Media Manager the idea of a clubs grants page to be created on the website displaying all grant applications	Sports Officer	August	Completed The Media Manager is investigating the clubs grants page for the UCSA website and possibly in the final Canta of the year

077/2015

MOVE

That the Executive purchase two rims and two backboards for Basketball at the Rec Centre to be taken out of the Executive Special Projects fund

Bignell/Gillespie

CARRIED

4. Special Projects

The Vice President is working on supporting SWAG for the Sexuality awareness week, summing up the year with SWAG through gathering feedback and giving advice to incoming VP. Luke is working on the UCSA Building as a priority for the remainder and looking to implement a solid handover to the 2016 executive.

The Post Graduate officer is working on the implementation of a Redphone to all Post graduate students

The Sports Officer is working on the issue of womens' only hours at Rec centre, the Blues Awards and upgrading the basketball rims project at the Rec Centre.

The Student Wellbeing Officer is involved in the organisation of the Sexual Health campaign with the Student Wellbeing Advisory Group (SWAG).

The Law Officer has been working on the sleeping pod project which will now not go ahead due to health and safety concerns from Facilities Management.

The Education Officer hopes her special project will see an increase in the number of trees planted on campus and the expansion of the community garden. She is also working introducing mindfulness health courses for students.

The Arts Officer is involved in the Arts Careers events next week and would like to implement a puppy room during exam time in conjunction with the SPCA.

The Finance Officer is working on the Canta restructure proposal, the building design, the UCSA building fundraising committee, the UCSA building demolition case, and would like to see the UCSA constitution re-written in time for next year's AGM.

The Executive were reminded that it is important to ensure existing projects like the Hire a Bike Scheme are sustainable before starting new projects.

The UCSA President will meet with a potential candidate for the vacant Advisory Board position. Sarah will work on a robust handover document for the incoming President and hopes to hold some workshops with SJS and NZUSA and both the current and incoming Executives before the end of the year.

It was recommended that the incoming President assign portfolios to their incoming Executive as early as possible to ensure the existing Executive to provide a handover and introduce them to Faculty staff and other stakeholders.

5. Advisory Board meeting notes

Tabled at the meeting

6. Health and Safety

Taken as read.

Hard Hat Café will remain closed for one more week due to the noise from the sand blasting at nearby construction site. With the expected increase in contractor numbers over the summer and the ban by Hawkins Construction of the Munchie truck on campus to sell food and beverage to their contractors, the Hard Hat café will re-open and be able to become financially sustainable.

7. President's verbal report

Advisory Board

The President will meet with one potential candidate this week to fill the vacant position on the Advisory Board.

Constitution

The President aims to get the UCSA constitution rewritten by the Association's solicitors as the constitution is out dated, has been bandaged over throughout recent years and is a challenge to work

with. A quote for the re-write has been received. Some work was done on the constitution this year by a previous Executive member that could be handed over to the solicitors.

The Chief Executive recommended that the UCSA representation model needs to be looked at, in particular the introduction of a permanent seat for Te Akatoki and also international students.

Elections

Campaigning continues this week and all candidates who put their name forward in the first election have decided to re-run which is encouraging. There are three new candidates in this election and voting will take place this Thursday and Friday.

There have been a number of queries from students to Independent Campaigning Elections regarding releasing the names of students who were not members of the Association. This cannot be done due to the Privacy Act.

There is a media plan under way and posters will be erected around campus on Thursday and Friday to encourage students to vote.

Student representation

The President informed the Executive that the proposed conference to discuss a student national voice with NZUSA, which was to be hosted by Lincoln and Canterbury, is in doubt of going ahead as it has not gained significant buy in from other universities. The Executive were in agreement for the President to chase this proposal with Lincoln University Students' Association and other student associations as it would be of benefit to the student body.

Action: Chase other universities regarding the proposed national student voice conference (President)

The Commerce, Law, Education Officers left the meeting at 5:03pm.

A brief discussion was held as to the need for another Presidential debate with one new candidate running for the role of President. Legal advice was sought when the new election was announced as it is not a constitutional requirement it was deemed to be not necessary in the light of maintaining student support.

The Commerce, Law and Education Officers re-joined the meeting at 5:10pm

Women's Only Hours at the Rec centre

The Sports Officer has received an email from a couple of female students who are planning to create a women's weightlifting club at the Rec centre. The Commerce Officer had received a student complaint regarding the lack of use of the power dome at the Rec centre which will be forwarded to the Sports Officer to investigate.

Action: Forward email complaint regarding power dome at the Rec Centre to the Sports Officer (Commerce Officer)

The President will send out a Redphone to all students this week and would like to provide an update regarding the women's only hours at the gym if possible.

Student Opt Out numbers on enrolment forms

Sarah has been working with Bruce White, UC Deputy Registrar regarding the removal of the UCSA membership from the UC enrolment form. At the moment this query is with UC Enrolments.

Sports Related Research Project

Concern was raised regarding the precedent if the Executive endorsed the sports related research project that is being undertaken by an AUT student who previously studied at UC. The student involved would like the Executive to support his project to enable him to survey students after exam time. The Executive were in agreement to support the project but had concerns around the timing and length of the survey and student buy in after exam time.

Action: Send a letter of support to the student in support of his sports related research project endorsing that a student survey to be carried out (President)

10. Chief Executive's written report

Taken as read.

UCSA Building

The UCSA have received the mould and asbestos reports from the UCSA building which are included in the Chief Executive's report. While there is extensive mould in the building, there is no air borne asbestos in the building. Therefore the UCSA can start to relook at the decanting plan for the UCSA building.

The Chief Executive, President, Vice President and Finance Officer have been invited by UC to a number of meetings with retail consultants regarding their retail strategy on campus. Discussions have included the number of cafes on campus and sustainable retail in the Undercroft and the new UCSA building.

The student, clubs and staff focus groups with Carsten Auer, architect from Architectus were a success and information has been taken on board to best meet the needs of all stakeholders in the design of the new building.

UC Masterplan

The Chief Executive and President, Vice President and Finance Officer have attended a number of meetings with UC regarding the UC Masterplan and will meet tomorrow with the architect to work with the UC Master plan. Some concepts from the masterplan include removing the mound near the bookshop to create a wide promenade from the Matariki building through to Ilam Road. The mound houses a huge amount of infrastructure. The masterplan will be presented to UC Council at the September meeting.

Action: Request a digital copy of the UC Masterplan and circulate to the Executive (Chief Executive)

Fundraising Committee

The first UCSA Building Fundraising Committee meeting is scheduled for next week. Nigel Watson (Advisory Board member and alumni) and Warren Poh (UC Council member, alumni, former UCSA President) are confirmed as committee members. David Caygill (CNZM, former Member of Parliament for the Labour Party, former city councillor, former UCSA President who was involved in the construction of the current UCSA building) has been confirmed as chairperson. The Chief Executive and top three Executive will also sit on the committee. The committee will consist of a total of 9-10 members and a wider group of people will be called upon to assist when required.

UC will appoint a fundraising manager in October to drive the project.

Tony Mortenson, UC Masters in Engineering Management, International Relationships, and Executive Development Programme is travelling to Malaysia with the Vice Chancellor and will seek support from alumni while there.

The President will contact Amy Carter (Perception PR, CDO 2002-04 and has worked with UCSA in an advisory capacity) to gauge her interest in joining the UCSA Building Fundraising Committee.

Action: Approach Amy Carter to gauge her interest in becoming a member on the Fundraising Committee (President)

11. Grants and Affiliations

It was noted for the minutes that the following grant and affiliation were passed during the holiday period.

073/2015

MOVE

That the Executive approve the grant of \$3,050 to CUSSA for their So'otaga 2015 event, with \$1,800 of this grant for accommodation for UC students and \$1,250 for buses to pay for a quarter of the total cost for Buses. The grant for buses reflects the ratio of expected UC students to non-UC students (there is around 40 UC students and 140 non-UC students expected)

Bignell/McRae

CARRIED

074/2015

MOVE

That the Executive approve the affiliation of Treasure Hunt Soc club

Whitehead/Gillespie

CARRIED

Abstentions were received from the Sports and Post Graduate Officer

12. General Business

The Finance Officer will investigate the possibility of affiliated clubs being GST registered as one club is currently GST registered and receives GST returns.

Action: Seek advice from KPMG and Paul Munro from the Advisory Board regarding clubs being GST registered (Finance Officer)

Car parking on campus

The Finance Officer will create a paper regarding the cost of UC car parking and will circulate the paper to the Executive.

Action: Create a paper regarding the cost of UC car parking and will circulate the paper to the Executive (Finance Officer)

Flatting

The Arts Officer suggested that a flatting guide be created for students for next year which could include advice for choosing flats, tenants legal rights, tips for flatting, safety in flats i.e. smoke alarms and the Good One Party Register. The Executive could work with the Advocacy and Welfare team and the Media team as it could be incorporated into Canta magazine and made available at the beginning of the year and at the start of Semester 2.

Action: Send suggestion of flatting guide to Media Manager (Arts Officer)

The meeting closed at 6:00pm.

Declared true and accurate by Chair


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Witness


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Date

21/09 / 15
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Action Points

No	Description/ Required Action	By Whom	Completion Date
1.	Provide feedback to the Executive from the meeting with Te Akatoki regarding a permanent seat on the UCSA Executive	President	April
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.	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.	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
7.	Ask Events Manager to circulate term 4 plan for Foundry to Executive so they can provide feedback	Minute secretary	September
8.	Provide an update on special projects	Student Wellbeing Officer, Law Officer, Engineering Officer	August
9.	Create a paper regarding Canta becoming a student led magazine	Vice President	September
10.	Discuss the possibility of a fashion show with the Events Manager and Sales and Sponsorship Manager	Arts Officer	August
11.	Organise a meeting with Commerce Officer re: letting fees and what assistance can be given to students with this issue	President	August
12.	Update the Executive on any response from Lynn McClelland and Dr Jim Dragna re: complaint at one Hall of Residence	Commerce Officer	August
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
14.	Draft a letter of support to the student in support of his sports related research project endorsing that a student survey to be carried out	President	September

15.	Chase other universities regarding the proposed national student voice conference	President	September
16.	Forward email complaint regarding power dome at the Rec Centre to the Sports Officer	Commerce Officer	September
17.	Draft a letter of support to the student in support of his sports related research project endorsing that a student survey to be carried out	President	September
18.	Seek advice from KPMG and Paul Munro from the Advisory Board regarding clubs being GST registered	Finance Officer	September
19.	Create a paper regarding the cost of UC car parking and will circulate the paper to the Executive	Finance Officer	September
20.	Send suggestion of flatting guide to Media Manager	Arts Officer	September
21.	Approach Amy Carter to gauge her interest in becoming a member on the Fundraising Committee	President	September