



UCSA Half Annual General Meeting 2014 Unconfirmed Notes

Date: Wednesday 23rd July 2014

Time: 12.30pm

Venue: The Foundry, Events Centre

Present: 75 people

The President welcomed the student body to the Half Annual General Meeting. A special welcome was made to the Chancellor of the University of Canterbury, Dr John Wood who was invited to speak on student representation on University of Canterbury Council.

1. **MOVED**

That the 2013 Half AGM minutes be approved as a true and accurate record
Nathalie Blakely / Luke Gillespie

2. **The half annual report of the 2014 UCSA President**

Sarah Platt, UCSA President, read to her half annual report. The report will be posted on the UCSA website after the meeting and copies were also circulated at the meeting.

1. **Introduction**

2014 so far has been a year of opportunity and growth. With new leadership the UCSA executive have taken on their responsibilities with confidence. Many of our election promises and student feedback have been taken on board and we have begun several projects, most notably, Q+A with the UCSA, beautifying campus construction hoardings/ The Shilling Club wall and the beginnings of a bike share scheme. 2014 will be the first full year we have food and beverage back in-house and we are already making improvements to our offerings, most notably a Foundry loyalty scheme. We are excited to have built an excellent working relationship with our newly appointed CE and have confidence that with his experience the Association is in good hands. Orientation was successful with over 50 thousand students engaged. We have also put considerable effort into educating first year students this year through sending out individual letters to all first year students, Halls without Walls and Halls of Residence visits each term. We have received positive feedback and strongly believe that the

education of first year students in regards to what services are available at UCSA to all students is of high importance. While 2014 has certainly seen significant work streams progress, the UCSA Executive are confident that not only have all decisions been undertaken with the utmost commitment to UC students, but that they will strengthen the Association’s position moving forward this year and into 2015 and beyond.

1. Representation and Governance

The Executive

- 1.1 The 2014 UCSA Executive is comprised of twelve (12) elected students, nine (9) of whom are general members. General members hold both an external and an internal portfolio. The external portfolios are faculty based, where required and the internal portfolios are relevant to services or the role of the UCSA. The Vice President and Finance Officer also hold Internal Portfolios and act alongside the corresponding staff representatives as team leads.

The external and internal portfolios undertaken by the 2014 Executive are as follows:

Name	Position	Internal Portfolio
Sarah Platt	President	
Luke Gillespie	Vice President	Advocacy & Welfare, and Development, Innovation & CapEx (D.I.C.E.)
Cameron Bignell	Finance Officer	Clubs & Events, and Development, Innovation & CapEx (D.I.C.E.)

Name	External Portfolio	Internal Portfolio
Sophie Beaumont	Education	Development, Innovation & CapEx (D.I.C.E.)
Daniel Chan	Sports	Clubs & Events
Jenny Chui	Engineering	Development, Innovation & CapEx (D.I.C.E.)
Rachel Gresson	Post Graduate	Advocacy & Welfare
Claire Laredo	Clubs & Societies	Clubs & Events
Michael McRae	Law	Development, Innovation & CapEx (D.I.C.E.)
Emily Osborne	Science	Advocacy & Welfare
Miria Scott-Toft	Arts	Advocacy & Welfare
Jared Van de Geest	Commerce	Clubs & Events

- 1.2 The Executive meet formally at least three times per term, as well as holding workshops where required on specific issues that need attention. External

and internal portfolios also have regular meetings with external dependent on the University calendar (some once a month, some twice, others more regularly) and internal dependent on necessity.

- 1.3 The UCSA Executive represent students on over thirty (30) committees, faculty and representative meetings at the University level, including:
- The above external portfolios
 - All Discipline and Academic Progress Committees
 - Central Equity and Diversity Advisory Committee
 - JOAB – Joint Operations Advisory Board
 - Academic Board
 - Learning and Teaching Committee
 - UC Futures Project Control Board
 - University Council
 - University Council subcommittees;
 - Finance, Planning and Resources Committee
 - Audit and Risk Committee
 - Honorary Doctorates Committee
 - Academic Board and Council Appeals

The Advisory Board

- 1.4 The Advisory Board is appointed by the UCSA Executive and as the name suggests are exactly that; a board that advises. They give the UCSA Executive advice and make recommendations as to the UCSA’s activities.
- 1.5 The Board is comprised of up to six (6) external professionals, the President, Vice President and Finance Officer.
- 1.6 The Board meet once a month and meetings are chaired by the President. The Chief Executive sits in attendance and UCSA General Executive members are encouraged to do the same.
- 1.7 As it stands currently, the Advisory Board (external) members are:

Nigel Watson	2006
Joanne Milne	2010
Pip Tschudin	2012
Jeremy Blake	2012
Paul Munro	2013

- 1.8 The Advisory Board is an incredibly valuable resource for the Executive and one that we will continue to actively engage with and seek advice from.

University Council

- 1.9 Last year, the UCSA became aware of the proposed change in legislation regarding the makeup and constitutions of University Councils around the country.

- 1.10 The current UCSA Executive is also aware of the proposed change and potential consequences. We are continuing to work together with UC Council to ensure the preservation of a representative model with the UCSA focusing, of course, particularly on student representation at the Council table.
- 1.11 A verbal update will be provided at the Half AGM alongside a presentation from the University of Canterbury's Chancellor, Dr John Wood.

2. UCSA Initiatives

Raising awareness and accessibility of the UCSA

- 2.1 Letters to first years:
- 2.2 Letters were sent to first years to raise awareness on what, why and how the UCSA exists and how we can help them succeed and belong while they are studying at Canterbury.
- 2.3 Hall visits:
The executive visited the halls in term one and two to raise awareness on what, why and how the UCSA exists and how we can help them succeed and belong while they are studying at Canterbury.
- 2.4 Q&A with the UCSA
- 2.5 Weekly 2 hour long sessions where the executive is available in the Undercroft to answer students' questions and be of service.

Student Space

- 2.6 Living Room Space:
 - 2.7 The executive and CE have secured the old Ad Lib Café space for use as a "Student Living Room space" where there is a warm, relaxing and comfortable area for student to relax, study and meet. The space has been well used and we are endeavouring to extend the availability of this space.

Foundry

- 2.8 Loyalty Card:
- 2.9 A points based loyalty card has been set up for students at the Foundry.
- 2.10 Weekly quiz nights
- 2.11 Set Menu
- 2.12 We have introduced a set dinner menu with several affordable options for students to enjoy.
- 2.13 Change Set up.
- 2.14 Layout changes have been made in order to improve the appeal and feel of the Foundry to students.

Borrow a Bike

- 2.15 We have established a free borrow a bike service using bikes donated by UC Security, this scheme is just in its beginnings but we are happy with student uptake.

Beautifying Campus

2.15 Hoardings:

2.16 We want our campus to feel homely, safe and a place where students feel they belong, not look like a construction site so we have been working with UC to beautify campus by painting some of the Hawkings hoardings and there are several murals planned for future and current hoardings.

2.17 Shilling Club Wall

3. Services

Advocacy & Welfare

Engaged with over 2 thousand students through Advocacy and Welfare

Advocacy & Welfare	Half Yearly / 2014			Half Yearly / 2013	
	Actual	Target	Var %	Actual	Var (YTD)
Student Intake/UCSA Help	783	365	115	600	64
			-		-
Foodbank Granted	59	100		71	
			-		-
Emergency Dental	20	74		40	
Subsidised Dental	747	600	25%	669	4%
Hardship/Mickle Fund	29	28	4%	31	11
			-		
Advocacy	55	84		92	10
					-
Class Reps	395	380	4%	315	
	208	163		181	
Total			28%		9%
Total (excl class reps)	169	125	35%	150	16

Clubs and Events

Engaged with over 50 thousand students

Below are event numbers from start of the year until 31st June;

Orientation - 44,109

A\$AP Ferg concert - 600

Grad Ball - 920
Anzac Day - 250
Arts Week - 2567
V Energy Activations (term 2) - 2273
Summer sessions (term 1) - 1500
Living room opening - 200
Football breakfast - 300
Total - 52,719

We found that the events that sell out are the one that are Exec driven specifically these were (Mardi Gras and Once Upon a Time)

4. Commercial Activity

Food and Beverage

- 4.1 Took food and beverage back in-house last year which has meant we have had the opportunity to make changes
- 4.2 Further actions included introducing Seduce bar, a Foundry loyalty scheme, meal options at the Foundry and an improved layout.

University Book Store (UBS)

- 4.3 The UCSA is a 50% shareholder of the UBS
- 4.4 The UBS Board has recently undergone restructuring and is also meeting more regularly. These are both positive steps in the direction of improving the general running of the UBS.
- 4.5 Dave Hawkey, the UCSA CE now sits on the Board, which provides a continuous UCSA representative. Cameron Bignell, the current UCSA Finance Officer sits in attendance at all Board meetings. Both of these changes have strengthened the relationship between the UCSA and the other shareholders.
- 4.6 Conversations around the use of technology to increase sales and awareness have been happening for a while and it is encouraging to see this progress further. An online presence via Facebook and a website have both gone live this year.

Early Learning Centres

- 4.7 The UCSA owns and operates two Early Learning Centres (ELCs). These are Montana (on the corner of Montana Ave, opposite the Whare) and Ilam (opposite the Health Centre)
- 4.8 Year to date, Montana ELC has a daily role of 35 children. 36% are children of current UC students and the remaining number are children of University Staff or from the community.
- 4.9 Year to date, Ilam ELC has a daily role of 81 children. 42% of these children are the children of current UC students and the remaining number children of ex – students, University staff or from the community.

4.10 A discount of \$.72c per hour for under 3s and \$.61c per hour for over 3s is extended to UC students at both Montana and Ilam ELC.

4.11 Both ELCs are at capacity and have a waiting list.

5. Financial Update

As at time of writing, the accounts for the first six months of 2014 are not ready however

- As a whole the UCSA is tracking on budget
- The Early Learning Centres are tracking slightly above budget
- Food and Beverage income is down on budget; however we are continually introducing new improvements to our food and beverage offering
- Media and Events tracking to budget
- UBS recent restructure and new initiatives means we are hoping to see improvements in the new future

6. UCSA Building

- We have a positive working relationship with UC
- Most movement we've seen in the last 6/7 months that we have over the past 3 years
- Have worked to confirm ideal space allocation for a new or remediated building
- Our insurance settlement is still tied up with UC's global insurance.
- Working towards presenting at the November Council

7. Student Services Levy

7.1 As part of JOAB (Joint Operations Advisory Board)

7.2 I co-chair JOAB with the Director of Communications, Student Services
Lynn McClelland

7.3 The UCSA Service Manager, CE, Finance Officer sit on this Board

Over the last month we have been in discussions with UC around the Student Services Levy. At this point we are forecast to receive the same amount in 2015 as we have this year however this is yet to be signed off. We are also looking at other potential value added services to offer students.

8. Chief Executive

- Dave Hawkey started in November 2013
- He has fitted into the organisation outstandingly
- He has a strong relationship with the Exec and the UCSA staff.
- He has formed great relationships with key members of UC
- I would like to take this opportunity to thank Dave for his work.

9. UCSA Elections

UCSA Elections and subsequently the two weeks of campaigning that transform the campus are just around the corner.

9.1 Key dates for the 2014 UCSA Elections are as follows:

Nominations open	21 st July
Nominations close	1 st August
Candidate briefing	1 st August
Campaigning opens	1 st August
Vice President & Finance Officer debate	12 th August - 12noon, Undercroft
President debate	13 th August - 12noon, Undercroft
Voting opens	14 th August - 9am
Voting closes	15 th August - 5pm
Election results announced	15 th August - 7pm

9.2 This year the role of the Returning Officer was advertised more widely than previous years and was seen via the Facebook posts by, a minimum of 6,100 and up to 9,500 people. 1,400 of these actively clicked 'see more'. The applicants were interviewed by the Chief Executive, Dave Hawkey and Sara Luckman, our Media & Events Manager who will be the key staff member the Returning Officer will have contact with.

9.3 With the recommendation of Dave Hawkey and Sara Luckman, the UCSA Executive has appointed Dylan Pine as the 2014 Returning Officer.

Sarah Merlyn Platt
PRESIDENT

University of Canterbury Students' Association

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On completion of reading the report, the floor was opened for questions.

Question: What is the date of the elections?

Response from UCSA President:

The UCSA elections will take place on Thursday 14 and Friday 15th August.

3. The Chancellor of the University of Canterbury, Dr John Wood addressed the student body in regards to student representation on the University of Canterbury Council.

He noted that it is a topical issue given the government's current intention to amend the statutory provisions relating to the governing councils of our universities, per medium of the Education Amendment Bill (No 2) just reported back to the House of Representatives from select committee.

He is a member of the UC Council, elected by the Court of Convocation (collective graduates) and has been elected as its chair on an annual basis for the last two years. The Council's core functions are to appoint the Vice Chancellor and to delegate to that person the powers to run the University on a day to day basis, to help set and approve the long term strategic direction of the University and to approve its budget.

Under the Education Act 1989, and from its current constitution dating to 1990 and amended in 2004, UC Council has the maximum sized Council provided for, of 20 members:

4 Ministerial appointees

The Vice Chancellor

3 academic staff

1 general staff

2 student members

3 appointed by Council after consultation with employers, workers and Ngai Tahu respectively

2 co-opted by Council

4 graduates elected by Court of Convocation.

In the aftermath of the 2010-211 earthquakes and faced with the many challenges of providing academic studies, remediating and upgrading infrastructure and rebuilding student numbers UC Council looked to the structure and efficiency of its council membership size.

At the same time the Tertiary Education Minister on behalf of the government sought engagement from universities on their commitment to reduce the governing bodies.

UC broke rank with other universities and in its unique situation post-earthquake and with the government as its largest stakeholder, established an Ad Hoc Governance Working Group of Council, led by Dr Robin Mann (previous Chancellor). The working group consulted widely with the

University's internal and external stakeholders on the proposal for a much smaller Council. It was decided to reduce its size to 12 members with nominating bodies being required to select their candidates with emphasis on governance skills and experience.

UC Council expressed their unanimous support for the Working Group's recommendation in August 2013, to amend its constitution to provide twelve (12) member Council and to approach the Minister to have that constitution gazetted. The new constitution provides for:

4 Ministerial appointees

The Vice Chancellor

1 academic staff

1 general staff

1 member elected by UC students

1 member appointed by Council after consultation with Ngai Tahu

3 co-opted members, not staff or students of a university, 2 of whom must be members of the UC Court of Convocation.

These 12 members must have governance qualifications and experience in this area and must have the ability to represent socio-economic and cultural diversity to provide a nimble and robust Council.

The Chancellor believes that the new constitution (while currently not gazetted) represents a fair and balanced outcome to serve all members of the University and its institution whatever the outcome of the government's bid to amend the act. At present the Council members is down to 17.

The Chancellor believes that the new constitution is something of a moral contract and direct student representation is provided for in the new constitution. He stated as long as he was Chancellor he would honour the contract and not support change in that direction.

The Chancellor complimented UC students on their present and past student representatives on Council over the last ten years he has had the privilege to work with. The student leaders while passionate and persuasive in their advice to Council on the student experience and are also balanced in their acknowledgment of what is most important to students, a quality education.

The Chancellor thanked the student body for the invitation to speak at the Half AGM and opened the floor for questions.

Question: Does the Chancellor believe that the reduction in Council members is diluting staff and student representation?

Response from the Chancellor: I do not see it that way as beyond bringing specialist knowledge from each sector, it is not the responsibility of those members to vote or take decisions only in the interests of that sector. It is the statutory commitment to do what is best for the institution as a whole. All important decisions are reached by consensus by unanimous support (not by voting).

4. Constitutional Amendment

Due to the insufficient quorum required to pass any constitutional amendments, the proposed amendment to include a 'fit and proper person' under the Schedule 2 – Electoral Regulations was not able to be presented to the student body. Quorum of 120 students is required.

Sarah Platt explained to the student body present that there has been a number of incidents occur at previous student associations around the country which saw the 2014 Executive look to propose the constitutional amendment to safeguard the UCSA for the future.

Sarah explained that the proposed amendment will be carried over until the AGM next year.

5. General Business

The UCSA President opened the floor for any general business.

The Executive will host a drop in session for students who are contemplating running for the Executive and wish to find out more information regarding the UCSA elections, the role of an Executive and how to campaign. This will be held in the Living Room space on Friday from 12-1pm.

The UCSA President reminded students that this Friday is the last day to drop out of a course and still receive a full refund.

The UCSA President thanked the student body for attending and for their contribution at the Half AGM.

The meeting closed at 1.15pm