



UCSA Half Annual General Meeting 2016 Unconfirmed Notes

Date: Wednesday 20 July 2016
Time: 12pm
Venue: Undercroft 101, Puaka-James Hight building
Present: 122 students

The President welcomed the student body to the Half Annual General Meeting. A special welcome was made to Jo Lim from Simpson Grierson who assisted in rewriting the new proposed Constitution.

1 Minutes of the 2015 Half AGM MOVED

That the minutes of the 2015 Half AGM are a true and accurate record

Seamus Dunn/Mikaela Rüegg

CARRIED

2 The half annual report of the 2016 UCSA President

James Addington 2016 incumbent UCSA President, read the highlights of his half annual report. The report was available on the UCSA website prior to the meeting.

1. Introduction

The 2016 Executive at the start of the year set out with a vision of ensuring UC students have an association they have ownership of. The vision aims to work towards giving students greater choice (from social to academic), improving campus culture, and ensuring the Executive and its staff are personable, approachable and student centric. The four key areas identified were Communication, Building, Belonging, and the Constitution (Representation Model). Overall I think we have done great work on all fronts and we should be all extremely pleased with the progress made. Many of the things we set out to achieve are coming to fruition or in the process of being implemented.

For the second half of the year, focus will continue on the new UCSA Building and the launching of the Fundraising Campaign.

We continue to be financially strong with our commercial units year to date going well. Our service units continue to provide great value to our students. We are financially strong and positioned for upcoming costs of Eng Café fitout, ELC relocation and UCSA Building.

2. Representation & Governance

The Executive

The 2016 UCSA Executive is comprised of twelve (12) elected students, nine (9) of whom are general Executive members.

These general members hold both an external and internal portfolio.

The external portfolios are, where required, faculty based 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 as team leads for these portfolios

In 2016, we introduced new internal portfolios with the objective of creating greater accountability and ownership by the General Exec. Overall it has been successful in ensuring student voice and representation throughout the functions of the UCSA.

External portfolios have been going well with great representation and student voice held across the University.

The external and internal portfolios undertaken by the 2016 Executive are as follows

Name	Position	Team lead
James Addington	President	
Mikaela Rüegg	Vice President	External Portfolios
Jacob Bignell	Finance Officer	Internal Portfolios

Name	External Portfolio	Internal Portfolio
Tom Tappin	Business & Law	Foundry
Mike Brophy	Engineering	Food & Beverage
Emily Barker	Student Wellbeing	Advocacy & Welfare
Stefanie Yee	Science	Clubs
Espoir Ibouanga	Education	Clubs
Chris Lamb	Arts	Events
Cheyenne Conroy-Mosdell	Student Wellbeing	Clubs & Events
Chanuka De Silva	Commerce	Communications
Johnny Duncan	Post Graduate	Sustainability

The Executive meet formally at least three times per term, as well as holding workshops where required on specific issues that need attention. External portfolios have regular meetings dependent on the University calendar (some once a month, some twice, others more regularly). Internal portfolio meetings are held regularly with the particular manager or staff of the UCSA.

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

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, particularly those of a commercial nature.

The Board is comprised of up to six (6) external professionals, the President, Vice President and Finance Officer.

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.

To give the Executive more exposure and experience of governance, we held three combined Executive and Advisory Board meetings at the start of year. These went really well and helped the Exec understand their role and the types of things to look for and ask etc.

As it stands currently, the Advisory Board (external) members are:

Name	Year Appointed
Nigel Watson	2006
Joanne Milne	2010
Jeremy Blake	2012
Paul Munro	2013
Lucy Powell	2015

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

The new constitution largely unchanged from the 2013 constitution, was adopted unanimously by the University Council at its meeting on 25 March 2015. The new 12 member Council includes an elected student and two elected staff members, one academic and one general. With the UCSA President being the Student Council Member, student voice remains strong and supported.

The elected student must be elected by all students and the University Council has delegated the authority of conducting this election to the UCSA through the UCSA Executive election i.e. the President will hold the position of the UC Council student member.

2016 Key Updates

Canta changes

As highlighted in the AGM report, Cantata was actioned to go to bi-weekly due to resource constraints with desire and intention to move Cantata to independence. We saw this actioned at the beginning of this year with Cantata going to a student independent model. However, due to staffing and performance issues the new Cantata model failed. It has had to come back in-house as our Comms team decide how magazine production will work moving forward and how resourcing will work.

It remains the intention that Cantata will go independent, and we will be working over the coming months to do this. The learnings from this is that it is not a straight forward process and careful transition and planning needs to take place.

Constitution

Significant work has gone into re-writing and producing a new Constitution. This new Constitution will modernise and bring up to date a largely old and ambiguous Constitution. Within the new Constitution, the Executive will also introduce a new UCSA Representation Model.

New UCSA Building

The Executive have done a great job in ensuring the student voice is heard and represented on the UCSA Building project. The UCSA Executive last month signed off the Preliminary Design of the Building and will continue to be an effective voice as we go into Development Design.

2. Services

Advocacy and Welfare

Student Intake

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	MAX
General Count	3	17	13	8	23	9							73	
Advocacy Count	5	7	15	7	10	10							54	
Foodbank Count	4	9	9	10	19	5							56	
Hardship Count	1	2	5	1	2	0							11	
Mickle Count	1	4	8	2	5	2							22	
Dental Count	0	117	211	174	170	181							853	
Early Intervention Count				1	6	0								
Class Reps			321	332	332	332							1317	
Total	14	156	582	202	567	539	0	0	0	0	0	0	2060	

General Intake

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	MAX
Interest	3	17	13	8	23	9							73	
Target	5	20	15	10	15	10	15	20	20	15	10	5	160	320

Advocacy

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	MAX
New Internal	5	7	15	7	10	10							54	
New External	0	0	0	0	0	0							0	
Ongoing	8	12	11	7	8	7							53	
Closed	6	3	8	10	8	2							37	
Total	19	22	34	24	26	19	0	0	0	0	0	0	144	
NEW Cases Target	5	14	14	10	9	9	15	10	10	15	10	5	126	

Foodbank

6 – UCSA Half AGM 20/07/16

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	MAX
Granted	4	9	9	10	19	5							56	
Target	5	10	15	6	15	10	20	15	15	15	6	2	134	320

Hardship Grant

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	MAX
Interest	1	2	5	1	2	0							11	
Applications	0	0	0	0	0	0							0	
Approved	0	0	0	0	0	0							0	
Declined	0	0	0	0	0	0							0	
Total	1	3	5	1	2	0	0	0	0	0	0	0	12	
Target	2	4	6	3	5	4	5	5	5	4	4	2	49	104

Mickle Fund

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	MAX
Interest	1	4	8	2	5	2							22	
Applications	0	1	1	1	2	1							6	
Approved	0	1	0	0	0	2							3	
Declined	0	0	0	0	0	0							0	
Total	1	4	8	2	5	2	0	0	0	0	0	0	22	
Target	2	3	2	2	2	2	4	2	2	2	1	1	25	

Subsidised Dental

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL	MAX
Inquiries	19	48	65	73	76	69							350	
Check-up	0	81	153	89	87	105							515	
Treatment	0	34	58	80	76	62							310	
Reviews	0	2	6	5	7	2								
Total	19	117	217	174	170	169	0	0	0	0	0	0	866	
Target	0	118	180	150	180	160	200	200	180	200	110	15	1693	

Clubs & Events

Key Media & Event Stats; 1st January – 30th June 2016

Event	Number of participants
Orientation	31,274
Graduation Ball	430
ANZAC Day service	250-300
Exam Breakfasts	2,500
Total	34,204

Total # affiliated clubs as of 30th June	56
Club events held	*170+
<i>*only includes events known to the UCSA</i>	

Club Grants – General

Club	Project Brief	Awarded
Tramping Club	transport - Ori Day Tramp	\$ 758.60
BYCSOC	Lake Day	\$ 999.99
CUBA	Lake Day	\$ 999.99
Cantabs	Lake Day	\$ 999.99
J-Soc	Marketing gear - banners and gazebo	\$ 357.30
PGSA	Marketing gear - banners and Flag	\$ 572.70
The Gentleman's Club	Tables and table clothes for Speed dating	\$ 600.00
Christian Union	Conference fees & Travel	\$ 2,000.00
Global China Connections	flights for speaker - China Talks	\$ 440.00
ENSOC	Additional security costs for ENSOC Ball	\$ 999.00
LAWSOC	Funding for regional winners to go to Australia	\$ 2,000.00
CUBA	CUBA JIB Scaffolding Costs	\$ 4,000.00
Music Club	Equipment (Guitar / Bass / Keyboard / lights / amps)	
The Gaming Guild	Matts and TV	
CMSA	Transport and Registration Fee	
Global China Connections	Tutor fee - Lingo Swap	
Student Life	Bus to Queenstown	\$ 3,680.00
Music Club	lunchtime performances	\$ 999.00
Salt & Light	Printing & Club Signage	286.35
Biosoc	Venue fees & Buses to Ball	\$ 915.00
Total: \$20,608 (41.2% of total budget)		

Club Grants – Sports

Club / Society/Individual	Project Brief	Awarded
UC Bike	Le Race (Akaroa)	\$ 350.00
UC Bike	Queenstown Trip	\$ 999.00
UC Football	Coaching fees	\$ 3,000.00
Badminton Club	new shuttle cocks x 240	\$ 687.16
Badminton Club	Flights & accommodation to Auckland for comp	\$ 750.00
Ucheer	Melbourne Comp	\$ 4,310.00
Fencing Club	equipment (scoring machines / reels / cables / jackets / epee)	\$ 4,354.80
Netball	Facilities hire - rec centre	\$ 1,170.00
Georgia Groen	Elite barefoot water skiing world championship	\$ 700.00
Ucheer	Facilities	\$ 3,035.00
UC Netball	Equipment (100 x Netballs)	
Kiri Grace Atkin	The 2016 Nyon FISU World University Triathlon Championships	\$ 465.00
Thomas Holden Mackintosh	NZ U21 Rowing Comp Sydney	\$ 700.00
Callum Michael Cleary	World Orienteering Champs (Miskolc, Hungary)	\$ 700.00
UC Snow Sports	New PA system for ski lodge class room	\$ 990.00
Total: \$22, 211 (63% of total budget)		

Media & Communications

Our communications team have done an incredible job over the last 6 months given the lack of resources. We have re-designed the front end has seen more user-friendly and attractive site. The new UCSA Building, UCSA Student Executive has been successful and engaging. Mono has been a great success. Winterlude promo has been successful with all ticketed events selling out.

UCSA WEBSITE

New site as of March this year
153,000 page views in the YTD.

UCSA FACEBOOK

22,000+ likes
Only Students' Association to have more likes than students attending our university.

FOUNDRY FACEBOOK

9,950+ likes

UCSA NOTICEBOARD (FACEBOOK)

4,600+ members and growing

UCSA SNAPCHAT

3,300+ followers and growing

Print Media	
O-Bags	4,000
Student diaries	4,000
Wall planners	4,000
O-Magazine	4,000
Clubs Guide	4,500
CANTA	14,500 copies printed to date – including O-mag and Winterlude mag Printing two issues per term

4. Commercial Activity

Food & Beverage

Our Food & Beverage outlets have been going well so far and continue to provide great service to students. Focus has been on the new Engineering Café fit out in the new CETF Building, as well as continuing to provide great variety at student prices. Over the last 4 months, the UCSA sought tenders for our Food & Beverage outlets, with various suppliers pitching for contracts in alcohol, non-alcohol, vending and ice-cream. UCSA Executive was heavily involved in the process and overall we are happy with the results.

With the introduction on Mono Nights in Term 2, The Foundry has been a huge success in revitalising and revamping the bar to something that students enjoy and want to be part of. Tom Tappin and Mike Brophy have done a great job in providing student input.

YTD Sales in Food & Beverage are slightly ahead than last year, with our Undercroft outlets going particularly well.

Other interesting states include:

- Over 15,000 energy drinks sold for UCSA café's during terms 1 & 2 last year.

Early Learning Centres

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).

They continue to provide a great service for UC Students, University staff and our community.

Both ELCs are at capacity and have a waiting list.

Due to demolition of the UCSA Building and long-term plans for that side of campus, UCSA is permanently moving the Ilam ELC to Dovedale campus. The new site at Dovedale going forward is a new and modern ELC. The ELC will have more capacity and a safer drop off and pick up area. It is due to open in a couple of weeks.

UBS

The UCSA is a 50% shareholder in the bookshop with Dave Hawkey sitting on the board and Jacob Bignell in attendance. UBS has been trading satisfactorily with sales year to date in May 7% ahead of last year. UBS have taken over the selling of Metro cards from UCSA as a means of attracting people into the store.

Financial update

Year to date, we are going well and are currently ahead of budget. Overall our financial position is strong with strong investments, cash and accrued revenue (old Building insurance) however over the coming months and years significant expenditure will occur with the new UCSA Building, ELC relocation, and Eng Café Fitout.

5. UCSA Building

The UCSA Building is well under way and we have just signed off the Preliminary design. The building will be 51% owned by UCSA and 49% by UC. It is on UC land and the intention is that we will control and operate the building. We are very grateful to UC for sharing that same vision and helping with the fundraising to ensure we have the money to maintain an operating interest. The Fundraising campaign kicks off next month with a UCSA Executive Reunion. Over the next 3 years, we hope to raise \$5 million.

Demolition is due to commence next month, with construction of the new Building beginning at the start of next year.

The Furniture, Fixtures & Equipment (FF&E) claim from the old Building is still ongoing. Our claims adjustor and CEO continue to chase both the loss adjustor as well the insurance company regarding the claim. We hope to have it settled over the coming months.

The Association has sought extensive consultation on student and clubs' requirements in the new building, and will continue to keep students informed as we head into the Developed Design phase.

This project is a joint venture with UC and as such a PCG (Project Control Group has been formed) chaired by Keith Longden, UC Chief Financial Officer

6. UCSA Elections

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

Key dates for the 2016 UCSA Elections are as follows:

Nominations Open	25 th July
Nominations Close	29 th July - Midday
Candidate briefing	29 th July
Campaigning opens	29 th July
President debate	3 rd August
Voting Opens	11 th August 9am
Voting closes	12 th August 5pm
Election results announced	12 th August 7pm

The role of the Returning Officer was advertised widely. The applicants were interviewed by Dave Hawkey (UCSA CEO) and Jason Schroeder (UCSA Media & Events Manager), of whom will be the key staff member the Returning Officer will have contact with. With the recommendation of Dave and Jason, the UCSA Executive appointed Riley Divett as the 2016 Returning Officer.

James Addington
2016 President
University of Canterbury Students' Association

MOVED

That the student body accept the 2016 President's half annual report

Stefanie Yee/Sam Bros

CARRIED

3 UCSA Constitution

James Addington explained to the student body that after the 2015 elections advice was given by the Association solicitors that the current Constitution was outdated and ambiguous. The 2016 Executive undertook to rewrite a new Constitution with the input of students, UCSA staff, a 5th year Law student and Simpson Grierson.

The opportunity was also taken to look at the current student representation model to increase diversity on the Executive and increase student representation and a sense of belonging on campus. Workshops were run with different factions of the student body and a debate was held. The Executive recommend to the student body that the following roles make up the new student representation model:

President
Vice President
Finance Officer
Postgraduate Representative

Equity and Wellbeing Representative

Māori Representative (Te Ākatoki Maori Students' Association President or his/her delegated appointee)

6 x General Executive

The President spoke to the overview of the new Constitution document explaining the main changes to the constitution including the new student representation model, the 6 Special Bodies to ensure a fair process is followed and adhered to by appropriate personnel, the policies and quorum.

The Advisory Board and Executive recommend to the student body that the proposed new Constitution is accepted by the student body.

The President opened the floor for questions on the new proposed Constitution.

Q. Will the new Post Graduate representative, Equity and Wellbeing representative and Maori representative receive the same pay?

A. All three special representatives will be recognised as full Executive members and will receive the same remuneration and voting rights.

Q. How will the three special representatives be voted for?

A. All students will be able to vote for the Post Graduate representative and Equity and Wellbeing representative and they will be noted individually on the ballot papers. The Maori representative will be voted for by the Maori students when Te Akatoki run their elections later in the year and they will appoint the Te Akatoki President or his/her delegate.

MOVED

That the current UCSA Constitution is deemed null and void

Chris Lamb/Milena Petrovic

CARRIED

MOVED

That the new proposed UCSA Constitution as posted on the UCSA website on 6th July 2016 is accepted.

Mikaela Rüegg/Seamus Dunn

CARRIED

4 General Business

UCSA Building

The Executive signed off the preliminary design of the new UCSA building. The demolition of the current UCSA building will commence in August this year and the construction of the new building will begin early next year. The UCSA will own 51% of the building with UC owning the remaining 49%. The building is on UC land. The business case will go to UC Council at the end of the year.

Renderings of the design stage of the new UCSA building were displayed. Workshops will be held with various factions of the student body in the coming weeks to cement the final design of the individual spaces.

The UCSA fundraising campaign will start in August with an Executive Alumni Reunion. The UCSA hopes to raise \$5 million of its shortfall towards the cost of the new building.

UCSA Elections

The UCSA Elections will take place in August. A meeting will take place after the Half AGM run by the Vice President and the Returning Officer to explain the role of the Executive and the election process. For those interested in running for the Executive, the President encouraged them to attend.

No other matters of general business were raised.

The meeting closed at 12:27pm.