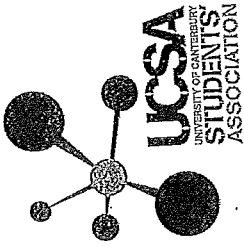


2014 Half Annual General Meeting

Date: Wednesday 23rd July 2014
Time: 12.30pm
Venue: The Foundry, Events Centre

Page:

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| 1. Minutes of the previous Half AGM | 1-7 |
| 2. Report of the incumbent President | |
| 3. Constitutional amendment | 9-11 |
| 4. UC Chancellor's presentation regarding student representation on University Council | |
| 5. General Business | |



UCSA Half Annual General Meeting 2013 - Unconfirmed Notes

Date: Wednesday 24th July 2013
 Time: 6pm
 Venue: Undercroft, James Hight building
 Present: 122 people

The President welcomed the student body to the Half Annual General Meeting. A special thank you was noted to the Higher Taste Club for supplying the hot vegetarian meal.

- 1) The half annual report of the 2013 UCSA President Erin Jackson 2013 incumbent UCSA President, read to her half annual report. The report was made available online prior to the meeting and copies were also circulated at the meeting.

1. Introduction

2013 has, so far, been an epic year for the Association. Announcing three international headline acts, launching the Subsidised Dental Scheme, holding our first ANZAC Day Memorial Service... There's been a lot going on! As well as the opportunities that we've had on offer for students, we have also been working to bring the strategic vision of the UCSA into line with the core values of the organisation. This has included continuing to work through the issue of the UCSA Building, realigning the provision of food and beverage to bring it back under UCSA management, and recruiting a new Chief Executive for the Association. While 2013 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 into 2014 and beyond.

2. Representation & Governance

The UCSA Executive has continued to represent students across the university, and have done so with commitment, enthusiasm and integrity. The Executive meet three times per term, as well as holding regular workshops as required on specific issues. In addition to this, regular catch-ups are coordinated both within the internal portfolios (such as the Clubs and Events subcommittee) and the external, on any arising academic issues. The external portfolios undertaken by the general members of 2013 Executive are as follows:

Name	Portfolio
Shane Soulsby	Engineering
Sarah Platt	Science
Jared van der Geest	Commerce
Hugh MacC	Arts
Michael Kensington	Law
Lisa Reynolds	Education
Bjorn Arndt	Postgraduate
Tyrone Elkington	Sports
Mitchell Croft	Clubs

Each member of the general executive also sits on at least one internal committee out of the following:

- Welfare and Advocacy (dealing with issues of hardship)
- Clubs and Events (dealing with clubs and grants)
- Expenditure (dealing with issues of investment and policy, to bring to the Executive)

UC students have (and will continue to be) represented at the following forums across the university:

- Over thirty (30) committee and faculty meetings internally
- All Discipline and Academic Progress Committees
- Joint Operations Advisory Board
- University Council
- University Council subcommittees;
 - Academic Board
 - Finance, Planning and Resources Committee
 - Audit and Risk Committee

	Actual	Target	Half	Var
Activities & Events				
TOTAL Club events	159	160		16%
International Club events	25	15		67%
Number of Student participants	40,240	38,000		15%
Number of Large Events (500+)	17	15		13%
Attendance at Events (70% capacity)	51,804	29,000		6%
			Half	
JV UC Sport				
Athletes	160	150		220%
Coaches	15	9		67%
Sports	8	8		100%
Competitions	22	9		144%

Overall, the team has over performed to plan. The results demonstrate an extremely relevant service matrix that is highly regarded not only within operational circles, but (more importantly) the student body it is charged with serving

Advocacy & Welfare	Actual	Target	Half	Var
Student Intake/UCSA Half	296	265		68%
Foodbank Granted	71	100		
Emergency Dental	40	74		
Subsidised Dental	669	643		4%
Handshill	31	28		11%
Advocacy	89	84		6%
Class Reps	380	375		1%
Total	1876	2044		-8%
Total (excl. class rep)	1496	1995		16%

Commentary

We have exceeded our six month plan, however some areas of our A&W service are remain below plan. Emergency Dental Scheme (EDS) remains undersubscribed. This is due to the impact of (and efficiencies gained from) the subsidised dental programme. It is clear that the need for emergency dental remains, however most treatment can be delivered within the subsidised dental service. Given that our subsidised scheme is only marginally oversubscribed (4%) this appears to be a viable option when considering the future of the EDS. Surprisingly, Foodbank has remained undersubscribed. This service was heavily utilised at the start of Semester one and appears to be tracking similarly for the beginning of Semester two (8 July). Overall we are 82% of 2012 YTD. Whilst we are forecasting a 2013 under-subscription, we will have delivered a result 75% ahead of 2012. All other services remain in place and on track.

engineering expertise to live and breathe the building, which is the biggest challenge the UCSA faces in the near future. The UC Draft Development Plan which was released to investors on the UC website shows options that affect the UCSA building and the two Early Learning Centres that the UCSA operate. The UCSA has expressed our frustration to UC with the lack of visibility to the document.

6. Commercial Activity

a. Food and Beverage

Earlier this year, the UCSA Executive made a unanimous decision not to proceed with the contract for Compass Group management of the UCSA-owned food and beverage services.

This decision was very carefully considered as the Executive is acutely aware of the significance of this decision and its implications. However, after having 2012 as a precedent year under the Compass model, the Executive strongly feels that in order to best meet student needs and to fully enhance the student experience, UCSA needs to re-take control over this vital aspect of campus life. With such control UCSA can best operate retail pricing, product delivery and opening/closing hours to the benefit of the student experience, which may not align with a purely commercial return.

It is the UCSA's student-focused vision and philosophy which has been the driver of this decision and, although we recognise that seismic events and the resulting lower student numbers have resulted in some trading challenges, the financial outcomes or models have not been the motive behind this decision. We have taken a huge number of learnings from our involvement with Compass in terms of effective delivery of food and beverage services. There is clear evidence that when it turns its attention to it, the UCSA has the capacity to increase its competency and better serve its students.

Moving forward UCSA has a number of work streams underway to ensure a smooth transition from Compass to UCSA management. These include managing the following key areas carefully, in order to ensure a smooth transition as of Friday, 2nd August 2013. An interim food and beverage manager has also been appointed, in order to lead this process.

- Staff – all Compass staff have been offered positions with the UCSA and are in the process of transferring over as of time of writing

- Stock

- Supplier relationships

The UCSA Executive are committed to ensuring that food and beverage on campus is student-focused and student-driven, and so, once the transition has been completed, will be looking at available opportunities to develop the offering on campus. We are incredibly excited about moving forward, and are intent on seeing range, quality and pricing models that reflect our environment.

This is an exciting opportunity for the UCSA with the deadline for food offerings by 2nd Sept. The UCSA hope to be able to make changes in the near future.

b. Forestry Block

In 2010, the UCSA Executive purchased a block of land, which they had previously held on a long-term lease. At the time, the block offered value in regards to Lyall Lodge (a house that was anticipated to be used by clubs); however, due to a number of consolidating factors (including a lack of forest management, serious state of disrepair of the Lodge, and a change in environmental policy) the value was therefore less. Following a 2012 evaluation of our assets and financial interests, the sale of the block was mooted. Martin Mongan, under the directive of the UCSA Executive, pursued this into 2013.

A cooperative of buyers (who were actually using the site already, for mountain biking, etc) expressed interest and made an offer. The UCSA Executive (upon recommendation by the Advisory Board) accepted this, and the agreement for sale and purchase is in the final stages of completion at the time of writing.

7. UBS

A verbal update will be provided at the Half AGM.

The following verbal update was provided:

At the AGM questions were asked about the pricing of textbooks and the offerings. The UCSA are 50% shareholders of the bookshop and hold two positions on the board. Changes to the board will be made at the UBS AGM in December. In the meantime monthly management meetings are being held to influence change.

8. Financial Update

As at time of writing, the UCSA's year-to-date performance remains \$14,000 ahead of budget; however the Executive remain conscious of several areas of financial risk to the organisation. These include:

- Advertising and sponsorship revenue remains behind budget for the year, however the higher than budgeted income generated from strong ticket sales (Orientation, etc) have contributed to Student Services remaining ahead of budget (year-to-date).
- The Early Learning Centres are tracking slightly behind budget, due to over anticipated family assistance revenue and wage costs.
- Depreciation year-to-date is higher than budget, due to the higher asset base as anticipated during the setting of the budget.
- Food and beverage income is down on budget; however, with the changes, as detailed above, this is an area that is receiving extra scrutiny, and we continue to work with KPMG on the budgeting of this.

Response from UCSA President:
It is understood that the setting of the price for the use of the lockers was made by the Learning Resources department. The student asked the UCSA President to investigate the setting of the price of the lockers.

4. *Question: Is it customary to publish the AGM minutes on the website? And should the minutes be approved at this meeting?*

Response from UCSA President:
The minutes of the Annual General Meeting should be on the website. The minutes will be approved at the next Annual General Meeting.

5. *Question: Is the UCSA expected to lose money from the sale of the forestry block?*

Response from UCSA President:
The UCSA paid just over \$300,000 for the forestry block. As the sale and purchase agreement is being finalised, the UCSA is not able to disclose the settlement figure.
If the UCSA were to repair Lyall Lodge, it would have cost approximately \$120,000 - \$130,000 to bring it up to code. Also there would have been a substantial cost in carbon credits and replantation of the block. The cooperative who have purchased the block will use the facility for mountain trails so they are not required to replant. Once the sale has been finalised, the UCSA is happy to publicise the sale figure.

6. *Questions: What is the UCSA doing on behalf of students and their education outcomes?*

Response from UCSA President:
There are a number of challenges facing students in Christchurch as well as students throughout the country from the government level. The Executive sits on over 30 different faculties and committees and represents students at all levels. There are monthly faculty meetings.
Five Executive members sit on the Academic Board that meets monthly; this board is supplemented by the Learning and Teaching Committee and Academic Administration Committee. Therefore there is visibility of the Executive on the committee. The Vice President co-ordinates the Executive on the faculty boards and he sits on the LAT and AAC committees.
The UCSA has run focus groups for students, offered assistance with student advocacy and funded legal advice for the students affected by the 2012 Arts Change Proposal.

MOVED
That the 2013 UCSA President's half annual report be accepted. **CARRIED**
Tom Beaumont/Michael Croft

2) **UCSA Elections**

The UCSA President encouraged those students who are interested to get involved with the UCSA to run for the 2014 Executive. Erin offered her time to discuss the role of the Executive with those interested. Nominations for the 2014 Executive close this Friday and a briefing will take place at 5pm in A4 Lecture Theatre. There is a two week campaign period and voting takes place on 8th and 9th August with results announced on 9th August at 6pm.

The UCSA President opened the floor for questions regarding the elections and none were received.

3) **General Business**

The UCSA President opened the floor for general business and none was received.

The UCSA President thanked the student body for attending and for their contribution at the AGM. Erin reminded students that the UCSA exists to help students with any questions and queries.

The meeting closed at 6:50pm.

**UNIVERSITY OF CANTERBURY STUDENTS' ASSOCIATION INCORPORATED
(Society)**

RESOLUTION ALTERING CONSTITUTION

Resolution passed pursuant to section 21 of the Incorporated Societies Act 1908 and clause 8.1.2 of the Society's constitution

RESOLUTION

It is resolved that the constitution of the Society be altered in the following respects in accordance with the Rules of the Society:

1. Clause 4.7(a) of Schedule 2 of the Society's constitution is amended to read as follows:

- (a) The total number of valid votes cast for each candidate shall be ascertained and recorded. The highest polling candidate(s) shall be declared elected, subject to the number of positions to be filled, unless the candidate:
 - (i) is not a student member of the Association; or
 - (ii) failed to poll higher than no confidence; or
 - (iii) is subject to a disqualification by the Electoral Committee (as defined in clause 4.10 of Schedule 2) within two weeks of the date of the election in accordance with clause 4.10 of Schedule 2.

In these cases the candidate shall not be elected, except where the Electoral Committee's decision to disqualify is overturned on appeal by the candidate to the Electoral Appeals Committee.

2. Clause 4.8 of Schedule 2 of the Society's constitution is amended to read as follows:

- 4.8 The Returning Officer shall announce the preliminary result(s) of any election or poll within two working days of the closure of voting, by placing the results on the Noticeboard, which shall include the votes cast for each candidate and for no confidence, and the total turnout. The Returning Officer shall announce the final result(s) of any election or poll within two working days of the determination of any appeals.

3. A new clause 4.10 of Schedule 2 of the Society's constitution is inserted as follows:

- 4.10 The Electoral Committee may disqualify a candidate from being elected under clause 4.7(a) of Schedule 2 if the candidate is not a Fit and Proper Person.

"Electoral Committee" means a committee consisting of three members, being:

(g) any other matter that is relevant in the opinion of the Electoral Committee.

4. Clause 5.3 of Schedule 2 of the Society's constitution is amended to read as follows:

5.3 Any appeal against:

- (a) the results of an election or poll;
- (b) the disqualification of a candidate by the Returning Officer; and/or
- (c) a decision of the Electoral Committee,

shall be delivered to the President not later than:

- (d) in the case of (a) and (b) above, two (2) working days after the election result(s) have been announced; or
- (e) in the case of (c) above, two (2) working days after the decision of the Electoral Committee has been notified to the candidate in question.

The President shall then forward the appeal to the Electoral Appeals Committee.

5. Clause 5.5 of Schedule 2 is amended by adding the following sentence:

In the case of an appeal against an Electoral Committee decision to disqualify a candidate under clause 4.7 of Schedule 2, the Electoral Appeals Committee may affirm the decision of the Electoral Committee or may overturn it, as it sees fit after hearing from the candidate and the Electoral Committee and after considering the merits of the case.

6. Clause 5.6 is amended to read as follows:

5.6 Both the appellant and the Returning Officer or the Electoral Committee (as the case may be) will be invited to appear before the Electoral Appeals Committee.

DATED

2014