



## UCSA Executive Meeting

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Date                    11 May 2015

Time                    5-7pm

Venue                    UCSA Boardroom, Puaka-James Hight Building

Apologies            Sarah Platt (UCSA President), Stew Whitehead, Michael McRae for lateness and Emily Barker and Henry Boon arrived 5:10pm

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

In attendance        Dave Hawkey (Chief Executive), Bridget O'Connor-Norton (Minute secretary)

In committee time was taken from 6:00pm to 6:03pm and 6:30-6:43pm.

### 1. Minutes

**034/2015**

**MOVED FROM THE CHAIR**

**That the minutes from the Executive meeting on 28 April are confirmed as a true and accurate record**

**CARRIED**

### 2. Conflicts of Interest

No new conflicts were noted.

### 3. Matters arising

No	Description/ Required Action	By Whom	Completion Date	Outcome
1.	Organise for the Executive to visit students at the Halls of Residence	Vice President	May	Carried forward to be actioned by President and Post graduate Officer
2.	Update the Executive on the external careers person getting on board with academic clubs	Engineering Officer	April	Most likely be an initiative for next year

3.	Seek feedback from Te Akatoki regarding a permanent seat on the UCSA Executive	President	April	Carried forward
4.	Forward any concerns re: Rec Centre to the Sports Officer	All Executive	April	Meeting with them next week
5.	Meet with the UCSA President to discuss the suggestion of installing a physical events calendar in the Undercroft	Arts Officer	May	To become a part of UCTV initiative. Finance Officer will take to JOAB. Arts Officer to look into projector
6.	Discuss the issue of paper towels or dishcloths for the Heat and Eat areas with UC Facilities Management	Finance Officer	May	Emailed UC FM and waiting on reply
7.	Investigate potential building designs for the UCSA building and send to Finance Officer	All Executive	April	Keep feedback coming
8.	Update the Executive on the Rate My Flat initiative	Science and Commerce Officers	April	Waiting on them to get back to us
9.	Make contact with UC Journalism School re: project on Canta	Chief Executive	May	Carried forward to later in the year
10.	Send list of potential possible candidates for the UCSA building fundraising committee	All Executive	May	Remove from action Send list of past Executive to Jo Dowling, UC Alumni, (Finance Officer)
11.	Invite Arts and Education Officers to the initial architect meeting	Chief Executive	May	Completed
12.	Organise an Executive workshop on the risk register	Minute secretary	May	Maybe week 6 of term time
13.	Circulate Aspiring Leaders forum information to the Executive and seek expressions of interest	Vice President	May	Completed. Two applications received. The Arts and Post Graduate Officer will attend the forum
14.	Inform the editor of Canta about the issue with day light savings on the UCSA App	Vice President	May	Completed and fixed
15.	Send any ideas to Post graduate to raise awareness of University Challenge preliminary quiz	All Executive	May	Under action

Draft notes of the Advisory Board meeting held on Thursday were tabled at the meeting.

Soft copies of the Clubs code of conduct were made available at the meeting.

#### **4. Vice President's written report**

Taken as read

The Vice President, and the Advocacy and Welfare team, submitted feedback on the proposed amendments to the Special Consideration Procedure and Guidelines which seeks to combine aegrostats & back-dated discontinuations

*Action: Circulate new draft special consideration policy to Exec (Vice President)*

The Vice President met with the principals of the Halls of Residents with UC which is a quarterly meeting facilitated by UC. Luke then met with the principals to discuss the term and any issues that may have been of concern to the Halls.

A student party which got out of control has seen the students been referred to the Proctor for disciplinary measures. The UCSA offered to pay excess to neighbouring property which will hopefully be reimbursed by students.

HRH Prince Harry will be on campus tomorrow to meet the Student Volunteer Army to learn about their experiences and work involved in the earthquake and other disaster relief efforts. The Executive were asked to show their support in attending the event and representing the UCSA.

Sarah Platt, UCSA is back on Wednesday from her trip away with UC.

#### **SWAG (Student Wellbeing Advisory Group)**

The first meeting was well attended and the members were well engaged. Topics of interests and areas of concern were the clubs' code of conduct, Canta and UCSA media and there was interest in lobbying UC and UCSA to implement lasting in time policies like adopting the living wage and holding workshops on diversity at Halls and with CEDAC and staff.

It was clarified that SWAG is an advisory committee and not a decision making body. They can also provide information on issues that Executive members do not encounter. It was noted that SWAG committee members could be encouraged to run for the Executive.

*Action: Create clear guidelines and expectations for SWAG (Vice President)*

#### **UCSA Building**

The UCSA and some Executive members met with three architectural firms, Architectus, Chow Hill and Jasmox. These three firms have been shortlisted to put together a tender for the UCSA Building. These firms now have five (5) weeks to develop a high level concept plan to present to the UCSA and Advisory Board. An architectural firm will be decided by the Project Control Group on recommendation from the UCSA.

#### **AGM**

The Vice President reminded the Executive that the AGM will be held this Thursday at 12pm in the Events Centre and that their assistance is required on the day.

The Vice President visited College House and Rochester and Rutherford Halls of Residence last week to inform the students about the upcoming AGM.

## 5. Chief Executive's written report

Taken as read

### Staff

There are a number of staff members in the office who are working on getting their annual leave to an acceptable level. Some office staff will be cross trained in other areas to enable this to happen.

The Advocacy and Welfare team have a new Team Leader Ee-Li Hong and new Student Advocate Catherine Staite. Emilie Hoffman (previous Team Lead) returned to the USA and Harriette Cambridge has gone to work for UC in their Academic Services Group.

Sara Luckman, Media and Events Manager and Ee-Li Hong Advocacy and Welfare Team Lead will present their team operations for 2015 at the Joint Operations Advisory Board (JOAB) meeting this week.

### Health and Safety

Taken as read

Management are working on raising staff awareness around health and safety with the implementation of the Take 5 initiative which encourages people to stop and think before they act to prevent injuries. The Human Resources Manager is organising refresher training in heavy lifting techniques.

### UCSA Building Consultation Process

The Project Control Group is the decision making committee that will make recommendations to UC Council regarding the preferred architectural firm to design the new UCSA building. The committee is made up of the UCSA President, Vice President, Finance Officer, Chief Executive and members of UC. The committee reflects the ownership model of the building (51% UCSA and 49% UC). The UCSA Executive and Advisory Board will have strong input into the decision making process with invitations to the presentation of the three architectural firms that will present a high level concept plan. A brief to determine the architect was enclosed in the last Executive meeting papers.

*Action: Post consultation groups feedback online regarding UCSA building requirements (Finance Officer)*

The Chief Executive is hoping to receive confirmation on the contents and chattels insurance claim for the UCSA building.

The Association will look to organise a project for the decanting of the UCSA building which will be a big project. The DICE team will work with UC sustainability and clubs to get this done.

### Early Learning Centres

Both Montana and Ilam Early Learning Centres have a government audit from the Education Review Office (ERO report) and both aim to reach high enough standards so a report is not due for another four years.

An external paint job is due to take place at Ilam ELC and the interior will require a paint job in the near future.

### Food and Beverage

Food and beverage is trading well even though it is a challenging time. The Chief Executive has been invited to attend a meeting UC have organised with a retail consultant to discuss retail and its challenges on campus with variable trading days.

UC have confirmed that as part of their contract Hawkins Construction are able to bring in their own food truck on campus to supply food and beverage to their workers. This is proving to be a challenge for the UCSA Hard Hat Café. Contractors are not allowed to purchase food and beverage from the Undercroft to prevent students waiting in long queues especially when they may only have a 10 minute window between lectures.

UC has provided the UCSA with a copy of the plans for the new Engineering building where Eng café will be located. It is hoped this will be completed by the middle of next year, which was tabled at the meeting.

### **Students**

There has been an increase in the number of reported issues from international post graduate students which range from a lack of belonging on campus to complaints about the dentist contracted from CDHB to UCSA Dental Clinic. These concerns will continue to be monitored and UC will be informed of any issues that relate to them. UC do inform international students to take out extensive dental insurance cover before travelling to New Zealand.

### **UBS**

There is a UBS board meeting this week which the Chief Executive and Finance Officer will attend. Graduation gifts sold well at the graduation ceremonies.

Dave left the meeting at 6:11pm.

## **6. Grants**

A grant application was received from Huge for \$1,340 for petrol vouchers for the year to pick up students to church services, life group functions, events as well as UCSA events. The total cost of the \$1340. The recommendation from the Events Co ordinator is to grant the \$1300 as the club provide extensive help at UCSA events and breakfasts and are strong contributors to the sense of belonging on campus. A number of UCSA events would not take place without their extensive help. The club applied for one grant in 2013 for under \$1,000, no grants last year and none this year to date. HUGE have 104 students and 53 non UC student members.

**035/2015**

**MOVED**

**That the Executive grant HUGE \$1340 for petrol vouchers for the year to pick up students to church services and events as well as UCSA events**

**Bignell/Gillespie CARRIED**

Luke Gillespie left the meeting at 6:20pm due to a conflict of interest.

A grant application was received from Student Volunteer Army for \$3,243 for 2 x new 40 foot containers in addition to their original 20 foot container, to establish an on campus storage facility to be located on Creyke Road (as approved by UC) for all their equipment. Their current container which was stored by the old UCSA building has been removed due to its obstruction of work on the old UCSA building. The total cost of the project is \$3,243. The recommendation from the Events Co ordinator is to grant the full amount. Last year SVA received a grant for 3,788 for a new trailer.

This has raised an issue for all clubs that will need their gear stored in containers when the UCSA building is decanted and also where they will be located when the UCSA building is demolished.

**036/2015**

**MOVED**

**That the Executive defer the grant application from Student Volunteer Army for \$3243 to purchase of two 40 foot containers to be located on Creyke Road.**

**Chan/Meldrum CARRIED**

Luke Gillespie re-joined the meeting at 6:26pm.

DICE will take on the container issue with clubs and UCSA.

Michael McRae left the meeting at 6:27pm.

A grant application was received from UC Football for \$17,000 for the remuneration for their premier coaching staff. The total cost of the \$17,000. UC Football Club is the largest senior football team in the South Island and it is imperative to retain the high standard of coaching that has given this university a positive and growing reputation with high quality coaches. The grant application is for four coaches made up of remuneration - \$6,000, \$5,000, \$3,000, \$2,000 and \$1,000. The recommendation from the Events Co ordinator is to grant the \$3,100 which is broken down to the four (4) top coaches on the condition that the club are fully affiliated with updated 2015 members register, AGM minutes and constitution before receiving funds, proof that the funds have been divided correctly to the coach's account as per the grant recommendation, and as this is a repeat grant application over the years, that in 2016 the club should not expect a similar result and should look to alternative methods for the funding and that the 2015 club executive should begin budgeting and seeking alternative sponsors and funding at the beginning of semester 2. In 2014 UC Football Club applied for \$9,000 for coaches and \$1,500 was approved for one coach who had level 1 and 2 coaching qualifications.

Michael McRae re-joined the meeting at 6:30pm

In committee time was taken from 6:30pm-6:43pm.

Two separate periods of student consultation were sought regarding the Clubs code of conduct. Initial feedback was received however no further feedback was received from the student body. The clubs code of conduct policy with tracked changes and the final cut were tabled at the meeting and previously circulated to the Executive prior to the meeting.

**037/2015**

**MOVED**

**That the Executive accept the updated changes to the Clubs' Code of Conduct policy**

**Gillespie/Morgan CARRIED**

Michael McRae left the meeting at 6:45pm.

As per the Grants policy under sporting purposes – grant must benefit players, coaching grants at premier level with qualifications in consultation with UC Sport.

038/2015

MOVED

That the Executive place the grant application on hold from UC Football for \$17,000 towards premier level coaching premier team so the Sports Officer can discuss this application in consultation with UC Sport and assess the coaching qualifications at premier level.

Bignell/Chan

CARRIED

Jimmy Addington left the meeting at 6:50pm.

**7. General Business**

Michael McRae re-joined the meeting at 6:50pm.

There have been a number of burglaries in the Balgay Street area with student flats targeted and electronics and laptops being stolen. The Executive were reminded that there is an invisible pen available at the UCSA reception available for all students to use to identify their equipment, which may help in the retrieval of stolen items. The Police ask that all crime is reported to ensure that crime statistics are kept up to date and police resources are sufficient in the area.

*Action: Email the Communications Coordinator to put a message on Facebook reminding students to be aware of the increase in burglaries in the Balgay St area (Education Officer)*

**Uni Challenge**

The Post Graduate Officer asked for Executive volunteers for the University Challenge Quiz night which is scheduled for this Thursday at 5.30pm. Hand outs advertising the quiz night also need to be distributed. The Engineering and Education Officer offered to help at the quiz night.

**UC Open Day**

The Business and Law Officer has been involved in weekly meetings with UCSA events team and UC Comms and Marketing team to increase awareness of the UC Open Day which is held in July. This year UCSA will provide clubs stalls and hope to have class reps help out with tours. It was suggested that the Executive get more involved in the Open Day distributing clubs guides and selling cookbooks.

**The meeting closed at 7:02pm.**

**Declared true and accurate by Chair**

*C Bignell*  
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**Witness**

*[Signature]*  
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**Date**

*25/05/2015*  
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## Action Points

No	Description/ Required Action	By Whom	Completion Date
1.	Organise for the Executive to visit students at the Halls of Residence	President & Post Graduate Officer	May
2.	Seek feedback from Te Akatoki regarding a permanent seat on the UCSA Executive	President	April
3.	Suggest to JOAB that a UCSA events calendar be included in the UCTV project	Finance Officer	May
4.	Provide update on the suggestion for UC to provide paper towels or dishcloths in the Heat and Eat areas with UC Facilities Management	Finance Officer	May
5.	Investigate potential building designs for the UCSA building and send to Finance Officer	All Executive	April
6.	Update the Executive on the Rate My Flat initiative	Science and Commerce Officers	April
7.	Organise an Executive workshop on the risk register	Minute secretary	May
8.	Send any ideas to Post graduate to raise awareness of University Challenge preliminary quiz	All Executive	May
9.	Circulate new draft special consideration policy to Exec	Vice President	May
10.	Create clear guidelines and expectations for SWAG	Vice President	May
11.	Post consultation groups feedback online regarding UCSA building requirements	Finance Officer	May
12.	Email the Communications Coordinator to put a message on Facebook reminding students to be aware of the increase in burglaries in the Balgay St area	Education Officer	May