

# UCSA Annual General Meeting 2015 Confirmed Notes

Date: Thursday 14 May 2015  
 Time: 12pm  
 Venue: Foundry, Events Centre  
 Present: 188 students

The President welcomed the student body to the Annual General Meeting and explained the proceedings of how the AGM is run.

## 1 Annual report of the 2014 UCSA President

Sarah Platt 2015 UCSA President, read the annual report of the 2014 UCSA President. Sarah held the position of President in 2014 and was re-elected for another year.

### 1. Introduction

1.1 *2014 was a year filled with challenges and opportunities for the University of Canterbury Students' Association (UCSA). As we look to the year that was, it is clear the UCSA has, through every facet of our organisation, committed to creating a student experience like no other and most importantly, committed to helping all UC students succeed and feel they belong.*

### 2. Representation and Governance

#### **The Executive**

2.1 *The 2014 UCSA Executive comprised of twelve (12) elected students. Nine (9) of these were general Executive members, who held both an external portfolio and an internal portfolio.*

2.2 *External portfolios relate to University Faculties and Services while internal portfolios are relevant to UCSA services or the role of the UCSA.*

2.3 *The respective names and roles are set out below:*

<b>Name</b>	<b>Faculty Portfolio</b>	<b>Internal Portfolio</b>
<i>Jared Van de Geest</i>	<i>Commerce</i>	<i>Clubs</i>
<i>Daniel Chan</i>	<i>Sport</i>	<i>Clubs</i>
<i>Michael McRae</i>	<i>Business &amp; Law</i>	<i>Development, Innovation &amp; Capital Expenditure</i>
<i>Emily Osborne</i>	<i>Science</i>	<i>Welfare &amp; Communication</i>
<i>Claire Laredo</i>	<i>Clubs</i>	<i>Clubs</i>

<i>Jenny Chiu</i>	<i>Engineering</i>	<i>Development, Innovation &amp; Capital Expenditure</i>
<i>Sophie Beaumont</i>	<i>Education</i>	<i>Development, Innovation &amp; Capital Expenditure</i>
<i>Rachael Gresson</i>	<i>Post Graduate</i>	<i>Welfare &amp; Communication</i>
<i>Miria Scott-Toft</i>	<i>Arts</i>	<i>Welfare &amp; Communication</i>

2.4 *In line with and in addition to their portfolios the UCSA Executive were active members of over thirty (30) committees and faculty and representative meetings within the University. Students were actively represented on the Library Committee, Transport Working Group, Teaching Award Committees, Health and Safety Committees as well as being represented at University Council its subcommittees (Finance, Planning and Resources, Audit and Risk, Honorary Doctorates Committee, Academic Board, Academic Appeals and Council Appeals).*

### **Special Projects Fund**

2.5 *In 2011, the Special Projects Fund was initiated in order provide Executive members with the opportunity to specifically create, develop or implement a small idea, object or event that they were passionate about and most importantly, would benefit students. The Special Project Fund policy was formalised in 2012.*

2.6 *This year Cameron Bignell (Finance Officer) utilised the fund to introduce the Borrow a Bike project; an initiative that allows students to borrow a bike (and helmet), between 9am and 5pm, Monday to Friday, for free. A student simply needs to produce their UC student ID card to the UCSA reception and return the bike by 5pm, on the same day that they borrowed it.*

2.7 *This initiative has been extremely successful and keeping up with the demand has been one of the biggest issues (a good problem to have). The UCSA will work towards future proofing and expanding this service in 2015.*

### **The Advisory Board**

2.8 *This is a Board appointed and ratified by the UCSA Executive, which makes recommendations and gives advice as to the UCSA's activity (particularly within the commercial area). The Board is comprised of up to six (6) professionals with varied skill sets, the President, the Vice-President and the Finance Officer.*

2.9 *The Board met once a month during 2014.*

2.10 *The President chairs the Advisory Board meetings and the Chief Executive sits in attendance.*

2.11 *The 2014 external Advisory Board members were:*

<b>Name</b>	<b>Year Appointed</b>
<i>Nigel Watson</i>	<i>2006</i>
<i>Joanne Milne</i>	<i>2010</i>
<i>Pip Tschudin</i>	<i>2012</i>
<i>Jeremy Blake</i>	<i>2012</i>
<i>Paul Munro</i>	<i>2013</i>

2.12 *In December 2014 Pip Tschudin resigned from the Advisory Board. I would like to thank Pip for her thoughtful insight as an Advisory Board member and for her service over the past two years.*

- 2.13 *Pip had specific skills around media and communications and the 2015 Executive will continue the conversation the 2014 Executive did have regarding the necessary skills sets a new external Advisory Board member or members might have as we look to replace Pip.*
- 2.14 *The Advisory Board has continued to provide an invaluable resource to the Executive. Their ongoing support is extremely appreciated, and it is appropriate to take the opportunity to thank them for their continued dedication to the UCSA and the student experience.*

### **University Council**

- 2.15 *Following the proposed changes in legislation regarding the makeup and constitutions of University Councils around the country extensive consultation between the UCSA and the University of Canterbury Council has taken place.*
- 2.16 *The 2013 Half AGM saw Dr. John Wood, Chancellor attend, and more importantly inform students that the University of Canterbury Council had a moral obligation to retain student representation and followed by making a commitment to students to do just that.*
- 2.17 *Furthermore, the 2014 University of Canterbury Council unanimously decided to stand by the current draft constitution (that was also passed unanimously) which retains student representation.*
- 2.18 *The Council has continued to take active steps to engage with the Minister on this issue.*

### **3. Student Services Levy**

- 3.1 *In 2014, the UCSA has again played a leading role in the decision making process of the allocation of the 2015 Student Services Levy*
- 3.2 *The process of allocating the Student Services Levy is facilitated by the Joint Operations Advisory Board (JOAB). This Board which meets fortnightly is co-chaired by the UCSA President and the Director of Student Services and Communications. The UCSA Finance Officer and Chief Executive also sit on JOAB alongside the President.*
- 3.4 *Recommendations to the Vice Chancellor from JOAB regarding the allocation of funds are driven by you, the students, through the UCount Survey. The results from the UCount Survey are available from the UCSA office.*
- 3.5 *One of the key areas of student concern has been club space on campus. This has subsequently become a priority at JOAB. Due to the lack of available space and the limited ability to increase space in the immediate future, a clubs grant specifically for club space was created. Hiring space off campus, while necessary, is becoming crippling for many clubs and soon will no longer be an option. This grant will seek to help these clubs afford the facilities they require until the UCSA or UC can provide them on campus again.*

#### 4. Services

- 4.1 The UCSA services have been split across three key areas in 2014:
- Advocacy and Welfare
  - Clubs and Events
  - Media and Communication
- 4.2 In 2014, many of our services operated extremely well while some faced some challenges.
- 4.3 The usages of these services are included in the tables below (Jan - Dec 2014)

<b>Activities &amp; Events</b>
Club Affiliations
Activities & events
Student attendees (cume)

<b>2014</b>		
<b>Actual</b>	<b>Target</b>	<b>Var %</b>
122	100	22.0%
113	100	13%
92,795	70,000	33%

<b>Media &amp; Comms</b>
Facebook Followers
Web hits (New)

<b>2014</b>		
<b>Actual</b>	<b>Target</b>	<b>Var</b>
17,000	15,000	13%
840,000	500,000	68%

<b>Advocacy &amp; Welfare</b>
Foodbank Granted
Emergency Dental
Subsidised Dental
Hardship/Mickle Fund
Advocacy
Class Reps
Total
<b>Total (excl class reps)</b>

<b>2014</b>		
<b>Actual</b>	<b>Target</b>	<b>Var</b>
		-
127	200	-
51	150	
1,683	1,680	0%
69	55	25%
198	169	17%
761	750	0%
2,889	3,004	0%
<b>2,128</b>	<b>2,254</b>	<b>-1%</b>

#### 5. Commercial Activity

##### **Food & Beverage**

- 5.1 In 2013, the UCSA brought the food and beverage operation back in house. While making this decision has meant some challenges have needed to be overcome, it was known many of these might arise when the decision was made. More importantly it

*has meant we have been able to increase the offering, flexibility of opening hours and pricing range.*

## 5.2 Cafes

*The UCSA owns and operates the following cafes and bars;*

- *Chilton's*
- *Se-Juice*
- *The Greek*
- *Cut-Lunch*
- *The Wok*
- *The Burg*
- *Eng Café*
- *Alibi*
- *Collective Café*
- *The Shed*
- *The Foundry*
- *The Shilling Club*
- *The Hard Hat Cafe*

*It was a particularly hard decision for the previous Executive to re-take control of the food and beverage operation, having to weigh up the benefits of increased flexibility to the food offering and the financial risks that this would bring to the UCSA. Although our financials show that our food and beverage has made a loss for 2014, we believe that the additional value this has brought to students justifies the decision.*

*Throughout the year we have opened Se-Juice, a new café outlet selling healthy smoothies and a range of fresh juices. We have decreased the price on a number of items and increased the range and quality of the food offering, for example we have seen a decrease in the price of sandwiches and pies, introduced combo deals and of course produced more \$2 rice than ever before.*

*Towards the end of the year we opened a new café called the Hard Hat Café. This café was implemented to cater to the increasing number of construction workers on campus, in order to decrease the wait times in the Undercroft food outlets, particularly when most students have a 10 minute window between lectures.*

## 5.3 The Foundry

*Throughout the 2014 year we made significant improvements to The Foundry. We introduced a loyalty card, \$10 meals, and cheaper jugs and attracted a large number of international artists to the Foundry including Netsky and Bombs away.*

### **Early Learning Centres**

5.4 *The UCSA owns and operates two (2) Early Learning Centres (ELCs); Montana (on the corner of Montana Ave) and Ilam (opposite the Health Centre).*

5.5 *In 2014, Montana ELC had a daily role of 35 children. Approximately 50% of these children are the children of students. For under 3s the student rate was discounted by \$.72c per hour and over 3s the student rate is discounted by \$.61c per hour (for hours other than 20 Free ECE).*

5.6 *In 2014, Ilam ELC had a daily role of 82 children. 43% of these children are the children of current students, and the remaining number are children of ex-students,*

University staff or from the community. A discount of \$.72c per hour is extended to UC students.

## **6. University Bookshop (UBS)**

- 6.1 *The UCSA has continued to manage our 50% shareholding of the UBS however considerable change to both the governance and management of the UBS has been made in 2014.*
- 6.2 *2014 has seen the UCSA Chief Executive join the board. Dave (our CE) has quickly formed a strong working relationship with the board and has worked closely with the Board to initiate key strategic decisions that will help the effectiveness of both the Board and the running of UBS.*
- 6.3 *The board has dropped in size from five (5) members to three (3), creating a more nimble Board and saving substantial money.*
- 6.4 *UBS now also has an online presence with a website and is looking to take over UC Merchandise; a conversation that will continue and hopefully be actioned early in 2015.*

## **7. UCSA Building**

- 7.1 *2014 has seen good progress made in relation to the UCSA Building.*
- 7.2 *As background; the UCSA owns 65% of the UCSA Building, UC own 35%, the land and held the insurance.*
- 7.3 *Following the University of Canterbury finalising their global insurance settlement (Dec 2013), negotiations have begun to confirm the portion of the global settlement that the UCSA will receive for the building.*
- 7.4 *The 2014 Executive has also built on the information and insights passed on from previous UCSA Executives to understand the details of the space that was previously provided by the UCSA Building, as well as what we (and clubs and students) are using currently. Most importantly though, the 2014 Executive has put substantial time and effort towards understanding what the future student will require and how to best future proof the UCSA Building.*
- 7.5 *Furthermore, progress has been made to ensure the student body has their say on what the UCSA Building will look and feel like. This process will ramp up in 2015, particularly once students are back on campus early in the New Year.*
- 7.6 *The 2014 Executive is confident that 2015 will see even more progress and many key decisions being made particularly regarding the best way to move forward in relation to the future of the current UCSA Building.*
- 7.7 *Though it has been a long (almost) four (4) years, and while it is important to move swiftly, ensuring the right processes are taken, taking time to seek the opinions, wants and needs of clubs and the student body and not rushing the next few steps for the sake of slightly earlier completion is crucial.*

## **8. General**

### **Increasing Awareness of the UCSA**

- 8.1 *One of the key goals of the 2014 Executive was to increase the awareness of the UCSA among all students.*

- 8.2 *Sending over 2000 letters to first year students in January and February was one of the first steps taken towards this goal. The content of the letter let 'new to UC' students know who the UCSA were, what we did and where to find us. Simple but something that first years have said has made a difference. This will now be standard practice for the UCSA in the Jan/Feb of each New Year.*
- 8.3 *As well as letters to first years, the full UCSA Executive visited each hall of residence (and the halls without walls group) in the first term and then I visited each hall, each subsequent term. The purpose of these visits were again, to first let students know who we were and then update them about upcoming events or information they should be aware of (AGMs, Student Forums with the VC, Re-O week, Elections etc.)*
- 8.4 *While there is still more to be done in this area and it is important to not just focus on first year students, if these steps and more are continued for the next four (4) years and beyond we will have a much more informed and aware campus with regards to the UCSA.*

#### **University Challenge**

- 8.5 *November 2014 saw the return of University Challenge to TV screens around New Zealand. This is the first time the show has aired since 1989.*
- 8.6 *Extensive work has gone in behind the scenes pre November to select and prepare the team and credit to Rachael Gresson, one of UCSA Executive, who has taken this project on and managed it from start to finish.*
- 8.7 *The show has started with round-robin format and the final result will not be known until early next year.*

#### **Student Wellbeing Advisory Group**

- 8.8 *The 2014 Executive recognised the need to increase the diversity of student voices heard within the UCSA organisation.*
- 8.9 *The Student Wellbeing Advisory Group will endeavour to ensure all students have a voice within the UCSA, create a greater sense of belonging on campus for all student communities and specifically further develop diversity and inclusivity in the UCSA's decision making.*
- 8.10 *This will be a project that the 2015 Executive will progress.*
- 8.11 *Furthermore a new UCSA Student Wellbeing portfolio will be introduced for the 2015 Exec and beyond.*

### **9. Moving Forward**

- 9.1 *2014 has been year of growth for the UCSA. As an organisation we have faced and overcome many challenges that have presented themselves this year and I believe that these challenges have presented incredible opportunities for the UCSA to develop and work towards becoming a stronger students' association that better represents all of its students, than ever before.*
- 9.2 *I would like to thank the 2014 UCSA Executive for the way they have conducted themselves throughout the year. They have been committed, enthusiastic and professional at all times and I think that is a real credit each of them. Their diligence and passion has been invaluable and was needed to overcome the challenges we faced. Being a general executive member is not an easy position but one that they*

*have chosen to stand for and you as students chosen to elect them to and they have carried themselves with dignity and served you well throughout the year.*

- 9.3 *I would also like to especially thank Luke Gillespie (Vice-President) and Cameron Bignell (Finance Officer) for their unwavering support and strong leadership throughout the year. The UCSA Executive is built on team work, passion and commitment. These two excel in all three areas and I am extremely grateful to have them by my side.*
- 9.4 *Thanks must also go to the staff who work for the UCSA. An incredible number of people choose to work with the UCSA and all are committed to making the student experience better, whether that be through events, advocacy, support, communication, providing child care or even food - each aspect is crucial to our organisation. Thanks and congratulations to Dave Hawkey, our Chief Executive, who in November completed his first year with the UCSA. Dave has joined the UCSA at a challenging time and his leadership, experience and energy truly pulled the UCSA together.*
- 9.5 *Lastly, it is important to thank you, the student body; firstly for putting faith in each of us and electing us to be your UCSA Executive but also for holding us accountable and standing by us. The role of the UCSA is to help all students succeed and belong at UC. We know we may not be perfect but I can absolutely assure you, each and every day the UCSA Executive and staff come to work and do our best to make a positive difference to your student experience.*
- 9.6 *Looking to 2015 and beyond we have the opportunity to continue to improve and develop - to be a more inclusive students' association than we have ever been before and I have no doubt that next year's Executive and all future executives will relish that opportunity.*

The 2015 UCSA President opened the floor for questions regarding the 2014 UCSA President's annual report and none were asked.

**MOVED**

**That the 2014 UCSA President's annual report be accepted**

**Olivia Morgan/Jimmy Addington**

**CARRIED**

**2 Minutes of the previous AGM**

**MOVED**

**That the minutes of the AGM held on 20<sup>th</sup> May 2014 be approved as a true and accurate record**

**Stew Whitehead/Jason Hursthouse**

**CARRIED**

**3 Constitutional Amendment**

The UCSA President explained to the student body that the constitutional amendment put forward at the AGM to include fit and proper person is to protect the Association. This issue came to light last year when other student associations' in NZ had Presidents' resign due to embezzlement and fraud charges. The Executive then reviewed the UCSA constitution and saw a gap that needed to be closed to ensure the reputation of the association and safety of the workplace was secure; especially since the UCSA owns and operates two Early Learning Centres; Montana ELC on Montana Ave and Ilam ELC in the old UCSA building car park on Ilam Road.



The constitutional amendment has been reviewed by the Association solicitors, Simpson and Grierson.

**MOVED**

**That the alteration to the UCSA constitution to include “fit and proper person” in Clause 4.7 (a), Clause 4.8 and Clause 4.10 be accepted**

**Luke Gillespie/Rupert Curlett**

**CARRIED**

#### **4 The 2014 Annual accounts**

The Finance Officer informed the student body that the organisation is in a good financial position. The 2014 year the UCSA reported a financial loss of just over \$500,000 due to no set decision on the fate of the UCSA building at the time and the requirement to continue to depreciate the building. The organisation made a cash surplus of \$126,833.

The UCSA holds total assets to the value of \$12,366,715; the majority of this value is in the property, plant and equipment that the UCSA owns. When a final decision on the fate of the UCSA Building is reached and approved by Council and the TEC, the Association will have to write off a significant portion of this because the building will have no value when we finally knock it over. However with the insurance funds set aside to be applied to a new Building, the total equity position of the UCSA will not change significantly.

The UCSA also holds a 50% shareholding in the University Bookshop. Making a positive return on this investment continues to be a challenge but we have made a number of changes to both the management and governance structure, and are confident that we will see an increase in performance in 2015 and beyond.

Last year we made a financial loss of \$43,131 in food and beverage. However we believe that it is important to provide value to students through our food offerings and therefore should not be aiming to make a profit in this part of the organisation. This was the first full year that the UCSA has controlled the food and beverage on campus, so we will continue to improve this result in order to reach a financial break-even. We have increased the amount of external catering, functions and event work to ensure we maximise the use of our assets and our people and work towards this breakeven.

Mike Rondell the Association auditor from BDO informed the student body that the audit went well and BDO worked with staff, the Executive and the Advisory Board to complete a thorough investigation. Some financial controls were recommended in the food and beverage sector which have been implemented to ensure more secure processes in stock and cash handling.

**MOVED**

**That the 2014 annual report for the UCSA**

**Cam Bignell/Chanuka de Silva**

**CARRIED**

#### **5 The Appointment of Professional Auditors and Solicitors**

The UCSA is currently using Simpson Grierson as the official solicitors and the Executive are supportive of their reappointment.

**MOVED**

**That the UCSA appoint Simpson Grierson as the 2015 Association official solicitors**

**Stew Whitehead/Daniel Chan**

**CARRIED**

BDO are the current auditors and the Executive are supportive of their reappointment.

**MOVED**

**That the UCSA appoint BDO as the 2015 Association official auditors**

**Robbie Yule/Mikaela Ruegg**

**CARRIED**

## 6 2015 UCSA President's update

### UCSA Building

Progress continues to be made this year on the future of the UCSA building, UC paid out its global insurance settlement and funds allocated to the UCSA building. The decision has been made to demolish the UCSA building and it is hoped that this will take place by the end of the year. There is a process required to go through with UC Council and the Tertiary Education Commission.

The UCSA own 65% of the building while UC own the remaining 35%, as well as the land. The Association continues to seek consultation on student and clubs requirements in the new building. A number of focus groups with clubs and individual students took place and poster boards were also erected in the Undercroft for general students to share their ideas. This project is a joint venture with UC.

The process is currently under way to select a preferred architectural firm and it is hoped that advanced drawings will be completed by the end of the year, with construction to commence in 2016 and the building to open in 2018. There is a full write up on the building in the current issue of Canta.

### Canta changes

At the end of 2014 it was decided to reduce Canta editions from a weekly to fortnightly basis based on a financial decision and results from student surveys that 3,000 students responded to which rated Canta as the lowest rated service that the UCSA provides. The saving in expenses has enabled the Association to put these resources into other services. In light of the recent articles published in Canta that caused offence to some sectors of the student body, the UCSA is working on updating the editorial policy to prevent further offence or harm. Student consultation will be sought on this policy.

### Student Wellbeing Advisory Group (SWAG)

This advisory group was formed from the outcomes of 2014 and the committee has been selected and the first meeting recently took place. This group of students are from a wide variety of students from first years to PhD students and represent a wide culture cross section of the student body. The group will provide advice and feedback to the Executive on matters that relate to the student body.

### Constitutional amendments

The UCSA constitution has not been updated properly for a number of years with the wording and some content outdated. The Executive are working through updating the constitution, to ensure it is more updated and current and will seek student feedback at the appropriate time.

### University Challenge

Last year saw the revival of University Challenge a tv quiz competition from the 1980s. The University of Canterbury won the title over other 8 Universities that took place last year. The preliminary quiz will be held tonight at 5.30pm in the Commerce and Law Building room 108.

### Forum with the Vice Chancellor

The forum with the Vice Chancellor will be held on Wednesday 20 May at 12pm in the Undercroft and the student body were encouraged to attend and ask questions of the Vice Chancellor. Matters on the agenda include: the UCSA building, student representation on UC Council

## **7 General Business**

A \$50 donation was received from a student, Gordon Dickson towards the cost of the new UCSA building. There is a drive with UC to fundraise for the costs associated with the new build.

The UCSA President informed the student body that University Hall had won the competition with the greatest number of students (based on percentage) present at the AGM. The prize for the winning Hall of Residence is a silent disco which will be held in the Foundry next week.

The meeting closed at 1:00pm.