

## UCSA Executive Meeting

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Date	25 May 2015
Time	5-7pm
Venue	UCSA board room, Puaka-James Hight Building
Apologies	Luke Gillespie (UCSA Vice President)
Present	Sarah Platt (UCSA President), 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), Stew Whitehead (Commerce)
In attendance	Glenn Dickie, Jared Moiha (Te Akatoki President), Dave Hawkey (Chief Executive), Bridget O'Connor-Norton (Minute secretary)

In committee time was taken from 6:36pm to 6:50pm.

### 1. Student Wellbeing Advisory Board meeting

Glenn Dickie presented to the Executive his proposal to run a sexuality health promotion campaign on campus, in conjunction with New Zealand Aids Foundation. The project would include a series of workshops and seminars and events to educate students in sexual health, homophobia, stereotyping and correct terminology. New Zealand Aids Foundation run the Love My Condom campaign and agreed to help fund the project. Cultural, religious and wider sexual health issues could also be addressed. The Executive were in agreement that the project would be of major benefit to students and offered their support. It was suggested that Glenn contact the CDHB and the UC Health Centre and meet with the UCSA Events and Advocacy and Welfare team.

Glenn left the meeting at 5:10pm.

### 2. Minutes

039/2015

MOVED

That the minutes from the Executive meeting on 11 May are confirmed as a true and accurate record

Barker/Bignell

CARRIED

### 3. Conflicts of Interest

No new conflicts were noted.

#### 4. Matters arising

No	Description/ Required Action	By Whom	Completion Date	Outcome
1.	Organise for the Executive to visit students at the Halls of Residence	President & Post Graduate Officer	May	Will look to organise for this week and next week. Casual mingle with first years. University Hall could do next term.
2.	Seek feedback from Te Akatoki regarding a permanent seat on the UCSA Executive	President	April	Carried forward, will organise meeting
3.	Suggest to JOAB that a UCSA events calendar be included in the UCTV project	Finance Officer	May	Carry forward to this Thursday's meeting
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	To be implemented this week by UC
5.	Investigate potential building designs for the UCSA building and send to Finance Officer	All Executive	April	Ongoing
6.	Update the Executive on the Rate My Flat initiative	Science and Commerce Officers	April	Phone call meeting is scheduled for this Wednesday
7.	Organise an Executive workshop on the risk register	Minute secretary	May	The Executive catch up meeting was put on hold and a meeting regarding the risk register will be scheduled for next term.
8.	Send any ideas to Post graduate to raise awareness of University Challenge preliminary quiz	All Executive	May	Completed. The preliminary quiz went well with 40 odd attendees, 10 people were selected for an interview and the 5 successful applicants will be informed this week.
9.	Circulate new draft special consideration policy to Exec	Vice President	May	completed
10.	Create clear guidelines and expectations for SWAG	Vice President	May	completed

11.	Post consultation groups feedback online regarding UCSA building requirements	Finance Officer	May	Media Coordinator to post feedback from students and club consultations online. The Executive will meet with Te Akatoki this week
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	Completed

*Action: Email Comms Coordinator to put message on Facebook re: increased number of bikes stolen from campus (Education Officer)*

## 5. President's verbal report

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

The second SWAG meeting was held last week and the UCSA Canta Content Manager and Communication Coordinator attended the meeting and informed the group how Canta and the media team is run.

### **AGM**

The AGM was a success with quorum of 188 students. The constitutional amendment was passed by the student body to include a legal "fit and proper person" for Executive members to protect the Association. Sarah thanked the Executive for their support on the day.

## 6. Chief Executive's verbal report

### **Food and Beverage**

UC have put to tender their catering contract on campus to appoint three (3) caterers. UCSA are working hard to become a preferred caterer.

### **Financials**

The financials have been received for the month of April and the Association is in good financial position and tracking well year to date.

### **UCSA Building Consultation Process**

The UCSA has met with the three architects and they are now working on the concept plans to present to the Executive and Advisory Board in June.

The Executive were encouraged to continue to send in any ideas of building designs to the Finance Officer which will be displayed in the office for further discussion.

Sarah and Cam will meet this week with Jo Downing from Alumni Development regarding fundraising for the building.

A meeting will be held tomorrow to organise the decanting of the UCSA building, which will take place over the holiday period. The Executive asked for assistance.

The Executive are meeting with Te Akatoki this Thursday to discuss their building requirements.

The Chief Executive asked the Executive to think of any functions on campus that are currently carried out by UC that may logically sit with the UCSA; so he can start discussions with UC now.

*Action: Email the Chief Executive any functions that UC currently do that would logically sit with the UCSA instead (All Executive)*

The Chief Executive, Vice President and Finance Officer attended a meeting with retail consultations regarding the retail services on campus. UC are seeking student feedback on food and beverage on campus and other services as part of their campus master plan.

The Chief Executive and Vice President attended a meeting around UC's post-earthquake re-prioritisation project with Lynn McClelland, Student Services and Communications regarding creating 'stickiness' on campus (keeping students on campus during the day). Some UCSA suggestions were made e.g. small social basketball court.

### **Health and Safety**

The number of lost time injuries was high last month due to an incident in the Production Kitchen.

The issue of getting calculators stickered and approved by UC for examinations has been taken to Academic Administration Committee (AAC) who will look into it further. Currently the calculators are stickered by one individual at UC on one specific day a week.

A request has been sent to UC to open the outside area on level 4 in the Puaka-James Hight Library to students.

Dave left the meeting at 5:52pm.

## **7. Grants**

Michael McRae left the meeting at 5:56pm

The grant application from UC Football for \$17,000 for the remuneration for their premier coaching staff was revisited. The total cost of the project is \$17,000. The grant application is for five coaches' remuneration of \$6,000, \$5,000, \$3,000, \$2,000 and \$1,000. At the last meeting the Executive queried the eligibility of the coaches' qualifications in meeting the criteria of the grant application. The Finance Officer has since spoken to UC Sport and it has been confirmed that the four coaches have the qualifications and are coaching at a premier level.

### **040/2015**

#### **MOVED**

**That the Executive grant UC Football \$3,100 towards the remuneration of five premier level coaches (broken down respectively on their expertise \$1,000, \$800, \$600, \$500, \$200) on the condition that the club is fully affiliated with updated 2015 members register, AGM minutes and constitution are received before receiving funds, proof that the funds have been divided correctly to the coaches' bank accounts, and that as this is a repeat grant application, 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 sponsorship and funding at the beginning of semester 2 for 2016.**

Whitehead/Platt

CARRIED

Abstentions were received from the Science Officer and Arts Officer.

Michael McRae re-joined the meeting at 6:04pm.

## 8. Te Akatoki

Jared informed the Executive that Te Akatoki's main focus at present is the Te Huinga Tauira (national Hui for Maori students across Aotearoa) which will be held in Christchurch this year, for 300 Maori students over three days in August. The AGM for Te Mana Akonga – the National Maori Tertiary Students' Association will be held. Other events will include speeches in Maori and English, kapa haka events, a sports day and formal dinner in conjunction with the Lincoln Students' Association. The main theme for the hui is "Remembering those who died before us" whilst remembering the 100 anniversary of the ANZAC from a Maori perspective.

## 9. General Business

The Science Officer will discuss attending UC Sport meetings with the Sports Officer.

### AAC

Sarah attended an Academic Administration Committee meeting today in the Vice President's absence. AAC are seeking feedback on summer school and what is classified as the third semester. The UCSA President will take the following feedback to the committee: offerings are limited especially in Law and Commerce and Engineering, the option to transfer credits from Massey University could be made easier or increase the offerings of core papers in general, there is a need to advertise the courses better and confirm courses and dates earlier in the year.

### Foundry

A meeting was held with students to gauge feedback on the Foundry. Positive feedback was received and a number of key improvements will be made in terms of music, outside area, dividing the dance floor, and hanging curtains around the glass windows. The promotion and marketing of the Foundry going forward will be increased with competitions and theme nights.

Canta magazines are to be delivered to the Halls of Residence and outside the Jack Mann theatre to increase student uptake.

*Action: Talk to Events and Media Manager regarding the timing of external gigs in the Events Centre (President)*

*Action: Email Events Manager with suggestion for comedian at Winterlude (Commerce Officer)*

UC Rowing Club have asked if the Executive would be interested in participating in a rowing initiative, which the Executive were keen to want to do.

A number of complaints have been received from various students regarding the replacement costs of the Canterbury student card at \$35.

*Action: Ask UC Security how the \$35 fee is determined for the replacement cost of a Canterbury card (President)*

It has been confirmed by Facilities Management that water drinking foundations have been installed at Kirkwood Village but were never plumbed in. The Finance Officer will chase this with UC.

*Action: Chase with Facilities Management the plumbing of the drinking foundations at Kirkwood Village (Finance Officer)*

The Sports Officer has spoken to UC Rec Centre regarding a request from SWAG for women's' only hours at the gym. A focus group will be organised to discuss further.


Jared left the meeting at 6:36pm.

**The meeting closed at 6:50pm.**

**Declared true and accurate by Chair**

  
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**Witness**

  
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**Date**

8/5/2015.  
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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.	Investigate potential building designs for the UCSA building and send to Finance Officer	All Executive	On going
5.	Organise an Executive workshop on the risk register	Minute secretary	May
6.	Email the Communications Coordinator to put a message on Facebook reminding students of the increase in bike thief on campus	Education Officer	May
7.	Email the Chief Executive any functions that UC currently do that would logically sit with the UCSA instead	All Executive	June/July
8.	Talk to Events and Media Manager regarding the timing of external gigs in the Events Centre	President	May
9.	Ask UC Security how the \$35 fee is determined for the replacement cost of a Canterbury card	President	May
10.	Chase with Facilities Management the plumbing of the drinking foundations at Kirkwood Village	Finance Officer	May