

UCSA Annual General Meeting 2016 Confirmed Notes

Date: Tuesday 17 May 2016
 Time: 12pm
 Venue: Undercroft 101, Puaka-James Hight building
 Present: 151 students

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

1 Minutes of the previous AGM

MOVED

That the minutes of the AGM held on 14th May 2015 be approved as a true and accurate record

Mikaela Rüegg/Liv Morgan

CARRIED

2 Annual report of the 2015 UCSA President

James Addington UCSA President highlighted key points from Sarah Platt, 2015 UCSA President's annual report.

1. Introduction

2015 was the UCSA's 121st year and as we continue to grow and learn I truly believe we are better than ever. It is my pleasure to present my final Annual Report.

2. Representation and Governance

The Executive

- 2.1. The 2015 UCSA Executive was comprised of twelve (12) elected students, nine (9) of whom are general members.
- 2.2. The UCSA Executive met formally a minimum of three (3) times per term, as well as holding workshops on an ad hoc basis.
- 2.3. General Executive members hold two portfolios; an external and an internal, with external portfolios being faculty based and internal portfolios are relevant to services of the UCSA. The Vice President and Finance Officer were team leads for the internal portfolios.
- 2.4. In 2015 the Student Wellbeing internal portfolio was introduced. This role entailed championing the newly set up Student Wellbeing Advisory Group (S.W.A.G.) that was also introduced in 2015.

- 2.5. Executive members also had regular meetings for these external and internal portfolios, with external dependent on the University calendar (usually a minimum of once a month and not usually exceeding once a week) and internal dependent on necessity.
- 2.6. The external and internal portfolios undertaken by the 2015 UCSA Executive were as follows:

Name	Position	Internal Portfolio
Sarah Platt	President	
Luke Gillespie	Vice President	Advocacy & Welfare. Development, Innovation & CapEx (D.I.C.E.)
Cameron Bignell	Finance Officer	Development, Innovation & CapEx (D.I.C.E.)

Name	External Portfolio	Internal Portfolio
Daniel Chan	Sport	Media & Communication
Emily Barker	Education	Media & Communication
Finlay Meldrum	Engineering	Clubs & Events
Henry Boon	Science	Development, Innovation & CapEx (D.I.C.E.)
James Addington	Post Graduate	Media & Communication
Michael McRae	Business & Law	Clubs & Events
Olivia Morgan	Student Wellbeing	Clubs & Events
Sam Hampson	Arts	Development, Innovation & CapEx (D.I.C.E.)
Stew Whitehead	Commerce	Development, Innovation & CapEx (D.I.C.E.)

- 2.7. The UCSA Executive represented students on over thirty (30) committees and faculties 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 Projects Control Board
- University Council
- University Council subcommittees;
 - Finance, Planning & Resource Committee
 - Audit and Risk Committee
 - Honorary Doctorates committee
 - Academic Board and Council Appeals

The Advisory Board

- 2.8. The Advisory Board is comprised of up to six (6) external professionals that are appointed by the UCSA Executive. This board provides advice and recommendations to the Executive regarding the UCSA's activities.

- 2.9. The President, Vice President and Finance Officer also sit on the Advisory Board.
- 2.10. The Board meet once month and meetings are chaired by the President. The Chief Executive sits in attendance and the UCSA General Executive members were encouraged to do the same.
- 2.11. The UCSA Executive appointed an additional Advisory Board member this year, taking the count to 5 external members of the Advisory Board. The UCSA Executive and existing Advisory Board were delighted to welcome Lucy Powell as the new member and are confident her expertise in corporate communications, external relations, public relations and reputation management will help to fill the gap left when Pip Tschudin stepped down in late 2014. Lucy is also highly experienced in developing and implementing communications plans, use of digital and social media, and providing strategic guidance – all areas the UCSA hopes to develop and improve.
- 2.12. The 2015 external Advisory Board members are:

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

- 2.13. The Advisory Board is an incredibly valuable resource for the Executive and one that I'm sure will continue to give well thought through and extremely helpful advice. The UCSA is extremely lucky to have the high calibre of external members, that we do.

University Council

- 2.14. Following the adoption of the Education Amendment Bill (No. 2) the University of Canterbury Council convened a working party to review the Council Constitution proposed by the University Council in 2013.
- 2.15. The new constitution largely unchanged from the 2013 constitution, was adopted unanimously by the University Council at its meeting on 25 March 2015 and forwarded to the Education Minister with a request that it be approved by Gazette notice. This was actioned and the new 12-member Council includes an elected student and two elected staff members; one academic and one general.
- 2.16. The elected student must be elected by all students and while the University Council had originally delegated the authority of conducting this election to the UCSA, with the intention of this being completed through the UCSA Executive election, following further discussion it was clear a separate election would need to take place.
- 2.17. In September the University Council held a stand alone election, seeking a student representative be elected by all students.
- 2.18. Seven (7) students, including UCSA President Elect, James Addington stood for election and following a swift campaign period James Addington was elected as

the University of Canterbury Council, student representative. His term on the University of Canterbury Council is 1 November 2015 to 31 December 2016.

- 2.19. The UCSA endorsed James Addington's campaign and strongly believe that due to the nature of the UCSA Presidents role they are the best possible student representative for the University Council.
- 2.20. The UCSA will continue to work with the University Council to ensure student representation is always retained at Council level.

Canta

- 2.21. Following extensive discussion and analysis it was decided at the end of 2014 to reduce the Canta publications from weekly to fortnightly. This decision, though tough, was based on financial indicators and results from the annual student survey – to which 3,000 students responded. The answers of this survey, regarding to Canta, clearly showed that students rated Canta as the least important service that the UCSA provided.
- 2.22. The saving in expenses has enabled the Association to put these resources into other services.
- 2.23. The UCSA Executive also updated the editorial policy following student consultation.
- 2.24. Given stretched resources and varying feedback the UCSA tabled the idea of moving to an independent Canta – run by a student/a team of students. This is a model used at several other Student Associations around New Zealand.
- 2.25. Following the (second) UCSA election a number of campaigns focused on the possibility of exactly this - moving to an independent Canta, including James Addington's winning Presidential campaign.
- 2.26. James and his team worked closely with members of the 2015 UCSA Executive and the UCSA media staff to action an independent Canta in 2016.

Student Wellbeing Advisory Group (S.W.A.G.)

- 2.27. The Student Wellbeing Advisory Group (S.W.A.G.) was formed following events of 2014 that made it clear our campus, and our Students' Association was not the best or most inclusive that it could be.
- 2.28. This advisory group is comprised of first year students through to PhD students that represent a cross section of the student body. The group provides advice and feedback to the UCSA Executive on matters that relate to the student body.
- 2.29. The S.W.A.G. application period for the 2016 year closed late in the year and the incoming UCSA Executive worked closely with Olivia Morgan (our current Student Wellbeing officer) and Luke Gillespie (VP and S.W.A.G. chair) to select the 2016 student group.

3. The UCSA Election(s)

- 3.1. The (first) 2015 UCSA election was declared invalid after the Returning Officer advised the UCSA (after voting had started) that several candidates were ineligible to stand for election.

- 3.2. Under the UCSA constitution, candidates, nominators and voters are required to be members of the UCSA. If students wish to opt out of membership of the UCSA, a box on the UC enrolment form is required to be ticked.
- 3.3. The UCSA sought legal advice, which led to the decision to declare the election invalid, resolve the issues, and hold another election.
- 3.4. The issues could not be corrected retrospectively.
- 3.5. The 2015 UCSA Executive believed that in the interests of ensuring the election was a fair, democratic and transparent process, deeming the UCSA election invalid was the best decision to make
- 3.6. Though requested by many, the names of students who were not members of the Association but had stood for election were not released due to the Privacy Act.
- 3.7. A second election took place as quickly as possible, so to cause the least amount of inconvenience for those candidates who wished to run again and to the student body.
- 3.8. The second UCSA election was conducted without issue.
- 3.9. I would like to thank the student body and all the candidates of the first and second 2015 UCSA elections for their patience during this process. I would also like to acknowledge the work of the Executive and I.C.E. (Independent Coverage of the Elections) that helped increase voter awareness and therefore voter turnout.
- 3.10. The second election saw a voter turnout of 31.25% which was .25% higher than last year.

4. Services

The UCSA services are split across three key areas

- Advocacy and Welfare
- Clubs & events
- Media & Communication

Advocacy and Welfare

4.1. A&W stats, 2015

	Actual	Target	Var
General Intake	203	220	-8%
Food bank granted	166	150	11%
Subsidised Dental	1913	1742	10%
Hardship Grant	40	49	-18%
Mickle Fund Loan	46	22	109%
Advocacy	160	122	31%
Class Rep	226	220	3%
Total	2754	2525	9%
Total (excluding class reps)	2528	2305	10%

Clubs & Events
4.2.

Activities & Events	Actual	Target	V
Club Affiliations	132	120	1
UCSA Student Activities & Events	60 (ranging from C Block activations through to Ori events)	40 events	3
Student Attendees	70,480 (note that students could have attended more than one event). 70% exceeded	Recorded at least 70% attendance capacity across all events.	

Media and Communication

4.3. The decline in website views (that can be seen below) was a key factor in the decision to invest in a new website for 2016.

Media and Comms 2015 – suggested targets												
Total Facebook Likes (UCSA & Foundry pages) ucsa.org.nz sessions	Q1			Q2			Q3			Q4		
	Actual	Target	Var %	Actual	Target	Var %	Actual	Target	Var %	Actual	Target	Var %
	25,349	24,000	5.6	26,456	25,000	5.8	27,845	26,250	6.1	29,781	26,700	11.5
	137,000	133,000	3.0	26,863	50,000	-46.3	36,618	50,000	-26.7	17,530	40,000	-56.1

5. Commercial Activity

Food and Beverage

- 5.1. Re-fit of Chilton's saw the Greek move through to the Undercroft and gave more space to the Chilton's site.
- 5.2. An entirely new functions department was created within the UCSA
- 5.3. The UCSA successfully tendered for the UC catering contract which means we are now one of the three preferred caterers for UC Departments.
- 5.4. Interesting facts
 - More than 22,734 Pies were sold this year which is 665 less than 2014
 - Over 3000 Vodka Red Bulls and 3500 other Vodkas were sold at the Foundry
 - Foundry draught is still the beer of choice with Students taking the top sales with Tui about 25% behind!
 - Students purchased over 15,000 energy drinks from UCSA Cafes during Terms 1&2
 - Although more expensive – Original Coke 600ml still outsells all other Soft Drink rivals on campus...

UBS

- 5.5. The UCSA is continuing to manage our 50% shareholding in the UBS.

Early Learning Centres

- 5.6. The UCSA owns and operates two Early Learning Centres (ELCs). These are Montana and Ilam
- 5.7. In 2015, Montana ELC had a daily role of 59 children. 16 are children of current UC students and the remaining number are children of ex-students, University Staff or from the community.
- 5.8. In 2015, Ilam ELC had a daily role of 81 children. 42% of these children are the children of current UC students and the remaining number are children of ex-students, university staff or from the community
- 5.9. A discount of \$.72c per hour for under 3s and \$.61c per hour for over 3s is extended to UC students at both Montana and Ilam ELC
- 5.10. Both ELCs are at capacity and have a waiting list.

6. UCSA Building

Introduction

- 6.1. The 'old' UCSA Building has been the elephant in the room, the monkey on our back and cause of much frustration for students and the UCSA alike since it was closed on 22 February 2011. Kohan and Erin both highlighted their disappointment in the amount of progress they were able to make happen during their terms as UCSA President.
- 6.2. Though at times frustration with the lack of progress from UC needed to be expressed, 2015, without any doubt has been the year we have seen the most progress made in regards to the 'old' UCSA building and more importantly our NEW UCSA BUILDING!
- 6.3. I believe it is important to fully document the progress we have made during 2015.

What does this progress look like?

- 6.4. **The proposed new UCSA building will be substantially smaller than the 'old' UCSA Building yet will still be situated on the current site.** The concept for the site is Hauora, which is a Maori philosophy of wellbeing for the mind, body and spirit.
- 6.5. **The UCSA Executive kicked off the year by running a number of focus groups regarding the proposed re-build of a new UCSA Building.** Vic Allen was employed to facilitate these workshops. The information gathered from these workshops helped create the design brief. Some great ideas came from these workshops including, gender neutral toilets, more club storage space, performing art space (a theatre), more social collaboration space and after hour food options.
- 6.6. Throughout the year the UCSA met with a number of key people from the performing arts community (students and external members/experts) to discuss different options for a multi-purpose performance space and to further our understanding of what the **best possible (yet affordable) performance space** might look like.

- 6.7. Once the design brief had been created, the process of appointing an architect was undertaken. The cost of this process was paid for by UC and three (3) architectural firms were asked to submit concept plans based on the initial design brief. Following the presentations, a recommendation was made to and accepted by the Project Control Group. **The architect that is designing the UCSA Building is Architectus, with leading architect, Carsten Auer.**
- 6.8. Following the appointment of the architect, **a project manager was appointed** (by recommendation from UC and UCSA representatives, to the Project Control Group).
- 6.9. A large amount of rubbish and clutter was dumped from the old **UCSA building.**
- 6.10. A number of meetings regarding the campus master plan and the campus retail strategy were also attended to ensure not only that the new UCSA building will always have a place on our campus but that we don't saturate the campus with food outlets that may become a financial burden.
- 6.11. For a period of time during 2015 the UCSA building was in lock down during asbestos and mould testing. Following this testing period extensive reports were provided which **identified widespread mould in the building but no air borne asbestos in the building.**
- 6.12. The business case for the demolition of the 'old' UCSA building was presented to the University Council at the end of October and accepted. Originally it was hoped this demolition would take place during 2015 but due to the delay, from the University's end, in getting the case in front of Council this was not the case. **Following Council's approval of the business case for demolition, the request was sent to the Ministry of Tertiary Education for the final sign off. This was received.**
- 6.13. **The UCSA hosted a building demolition ceremony on Thursday 10th December.**
- 6.14. An **ongoing contents and chattel claim** sits with the insurance company for the UCSA building even though it was hoped this would be completed before the end of 2015, this was not the case.
- 6.15. Following extensive discussions, meetings and toing and froing the **Memorandum of Understanding for the UCSA building was signed by the UCSA and UC**

The UCSA Building Fundraising Campaign

- 6.16. With regards to fundraising for the new UCSA Building, the UCSA and UC are in partnership.
- 6.17. **David Caygill (CNZM, former Member of Parliament, former city councillor, former UCSA President) agreed to chair the UCSA Building Fundraising Committee.** Nigel Watson, an Advisory Board member and Warren Poh a past UCSA President (2006) and current University of Canterbury Councillor are also on the committee.

6.18. UC has provided funding for the appointment of a full time fundraising manager – this position was appointed in October and is for 2 – 3 years. **Dr Fiona Ciaran is the Fundraising manager.**

6.19. The University has confirmed that all funds raised through the fundraising project will be allocated to the UCSA’s contribution towards the construction of the new UCSA building.

7. Looking forward (but first looking back)

By no means was 2015 a perfect year ...please let’s not mention multiple elections...but the UCSA continues to grow. It is led by an incredibly dedicated student Executive, over 100 amazing staff, 134 remarkable (and sometimes surprising) clubs and is made up of you, over 14,000 students that keep us honest, test us, work with us, are patient with us and beyond all are the reason we exist.

Thanks must go to the UCSA Executive of 2015. Each and every one of you have been completely dedicated, enthusiastic and above all you have done yourselves proud by representing students to the best of your ability.

I’d especially like to thank Luke (somuchmorethanVPGillespie) and Cam (CashisKingBignell) for not only standing by our organisation but standing by me for not just one year, but two. To me, you embody what is great about our campus and about UC – students giving back to students. You both gave your early years at UC to running clubs and then completely dedicated your final years to the Association and students. The Association (and myself) was exceptionally lucky to have you both.

I would also like to thank the staff who work for the UCSA and the Advisory Board. We are so lucky to have the happy wonderful staff that we do and our Advisory Board is exceptional and for that and all the advice throughout the year I am truly grateful!

It has been an amazing year for the UCSA, and I am so proud of what we have achieved, where this organisation is going and I am honoured to have had the opportunity to be part of the UCSA! It’s been a wild three years.

Thank you.

Sarah Platt
UCSA President 2015

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

MOVED

That the 2015 UCSA President’s annual report be accepted

Mikaela Rüegg/Stefanie Yee

CARRIED

3 Constitutional Amendment

The UCSA President explained to the student body that the constitutional amendment put forward at the AGM was displayed on the UCSA noticeboard 6 days late; as per the Constitution all constitutional amendments must be made available 14 days prior to the AGM.

MOVED

That the student body accept the oversight with the delay in displaying the constitutional amendment and are in favour of the amendment being presented at this AGM meeting

Sam Bros/Edward Coughlan CARRIED

The President informed the student body the constitutional amendments are being put forward to prevent any further ambiguity around membership at the UCSA elections with students wanting to vote who didn't realise they were not members of the Association and also candidates who didn't realise that they weren't members either. This amendment will prevent any vagueness in the near future and also enable the UCSA President to be the recognised student representative on University Council. Last year UC conducted their own election to appoint the student presentative. The University of Canterbury Council and UCSA believe the UCSA President is the best student to represent the student body at Council level. The UCSA has a number of signed agreements with the University including the Memorandum of Understanding and Statement of Principles which recognise the UCSA as the primary facilitator of services for students on campus.

One of the main projects for this year's Executive is to rewrite the Constitution streamlining processes and wording as the current constitution has been amended ad hoc.

The UC Enrolment form has led to some confusion as currently students tick the box to opt out of membership of the UCSA. Also there is a misunderstanding on some students' parts that if they opt out of membership they do not have to pay the student levy. This is incorrect as there is no financial benefit to not be a member. The levy funding is split between a number of services on campus including the UCSA via the Joint Operations Advisory Board (JOAB).

MOVED

That the student body accept the constitutional amendments:

RESOLUTION

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

"Council Student Representative" means the member of the University of Canterbury Council elected by students as referred to in clause 3(1)(e) of the Amendment to the Constitution of the University of Canterbury Council Notice 2015 (New Zealand Gazette, No. 65 — 11 June 2015).

"Member" means, subject to the express provisions of this Constitution, "any person who has paid the fee for which s/he is liable providing that their membership has not been terminated".

3.1.1 Membership

Membership of the Forum shall be held by all members attending a Forum.

(c) act as the Council Student Representative.

For the avoidance of doubt, the persons entitled to attend such a Special General Meeting and vote on the motion are the same persons as provided for in clause 4.1 of Schedule 2.

4.1 The persons entitled to vote in elections and polls shall be all Students (regardless of whether or not they are also Members of the Association):

6.3.4 The persons entitled to attend the Forum and vote in the election are the same persons as provided for in clause 4.1 of Schedule 2. The election shall be conducted by a ballot of those members of the Forum present at the meeting, according to the direction of the Returning Officer.

Jacob Bignell/Chris Lamb

CARRIED

4 The 2015 Annual accounts

The UCSA President informed the student body that financially the UCSA is in good shape with a strong balance sheet, holding \$900,000 of liabilities and \$13.1 million of assets. The UCSA has cash reserves of \$1.8 million and conservative investments of \$1.3 million. In 2015 the UCSA made an operating loss of \$315,000; however this figure includes depreciation of \$430,000 which was attributed to the old UCSA building ... so if that figure is taken out the UCSA operated at a cash surplus.

A non-operating income of \$6.5 million has been recorded – this is the UCSA’s portion of the insurance settlement on the old building and is being held, on the UCSA’s behalf, by the University in an account where we are gaining interest.

Impairment of fixed assets was \$1.7 million, and represents the last depreciation write off of the old UCSA building.

The UCSA is still a 50% shareholder in UBS and the Chief Executive, Dave Hawkey, sits on the board and Jacob Bignell, your UCSA Finance Officer sits in attendance at all meetings. UBS continues to trade well and maintains a healthy, strong working relationship with the UCSA.

The Executive expenditure includes the following:

- Directors fees for our Advisory Board members
- Te Akatoki funding
- Paying for advertising materials and catering for events such as this
- Legal fees
- Honorarium for the Executive as well as the Presidents Assistant.

and any other expenses that come up, from sponsorship of community group to helping run seminars for students.

Mike Rondell the Association auditor from BDO informed the student body that the audit went well and an unqualified audit report was given. BDO worked with UCSA management on some controls and the Advisory Board and Executive are satisfied with the audit.

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

MOVED

That the 2015 annual accounts for the UCSA be accepted

Louis Go/Chanuka De Silva

CARRIED

5 The Appointment of Professional Auditors and Solicitors

The UCSA on the recommendation of the Chief Executive are happy to re-appoint Simpson Grierson as the constitutional solicitors and BDO as the Association auditors.

MOVED

That the UCSA appoint Simpson Grierson as the 2016 Association official solicitors and BDO as the 2016 Association official auditors

Mikaela Rüegg/Espoir Ibouanga

CARRIED

6 General Business

UCSA Building

The President informed the student body that the UCSA Building is well under way and the preliminary design phase is nearly completed. The UCSA will go through value engineering phase, to essentially cut some costs so the project can remain within budget. The budget is sitting at just over \$25 million. The new UCSA building will be 51% owned by UCSA and 49% by UC. The building is on UC land and the intention is that the UCSA will control the operation of the building. The UCSA is very grateful to UC for sharing the same vision and helping with the fundraising to ensure we have the money to maintain operating interest.

To date the UCSA has received about \$120,000 through donations towards the new building and the fundraising campaign hasn't even started yet. The new building is due to open mid-2018 and some draft images of the building were displayed on the projector.

The President thanked the student body for attending the AGM and closed the meeting.

The meeting closed at 12:29pm.