

# APPROVED MINUTES

## EXECUTIVE COMMITTEE

NAME: UCSA  
DATE: Monday, May 1, 2017  
START TIME: 5:00 PM  
CLOSE TIME: 6:30 PM  
LOCATION: Room 126, Puaka-James Hight Building, University of Canterbury,  
Christchurch

BOARD MEMBERS: Dave Hawkey, Sam Brosnahan, Chanuka De Silva, Thomas Gillman, Hana Skerrett-White, Ron Park, Emily Barker, Josh Proctor, Riley Brosnahan, Laura Robinson, Harry Beaumont, Jackson White

ATTENDEES: Bridget O'Connor-Norton

APOLOGIES: James Addington (Chair)

### 1. Opening Meeting

#### 1.1 Confirm Minutes

5:00 PM [10 min]

Emily Barker

Confirm the minutes of the previous Executive meeting held on 20 March and 6 April 2017

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#### **Decision: Executive Minutes**

045/2017 MOVE That the minutes from the Executive meetings held on 20 March and 6 April are deemed as true and accurate records Sam Brosnahan/Ron Park

**Decision Date:** 01 May 2017

#### 1.2 Interests Register

Register any conflicts of interest

**Chanuka De Silva**

**UCSA Commerce Officer**

DISCLOSURE DATE: 01 Jan 2015

NATURE OF INTEREST: SVA - Project Manager 2014

Entre - Executive Promotions 2015

Employer Chapman Tripp

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**Dave Hawkey**

**UCSA Chief Executive**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: Director - Ngai Tahu Tourism Ltd  
Director - Transition Holdings Ltd  
Director - UBS Canterbury Ltd

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**Emily Barker**

**UCSA Vice President**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: International Partnerships Support - UC  
Residential Tutor - Rochester and Rutherford  
Vice President - UC Rowing Club 2016  
Executive Committee Member - UC Rowing Club 2015

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**Hana Skerrett-White**

**Te Akatoki President**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: Te Akatoki President

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**Harry Beaumont**

**UCSA Law Officer**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: UC Bike- Exec member 2016-2017  
Current employers Higgins Civil Construction (falls under the Fletcher's umbrella) & Beaumont-White Landscaping

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**Jackson White**

**UCSA Engineering Officer**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: Previous executive member of Canterbury University Snow Sports Club (CUSSC).  
Current employer SolarCity New Zealand

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**James Addington**

**UCSA President**

DISCLOSURE DATE: 01 Nov 2015

NATURE OF INTEREST: UC Council - student representative

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**Josh Proctor**

**UCSA Finance Officer**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: BYCSOC - Executive  
UC Rugby Club - Member

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**Laura Robinson**

**UCSA Education Officer**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: Gentlemen's Club, Arise Church, Lawsoc and Cuba

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**Riley Brosnahan**

**UCSA Science Officer**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: entré executive and I currently work for ANZ.

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**Ron (Seong Su) Park**

**UCSA Arts Officer**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: UCGS 2016-2017 President

Currently employed by ANZ.

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**Sam Brosnahan**

**UCSA Equity and Wellbeing Officer**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: UC Executive Development Programme

Global China Connection Canterbury (club)

ANZ Bank employee

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**Thomas Gillman**

**UCSA Post Graduate Officer**

DISCLOSURE DATE: 01 Jan 2017

NATURE OF INTEREST: 2016 - PGSA Exec

Currently employed by the National Centre for Research on Europe at UC.

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## 2. Major Decisions and Discussions

### 2.1 Vice President's verbal report

5:10 PM [10 min]

Emily Barker

Provide board members with update from the Vice President

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Graduation Ball This year was the first year Graduation Ball was held back in the Foundry for a number of years and the venue was well themed and decorated with a number of positive comments received. Overall the Ball was a success though the event did not sell out. ANZAC Day memorial service The ANZAC Day memorial service was well attended by students, staff and the general public with approximately 300 people in attendance. Vice President Emily Barker spoke in James Addington's absence along with the Chancellor Dr John Wood, Te Akatoki President Hana Skerrett-White and the new Tertiary Education Minister Honourable Paul Goldsmith. A Turkish student also spoke at the service which was well received. The UCSA organised a field of remembrance for the first time with the names of the students who fought and lost their lives during World War 1. Canta The Finance Officer has put forward a proposal to the Media team for the Executive to have a half page in Canta as a regular feature. Media The UCSA media release of actor Sam Neill endorsing the new Ngaio Marsh Theatre and UCSA Building was published in The Press on Saturday. Sam Neill is a UC alumni and also had the privilege of working under Dame Ngaio Marsh in the Ngaio Marsh Theatre when he started his acting career at the University of Canterbury. It is hoped that the article will increase exposure of the new UCSA Building and the UCSA's fundraising efforts.

## 3. Te Akatoki

### 3.1 Te Akatoki update

5:20 PM [10 min]

Hana Skerrett-White

## Provide board members with an update on Te Akatoki Maori Students' Association

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The Te Akatoki President attended a national hui for all Maori students' association throughout New Zealand. The weekend was a success with key theme across the associations' being language and developing a strategy to increase the use of Te Reo. Te Akatoki will host a three day kura language school hopefully during Te Reo Maori week (which is usually July) and there will be up to 30 positions available for students to attend. Te Akatoki are investigating the possibility of opening a cafe solely spoken in Te Reo cafe and are seeking funding. The Te Akatoki President attended a hui at a local marae and cemented relationships with local communities. The Association has approximately 300 members after successful sign ups at clubs day. There are a number of new first year students getting involved which is promising to see. Te Akatoki are undergoing the construction of a website for the first time and there will be links to Maori Development Team, Maori lab, UCSA as well as to Student Services both at UC and the UCSA. There are some exciting social events coming up. The celebration for Maori Graduands was a success.

## 4. Board Annual Work Plan

### 4.1 Executive and Advisory Board Annual Work Plan

Emily Barker

Provide information on annual work plan

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Taken as read.

## 5. Actions from Previous Meetings

### 5.1 Action Item List

5:30 PM [5 min]

Emily Barker

Provide update on action points from previous meeting

See Appendix A for the full Action Item list.

## 6. Management Reports

### 6.1 Chief Executive's Written Report

5:35 PM [10 min]

Dave Hawkey

Provide board members with information regarding operational aspects of the Association

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Taken as read. Staff Nathan Simkiss will commence work as the new Student Advocate for the Advocacy and Welfare team on 15th May. Nathan is a qualified lawyer who no longer wishes to practice law. Michael Sharapoff (Sales and Sponsorship) and Jason Schroeder (Activities and Events Manager) have both left the Association. Jason has left for personal reasons and will return to work for the Otago Students' Association. Riley Divett is acting Activities and Events Manager in the interim. Any outstanding projects from the Sales and Sponsorship area should be directed to the Communications Manager as a handover process took place. Food and Beverage The Food and Beverage survey results have been enlightening. The survey was carried out in light of the recent media attention regarding tradies on campus. A new survey will be completed before the Food and Beverage Manager presents the findings to the Executive. The new Engineering Cafe Nuts and Bolts opening will be delayed until the end of May due to extraction consent issues. Fight Night The Chief Executive has received a negative comment about the upcoming UCSA Charity Fight Night and how it fits with the Thursdays in Black campaign which is being launched shortly. The Chief Executive responded to the comment that the two campaigns are in no way related with boxing being an organised sport. All health and safety precautions

are taken by the organisers and students before, during and after the event. Thursdays in Black is a nation wide campaign to stop violence and rape against women.

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Executive Elections Last year about 38% voter turn out. This year the aim is to get to 50% student voter turnout. The whole Association will be involved. Increase our mandate. Voting usually takes place on Thursdays and Fridays - could move it to Wednesday, Thursday, Friday. Reviewing structural things, awareness building in our cafes, office etc. Celebrate democracy and vote etc. Analysis is evenly spread across Colleges. Want good participation. Start thinking of it and ideas to help.

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**Action: Winterlude**

Ask Activities and Events Manager what is happening with Winterlude, Executive input and help needed

**Owner:** Dave Hawkey

**Due Date:** 04 May 2017

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Grad Ball - budgeted loss of \$3,000 and was finally \$10,000 due to lack of ticket sales. Comms needs to be better. Grad Ball in the Foundry did feel quite full in the venue. Quality of food was very good and the decorations was great. An external promoter has approached the UCSA to hold a gig on a Thursday night which would mean that Mono night would not go ahead. Benefit to students having it at Foundry. Music and Arts in May - busy month with events.

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**Action: PhysSoc**

Check with James Huntley re: PhyscSoc event that was recommended that was not held and went ahead

**Owner:** Dave Hawkey

**Due Date:** 14 May 2017

## 7. Health and Safety

### 7.1 Health & Safety Review

5:45 PM [10 min]

Dave Hawkey

Items to report to the board on for Health and Safety:

- » Report on all incidents, including near misses
  - » Report on absences due to sickness.
  - » Report on routine exposure to risks that are potentially harmful.
  - » Report on proactive tasks and training taken to maintain / improve health and safety, such as training, audits and maintenance programmes.
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Taken as read. The number of near miss reporting has decreased slightly in the month of April and a contributing factor could be the time of year with a number of staff on annual leave and some of the cafes being closed over the break.

## 8. Financials

### 8.1 Financials for First Quarter of 2017

5:55 PM [5 min]

Dave Hawkey

Provide board members with an update on the financial status of the Association

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Taken as read. Overall the first financial quarter is very positive across the Association particularly in Food and Beverage, the Early Learning Centres and Orientation. Food and Beverage have been busy with a number of successful internal and external events including Graduation Ball. July will be an extremely busy month for the Catering department with conferences. The UCSA has a number of Christmas functions already booked and a few of them are re-bookings from last year which is a positive indicator.

## 9. UCSA Building

### 9.1 UCSA Building update

6:00 PM [5 min]

Dave Hawkey

Provide board members an update on the new UCSA building project

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There is a UCSA and UC Fundraising committee meeting tomorrow night. Tenders have gone out to three companies for the new UCSA Building, one construction company has pulled out of the tender process.

## 10. Other Business

### 10.1 Annual General Meeting

6:05 PM [5 min]

Josh Proctor

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The UCSA Annual General Meeting will be held on Wednesday 17 May at 12-1pm in the Undercroft room 101. Posters have gone up today around campus advertising the AGM and there is a half page advertisement in Canta.

### 10.2 Student Matters

6:10 PM [5 min]

Josh Proctor

Any matters of concerns to the student body

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Forum with the Vice Chancellor The forum with the Vice Chancellor will take place on 23 May in the Undercroft room 101 and topics will include the future of E learning and teaching at UC and academic freedom versus academic responsibility. Student Safety The Finance Officer, Student Well being and Post Graduate Officers have met to discuss safety and security on campus and a handout will be given out to students included in the latest Canta with basic information about how to keep safe and prevent burglaries. The Police have also given the UCSA a number of UV pens to register electronic devices. Self Defense Classes The Executive have organised a professional to facilitate self defense classes in week 2 and week 3 for students, some sessions will be females only and there will also be mixed gender sessions. A Redphone has been sent out today informing students of the safety tips, self defense classes as well as promoting the Executive office hours. International Suicide Awareness Day International Suicide Awareness Day is on 10 September and the Commerce Officer asked for the Executive's support as he will be taking part in the Dunedin Half Marathon to increase awareness of the high rate of suicides in New Zealand; this county leads the statistics in suicides for males between the ages of 15-24 years. The Executive are keen to support and will look to see what events are being held locally and what the UCSA can do to help promote awareness. It was suggested that the UCSA could take this initiative to JOAB to seek UC involvement. Care Packs The flat packs are being delivered on Friday to give out to student flats and the Student Well being Officer asked for Executive members to help on Friday distribute the packs. Music and Arts in May There is a number of exciting events coming up this month as part of the UCSA Music and Arts in May programme including UChess Club who are holding an event this Thursday. Sustainability The UCSA are looking to ban clubs from using polystyrene cups in the Foundry and the Food and Beverage Manager is investigating options to purchase globlets to become more sustainable.

## 11. Close Meeting

### 11.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

**Review actions raised in this meeting**

**Meeting close time:** 6:30 PM

**New Actions raised in this meeting:**

**01 May 2017 : Chief Executive's Written Report**

ACTION: Ask Activities and Events Manager what is happening with Winterlude, Executive input and help needed

DONE: Yes  
DUE DATE: 04 May 2017  
OWNER: Dave Hawkey

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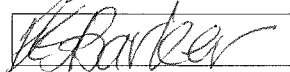
**01 May 2017 : Chief Executive's Written Report**

ACTION: Check with James Huntley re: PhyscSoc event that was recommended that was not held and went ahead

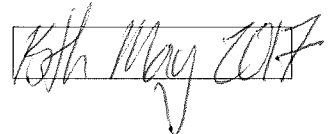
DONE: Yes  
DUE DATE: 14 May 2017  
OWNER: Dave Hawkey

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Signature:



Date:



## Appendix A: Actions from Previous Meetings

### 5.1 Action Item List

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**Executive Committee : Te Akatoki update**

ACTION: Seek clarification from UC via JOAB the UC policy about sleeping over at the Whare for wananga purposes.

DONE: No  
DUE DATE: 26 May 2017  
OWNER: James Addington

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**Executive Committee Meeting : UCSA Risk Register - 2017**

ACTION: Meet with Chief Executive to update the risk register and circulated for comment at the next Executive meeting

DONE: Yes  
DUE DATE: 05 Apr 2017  
OWNER: James Addington

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**Executive In Committee : Safety on Campus**

ACTION: Lights on Ilam Fields could be turned on Thursday nights. Posters in the Foundry to walk home together and be safe

DONE: No  
DUE DATE: 19 May 2017  
OWNER: James Addington

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**Executive Committee : Ilam ELC Strategic Plan Consultation**

ACTION: Send through any feedback to the Chief Executive regarding the Strategic Plan Consultation for Ilam Early Learning Centre (All Executive)

DONE: No  
DUE DATE: 26 May 2017  
OWNER: Emily Barker

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**Executive Committee : Introductions and Winterlude**

ACTION: Send through any ideas and feedback for Winterlude to Lucy Blackmore (All Executive)

DONE: No  
DUE DATE: 26 May 2017  
OWNER: Emily Barker

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**Executive Committee Meeting : Te Akatoki Update**

ACTION: Meet with the Chief Executive and Food & Beverage Manager to discuss Te Reo cafe initiative.

DONE: No  
DUE DATE: 24 Feb 2017  
OWNER: Hana Skerrit-White

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**Executive Committee : Te Akatoki update**

ACTION: Look at options for Maori Language week

DONE: No  
DUE DATE: 26 May 2017  
OWNER: James Addington

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