

MINUTES

EXECUTIVE COMMITTEE

NAME: UCSA
DATE: Monday, May 15, 2017
START TIME: 5:00 PM
CLOSE TIME: 7:40 PM
LOCATION: Room 126, Puaka-James Hight Building, University of Canterbury, Christchurch

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

ATTENDEES: Lucy Blackmore, Bridget O'Connor-Norton, James Huntley

APOLOGIES: James Addington (Chair), Chanuka De Silva, Ron Park

1. Opening Meeting

1.1 Introductions and Winterlude

Meet the new Activities and Events Manager and provide board members with an update on the preparations for Winterlude

The Executive introduced themselves to Lucy Blackmore, the new Events and Activities Manager.

Lucy tabled the Winterlude calendar to the Executive and asked for feedback. Winterlude will start the weekend before term 3 starts and will include two gigs run by external promoters, Once Upon a Time, two Executive led BBQs, a Quiz night, food market, Fight Charity night and Mono (Thursdays in the Foundry).

It was recommended that the Activities and Events team discuss the externally run gig with the Halls of Residences to ensure students are back in time to attend.

Action: Winterlude

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

Owner: Emily Barker

Due Date: 26 May 2017

1.2 Confirm Minutes

Confirm the minutes of the previous Executive meeting held on 1 May 2017

Executive Committee Monday, May 1, 2017:

Minutes approved as presented

Decision: Executive Minutes

047/2017 MOVE That the Executive approve the minutes of the meeting held on 1st May as a true and accurate record Gillman/R Brosnahan CARRIED

Decision Date: 15 May 2017

1.3 Interests Register

Register any conflicts of interest

2. Te Akatoki

2.1 Te Akatoki update

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

An alumni and life member of Te Akatoki passed away on the weekend. The tangi will be held on Wednesday, so Hana will leave the meeting early. After hours access to The Whare has become an issue with the new Health and Safety legislation. Previously students could sleep the night in The Whare while a security guard was on duty. Te Akatoki do have 24 hour access to The Whare but are no longer allowed to sleep over as UC policy has changed which is a concern for students and alumni. Te Akatoki have put a submission forward to the Assistant Vice Chancellor Maori and a meeting has been scheduled for June.

There are no Te Akatoki events organised for Winterlude due to the Te Akatoki President being away for three weeks and an event has been planned for September with the 10th Anniversary of Adoption of UN Declaration of Rights of Indigenous Peoples.

Action: The Whare

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

Owner: James Addington

Due Date: 26 May 2017

Action: Te Reo Language Week

Look at options for Maori Language week

Owner: James Addington

Due Date: 26 May 2017

3. Major Decisions and Discussions

3.1 Affiliations

Provide board members with a list of clubs that wish to affiliate to the UCSA

Decision: Club Re-Affiliations

049/2017 MOVE That the Executive approve the following club re-affiliations: Global China Connection Canterbury, J-Soc, Law For Change Canterbury, Nusantara Students' Association, UC Scifi and Fantasy Club, UC Self Defence, UC Spanish Club, UCanDance, UCGlee, UCRed, University of Canterbury Cheerleading Club, University of Canterbury rugby football club, Varsity Dance (formerly Defy Dance) White/Beaumont CARRIED

Decision Date: 15 May 2017

Decision: New Club Affiliations

050/2017 MOVE That the Executive approve the following club affiliations: HealthSoc, Palmerston North Students' Association of Canterbury, UC Archery Club, UC PowerSoc S Brosnahan/Beaumont CARRIED

Decision Date: 15 May 2017

The Post Graduate Officer left the room due to a conflict of interest. The affiliation of the Palmerston North Students' Association was queried and the Clubs' Coordinator stated that the club's aim is to foster social events for students from Palmerston North and the club met all affiliation criteria.

Another group of student had made inquiries about affiliating an archery club but no more correspondence was received so the following archery club was recommended to be affiliated.

The Cricket Club have expressed their desire to be affiliated to the UCSA but do not have sufficient student numbers to do so; however the Executive do have a discretionary clause to affiliate. The Executive were in agreement to allow the Cricket Club to complete the paperwork required and their application will be considered.

The Clubs Coordinator met with Women in Technology club regarding their affiliation. The club do not allow male membership. As per the UCSA Affiliation policy, the Executive were in agreement that if the club were to apply for affiliation it would not be granted on these grounds.

3.2 Ilam Early Learning Centre Capital Request

Provide board members with information regarding the capital request from Ilam Early Learning Centre

Decision:

051/2017 MOVE FROM THE CHAIR That the Executive approve the capital spend of \$55,665 plus GST to complete the Ilam Early Learning Centre outdoor playground area which includes an upgrade of the outdoor area and bike tracks to ensure Ministry of Education standards are met. CARRIED

Decision Date: 15 May 2017

The upgrade of the outdoor playground area will have a life span of 20 years. Work can be completed in July while the centre is closed for the week. The contractor specialises in the construction of playgrounds and may be able to start earlier. The project can be partially funded from monies received last year from the Lotteries Commission.

3.3 UCSA Building Implementation Business Case

Provide board members with the UCSA Building Implementation Business Case for approval

Decision: UCSA Building Implementation Business Case

052/2017 MOVE That the Executive approve the UCSA Building Implementation Business Case White/S Brosnahan CARRIED

Decision Date: 15 May 2017

3.4 Ilam ELC Strategic Plan Consultation

Provide board members with the opportunity to give feedback on the Ilam Early Learning Centre's strategic plan

Action: Strategic Plan Consultation for Ilam Early Learning Centre

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

Owner: Emily Barker

Due Date: 26 May 2017

3.5 Student Representation System Project

Provide board members with information regarding Student Representation System Project

The President and Vice President are working with UC to improve the under graduate class representative system. Currently there are over 30 different systems used at UC.

The President and Post Graduate Representative are working to develop a post graduate class representative system as there is no model currently in place. While a number of UC staff are happy with the status quo, the Executive believe that representation is required as the Post Graduate Students' Association (PGSA) have indicated their desire to return to being a social club and no longer wish to represent post graduate students at university level. A post graduate working party has been established with UC staff and post graduates to assist in the lines of communication. While this representation model is a challenge as post graduates were split into four groups, honours, masters, PhD and taught masters, it is believed that a representation model is required for post graduate students needs and concerns to be heard. Various representation models have been proposed and work continues on reaching an agreement with UC.

It was recommended that the President and Post Graduate Representative meet with Director of Student Services and Communications, Lynn McClelland and Deputy Vice Chancellor, Academic Hamish Cochrane together to discuss the outcome of the latest meeting.

4. Board Annual Work Plan

4.1 Executive and Advisory Board Annual Work Plan

Provide information on annual work plan

Taken as read.

5. Actions from Previous Meetings

5.1 Action Item List

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 Verbal Report

Provide board members with information regarding operational aspects of the Association

Food and Beverage The Student Wellbeing Group – want healthier food options. UC want a sticky campus if there are no deep fried foods on campus students will go off campus for lunch, sugar free drinks. – UC telling us how to run our business, Meeting on Thursday with Tom, Lynn, Emily

7. Health and Safety

7.1 Health & Safety Review

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.
-

Taken as read

7.2 Executive Health and Safety Site Visits

Provide board members with schedule of Executive health and safety site visits

As part of the new Health and Safety legislation, directors are required to undertake health and safety observation visits of Association outlets. Delegated Executive members are required to complete observation and conversation templates and the President will attend if possible. Otherwise he will meet with those carrying out the observations prior to it taking place.

8. Other Business

8.1 Annual General Meeting

Provide board members with information regarding the upcoming Annual General Meeting

The UCSA Annual General Meeting will be held on Wednesday at 12pm in the Undercroft 101. The Executive were asked to encouraged their friends and colleagues to attend to receive an update on the financial and operational aspects of the Association.

8.2 Student Matters

Any matters of concerns to the student body

Solar Project There have been considerable delays from the contractor so an update will be provided at the next meeting.

Flat Pack initiative Flat Plats were delivered on Friday with 5 packs to be given out each week. Over 250 flats have registered.

Special Project The Law Officer's special project is to purchase bike lights at a discounted rate to sell to students biking after dark to improve cycle safety. With delivery times taking

potentially a month and the Law Officer wanting to push the product at Winterlude, the request was to order 400 lights (200 sets) and to sell at UCSA cafes and outlets.

Decision: Bike Light

053/2017 MOVE That the Executive approve the special project to purchase bike lights up to the value of \$450 NZ dollars R Brosnahan/Barker CARRIED

Decision Date: 15 May 2017

8.3 UCSA Elections

Provide board members with information regarding the UCSA Elections

The UCSA has set a goal to increase student voter turn out at the UCSA elections this year. The Executive were invited to get on board, encourage their friends and colleagues to put their names forward as candidates and also to think of ways to increase the voter turn out. Last year the UCSA election voter turn out was 37% which is the highest amongst students' associations in New Zealand. Other students' association have a voter turn out of between 2-10%.

8.4 Bus Services

Provide board members with information regarding city bus services

The President met with David Caygill from ECAN to discuss the proposal of a student discount on public transport. As the bus services are already heavily subsidised no student discount would be a possibility. Discounts are available via Metrocards which can be purchased at the UBS.

8.5 National Elections

Provide board members with information on how the UCSA can assist in student voter turnout in the national elections

The UCSA is supporting UC Pols in organising local and leadership debates in the lead up to the national elections.

9. Close Meeting

9.1 Close the meeting

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

Review actions raised in this meeting

Meeting close time: 7:40 PM

New Actions raised in this meeting:

Winterlude

DONE: No

OWNER: Emily Barker

DUE DATE: 26 May 2017

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

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

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

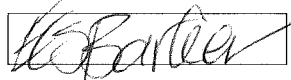
Te Reo Language Week DONE: No
OWNER: James Addington
DUE DATE: 26 May 2017

Look at options for Maori Language week

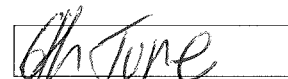
Strategic Plan Consultation for Ilam Early Learning Centre DONE: No
OWNER: Emily Barker
DUE DATE: 26 May 2017

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

Signature:



Date:



Appendix A: Actions from Previous Meetings

5.1 Action Item List

Meet with the Chief Executive and Food & Beverage Manager to discuss T... **DONE: No**
OWNER: Hana Skerrit-White
DUE DATE: 24 Feb 2017

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

SOURCE MEETING: Executive Committee Meeting
MEETING DATE: 20 Feb 2017
AGENDA ITEM: 3.1 Te Akatoki Update

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

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

SOURCE MEETING: Executive Committee
MEETING DATE: 01 May 2017
AGENDA ITEM: 6.1 Chief Executive's Written Report

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

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

SOURCE MEETING: Executive Committee
MEETING DATE: 01 May 2017
AGENDA ITEM: 6.1 Chief Executive's Written Report

Safety on campus **DONE: No**
OWNER: James Addington
DUE DATE: 19 May 2017

Inquire with UC if the lights on Ilam Fields could be turned on Thursday nights and look to create posters to display in the Foundry to be safe, look after your mates and all walk home together

SOURCE MEETING: Executive In Committee
MEETING DATE: 15 May 2017
AGENDA ITEM: 5.1 Safety on Campus

UCSA BUILDING NAME

DONE: No

OWNER: James Addington

DUE DATE: 02 Jun 2017

Meet with Te Maire Tau about the gifting of the Maori name of the UCSA Building

SOURCE MEETING: Executive In Committee

MEETING DATE: 15 May 2017

AGENDA ITEM: 3.3 UCSA Building Name