



UCSA Annual General Meeting 2017 Unconfirmed Notes

Date: Wednesday 17 May 2017
Time: 12:05pm
Venue: Undercroft 101, Puaka-James Hight building
Present: 75 students

James Addington UCSA President welcomed the student body to the Annual General Meeting and explained the proceedings of the AGM. A special welcome was given to the UCSA auditors BDO and accountants KPMG who were present to provide further information.

1 Minutes of the previous AGM

MOVED

That the minutes of the AGM held on 17th May 2016 be approved as a true and accurate record

Chanuka De Silva/Ron (Seong Su) Park **CARRIED**

2 Annual report of the 2016 UCSA President

James Addington, UCSA President highlighted key points from his 2016 annual President's report.

AGM 2016 - President Report

17 May 2017 - Undercroft 101

1 Introduction

In 2016, the UCSA set out with the vision of ensuring UC students have an association they feel they have ownership of. The four key areas identified were improving communication, progressing UCSA building, continue to create a sense of belonging, and re-writing the UCSA Constitution (including representation model). Significant progress was most with the UCSA Building project and in November we witnessed the launch of the UCSA fundraising campaign. We continue to be financially strong with our commercial units producing surpluses that helps fund our current and future operations. Our student services continue to assist and remain relevant with the student body. Overall we should be all extremely proud with the achievements made in 2016.

2 Representation & Governance

The Executive comprises of twelve UC students who are annually elected by their fellow students. The Executive is the governing body of the UCSA, and represents the student community on a wide range of boards and committees across the University. They are the voice of students at UC, as well as at local, and national levels. The UCSA President is also a member of UC Council, the university's governing body.

This year's election saw the best voter turnout the UCSA has seen with 35% (or 4500) of the student body voting. With it also being the best turnout nationally for any students' association, we believe part of the huge success is due to our strong affiliated clubs, relevance of our association and the newly implemented representation model

In 2016, the nine (9) general members held both an external and an internal portfolio. The external portfolios were, where required, faculty based and the internal portfolios were based on the relevant UCSA services. The Vice President and Finance Officer also held internal portfolios and act, alongside the corresponding staff, as team leads for these portfolios

In 2016, we introduced new internal portfolios with the objective of creating greater accountability and ownership by the General Exec. Overall it has been successful in ensuring student voice and representation throughout the functions of the UCSA.

External portfolios continue to deliver with great representation and student voice across University.

The external and internal portfolios undertaken by the 2016 Executive are as follows

Name	Position	Team lead
James Addington	President	
Mikaela Rüegg	Vice President	External Portfolios
Jacob Bignell	Finance Officer	Internal Portfolios

Name	External Portfolio	Internal Portfolio
Tom Tappin	Business & Law	Foundry
Mike Brophy	Engineering	Food & Beverage
Emily Barker	Student Wellbeing	Advocacy & Welfare
Stefanie Yee	Science	Clubs
Espoir Ibouanga	Education	Clubs
Chris Lamb	Arts	Events
Cheyenne Conroy-Mosdell	Student Wellbeing	Clubs & Events
Chanuka De Silva	Commerce	Communications
Johnny Duncan	Post Graduate	Sustainability

The Executive meet formally at least three times per term, as well as holding workshops when required. External portfolios have regular meetings dependent on the University calendar (some once a month, some twice, others more regularly). Internal portfolio's meet regularly with the particular manager or staff of the UCSA.

The UCSA Executive represents students in over thirty (30) committees, faculty and representative meetings 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 Project Control Board
- •University Council
- •University Council subcommittees;
 - Finance, Planning and Resources Committee
 - Audit and Risk Committee - Honorary Doctorates Committee
 - Academic Board and Council Appeals

Chief Executive

Dave Hawkey joined the UCSA as the Chief Executive in 2012 and continues to drive the strategic operational side of the organisation as well as working with UC to deliver the new UCSA Building.

Advisory Board

Currently the UCSA has 5 individuals that make up the Advisory Board with various skill sets – law, accountancy, charitable, media and communications. The Advisory Board meets monthly and provides vital advice and support to the President, Vice President and Finance Officer as well as the Chief Executive.

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

New Constitution

This year, we set the absolutely riveting task of re-writing our Constitution. Over the years it had become vague, outdated and confusing, and the objective was to bring it up to day, make it more robust and easier to navigate, and to review our representation model. It was approved at the Half AGM in 2016 which included a change in the representation model.

Representation model

The Executive chose to change its representation model to ensure the organisation remains relevant and more inclusive to all students by: acknowledging the record number of post graduate students on campus with their unique needs, the special relationship the UCSA have with our sister organisation Te Ākatoki Maori Students' Association, as well as the need for a stronger voice for those students that have traditionally sat outside of mainstream society. The UCSA Executive believes that this model is strong enough and flexible enough to cater to the diverse nature of our student body for many years to come.

- *President*
- *Vice-President*
- *Finance Officer*
- *Postgraduate Representative*
- *Equity and Wellbeing Representative*
- *Te Ākatoki Maori Students' Association President or his/her delegated appointee*
- *6 x General Executive*

Executive Alumni Reunion

The Executive was excited to have the opportunity to host an Executive Alumni Reunion in August 2016. The reunion took place over two days and included a tour of campus and its new buildings post-earthquake as well as a black tie dinner on the Saturday night in the Events Centre. The UCSA has a vast network of alumni and it was wonderful to bring everyone together from the different decades, dating as far back to a 1954 President. This is the beginning of an ongoing connection and engagement with our past UCSA members and we hope to host more events.

University Council

The new constitution largely unchanged from the 2013 constitution, was adopted unanimously by the University Council at its meeting on 25 March 2015. The new 12 member Council includes an elected student and two elected staff members, one academic and one general. With the UCSA President being the student member of Council, student voice remains strong and supported.

The elected student must be elected by all students and the University Council has delegated the authority of conducting this election to the UCSA through the UCSA Executive election i.e. the President will hold the position of the UC Council student member.

3 Services

Advocacy & Welfare

Measures

Advocacy & Welfare	Actual YTD	2016 Targets	2017 Targets
General Intake	157	140	160
Advocacy	130	126	130
Foodbank granted	110	105	105
Hardship Grant	24	47	25
Mickle Fund	39	27	40
Subsidised Dental	1921	1693	1770
Early Intervention	7	10	5
Class Reps	430	400	430
Total (excl reps related)	2217	2548	2665

Satisfaction Levels	Targets	Actual 2016
Dental	80% are satisfied or very satisfied	96%
Advocacy	80% of students feel they were satisfied or very satisfied	99%
Class Reps	80% of class reps were satisfied or very satisfied with their experience	
UCSA Help Volunteers	80% of UCSA Help Volunteers were satisfied or very satisfied with their experience	Not surveyed

Events & Clubs

Our Events and Club division continue to provide excellent student oriented activities. In 2016, we decided to focus more on clubs by establishing a full-time Clubs Coordinator role. It has proved successful with clubs becoming better trained and supported. Last year, clubs held 2837 events on campus. We have over 7000 students involved with clubs, which means just under 50% of the student community is involved in at least one club.

Since the introduction of Mono Thursdays at the Foundry in term 2, we have seen significant increases in patronage and engagement with the Foundry. Last year Mono Night bought through approximately 16,100 students.

Event		Number of participants
Orientation		
Outdoor movie	Door sales	100
Clubs Day - Dovedale	Foot traffic	400
Clubs Day - Ilam	Foot traffic (over two days)	6000 - 8000
Project Toga	Ticketed	1000
Birds and Beats	Ticketed	900
Mardi Gras	Ticketed	2640
O16	Ticketed	2200
The Edge Party	Not ticketed	800
Ori Market	Foot traffic (over two days)	6000
Day Tramp	Ticketed	170
Lake Day	Ticketed	400
Crusaders vs Blues	Ticketed	300
Total		14910
International Welcome		
International Welcome		
ANZAC Day	Foot traffic	200
Graduation Ball	Ticketed	430
Clubs Training		
Exam Breakfasts	Foot traffic	2500
Campus Activation		
Winterlude		
International Food Market	Foot traffic	4000
Once Upon a Time	Ticketed	1000
Winter Wellness	Foot traffic	1000
Clubs Days	Foot traffic (over two days)	1500
Charity Fight Night	Ticketed	375
Total		7875
Lecturer of the Year		
Lecturer of the Year		
Campus Activation		
Exam Breakfasts	Foot traffic	2800
Supreme Clubs	Free Clubs	410

Blues Awards	Ticketed	89
Tea Party	Ticketed	3000
Madcaps	Free Clubs	150
Staff of the year	Free staff & students	80
Mono	23 free Club Nights	On average 700 per Gig

Measures

	Target	Actual 2016
Clubs provide an opportunity for students to meet like-minded people, and thus feel a sense of belonging.	Record at least 120 affiliated clubs.	127 Clubs at Clubs Day
A range of club activities and events that lead to a vibrant student body.	100 or more club lead events and activities.	Achieved
	25 Club activities and events targeted at international students.	Achieved
	50 club events held on campus.	Achieved
	Club policies and procedures reviewed annually.	Achieved
Provide a range of events that cater for both majority and minority groups on campus.	Record at least 40 events and activities with at least 150 student participants.	Achieved
	Record at least 70% attendance capacity across all events.	Achieved
	Indicate that at least 80% of participants in UCSA events and activities rate their experience as "satisfied" or "Highly Satisfied" on user surveys.	92%
	Indicate that at least 80% of students identify that UCSA events and activities as "Essential" or "Nice to have" on the annual Student Satisfaction Survey.	92%
Events and activities do not have a negative impact on the local community.	A set of policies and procedures are established in consultation with key agencies. All policies are reviewed following each event and amended where required.	Achieved

UCSA Sport

Measures

	Target	Actual 2016
Ensure students have the opportunity to participate in a range of sports on campus.	Record at least 25 affiliated Sports Clubs.	
Celebrate student sporting achievement.	Record at least 30 Blues recipients.	
Provide opportunities for students to compete against other institutions.	Record at least 3 sport specific exchanges involving UCSA affiliated clubs.	
Effective communication between UCSA and UC Sport.	Planning meetings held at the start of each term.	

Media & Communications

Our media and communications team continues to provide relevant content and entertainment for students. In 2016, UCSA took over the management of the content for the University screens on campus.

At the end of 2016, the UCSA decided that we needed to re-think the direction of CANTA. Rather than having a magazine run by students, we decided to invest more in employing an editor who had extensive experience in media and was committed to implementing a long-term strategy for CANTA. Joshua Brosnahan has come on board as CANTA editor and we have seen significant improvement in the quality and engagement with the magazine.

Measures

	Target	Actual 2016
Key communication channels are well utilised to increase potential reach.	Record at least 25,000 Facebook likes across all pages.	31,000
	Record at least 200,000 web hits on ucsa.org.nz	244,000 views
	Indicate that at least 80% of students identify that UCSA media and communication services as “Essential” or “Nice to have” on the annual Student Satisfaction Survey.	82%
A self-sustaining media /communications office.	Demonstrate annual sales revenues of at least \$200,000.	\$134,000
Editorial policies to guide decision making.	Editorial policies are developed and reviewed annual for all media channels (including print, web and social media)	Achieved

4 Commercial Activities

Food & Beverage

Food & Beverage continues to provide cost effective food options for students. In 2016, the Executive endorsed the business plan to invest \$350,000 for a new café in the new Engineering building. The Eng Café was a significant outlet for the UCSA 3 years ago; we look forward to once again having a café to serve the College of Engineering.

In term 3, our Food and Beverage Manager and CEO recommended, after significant consultation, to the Executive the signing contracts for the food & beverage supplies. Overall we were satisfied with the tender process and it resulted in contracts that were competitive and flexible. Frucor remains our main supplier for beverage on campus.

Food and Beverage produced a surplus of \$300,006. This is a great result from a surplus in 2015 of \$186,716. This is mostly driven by external catering, with it almost doubling in 2016. We now cater for 50% all UC catering.

Early Learning Centres

The UCSA owns and operates two Early Learning Centres (ELCs). These are Montana (on the corner of Montana Ave and Ilam Road.) and Ilam (Dovedale campus). Both are at capacity and continue to provide a great service for UC Students, University staff and our community. Due to the demolition of the UCSA Building and long-term plans for campus, UCSA has permanently moved the Ilam ELC to Dovedale campus. The site in Dovedale provides for a modern and larger facility. It also has more capacity and a safer drop off and pick up area.

UBS

The University Book Shop is 50% owned by the UCSA. Our CEO sits on the UBS Board and the UCSA plays an active role in driving sales and ensuring it is a student orientated store. In 2016, UBS made a surplus of \$64,747, a reduction from \$101,153 in 2015. This is mainly due to the international trend of declining text book sales. The UBS building in the long-term is due to be demolished and UBS Board is actively working with UC to develop a long-term strategy for UBS.

5 Financial update

Result

The UCSA has recorded a deficit for the 2016 year of \$401,108. This figure included a write-down impairment of \$1,355,402 associated with the Ilam Early Learning Centre and the balance of contents/chattels in the UCSA Building.

Revenue for the year was \$10,910,619 while operating expenses were \$10,315,915.

Depreciation for the year was \$450,388.

Trading activity with the Early Learning Centres and the Food and Beverage Divisions has all been positive as we strive to balance the need for sustainability while offering value to students. Increasing external revenue with food and beverage has helped the surplus grow from \$186,000 in 2015 to \$300,000 in 2016.

Financial Position

At the end of the financial year the Association had \$13.24 million in assets and \$1.189 million in liabilities, producing equity of \$12.054 million. Building insurance proceeds (held by UC) are just below \$6.94 million and cash held by UCSA is \$1.5 million.

Looking forward

The major financial focus for UCSA at present is ensuring its sustainability as it invests in the new UCSA Building. Fundraising is active as we head towards owning 51% of the building and 100% of the fit out.

The contents and chattels insurance claim is still to be resolved from the old UCSA Building but progress is expected to be made over the next few months.

UCSA Building

Over the last six years we have been without our building. The UCSA building was badly damaged in the 2011 earthquakes and has been closed ever since. After initially working out of marquees and prefab buildings on the UCSA car park, our offices have since been located in the ground floor of Puaka-James Hight building. In 2016 significant progress was made towards getting back into our own home.

In August demolition of the old UCSA building begun, and within 4 months it was completed. In October UC Council approved the Business Case for the \$26.7 million UCSA Building project. Working alongside architectural firm Architectus, we have planned for a new state-of-the-art replacement building with it set to open and be ready for students in Orientation 2019. Built on the same site, the building will provide a hub for student life and activities, and will include: a new Ngaio Marsh Theatre, social, hospitality, meeting, club, offices, and events spaces including Foundry and Bentley's, and an outdoor amphitheatre overlooking the Avon River.

Like our old UCSA Building, our goal is to maintain majority ownership and operation of the new UCSA building so we have a permanent base for all our activities. From our insurance, investments, and reserves, we are still approximately \$5 million short from our 51% ownership goal. In 2016, we saw the launching of our fundraising campaign through the UC Foundation.

Briefly:

UCSA will own 51% with UC owning 49%

The project is governed by the Project Control Group (PCG) made up of both UC and UCSA members.

The project is internally managed by UC Learning Resources, and externally by RCP. UC are bank-rolling the entire building project until 2019, giving us time to raise the necessary amount for our 51% ownership.

James Addington
UCSA President 2015-2016

MOVED

That the 2016 UCSA President's annual report be accepted

Riley Brosnahan/Sam Brosnahan

CARRIED

3 The 2016 Annual accounts

Josh Proctor, Finance Officer spoke to the following:

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Mike Rondell, BDO auditor confirmed that the audit went well. The UCSA has good controls and processes in place and BDO have checked throughout the year cash handling and processes. BDO are pleased to see the growth in revenue from external catering and it puts the Association in good stead for the future.

MOVED

That the 2016 annual accounts and reports for the UCSA be accepted

Lauran Robinson/Campbell Dawson

CARRIED

3 The Appointment of Professional Auditors and Solicitors

The UCSA on the recommendation of the Chief Executive are happy to re-appoint BDO as the Association auditors.

MOVED

That the UCSA appoint BDO as the 2016 Association official auditors

Molly Meates/Amumeya Chandra

CARRIED

4 General Business

UCSA Building

The latest renderings of the new UCSA Building were presented to the student body with the building at 100% detailed design stage. Tenders have gone out to a number of contractors.

Elections

The President announced that the UCSA Elections will be held in week 4-5 of term 3 and he encouraged students to put their names forward to sit on the UCSA Executive. As per the Constitution, the current President is not able to re-run for another term as he has held the position for two years.

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

The meeting closed at 12:25pm.