

# MINUTES

## EXECUTIVE COMMITTEE

NAME: UCSA  
DATE: Monday, May 29, 2017  
START TIME: 5:00 PM  
CLOSE TIME: 7:45 PM  
LOCATION: Room 126, Puaka-James Hight Building, University of Canterbury, Christchurch

BOARD MEMBERS: James Addington (Chair), Sam Brosnahan, Chanuka De Silva, Thomas Gillman, Ron Park, Emily Barker, Josh Proctor, Riley Brosnahan, Laura Robinson, Harry Beaumont, Jackson White

ATTENDEES: Bridget O'Connor-Norton, James Huntley

APOLOGIES: Dave Hawkey, Hana Skerrett-White

### 1. Opening Meeting

#### 1.1 Confirm Minutes

##### **Executive Committee Monday, May 15, 2017:**

Minutes approved as presented

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

087/2017

MOVE

That the Exec approve the minutes from the meeting held on 15th May.

Beaumont/Barker CARRIED

**Decision Date:** 29 May 2017

#### 1.2 Interests Register

### 2. Major Decisions and Discussions

#### 2.1 Clubs' Grants

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##### **Decision: FEMSOC Grant Application**

055/2017 MOVE That the Executive grant FEMSOC \$565.25 NZD to purchase an educational viewing of "The Hunting Ground" to screen the film and raise awareness of sexual assaults on university campuses.

Proctor/Barker CARRIED

**Decision Date:** 29 May 2017

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##### **Decision: Women in Engineering Grant Application**

056/2017

MOVE

That the Executive approve the grant of \$1,000.00 for Women in Engineering (WIE) to purchase a new gazebo, printed with their club name to use for their all club events.

Jackson/Beaumont CARRIED

**Decision Date:** 29 May 2017

**Decision: Law For Change Canterbury Grant Application**

057/2017

MOVE

That the Executive approve the grant of \$310.50 for Law For Change Canterbury to purchase a roller banner to use for their all club events

Robinson/De Silva CARRIED

**Decision Date:** 29 May 2017

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**Decision: UC PGSA Grant Application**

058/2017

MOVE

That the Executive approve the grant of \$320.00 for PGSA to purchase a gazebo to use at clubs' day and other club events to identify their club and promote shelter.

Robinson/Beaumont CARRIED

The Post Graduate Officer left the room due to a conflict of interest.

**Decision Date:** 29 May 2017

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**Decision: BIOSOC Grant Application**

059/2017

MOVE

That the Executive approve the grant of \$530 for BIOSOC to go towards the TriSci Ball; part of the funding will be to transport guests to and from the venue with the recommendation of needing to budget for it next year.

Jackson/R Brosnahan CARRIED

**Decision Date:** 29 May 2017

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**Decision: UC PSYC Grant Application**

060/2017

MOVE

That the Executive approve the grant of \$1282.25 for UC PSYC to purchase club promotional material (flags and banners) for events; conditional of checking the pricing by the Clubs Coordinator.

Jackson/S Brosnahan CARRIED

**Decision Date:** 29 May 2017

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**Decision: Arise Church Grant Application**

061/2017

MOVE

That the Executive approve the grant of \$1,400 for Arise Church to subsidise student accommodation for a three day conference in Wellington

Beaumont/ Park CARRIED

The Education Officer left the meeting due to a conflict of interest.

**Decision Date:** 29 May 2017

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**Decision: CUSSA Grant Application**

062/2017

MOVE

That the Executive approve the grant of \$2,000 for flights and registration for the annual gathering of Samoan Students Associations across New Zealand to be held in Wellington.

Beaumont/Jackson CARRIED

**Decision Date:** 29 May 2017

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**Decision: Canterbury Student Life Grant Application**

063/2017

MOVE

That the Executive approve the grant of \$990 for Canterbury Student Life for transport from Wellington airport to El Rancho camp in Waikanae for the combined National Conference.

Robinson/S Brosnahan CARRIED

**Decision Date:** 29 May 2017

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**Decision: Generation Zero Grant Application**

064/2017

MOVE

That the Executive decline the grant application of \$743 for Generation Zero for a projector for beer and banter nights in 2017; as the UCSA has the resources and the UCSA is also looking at investing in new projectors for the clubs.

Jackson/Park CARRIED

**Decision Date:** 29 May 2017

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**Decision: BYCSOC Grant Application**

065/2017

MOVE

That the Executive approve the grant of \$355 for BYCSOC towards the cost of new cricket bats and kits to facilitate cricket games at BYC events.

De Silva/Gillman CARRIED

The Finance Officer left the room due to a conflict of interest.

**Decision Date:** 29 May 2017

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**Decision: Student Volunteer Army Grant Application**

066/2017

MOVE

That the Executive approve the grant of \$500.00 for Student Volunteer Army to purchase a double sided banner with spike stand.

S Brosnahan/Park CARRIED

The Commerce Officer left the meeting due to a conflict of interest.

**Decision Date:** 29 May 2017

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**Decision: Student Volunteer Army Grant Application**

067/2017

MOVE

That the Executive approve the grant of \$990.00 plus GST for Student Volunteer Army to purchase 150 Hi Vis jackets for events using the UCSA supplier.

Robinson/Gillman CARRIED

Abstention from the Vice President

The Commerce officer left the room due to a conflict of interest.

**Decision Date:** 29 May 2017

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**Decision: UC Rugby Football Club Sports Grant Application**

068/2017

MOVE

That the Executive approve the grant of \$500.00 for UC Rugby Football Club under 21 team (Colts) to hire a bus to travel to Ashley for an annual fixture with the Clubs Coordinator to budget for next year and alterate use of transport.

Park/Beaumont CARRIED

Abstention received from Commerce Officer

The Finance Officer left the meeting due to a conflict of interest.

**Decision Date:** 29 May 2017

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**Decision: CUSSC Grant Application**

069/2017

MOVE

That the Executive approve the grant of \$800 for CUSSC to subsidise 20 members to complete a comprehensive first aid certificate.

De Silva/Park CARRIED

The Law, Engineering and Post Graduate Officers left the meeting due to a conflict of interest.

**Decision Date:** 29 May 2017

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**Decision: UC Bike Sports Grant Application**

070/2017

MOVE FROM THE CHAIR

That the Executive approve the grant of \$850 for UC Bike to purchase 5 road kits and 5 mountain bike kits for club use with recommendation from UC Sport. (got 4 quotes)

CARRIED

The Law Officer left the meeting due to a conflict of interest.

**Decision Date:** 29 May 2017

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**Decision: UC Netball Grant Application**

071/2017

MOVE

That the Executive approve the grant of \$1,281.91 for UC Netball to purchase new griddle pan for UC Rugby Football Club club rooms to cook food and raise funds for the clubs which will be used by both clubs (to be taken from the general grants pool)

De Silva/Beaumont CARRIED

The Finance Officer left the meeting due to a conflict of interest.

**Decision Date:** 29 May 2017

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**Decision: Debsoc Sports Grant Application**

072/2017

MOVE

That the Executive approve the grant of \$500 per participant for Debsoc to send 5 students to attend the World University Debating Championships (WUDC) in Mexico in 2018. (total of \$2500)

R Brosnahan/Proctor CARRIED

**Decision Date:** 29 May 2017

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**Decision: UC Rowing Sports Grant Application**

073/2017

MOVE

That the Executive approve the grant of \$2,151.40 for UC Rowing to purchase two cox boxes for use by the club (devices that measure stroke rate and also amplify the cox to allow them to be heard).

Beaumont/Gillman CARRIED

The Vice President left the meeting due to a conflict of interest.

**Decision Date:** 29 May 2017

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**Decision: Ucheer Sports Grant Application**

074/2017

MOVE

That the Executive approve the grant of \$1,000 for Ucheer for registration for Ministry of Cheer in Wellington and accommodation for both Wellington and Auckland competitions as it is a continuous expense and the club need to start budgeting for these events (\$40 per person)

Robinson/De Silva CARRIED

The Law Officer abstained from voting.

**Decision Date:** 29 May 2017

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**Decision: CMSA Sports Grant Application**

075/2017

MOVE

That the Executive approve the grant of \$781.73 for CMSA to purchase equipment (4 x outdoor football nets, 2 x indoor football nets and 2 first aid kits) to practice for the BERSATU Games (annual sports event for Malaysian students across different universities in New Zealand)

Proctor/Park CARRIED

**Decision Date:** 29 May 2017

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**Decision: UCAFC Sports Grant Application**

076/2017

MOVE

That the Executive approve the grant of \$1,913.04 for UC Association Football Club (UCAFC) to purchase 80 footballs for use with all sides from social through to top level; the club has 257 student members and 123 non student members.

De Silva/R Brosnahan CARRIED

**Decision Date:** 29 May 2017

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**Decision: UCCC Sports Grant Application**

077/2017

MOVE

That the Executive approve the grant of \$1500.00 for UCCC to purchase 15 personal floatation devices and 15 helmets.

Barker/Beaumont CARRIED

The Post Graduate Officers left the meeting due to a conflict of interest.

**Decision Date:** 29 May 2017

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**Decision: Millie Morgan Sport Grant Application**

078/2017

MOVE

That the Executive decline the grant application of \$1500.00 for Millie Morgan to attend FISU (International University Sports Federation) Volunteers Leader Academy 2017 in Kazan, Russia; Millie has been accepted to represent NZ at the Academy/conference as the individual application sits outside the sports grant policy (she is not competing but is attending a conference) and unfortunately the Executive are not able to approve this grant.

De Silva/Barker CARRIED

The Law, Engineering, Education, President and Science Officers left the meeting due to a conflict of interest.

**Decision Date:** 29 May 2017

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**Decision: Matthew Mesman Sports Grant Application**

079/2017

MOVE

That the Executive approve the grant of \$700.00 for Matthew Mesman to attend 2017 World Rowing Under 23 Championships in Bulgaria.

De Silva/Park CARRIED

The Law, Vice President and Post Graduate Officers left the meeting due to a conflict of interest.

**Decision Date:** 29 May 2017

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**Decision: Laura Glen Sports Grant Application**

080/2017

MOVE

That the Executive approve the grant of \$750.00 for Laura Glen to attend 2017 World Rowing Under 23 Championships in Bulgaria

De Silva/Park CARRIED

The Law, Vice President and Post Graduate Officers left the meeting due to a conflict of interest.

**Decision Date:** 29 May 2017

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**Decision: Thomas Mackintosh Sports Grant Application**

081/2017

MOVE

That the Executive approve the grant of \$750.00 for Thomas Mackintosh to attend 2017 World Rowing Under 23 Championships in Bulgaria

De Silva/Park CARRIED

The Law, Vice President and Post Graduate Officers left the meeting due to a conflict of interest.

**Decision Date:** 29 May 2017

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**Decision: Gabrielle (Gabi) Steer Sports Grant Application**

083/2017

MOVE

That the Executive approve the grant of \$750.00 for Gabrielle (Gabi) Steer to attend Underwater Hockey Age Group Worlds in Hobart, Australia 2017; representing New Zealand Underwater Hockey Womens' Under 23 team.

Robinson/S Brosnahan CARRIED

The Law Officer and Vice President left the meeting due to a conflict of interest.

**Decision Date:** 29 May 2017

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**Decision: Nick Healy Sports Grant Application**

084/2017

MOVE

That the Executive approve the grant of \$750.00 for Nick Healy to attend Underwater Hockey Age Group Worlds in Hobart, Australia 2017; representing New Zealand Underwater Hockey Mens' Under 23 team.

Robinson/S Brosnahan CARRIED

The Law Officer and Vice President left the meeting due to a conflict of interest.

**Decision Date:** 29 May 2017

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**Decision: Phoebe Stallmann Sports Grant Application**

085/2017

MOVE

That the Executive approve the grant of \$750.00 for Phoebe Stallmann to attend Underwater Hockey Age Group Worlds in Hobart, Australia 2017; representing New Zealand Underwater Hockey Womens' Under 23 team.

Robinson/S Brosnahan CARRIED

The Law Officer and Vice President left the meeting due to a conflict of interest.

**Decision Date:** 29 May 2017

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**Decision: George Howat Sports Grant Application**

082/2017

MOVE

That the Executive approve the grant of \$750.00 for George Howat to attend 2017 World rowing Under 23 Championships in Bulgaria

De Silva/Park CARRIED

The Law, Vice President and Post Graduate Officers left the meeting due to a conflict of interest.

**Decision Date:** 29 May 2017

## 2.2 Affiliations

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**Decision: IET (Institute of Engineering and Technology)**

086/2017

MOVE

That the Executive affiliate (Institute of Engineering and Technology) IET On Campus club (21 students AND 9 non students)

Park/Beaumont CARRIED

**Decision Date:** 29 May 2017

## 3. President's report

### 3.1 President's verbal update

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The new UCSA Building name Haere-roa which has been grantfully accepted by the Executive and will be taken to UC Council for approval.

The new Nuts and Bolts cafe in the CORE Engineering building opened today.

## 4. Board Annual Work Plan

### 4.1 Executive and Advisory Board Annual Work Plan

## 5. Actions from Previous Meetings

### 5.1 Action Item List

See Appendix A for the full Action Item list.

## 6. Health and Safety

### 6.1 Health and Safety Executive visits

## 7. UCSA Building

### 7.1 UCSA Building update

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The Māori name for the new UCSA Building Haere-ora gifted to the UCSA sits with the narrative of the new UCSA building name.

### 7.2 Fundraising

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**Decision: Pub Charity Ltd**



088/2017

MOVED

That the Executive approve the application to apply to Pub Charity Ltd for \$250,000 towards costs relating to the new Ngaio Marsh Theatre.

De Silva/Beaumont CARRIED

**Decision Date:** 29 May 2017

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**Decision: The Lion Foundation**

089/2017

MOVE

That the Executive agree to apply to The Lion Foundation for \$50,000 towards costs relating to the new Ngaio Marsh Theatre.

Jackson/S Brosnahan CARRIED

**Decision Date:** 29 May 2017

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**Decision: Profile Secretary for Lotteries Funding**

090/2017

MOVE

That the Executive remove Kylie Malin as the profile secretary for Lotteries funding and appoint Kathryn Marshall as the new profile secretary for all future Lotteries funding.

Robinson/Beaumont CARRIED

**Decision Date:** 29 May 2017

## 8. Other Business

### 8.1 Annual General Meeting

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The AGM took place two weeks ago and was a success with quorum of just over 70 students. BDO auditors were re-appointed as association auditors.

### 8.2 Student Matters

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Self Defense classes were a success and more classes will be scheduled for week 2 of term 3.

There are 270 flats registered for Flat Packs and packs have been given out over the last 3 weeks.

The Commerce Officer will send out a survey regarding the opening hours at the Puaka-James Hight Library during study week.

The Vice President was congratulated for organising a successful Executive Pink Shirt Day.

Tea Party will be moved to Saturdays this year.

The Executive were encouraged to apply for sponsorship to attend the Aspiring Leaders Forum from 27-30 July; which is an annual forum held each year in Wellington. In the past UCSA has sponsored a student and so has UC.

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#### **Action: Tea Party**

Look at other ways with Lucy Blackmore (Events Manager) to utilise Tea Party space on Friday night with Tea Party moving to Saturdays

**Owner:** Josh Proctor

**Due Date:** 08 Jun 2017

### 8.3 Executive Projects

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#### Solar Panel Project at Montana Early Learning Centre

The Engineering Officer continues to work on the special project of installing solar panels at the Montana Early Learning Centre. He has been informed that the state of the art technology he wished to install cannot be used until January/February 2018. The current technology is sufficient and the Early Learning Centre is estimated to save \$100 a month (conservative amount) over 25 years. The recommendation is that the Executive contribute \$4,000 towards the cost of installing solar panels and remainder \$1,500 is taken out of the Montana Early Learning Centre repairs and maintenance budget. There are no ongoing service and maintenance costs and the solar panels have 25 year warranty. The President will discuss this project further with the Chief Executive.

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#### International Food Night Market

The Arts Officer requested funding of \$1,000 for hireage of equipment for the international night food market which is scheduled to be held on 28 July on C block lawn from 4-8pm. Food will be made by student clubs and there will also be entertainment and performances. The aim is expose diversity to the general student body on campus and the local community. There are 10 international clubs and 2 food clubs involved. Other funds have been given by Diversity Fest. Tickets will be pre-sold up the value of \$15 for the event and students could receive up to 3 coupons. The average cost per dish may be \$5.

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**Decision:**

091/2017

MOVE

That the Executive approve \$1,000 for the International Food and Entertainment Market for hireage of equipment

Beaumont/S Brosnahan CARRIED

**Decision Date:** 29 May 2017

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#### Bike Locks

The bike locks have been ordered and are due to arrive in the next few days. The locks will be sold at UCSA reception.

### 8.4 UCSA Elections

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**Decision: UCSA Elections**

092/2017

MOVE

That the Executive call the 2017 UCSA Elections for 16,17 and 18 August.

De Silva/Proctor CARRIED

**Decision Date:** 29 May 2017

### 8.5 Foundry

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#### Mono Night

A large number of non students and Lincoln university students are now attending Mono nights. The Foundry Manager is investigating options including a potential door charge on non UC students to ensure UC students have priority.

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**Action: Foundry**

Discuss Mono Night door sales for non UC students with Foundry Manager

**Owner:** Chanuka De Silva

**Due Date:** 08 Jun 2017

## 9. Close Meeting

### 9.1 Close the meeting

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

**Meeting Closed:** 7:45 PM

**New Actions raised in this meeting:**

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<b>Tea Party</b>	Not Started
<b>OWNER:</b> Josh Proctor	
<b>DUE DATE:</b> 08 Jun 2017	

Look at other ways with Lucy Blackmore (Events Manager) to utilise Tea Party space on Friday night with Tea Party moving to Saturdays

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<b>Foundry</b>	Not Started
<b>OWNER:</b> Chanuka De Silva	
<b>DUE DATE:</b> 08 Jun 2017	

Discuss Mono Night door sales for non UC students with Foundry Manager

**Signature:**



**Date:**



## Appendix A: Actions from Previous Meetings

### 5.1 Action Item List

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**Meet with the Chief Executive and Food & Beverage Manager to discuss T...** Not Started  
 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

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**Winterlude** Done  
 OWNER: Dave Hawkey  
 DUE DATE: 04 May 2017  
 COMPLETED: 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

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**PhysSoc** Done  
 OWNER: Dave Hawkey  
 DUE DATE: 14 May 2017  
 COMPLETED: 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

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**Safety on campus** Done  
 OWNER: James Addington  
 DUE DATE: 19 May 2017  
 COMPLETED: 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

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**Winterlude** Done  
 OWNER: Emily Barker  
 DUE DATE: 26 May 2017

COMPLETED: 26 May 2017

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

SOURCE MEETING: Executive Committee  
MEETING DATE: 15 May 2017  
AGENDA ITEM: 1.1 Introductions and Winterlude

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**The Whare** Not Started  
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.

SOURCE MEETING: Executive Committee  
MEETING DATE: 15 May 2017  
AGENDA ITEM: 2.1 Te Akatoki update

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**Te Reo Language Week** Not Started  
OWNER: James Addington  
DUE DATE: 26 May 2017

Look at options for Maori Language week

SOURCE MEETING: Executive Committee  
MEETING DATE: 15 May 2017  
AGENDA ITEM: 2.1 Te Akatoki update

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**Strategic Plan Consultation for Ilam Early Learning Centre** Done  
OWNER: Emily Barker  
DUE DATE: 26 May 2017  
COMPLETED: 26 May 2017

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

SOURCE MEETING: Executive Committee  
MEETING DATE: 15 May 2017  
AGENDA ITEM: 3.4 Ilam ELC Strategic Plan Consultation

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**UCSA BUILDING NAME** Done  
OWNER: James Addington  
DUE DATE: 02 Jun 2017  
COMPLETED: 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