

APPROVED MINUTES

EXECUTIVE MEETING



At the **Executive Meeting on Monday, December 11, 2017** these minutes were presented.

NAME: UCSA
DATE: Monday, November 6, 2017
START TIME: 5:00 PM
CLOSE TIME: 5:20 PM
LOCATION: Room 126, Puaka-James Hight Building, University of Canterbury, Christchurch

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

ATTENDEES: James Huntley

APOLOGIES: Dave Hawkey, Sam Brosnahan, Hana Skerrett-White, Bridget O'Connor-Norton, Ron Park, Laura Robinson

1. Opening Meeting

2. Governance Policies

2.1 Grants Policy

James Huntley, the UCSA Clubs Coordinator who works closely with the clubs and presents the grant applications to the Executive; has done extensive work on updating the Grants policy to ensure a smoother process and close the gap on any ambiguities that clubs experience when completing the grants process. James Huntley presented the proposed amendments to the Executive.

Decision: Grants Policy

165/2017

MOVE

That the Executive approve the updated Grants Policy upon the recommendation from the UCSA Clubs Coordinator.

De Silva/Beaumont CARRIED

Decision Date: 06 Nov 2017

2.2 Student Representative Policy

Extension work has been undertaken this year to improve the class representative system. There are over 70 class representatives with a number of different models used throughout the Colleges. The UCSA President and Advocacy and Welfare team have worked with UC and a student to bring the different representatives systems together to improve communication and the process of how students can help resolve low level course related issues. A student has worked on creating an online system for students and class representatives to access. The Class Representative Policy is being superseded by the Student Representative Policy as the updated policy aims

to promote open communication between the University of Canterbury staff and students. The new online system is expected to go live by the end of the month.

Decision: Student Representative Policy

166/2017

MOVE

That the Executive approve the updated Student Representative Policy which supersedes the Class Representative Policy.

Beaumont/R Brosnahan CARRIED

Decision Date: 06 Nov 2017

2.3 Sustainability Policy

Decision: Sustainability Policy

167/2017

MOVE

That the Executive approve the updated Sustainability Policy subject to the minor amendments.

White/Barker CARRIED

Decision Date: 06 Nov 2017

2.4 Affiliation Policy

Decision: Affiliation Policy and Student Code of Conduct

168/2017

MOVE

That the Executive approve the updated Affiliation Policy and the Student Code of Conduct included in Appendix 1.

White/R Brosnahan CARRIED

Decision Date: 06 Nov 2017

3. Close Meeting

3.1 Close the meeting

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

Meeting Closed: 5:20 PM

Signature:



Date:

