

UCSA Annual General Meeting 2018 Unconfirmed Notes

Date: Thursday 10 May 2018
Time: 12:05pm
Venue: Undercroft 101, Puaka-James Hight building
Present: 177 students

Josh Proctor, 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 2017 be approved as a true and accurate record

Jackson White/Devanshi Gandhi CARRIED

2 Annual report of the 2017 UCSA President

Josh Proctor, UCSA President highlighted key points from the 2017 annual President's report.

UCSA 2017 President's Annual Report

1. Introduction

Kia ora whanau and friends of the UCSA,

2017 was the year of the rooster, which means a year of optimism, confidence, and practicality. At the UCSA, the year will especially be remembered as one of progress. In addition to providing great entertainment, advocacy and support to our students, we successfully settled our contents and chattels insurance claim from the old UCSA Building; enhanced the UCSA representative voice; re-opened the Engineering Café; started construction on the new UCSA Building; achieved the highest ever voter turn-out in the UCSA Executive elections; and raised well over \$1 million towards the new UCSA Building project. As the ol' saying goes, the rooster may crow but the hen delivers the goods. In 2019 construction on the new UCSA Building is expected to be completed, and the hard work from many over the years will finally come to fruition.

The University and its Association is in extraordinary times facing incredible opportunities and I thank all those who have helped and continue to help shape the UCSA. As my last official duty as 2017 President, I want to acknowledge the UCSA Executive and staff who had to put up with me. Thanks for the good times team, it was a blast.

2. Representation & Governance

Executive

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 level. The UCSA President is also a member of UC Council, the governing body of the University.

In 2016 we received a record voter turnout in the UCSA Executive elections. In 2017, we set the objective to increase our mandate even further. A mammoth effort from the entire UCSA team and a highly competitive election led to a voter turnout of 45% (or 5,616 students).

In 2017, six (6) general executive members held external portfolios and undertook a range of projects that were of interest to them and were beneficial to the student body. The newly formed roles of student wellbeing officer, postgraduate representative and Te Akatoki representative focused on their respective positions while also undertaking projects. The external portfolios and projects undertaken by the Executive were as follows:

<i>James Addington</i>	<i>President</i>	
<i>Emily Barker</i>	<i>Vice President</i>	<i>External Portfolios</i>
<i>Josh Proctor</i>	<i>Finance Officer</i>	<i>Projects</i>

<i>Name</i>	<i>External Portfolio</i>	<i>Projects</i>
<i>Harry Beaumont</i>	<i>Business & Law</i>	<i>Bike locks, skate workshops</i>
<i>Jackson White</i>	<i>Engineering</i>	<i>Solar panels, UCSA sustainability report, skate workshops</i>
<i>Sam Brosnahan</i>	<i>Equity & Wellbeing</i>	<i>Mental Health Awareness Week, fruit drops, flat packs, communications review, Thursdays in Black</i>
<i>Hana Skerrett-White</i>	<i>Te Akatoki</i>	<i>Events and advocacy</i>
<i>Laura Robinson</i>	<i>Education</i>	<i>Self defense classes, heat & eat</i>
<i>Ron Park</i>	<i>Arts</i>	<i>International food market</i>
<i>Riley Bros</i>	<i>Science</i>	<i>Clubs & Events, club pop-up</i>
<i>Chanuka De Silva</i>	<i>Commerce</i>	<i>Student chargers, communications</i>
<i>Thomas Gillman</i>	<i>Post Graduate</i>	<i>Postgraduate Advisory Group, Postgraduate policies</i>

The Executive meet formally at least three times per term, as well as holding workshops where required on specific issues that need attention. External portfolios have regular meetings dependent on the University calendar (some once a month, some twice, others more regularly). Project meetings are held regularly with the particular Exec or staff of the UCSA.

The UCSA Executive represent students on 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*
- *University Council*
- *University Council subcommittees - Finance, Planning and Resources Committee and Audit and Risk 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 and operational side of the organisation as well as working with UC to deliver the new UCSA Building.

Advisory Board

The UCSA Executive appoints the Advisory Board and, as the name suggests, it is a board that advises. They provide advice to the UCSA Executive and Chief Executive, and make recommendations as to the Associations activities, particularly those of a commercial nature. The Board is comprised of up to six (6) external professionals, as well as the President, Vice President and Finance Officer. The Board meets once a month. The President chairs the meetings and the Chief Executive sits in attendance. To provide the Executive with more exposure to the Advisory Board, we held two combined Executive and Advisory Board meetings. These were successful in helping the Executive to better understand the recommendations from the Advisory Board and allows the entire governing body to discuss larger issues e.g. matters relating to the UCSA Building.

As of 31 December 2017, the Advisory Board (external) members are:

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

Representation Model

Following changes to the UCSA constitution, the Executive changed its representation model with the addition of specific Postgraduate and Equity & Wellbeing elected representatives. It has been a success with it leading to a heightened focus on those particular areas. In addition to changing representation on the UCSA Executive, progress was made on enhancing the UCSA Class Rep model and implementing a Postgraduate Advisory Group.

3. Services

Advocacy & Welfare

Measures

Advocacy & Welfare			
	2016 Actual	2017 Targets	2017 Actual
<i>General Intake</i>	157	145	146
<i>Advocacy</i>	130	131	139
<i>Foodbank granted</i>	110	111	90
<i>Hardship Grant</i>	24	41	36
<i>Mickle Fund</i>	39	27	21
<i>Subsidised Dental</i>	1921	1905	2208
<i>Early Intervention</i>	7	5	0
<i>Class Reps</i>	430		457
Total (excl reps related)	2217	2365	2640

Satisfaction Levels	Targets	Actual	Actual 2017
<i>Dental</i>	<i>80% are satisfied or very satisfied</i>	96%	92%
<i>Advocacy</i>	<i>80% of students feel they were satisfied or very satisfied</i>	99%	100%
<i>Class Reps</i>	<i>80% of class reps were satisfied or very satisfied with their experience</i>		97%
<i>UCSA Help Volunteers</i>	<i>80% of UCSA Help Volunteers were satisfied or very satisfied with their experience</i>	Not	Not surveyed

Events & Clubs

Events

Orientation			
Event	Ticket	Estimated	Actual Attendees
<i>Dovedale Do</i>	No	500	250
<i>Kia Ora Bro</i>	No	200	300
<i>Post Grad Welcome</i>	No	150	350
<i>UC Ori Day - UCSA Stalls</i>	No	2500	Approx 2500
<i>Toga Party</i>	Yes	950	950
<i>Lunch on the Lawn</i>	No	2500	
<i>Clubs day</i>	No	3000	
<i>Food Market</i>	No	2500	
<i>Clubs Day</i>	No	3000	
<i>Food Market</i>	No	2500	
<i>Hypnotist on the Lawn</i>	Yes	800	500
<i>Summer Start-up</i>	No	1000	
<i>Mardis Gras</i>	Yes	3000	3000
<i>Foam Oh</i>	Yes	950	500

Music and Arts in May		
Event	Ticketed	Attendees
<i>Lunch on the Lawn</i>	No	400 / 400
<i>Bingo is my Nameo</i>	No	100 / 150
<i>BBQ</i>	No	600 / 600
<i>Drive in Movie - Toy Story</i>	\$10	15 Cars /
<i>The Ed Woods</i>	No	90 /
<i>Drive in Movie - 21 Jump St</i>	\$10	25 cars /
<i>Drive in Movie - 10 Thing I Hate about you</i>	\$10	27 cars /

Winterlude			
Event	Ticketed	Estimated	Actual Attendees
<i>UC Open Day</i>	<i>No</i>		
<i>Clubs Day</i>	<i>No</i>		
<i>Post Graduate Event</i>	<i>No</i>		
<i>Peking Duk</i>	<i>Yes</i>	<i>1000</i>	<i>1000</i>
<i>Food Market</i>	<i>No</i>	<i>1000</i>	
<i>Sachi</i>	<i>Yes</i>	<i>1000</i>	<i>1000</i>
<i>Once upon a Time</i>	<i>Yes</i>	<i>1000</i>	<i>1000</i>
<i>Charity Fight Night</i>	<i>Yes</i>	<i>390</i>	<i>300</i>
<i>Winter Wellness</i>	<i>No</i>	<i>1000</i>	
<i>Cuba Jib</i>	<i>Yes</i>	<i>1000</i>	

Other Events			
Event	Ticketed	Estimated	Actual Attendees
<i>Grad Ball</i>	<i>Yes</i>	<i>340</i>	
<i>ANZAC Day</i>	<i>No</i>		<i>350</i>
<i>Supreme Clubs</i>	<i>Yes</i>	<i>420</i>	<i>420</i>
<i>Blues</i>	<i>Yes</i>	<i>70%</i>	<i>100</i>
<i>Coffee Party</i>	<i>No</i>		<i>1,000 plus</i>
<i>Tea Party</i>	<i>Yes</i>	<i>3,000</i>	<i>3,000</i>
<i>Exam Breakfasts</i>	<i>No</i>		<i>Over 70%</i>

Measurables

Student Engagements	2017 Target	Result
Clubs provide an opportunity for students to meet like-minded people, and thus feel a sense of belonging.	Record at least 120 affiliated clubs	Total of 140 affiliated clubs for 2017
A range of club activities and events that lead to a vibrant student body	100 or more club lead events and activities	94 Foundry Events 1466 Meeting Type Room Bookings 923 Training / Rehearsal Bookings 272 Seminar Style Bookings 104 Performance Bookings
	25 Club activities and events targeted at international students	207 rooms booked by international clubs
	50 Club events held on campus	94 Events held in the Foundry 2733 rooms booked on campus for clubs (these do include club meetings)
	Club policies and procedures reviewed annually	These were reviewed last year by James Huntley with updates approved by the student executive
Provide a range of events that cater to both majority and minority groups on campus.	Record at least 40 events and activities with at least 150 student participants	Orientation – x14 events Winterlude – x10 events Mono Nights – x25 events Grad Ball Anzac Day Music and Arts in May x2 events Supreme Clubs Coffee Party Tea Party Exam Breakfasts
	Record at least 70% attendance capacity across all events.	Achieved
	Establish a unit cost measure for total UCSA events / participating students.	
	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.	N/A
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.	Tri Agencies meetings took place before and after key events; Orientation, Winterlude and Tea Party.

UCSA Sport

Student Engagements	2017 Target	Result
<i>Ensure students have the opportunity to participate in a range of sports on campus</i>	<i>Record at least 25 affiliated Sports Clubs</i>	<i>26 Sports Clubs were affiliated in 2017</i>
<i>Celebrate student sporting achievement</i>	<i>Record at least 30 Blues recipients</i>	<i>There were 37 Blues recipients plus 1x overall major award recipient</i>
<i>Provide opportunities for students to compete against other institutions</i>	<i>Record at least 3 sport specific exchanges involving UCSA affiliated clubs</i>	<i>ENSOC – Marlowe Cup Debsoc – Easters (National University Debating Tournament) CUBA – Uni Ski Games (Wanaka with Otago) University Sport NZ Ultimate Frisbee – Hosted NZ University Games Plus many more</i>
<i>Effective communication between USA and UC sport</i>	<i>Planning meetings held at the start of each term.</i>	<i>This was achieved</i>

Media & Communications

Our media and communications team continues to provide relevant content and entertainment for students. The launch of the new CANTA has been successful with student engagement having increased significantly throughout 2017. Social media platforms continue to be the focus of our communication to students, in particular, Instagram and Facebook.

	Target	Actual 2017
<i>Key communication channels are well utilised to increase potential reach.</i>	<i>Record at least 25,000 Facebook likes across all pages.</i>	<i>37,661</i>
	<i>Record at least 200,000 web hits on ucsa.org.nz</i>	<i>314,422 views</i>
	<i>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.</i>	<i>Not measured</i>
<i>A self-sustaining media/communications office.</i>	<i>Demonstrate annual sales revenues of at least \$200,000.</i>	<i>\$120,227</i>

4. Commercial Activity

Food & Beverage

Food & Beverage continues to provide cost effective food options for students. The new Eng Café opened in September 2017 and was an immediate success due to its diverse menu and location. At the beginning of 2017 we handed back to UC the lease of the café in the Law and Business Building due to a lack of sales. At the end of 2017 we closed The Shed café at Kirkwood due to the prefab buildings being dismantled in 2018. Mono nights continues to be a success for The Foundry with over between 1,000 - 1,500 students attending the Mono events during term time.

Food and Beverage produced a surplus of \$470,323. This is a great result from a surplus in 2016 of \$300,000. This is mostly driven by external catering, gigs and events.

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 kept busy 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 permanently moved the Ilam ELC to Dovedale campus. The new site in Dovedale has proven to be a success with it being a modern and larger facility with a safer drop off and pick up area. Further upgrades to the facilities in 2017 included a new playground for the Dovedale ELC and new heat pumps for the Montana ELC.

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 2017, UBS made a surplus of \$40,608. As distribution channels change and new methods of teaching are introduced, the sale of text books continues to decline.

5. Financial update

The UCSA has reported a surplus of \$3,081,119 for the 2017 financial year. This figure includes insurance claim income of \$2,690,987 as well as demolition costs of \$932,138.

Revenue for the year was \$12,262,424 while operating expenses were \$11,442,375.

Underlying operating surplus was \$820,049 including depreciation of \$377,440.

The two childcare centres had a quieter year than 2016 but this was offset by an excellent performance in food and beverage.

6. UCSA Building

The UCSA building was badly damaged in the 2011 earthquakes. After initially working out of marquees and prefab buildings in the UCSA car park, our offices have since been located in the ground floor of Puaka-James Hight building. Over the last two years, significant progress was made towards getting back into our own home. Leighs Construction was awarded the contract and promptly began work in July. To mark this significant milestone, we hosted a turning of the sod event with Alumni and friends. At the event, we announced the new UCSA Building name – Haere-roa. This name, gifted by mana whenua, Ngāi Tūāhuriri, translates to the longest stream or the long wanderer. It recognises the UCSA as a space that hosts and welcomes people. For many UC students the UCSA will be an important part of their journey; it's a place where they will receive support, access resources, learn new things and meet new people, preparing them for the next part of their journey.

In October, after years of negotiations we finally settled our contents and chattels insurance claim from the old UCSA building. The result was satisfactory and proceeds will help fit out the new building.

In November, the UCSA reached a formal arrangement with the University, ensuring security of tenure and funding for the new building. The signing of the agreements yet again demonstrates our strong relationship and partnership with the University.

Like the old Students' Association Building, our goal is to maintain majority ownership and operation of the new UCSA Building to ensure that 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. As of 31 December, \$1.4 million has been donated or pledged by individuals and organisations.

Key elements of the new UCSA Building:

- *UCSA will own 51% and UC 49% of the Building.*
- *The project is governed by the Project Control Group (PCG), which is made up UC and UCSA members.*
- *The project is internally managed by UC Learning Resources and externally by RCP.*
- *UC are funding the project until 2019, allowing us time to raise the necessary amount for our 51% ownership.*
- *UC Foundation lead the UCSA fundraising campaign.*

James Addington

2016-2017 UCSA President

MOVED

That the 2017 UCSA President's annual report be accepted

Alex Holmes/Harry McLeod

CARRIED

3 2017 Annual Accounts

Sam Brosnahan, Finance Officer informed the student body that the UCSA is financially in healthy shape, with the UCSA reporting a surplus of \$3,081,119 for the 2017 financial year. This figure captures non-operating insurance claim income of (roughly \$2.7m) \$2,690,987 as well as demolition costs of \$932,138. For the 2017 financial year, revenue is recorded at **\$12,262,424**, while operating expenses were recorded at \$11,442,375 which made for an operating surplus of \$820,049.

The UCSA holds a strong balance sheet, with \$20.6 million of assets and \$5.5 million of liabilities. Within these assets, the UCSA currently hold cash reserves of \$4.9 million, compared to \$1.5 million the previous financial year. However much of this increase is attributed to insurance settlement incomings, which will need to be paid out to cover construction and fitout costs of our new building when it opens 2019.

Mike Rondel, BDO auditor confirmed that the UCSA audit went well and the UCSA has strong processes in place.

4 Haere-roa (UCSA Building) update

The UCSA remains a 51% shareholder of the building, while the University retains their share of 49%. This is reflected in UCSA's 51% and UC's 49% funding of the new building's construction costs. Fit-out for the new building will be funded by the UCSA.

UCSA remains committed to the fundraising campaign, commenced in 2016, to raise the \$5m shortfall needed to fund Haere-roa's construction and fit-out costs. As it currently stands, through partnering with the UC Foundation, we have collectively raised \$2.5 million of the total \$5 million target.

The Finance Officer acknowledged the team at the UC Foundation for their continued support in helping UC students fundraise for their new building.

MOVED

That the 2017 annual accounts and statements for the UCSA be accepted

Liam Donnelly/ Emma McCone

CARRIED

5 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 2018 Association official auditors

Julia Rolleston/Freya Farrar

CARRIED

6 2018 President's update

The establishment of the Executive International portfolio this year is gaining traction with the International Representative working towards creating better presentation of international student concerns on campus.

In terms of the UCSA's services to students:

Advocacy and Welfare continues to gain positive numbers of students using the service.

The Events team are working on Music and Arts in May with a number of events on campus.

Ochella, one of many Orientation events was moved to Horncastle Arena due to the Cyclone Gita which resulted in a financial impact.

The annual ANZAC Day service was well supported this year with over 450 attendees.

The UCSA Media and Comms team are working on Instagram stories and CANTA has moved to using sustainable paper.

Food and Beverage have had a very busy first quarter and Eng Café in the new CORE Building is well supported by students.

The two Early Learning Centres (Ilam located at Dovedale campus and Montana on the corner of Montana and Ilam Roads) remain in high demand

Fundraising for Haere-roa is half way in terms of funds raised.

The President spoke to the UCSA submission at the Christchurch City Council on the Long Term Plan (LTP), which has resulted in a meeting being set up between the Christchurch City Councillors and the UCSA Executive in July to discuss student priorities in the city. This is a very positive step in the UCSA contributing the student voice and their needs across the Christchurch.

A member of the student body raised the point that when the Executive submit feedback on city wide matters (in light of the recent CCC Long Term Plan submission), that the UCSA should consult the whole student body first. The President acknowledged this feedback and will take it on board for any further submissions.

7 **General Business**

UCSA Building

The new UCSA Building project is progressing and the building is expected to be open in March 2019.

Life Membership

The President put forward a motion to the student body to offer life membership to Dr Rod Carr, Vice Chancellor of the University of Canterbury for his services to the Association. Dr Rod Carr consistently shows his appreciation of clubs and clubs culture on campus, supporting and attending UCSA and club led events like Grad Ball, ANZAC Day services, Blues and Supreme Clubs, LOTY, is always willing to take part in forums each term with the UCSA and discuss pressing and sometimes challenging issues with the student body (.e.g. post graduate printing issues, mental health, car parking etc), taking time out of his busy schedule, meets with the Chief Executive and President each monthly to discuss student issues and any other issues on campus, set up the structure of the Joint Operations Advisory Board (JOAB) where the UCSA and UC (co-chair) meetings held on a fortnightly basis to discuss student needs and concerns, where the UCSA has genuine input into the allocation of the student services levy, Rod and his wife Jenny host Executive members in their home twice a year with every Executive and have done over the 10 years of his tenure, supported for the re-build of the new UCSA building and continues to support and gives financial assistance of the UCSA fundraising campaign

MOVED

That the UCSA offer life membership to Dr Rod Carr, Vice Chancellor of the University of Canterbury for his services to the Association

Julia Rolleston/Freya Farrar

CARRIED

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.

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

The meeting closed at 12:30pm.