

APPROVED MINUTES

EXECUTIVE MEETING



At the **Executive Meeting on Monday, August 13, 2018** these minutes were confirmed as presented.

- Name:** UCSA
Date: Monday, July 30, 2018
Time: 5:00 PM to 7:30 PM
Location: UCSA office, Room 126, Puaka-James Hight Building, University of Canterbury, Christchurch
Board Members: Alex Holmes, Devanshi Gandhi, Emma McCone, Harry Beaumont, Jackson White, Julia Rolleston, Laura O'Dwyer, Laura Robinson, Liam Donnelly, Sam Brosnahan, Shayne Goldingham, Tamahou Thoms
Attendees: Bridget O'Connor-Norton, Dave Hawkey, Riley Divett, James Huntley
Apologies: Josh Proctor (Chair)
Notes: James Huntley will join the meeting from 5-5:15pm. Riley Divett will join the meeting from 5:15-5:45pm.

1. Opening Meeting

1.1 Confirm Minutes

Executive Meeting Tuesday, May 22, 2018, the minutes were confirmed with the following changes:

The correct meeting time was from 4:55PM to 5:55PM.

Point 8.1 Chief Executive's Verbal Update - UC collect approximately \$9 million from the Student Services Levy and the UCSA receive approximately \$2.2 million.

Executive Meeting Monday, July 16, 2018, the minutes were confirmed with the following changes:

The Equity and Wellbeing Representative left the meeting due to a conflict of interest when the Arise Church grant application was presented.



Executive Minutes 22 May

111/2018

MOVE

That the minutes of the Executive meeting held on 22nd May are deemed as a true and accurate record with the correction of the time to 4pm-5:55pm and that funds UC received from the Student Services Levy being approximately \$9

million and the amount of the Student Services Levy received by the UCSA being approximately \$2.2 million.

Decision Date: 30 Jul 2018
Mover: Alex Holmes
Seconder: Emma McCone
Outcome: Approved



Executive Minutes 16 July

112/2018

MOVE

That the minutes from the Executive meeting held on 16 July are deemed as a true and accurate record with the inclusion that the Student Equity and Wellbeing Representative left the meeting while the Arise Church grant was presented

Decision Date: 30 Jul 2018
Mover: Julia Rolleston
Seconder: Sam Brosnahan
Outcome: Approved

1.2 Interests Register

2. Club Affiliations

2.1 UCSA Grants and Affiliations



BIOSOC

108/2018

MOVE

That the Executive approve the emergency grant application from BIOSOC for \$300.00 for two Red buses to transport attendees to their ball; upon recommendation of the Clubs Coordinator as the club are now aware that they cannot use UC vans in the future and will ensure they include transportation in their budget for future events.

Decision Date: 30 Jul 2018
Mover: Devanshi Gandhi
Seconder: Julia Rolleston
Outcome: Approved



New Affiliations

109/2018

MOVE

That the Executive affiliate the following clubs: Pacific Island Engineering Students Association of Canterbury, University of Canterbury Pakistani Students' Association (UCPSA), University of Canterbury Slackline Society and Canterbury University Tongan Students Association

Decision Date: 30 Jul 2018
Mover: Alex Holmes
Seconder: Liam Donnelly
Outcome: Approved



Re-Affiliations

110/2018

MOVE FROM THE CHAIR

That the Executive approve the re-affiliation of the following clubs:
TuneSoc, UC Basketball Club, UC Hockey, UCPSyc and UCRed

Decision Date: 30 Jul 2018
Mover: Laura Robinson
Outcome: Approved

3. Actions from Previous Meetings

3.1 Action Item List

Due Date	Action Title	Owner
14 May 2018	Strategic Plan Status: Completed on 10 Sep 2018	Dave Hawkey
30 Jul 2018	UCSA Building Status: Completed on 27 Jul 2018	Dave Hawkey
30 Jul 2018	Academic Support Coordinator Status: In Progress	Dave Hawkey

4. Board Annual Work Plan

4.1 Annual Work Plan

The annual work plan was taken as read.

5. Advisory Board

5.1 Advisory Board meeting minutes

The Advisory Board minutes were for information only and taken as read.

6. Health and Safety

6.1 Health and Safety

The Executive health and safety walk around notes at Winterlude were taken as read. There will be a written health and safety report presented at the next meeting.

7. Financials

7.1 Financials

No financial information was noted.

8. Chief Executive's Report

8.1 Chief Executive's Report

The Deed of Ownership of the new UCSA Building was taken as read. A brief explanation was given by the Chief Executive of the spaces outside the building which the UCSA has exclusive ownership of. Section B car park is a future expansion space.

The Licence to Occupy agreement between the UCSA and UC includes the UCSA's food and beverage operations on campus.

The Memorandum of Understanding between UC and the UCSA outlines the agreement in relation to UC using the Ngaio Marsh Theatre Space for lecture space as of Semester 2 2019.

The Chief Executive was on annual leave last week and further updates will be given at the next meeting including progress on the proposed new UCSA logo. The Events team will undertake a review of Winterlude this week.



UCSA Logo

Provide an update at the next Executive meeting on the proposed new UCSA logo

Due Date: 12 Aug 2018

Owner: Dave Hawkey

9. President's Report

9.1 President's Report

Josh Proctor, UCSA President is in Malaysia with UC and UC Foundation fundraising for the new UCSA Building. Laura Robinson, Vice President is Acting President in his absence.

The Student Job Search (SJS) paper was taken as read. The Executive expressed a desire for more background information on SJS in relation to the paper presented.

10. Student Representation

10.1 Academic Matters

There were no new academic matters to be noted.

10.2 Post Graduate Advisory Group

The next Post Graduate Advisory Group meeting will be held in the next few weeks.

The Dean of Post Graduate Research held the first student workshop regarding supervision which the Post Graduate Representative was not able to attend. More notification of the meeting time would have resulted in a greater turn out of student numbers.

The Post Graduate Committee meeting in July was cancelled, however the reports were circulated.

The Post Graduate Representative will speak at the UC Post Graduate Open Day next week.

10.3 International Student Advisory Group

The first meeting of the International Student Advisory Group took place in Week one and was well attended by the new committee members with a positive level of engagement. A lot of the feedback from international students was around the lack of information and lack of transparency around visas. Other topics included the lack of orientation inductions for international students and mixing with domestic students.

10.4 Student Equity and Wellbeing Advisory Group

The notes of the Equity and Wellbeing meeting were taken as read.

The Student Equity and Wellbeing Representative continues to work with the Finance Officer, Post Graduate Representative and UCSA staff on mental fitness initiatives, including guest speaker options, seminars and real life stories.

The Student Equity and Wellbeing Representative is working with a sub group from the Sexual Violence Prevention Working Group on a campaign around education and awareness.

The Student Equity and Wellbeing Representative informed the Executive of a fund of \$15,000 via the Central Equity and Diversity Advisory Committee (CEDAC) allocated for any equity and wellbeing initiatives on campus, which students and clubs can apply for. Some funds have already been ring fenced for DiversityFest. It was asked how CEDAC is communicating this funding opportunity to students.

The Engineering Officer is working on a series of videos for first time lectures on mental fitness for all lecturers.



CEDAC Grant

Ask CEDAC how they are informing students and clubs about the equity and wellbeing grant made available.

Due Date: 12 Aug 2018
Owner: Laura O'Dwyer

10.5 Te Akatoki Update

Te Akatoki are in the early planning stages of Māori Language Week which is scheduled to take place in the first week of term 4.

11. Other Business

11.1 The Living Room

Concern has been raised by a number of groups across the student body regarding the conversion of the Living Room space into a dedicated Post Graduate space. Concerns have come from some members of the Student Equity and Wellbeing Advisory Group as the gender neutral toilets will not be available for use. Some Post Graduate students have voiced their concern at having a dedicated space to the detriment of other students on campus.

A paper was originally taken to the Joint Operations Advisory Board (JOAB) by the UCSA Chief Executive to upgrade the Living Room space and to convert the space into a dedicated space for Post Graduates as this cohort have requested their own space for a number of years. The UCSA were aware of the clubs use of the space and kitchen by clubs and it was agreed that no dedicated space for Post Graduates would be implemented to the detriment of other clubs. The Music space was to be made available for other clubs as an alternative. The upgrade to the Living Space went ahead. Recently it has been brought to the attention of the UCSA that the Music building will not

made available for clubs use as UC realised that they require the space for decanting due to the delays with Rehua building. It was asked if the Music Space be used as a clubs space once Rehua is opened.

The UCSA Chief Executive and UC Director of Communications and Student Services have done extensive work trying to find a space on campus for clubs to use. This has been a moving beast. The Chief Executive has also met with UC Space Manager and Facilities Management.

Cardex access will be granted to post graduates to access the Living Room and the space will be bookable for clubs in the evening. The Higher Taste Club will be able to use the space twice a week to continue to offer their lunches to students.

It was acknowledged that the use of the gender neutral toilets was an oversight on behalf of the UCSA and JOAB. Reports on Clubs bookings were generated when looking at the clubs that use the Living Room space. The UCSA will work with members of the LGBT+ community to get them access to the Living Room space so they can use the gender neutral toilets going forward.

Some clubs like KAOS and PGSA do not believe there was sufficient consultation in the decision making process. The Chief Executive apologised if this was the case but explained that this project has been a moving beast.

The Living Room space is a commercial space owned by UC and in the past leases have been held by a number of restaurants held leases. The space was then disused and the UCSA Chief Executive requested that it be opened up as a student space. The UCSA pay lease the space off UC for students.



The Living Room Space

Discuss the Living Room space concerns with KAOS, the LGBT+ community and the Higher Taste Club.

The Vice President has written letters to KAOS and LGBT communities. Since then, KAOS has found another space on campus to use and members of the LGTB+ community will be given access to the Living Room space to access the gender neutral toilets by request.

UC are also going to undertake a space audit on campus.

Due Date: 12 Aug 2018
Owner: Laura Robinson

11.2 Half AGM

The Half AGM took place last Wednesday with 130 students present and 7 on the live stream. The proposed dedicated International Representative on the Executive was passed by the student body with a majority vote with one abstention. A constitutional amendment was required and the UCSA's lawyers were involved in making the amendments.

The dedicated International Representative is not required to be an international student like the Post Graduate Representative does not need to be a post graduate student. This raised concern amongst a few members of the student body and some discussion took place regarding the ability of a domestic student to truly represent and understand international student needs. The President informed the student body that the Executive were aware of these concerns, and hoped that candidates would have a genuine interest in international student needs and potentially have some experience themselves as an exchange student if they are not an international student themselves.

The Acting President formally thanked the Executive for their support in marketing the Half AGM with a special acknowledgement to the Finance Officer, Arts and Commerce Representatives for the video explaining the need for better international student representation. It was noted that the free \$2 noodles given out after the Half AGM were well received by the student body.

11.3 General Business

The Study with Me Letter was taken as read, which requested that the Executive endorse the App as part of their Entre 85k Start Up Challenge Idea. Concern was expressed by some of the Executive at endorsing the App.

The forum with the Vice Chancellor will be facilitated by the Global Society with topics around diversity and graduates going global.

There is a tour of the new UCSA building site next Thursday at 3pm for the Executive and Advisory Board prior to the combined meeting with the Advisory Board.

The Law Representative received overall support from the Executive to continue with the representation workshops which will be scheduled for twice a semester.

The Engineering Representative informed the Executive that he is working on an anti cyber bullying video to hopefully be played in lectures.



Study with Me

113/2018

MOVE FROM THE CHAIR

That the Executive endorse the Study with Me App for Media Purposes as part of the application for the Entre 85k Start Up Challenge

Decision Date: 30 Jul 2018

Mover: Laura Robinson

Outcome: Not Approved

11.4 Elections

Nominations opened last Wednesday for the 2018 Elections and a number of nomination forms have already been received.

The Vice President will meet with Executive members who are re-running this week to discuss rules around fair play.

12. Close Meeting

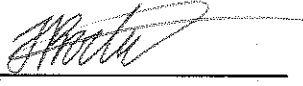
12.1 Close the meeting

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

New Actions raised in this meeting

Item	Action Title	Owner
8.1	UCSA Logo Due Date: 12 Aug 2018	Dave Hawkey
10.4	CEDAC Grant Due Date: 12 Aug 2018	Laura O'Dwyer
11.1	The Living Room Space Due Date: 12 Aug 2018	Laura Robinson

The Executive took in committee time from 5:15 to 6:15pm. The Finance Officer left the meeting at 7:20pm. The Executive took further in committee time without the Minute Secretary from 7:25 - 7:45pm.

Signature: 

Date: 13/8/18