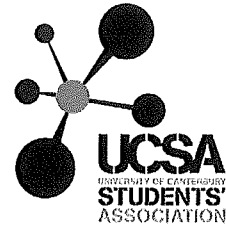


# CONFIRMED MINUTES

## EXECUTIVE MEETING



At the **Executive meeting on Monday, September 24, 2018** these minutes were **confirmed as presented**.

**Name:** UCSA  
**Date:** Monday, September 10, 2018  
**Time:** 5:00 PM to 6:40 PM  
**Location:** UCSA office, Room 126, Puaka-James Hight Building, University of Canterbury, Christchurch  
**Board Members:** Josh Proctor (Chair), Alex Holmes, Devanshi Gandhi, Emma McCone, Harry Beaumont, Jackson White, Julia Rolleston, Laura O'Dwyer, Laura Robinson, Liam Donnelly, Sam Brosnahan, Shayne Goldingham  
**Attendees:** Bridget O'Connor-Norton  
**Apologies:** Dave Hawkey, Tamahou Thoms  
**Notes:** Harry Beaumont and Jackson White joined the meeting at 5:13pm.

1. Opening Meeting
  - 1.1 Interests Register
2. Minutes
  - 2.1 Confirm Minutes

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



### Executive Minutes

134/2018

MOVE

That the Executive deem the minutes from the Executive meeting held on 13th August as a true and accurate record

**Decision Date:** 10 Sep 2018  
**Mover:** Devanshi Gandhi  
**Seconder:** Sam Brosnahan  
**Outcome:** Approved

### 3. Actions from Previous Meetings

#### 3.1 Action Item List

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
14 May 2018	Strategic Plan <b>Status:</b> Completed on 10 Sep 2018	Dave Hawkey
30 Jul 2018	Academic Support Coordinator <b>Status:</b> In Progress	Dave Hawkey
03 Aug 2018	UCSA Building Toilets <b>Status:</b> In Progress	Dave Hawkey
12 Aug 2018	UCSA Logo <b>Status:</b> Completed on 10 Sep 2018	Dave Hawkey
12 Aug 2018	CEDAC Grant <b>Status:</b> Completed on 10 Sep 2018	Laura O'Dwyer

### 4. Board Annual Work Plan

#### 4.1 Annual Work Plan

### 5. Affiliations

#### 5.1 New Club Affiliations



##### TeaSoc Affiliation

135/2018

MOVE

That the Executive approve the affiliation of TeaSoc on the premise that their fourth event for the year is not named Tea Party.

**Decision Date:** 10 Sep 2018  
**Mover:** Shayne Goldingham  
**Seconder:** Devanshi Gandhi  
**Outcome:** Approved



##### University of Canterbury Korean Society (UCKS)

136/2018

MOVE

That the Executive approve the affiliation of the University of Canterbury Korean Society (UCKS)

**Decision Date:** 10 Sep 2018  
**Mover:** Emma McCone  
**Seconder:** Alex Holmes  
**Outcome:** Approved

It was noted that the Executive were informed of the de-affiliation of UCPower

### 6. Governance Policies

#### 6.1 Equity and Wellbeing Advisory Group Charter



## **Equity and Wellbeing Advisory Board Charter**

137/2018

MOVE

That the Executive approve the updated Equity and Wellbeing Advisory Group Charter with the minor amendments

**Decision Date:** 10 Sep 2018  
**Mover:** Laura O'Dwyer  
**Seconder:** Julia Rolleston  
**Outcome:** Approved

## **6.2 Post Graduate Advisory Group Charter**



### **Post Graduate Advisory Group Charter**

138/2018

MOVE

That the Executive accept the updated Post Graduate Advisory Group Charter with the minor amendments

**Decision Date:** 10 Sep 2018  
**Mover:** Jackson White  
**Seconder:** Emma McCone  
**Outcome:** Approved

## **7. Student Representation**

### **7.1 Post Graduate Advisory Group**

The Living Room is slowly being used by Post Graduates. There is an official launch of The Living Room as a post graduate space this Friday with drinks from 4pm-5.30pm with live music.

### **7.2 International Student Advisory Group**

The International Representative attended the UC senior management team international last week and he is attending the College of Science International and College of Arts International meetings next week.

The President congratulated the International Representative on building a strong foundation to represent international students for next year.

### **7.3 Student Equity and Wellbeing Advisory Group**

The Equity and Wellbeing Advisory Group notes were taken as read. The first meeting for term 4 is scheduled to be held this Thursday.

DiversityFest is on now with a number of events like Spinal Trust, self defense classes, an international food market, movie night organised by QCanterbury and a cooking event with Jax Hamilton. Students can purchase discounted coffee at UCSA owned cafes if they use sign language next week.

### **7.4 Te Akatoki Update**

It is Māori Language Week this week and the UCSA is offering a discount on coffee in its cafes if customers order in Te Reo Māori.

## 8. Other Business

### 8.1 Funding Applications



#### Mainland Foundation

139/2018

MOVE

That the Executive agree to apply to Mainland Foundation for funding towards costs associated with the new UCSA Building

**Decision Date:** 10 Sep 2018  
**Mover:** Harry Beaumont  
**Seconder:** Liam Donnelly  
**Outcome:** Approved



#### Trusts Community Foundation

140/2018

MOVE

That the Executive agree to apply for funding from Trusts Community Foundation towards costs associated with the new UCSA Building

**Decision Date:** 10 Sep 2018  
**Mover:** Laura Robinson  
**Seconder:** Harry Beaumont  
**Outcome:** Approved

### 8.2 Special Projects

Flat Pack

Tag your flatmates into a competition to win a flat pack worth \$50 includes snacks, stationary, cleaning products and communal flat products. 8 flat packs per week for 3 weeks hand delivered.

BBQ In Māori Language Week.



#### Special Projects - Flat Pack

141/2018

MOVE

That the Executive approve up the expenditure of up \$1200 for flat packs to give to students as part of the Special Project fund.

**Decision Date:** 10 Sep 2018  
**Mover:** Jackson White  
**Seconder:** Devanshi Gandhi  
**Outcome:** Approved



## **BBQ In Māori Language Week**

142/2018

MOVE

That the Executive approve up to \$2,000 for a BBQ as part of Māori Language Week from the Special Projects fund working through logistics with the Te Akatoki co- President and the Food and Beverage Manager

**Decision Date:** 10 Sep 2018  
**Mover:** Emma McCone  
**Seconder:** Julia Rolleston  
**Outcome:** Approved

### **8.3 General Business**

A thank you letter was received from student Rebecca Key who is the recipient of the UCSA Lloyd Lilley scholarship for 2018.

It was noted that the individual sports grant approved for \$155.90 for a student to attend the University Triathlon World Championships in Sweden (motion number 122/20018) at the Executive meeting held on 13th August has been increased by \$100.00 as documentation was received and hence has been approved via email by the Executive.

It was noted the Executive were in agreement that the proposed new UCSA logo be in black and white with the est 1894. Colour can be used temporarily on the logo in support of campaigns and various events when required. The Executive suggested that the circle in the logo design be closed off.

Invitations will be sent out for the Executive to meet individually with the President this week as part of their termly catch.

The risk register was thoroughly reviewed by the Executive and feedback will be given to the Chief Executive.

There have been a number of delays with the purchase and shipment of the bike packs and the Law Representative is continuing to work with the shipping company.

The Law Representative has been working on bridging the gap between college representatives and class representatives. The Executive were all encouraged to host a meeting within their own colleges this term if they have not already done so, as it is desired that this communication channel is embedded for next year.

## **9. Close Meeting**

### **9.1 Close the meeting**

**Next meeting:** Executive meeting - Monday, 24 September 2018, 5:00 PM

Signature:  \_\_\_\_\_

Date: 24/9/18