

## UCSA Executive Meeting

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Date 22 February 2016

Time 5-7pm

Venue UCSA board room, Puaka-James Hight Building

Apologies None

Present James Addington (President), Mikaela Rüegg (Vice President), Jacob Bignell (Finance), Tom Tappin (Law), Mike Brophy (Engineering), Stefanie Yee (Science), Espoir Ibouanga (Education), Cheyenne Conroy-Mosdell (Sports), Chanuka De Silva (Commerce), Emily Barker (Student Wellbeing), Johnny Duncan (Postgraduate)

In attendance Dave Hawkey (Chief Executive), Bridget O'Connor-Norton (Minute secretary)

In committee time was taken from 5:00-5:10 and 5.15-24pm and 5.45-5.54pm

### 1. Minutes

002/2016

MOVED

That the minutes from the Executive meeting on 7 December are confirmed as a true and accurate

Barker/Addington

CARRIED

### 2. Conflicts of Interest

Conflicts of interest were included in the board papers.

James Addington (President) is the student member on UC Council.

### 3. Matters arising

No	Description/ Required Action	By Whom	Completion Date	Outcome
1.	Continue to provide an update on progress of the UCTV project	Chief Executive	July	TV screens are being installed and then UCTV will go live.

2.	Provide an update on the progress of the proposed reduction in the cost of the replacement of Canterbury cards	President/ Finance Officer	May	The 2015 President worked with UC and the cost of a replacement card has been decreased from \$30 to \$20.
3.	Send suggestions of the flatting guide to Media Manager	Arts Officer	September	Remove
4.	Provide an update on the gender neutral toilets on campus	Finance Officer	October	This project has been resolved through JOAB. The women's toilets in the Undercroft near the UCSA office and in the Living Room will be changed to gender neutral toilets. Once the signage has been completed SWAG will be informed.
5.	Provide an update on the suggestion of UCCC trailer displaying the UCSA logo with the Events team	President	October	Completed

#### 4. Advisory Board minutes

The comms plan for the relocation of Ilam ELC will be driven by the Media Manager.

#### 5. Health and Safety

Taken as read.

The Chief Executive read to the latest H&S report for January/February and informed the Executive that there were two incidents/accidents in Food and Beverage and two in the Events team during this period, which were all caused by human error.

There will be an emphasis placed on staff training this year particularly for the Food and Beverage and Events team. The HR Advisor is currently attending training on the new H&S legislation.

*Action: Circulate H&S report to Executive (Minute secretary)*

#### 6. President's written report

Taken as read.

##### Verbal update

The Executive induction held last week was a success and the allocation of the internal and external portfolios are going well.

The media have been invited to attend Clubs' Day tomorrow.

The President and Vice President will meet with Andrew Little, leader of the Opposition and Labour Party tomorrow to discuss the free tertiary education policy.

The President will attend a UC Council meeting this week.

There will be an opportunity for the Executive to upskill in their professional development with UCSA led workshops, in particular areas like bi cultural competency and a financial workshop.

The President met with a representative from the NZ Warriors who is keen to form a partnership with the UCSA and provide subsidised student tickets to local Warriors games.

The Halls without Walls initiative is hosting an event this Thursday and an email has been sent out to all first year students.

## **7. Chief Executive's written report**

Taken as read.

### Verbal update

The position of Montana ELC Manager will be offered to a potential employee this week.

Jason Schroeder is settling into the role as Events Manager. A major debrief post Orientation will take place to ensure its sustainability in the future.

UBS sales are tracking along well this month.

UC Help volunteers training day with Catherine Staite was a success last week.

Alibi café located in the Law Building will not open this year due to financial loss. No staff were affected by the closure.

There are a number of new staff being employed at the moment which is current practice at the start of the year as the majority of the cafes are closed during the summer and staff are employed on fixed term contracts.

The Chief Executive is investigating options for a storage facility to house equipment and furniture currently located in the old UCSA building; for when the building is demolished.

The focus for 2016 is to upskill staff and offer professional development opportunities. The senior management team are upskilling themselves in management skills and have worked through a number of management leadership books and will implement ideas. Some staff members are being offered training opportunities through the Canterbury Employers Chamber of Commerce. The new Shilling Club supervisor is currently attending a training and development programme.

## **8. UCSA Building**

An extensive workshop with Architectus and Shand Sheldon (theatre specialists) was held last week with a focus on detailed events and theatre requirements and an analysis of the use of spaces from clubs, including the outdoor amphitheatre space and the possibility of clubs self-catering facilities. Hoardings are being erected around the old UCSA building and will be painted over the next few weeks with artist impressions of the new building.

A UC representative has been invited to discuss the UC Masterplan and retail strategy with the Executive and Advisory Board in an upcoming meeting.

The Chief Executive left the meeting at 6pm.

## 9. Policies

The following policies with minor changes were included in the board papers for discussion.

**003/2016**

**MOVED FROM THE CHAIR**

**The Executive accept minor changes made to the Food Bank policy**

**Addington CARRIED**

**004/2016**

**MOVED FROM THE CHAIR**

**The Executive accept the minor changes made to the Class Representative policy**

**Addington CARRIED**

**005/2016**

**MOVED FROM THE CHAIR**

**The Executive accept the minor changes made to the Hardship Grant policy**

**Addington CARRIED**

The Dental policy was placed on hold while clarification is sought regarding point 4.5.

*Action: Seek clarification on the proposed updated Dental Policy point 4.5 with the Advocacy and Welfare team (Minute secretary)*

Minor changes to the Executive Honorarium policy that had been discussed at length during the Executive induction were tabled at the meeting.

**006/2016**

**MOVED FROM THE CHAIR**

**The Executive accept the updated Executive Honorarium policy**

**Addington CARRIED**

## 10. Grants

It was noted for the minutes that a grant application was received from UC Rugby in mid-December 2015 for \$7,000 for 20 UC Students and 6 UC Alumni to travel on a combined UC Rugby and UC Sport sporting, cultural, academic interchange to Melbourne University. University staff will be attending in collaboration to build and strengthen the relationship with Melbourne University and the opportunity will be used as a university recruitment tool in conjunction with the UC Sporting Scholarship programme. The total cost of the project is \$54,840.00. UC Rugby had not applied for any other grants in 2015 and in 2014 \$402.50 was awarded towards the cost of trophy engraving. The recommendation from the Events Co ordinator was to grant \$4,500. The 2015 Executive were in agreement to grant the funds towards current UC students only. The following grant was approved via email in December 2015.

**108/2015**

**MOVED**

**That the Executive approve the grant of \$4,500 for UC Rugby for 20 UC students to attend the sporting, cultural and academic interchange being held at Melbourne University in March.**

**Platt/Gillespie CARRIED**

## 11. Affiliations

A new affiliation was received by UC Humanitarian Club which has a total of 28 members with 25 student members. The purpose of the club is to inspire the young people of Canterbury to take a stand against poverty, injustice and other humanitarian issues.

**007/2016**

**MOVED**

**That the Executive approve the new affiliation of UC Humanitarian Club on the condition that there is no obvious conflict with other existing affiliated clubs**

**Lamb/De Silva**

**CARRIED**

A new affiliation by Operation Friendship originally brought to the Executive in 2015 was resubmitted. The 2016 President met with the club and other clubs with a similar purpose to distinguish the differences between the clubs involved and was satisfied that Operation Friendship does not conflict with other affiliated clubs. The club has 35 student members and 8 non student members with a total of 43 members. The purpose of the club is to welcome and inspire all international tertiary students, promote understanding and friendly relations between people of different cultures, create a home away from home, an international student community, create opportunities to meet New Zealand families and be welcomed into NZ homes, help with the practical and spiritual needs of international students and provide pastoral care, create opportunities to experience NZ culture and NZ outdoors. The President tabled a supporting information document from the President of Operation Friendship in regards to their affiliation application. Concern was raised that the club considers all students from all different cultures and maintains the Executive structure of the club to cater for UC students. It was noted that Operation Friendship club cannot work directly at the International Orientation welcome as it is not currently affiliated with the UCSA.

**008/2016**

**MOVED**

**That the Executive approve the new affiliation of Operation Friendship on the condition that UCSA small clubs representative and President are satisfied that their Executive structure caters for UC students and there are a sufficient number of student members.**

**Bignell/Ibouanga**

**CARRIED**

## 12. General Business

The Vice President reminded those Executive members who have attended an external portfolio meeting to return the feedback forms to her.

The Commerce Officer reminded the Executive to promote the UCSA Student Executive Facebook page and Orientation events at Clubs' day and Ori market tomorrow.



The President thanked the Executive for their hard work to date.

**The meeting closed at 6:54pm.**

Declared true and accurate by Chair

Witness

Date

  
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10 March 2016  
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## Action Points

No	Description/ Required Action	By Whom	Completion Date
1.	Circulate H&S report to Executive	Minute secretary	26 February
2.	Seek clarification on the proposed updated Dental Policy point 4.5 with the Advocacy and Welfare team	Minute secretary	26 February