

# APPROVED MINUTES

## EXECUTIVE MEETING



At the **Executive Meeting on Wednesday, February 14, 2018** these minutes were **confirmed as presented**.

<b>Name:</b>	UCSA
<b>Date:</b>	Monday, December 11, 2017
<b>Time:</b>	5:30 PM to 6:45 PM
<b>Location:</b>	Room 126, Puaka-James Hight Building, University of Canterbury, Christchurch

<b>Board Members:</b>	Harry Beaumont, Jackson White
<b>Attendees:</b>	Dave Hawkey, James Addington, Sam Brosnahan, Thomas Gillman, Bridget O'Connor-Norton, Ron Park, Laura Robinson
<b>Apologies:</b>	Chanuka De Silva, Hana Skerrett-White, Emily Barker, Josh Proctor, Riley Brosnahan

### 1. Opening Meeting

#### 1.1 Confirm Minutes

**Executive meeting Monday, October 9, 2017**, the minutes were confirmed as presented.

**Executive In Committee Meeting Monday, October 9, 2017**, the minutes were confirmed as presented.

**Executive Meeting Monday, November 6, 2017**, the minutes were confirmed as presented.

**Executive meeting Wednesday, November 15, 2017**, the minutes were confirmed as presented.



#### **Confirmation of minutes from the Executive meeting - 9th October 2017**

171/2017

MOVE

That the Executive accept the minutes from the Executive meeting held on 9th October as a true and accurate record.

CARRIED

**Decision Date:** 11 Dec 2017

**Mover:** Harry Beaumont  
**Seconder:** Jackson White  
**Outcome:** Approved



**Confirmation of the in committee minutes from the Executive meeting - 9th October 2017**

172/2017

MOVE

That the Executive accept the in committee minutes from the Executive meeting held on 9th October as a true and accurate record.

CARRIED

**Decision Date:** 11 Dec 2017  
**Mover:** Jackson White  
**Seconder:** Ron Park  
**Outcome:** Approved



**Confirmation of minutes from the Executive meeting - 15th November 2017**

173/2017

MOVE

That the Executive accept the minutes of the Executive meeting held on 15th November as a true and accurate record.

CARRIED

**Decision Date:** 11 Dec 2017  
**Mover:** Ron Park  
**Seconder:** Thomas Gillman  
**Outcome:** Approved



**Confirmation of minutes from the Executive meeting - 6th November 2017**

174/2017

MOVE

That the Executive accept the minutes of the Executive meeting held on 6th November as a true and accurate record.

CARRIED

**Decision Date:** 11 Dec 2017  
**Mover:** Harry Beaumont  
**Seconder:** Thomas Gillman  
**Outcome:** Approved



**Confirmation of minutes from Combined Executive and Advisory Board meeting - 11th November 2017**

175/2017

MOVE

That the Executive accept the minutes of the combined Advisory Board and Executive meeting held on 11th November as a true and accurate record.

CARRIED

**Decision Date:** 11 Dec 2017  
**Mover:** Jackson White

**Seconded:** Thomas Gillman  
**Outcome:** Approved

## 1.2 Interests Register



### Register Interest

Send through updated conflicts of interest.

**Due Date:** 11 Feb 2018  
**Owner:** Dave Hawkey



### Register Interest

Send through updated conflicts of interest.

**Due Date:** 11 Feb 2018  
**Owner:** Harry Beaumont



### Register Interest

Send through updated conflicts of interest.

**Due Date:** 11 Feb 2018  
**Owner:** Jackson White

## 2. Actions from Previous Meetings

### 2.1 Action Item List

See Appendix A for the full Action Item list.

## 3. President's report

### 3.1 President's Verbal Update

The UCSA has received a grant of \$200,000 from the Rata Foundation and \$100,000 from the Lotteries Foundation for the new UCSA Building. The total fundraising figure for the new UCSA Building is \$1.3-1.4 million.

The new government has confirmed that all compulsory fees will be for paid by the government for first year students (first time or less than 6 months at a tertiary institution); this will include the student services levy and any exemptions like for distance learners.

### 3.2 Executive Honorarium Policy

The Advisory Board approved the updated Executive Honorarium Policy at their meeting on Thursday night. The policy was updated by the President elect.

### 3.3 Advisory Board Vacancy

Taken as read.

## 4. Chief Executive's report

### 4.1 Chief Executive's Report

Taken as read.

The three key strategic issues continue to be fundraising for the new UCSA Building, changes in UC management and Council next year and the financial sustainability of the Association with the new UCSA building.

#### ELCs

The Montana ELC has received a grant of \$3,000 from the Lion Foundation for their new playground. The new government have not announced any funding increase for Early Learning Centres as part of their first 100 days in government, however there are plans for changes in their first term but no details have been made available as yet.

#### Services

The 2iC position to cover maternity leave for Lucy Blackmore, the Events and Media Manager has been found.

Planning for Orientation 2018 is fully underway.

The Events team cancelled Graduation Ball due to lack of interest.

Food and Beverage continue to be busy with a number of Christmas functions.

The Finance Officer asked via the Chair for an explanation to the \$100,000 decrease in sponsorship. The Chief Executive explained that there is no decrease but there has been a change in coding of Frucor sponsorship. Dave will meet with Josh Brosnahan, Media Manager tomorrow to discuss advertising and sponsorship.

### 4.2 Draft 2018 Annual Plan



#### 2018 Annual Plan

176/2017

MOVE

That the Executive approve the 2018 Annual Plan upon recommendation from the Advisory Board.

CARRIED

<b>Decision Date:</b>	11 Dec 2017
<b>Mover:</b>	Jackson White
<b>Second:</b>	Sam Brosnahan
<b>Outcome:</b>	Approved

The latest version of the 2018 Annual Plan has updated formatting with tables, colour coding showing progress and also acknowledges new initiatives with an asterisk. The annual plan will sit within the strategic plan. In 2018 the Chief Executive will write the new strategic plan as the Association is up to the final year of the five year strategic plan. Focus for the new strategic plan will look to the new UCSA building.

Feedback from the Post Graduate Officer regarding including KPIs which will be included in the mid year report.

The Chief Executive recommended to the Executive that next year's Executive workshop their tasks for the year in the annual plan to prompt discussion and ensure the tasks are completed and how they are completed.

The President recommended that the incoming top three President, Vice President and Finance Officer discuss the annual plan Executive tasks and format workshops around these issues.

It was recommended that the Executive tasks around the annual plan could be included in the Executive agenda items.

The Post Graduate Officer commented on the "limitations around UC sustainability" . The Engineering Officer stated that the prioritisation is influenced by the wording and the UCSA is limited by UC's current capabilities. It was noted that the inclusion of limitations stops any unexpected expectations for those who do not understand the relationship between UC and the UCSA.

Staff and Executive relationships and representation are business as usual so no extra information will be added.



## Annual Plan

Workshop the annual plan Executive tasks and format workshops around these issues to identify what success is.

One of the first Executive workshops will look at the annual plan.

**Due Date:** 18 Feb 2018

**Owner:** Josh Proctor

## 4.3 Draft 2018 Budget



### 2018 Budget

177/2017

MOVE

That the Executive approve the 2018 Budget upon recommendation from the Advisory Board.

CARRIED

**Decision Date:** 11 Dec 2017

**Mover:** Josh Proctor

**Seconded:** Sam Brosnahan

**Outcome:** Approved

The Chief Executive informed the Executive that the budget is a conservative budget which was also endorsed by the Advisory Board in particular Paul Munro. The Chief Executive stated that the Food and Beverage budget does have some stretch. Events are budgeted for 70% occupancy. It is anticipated that \$620,000 cash will be produced out of this budget. The Chief Executive is more confident with the ELC budget next year as he believes the budget for ELCs was overcooked for this year.

The President thanked the Chief Executive and his team for all their hard work with the budget. The Chief Executive stated that the 2017 Executive are leaving the organisation in a healthy financial position.

## 4.4 Financials - October 2017

Taken as read.

The contents and chattels insurance claim funds have been received in the UCSA's bank account but will show up in the November accounts.

The higher than normal legal costs are due to the insurance claim and the number of legal documents signed with UC. The Chief Executive anticipates some cost in converting the Deed of Occupancy into a License but he does not foresee any major legal fees in 2018.

## 5. Board Annual Work Plan

### 5.1 Executive and Advisory Board Annual Work Plan

## 6. Health and Safety

### 6.1 Health and Safety

Taken as read. Health and Safety continues to be taken seriously by the organisation and it is business as usual.

The Executive recommended that the 2018 Executive are given further training in the health and safety observations and conversations at the Executive induction. It was also suggested that more than one observation could take place throughout the year.

It was recommended that the Executive Health and Safety observations and conversations are made a separate agenda item from the Health and Safety item to encourage further discussion at the Executive meetings.

There has been an increase in lead indicator reporting which is a positive outcome.

## 7. UCSA Building

### 7.1 Building Update

The first panel went up today on the new UCSA building and a tour of the site has been organised for staff next week.

The UCSA is applying for resource consent for the new UCSA Building for all non student events. The resource consent will allow the UCSA to use the building for non student events like festivals, markets and conferences. This will future proof the Association non student events. The fee for the resource consent is \$35,000, which is over the Chief Executive's delegated authority. The Advisory Board recommend to the Executive that they approve the expenditure of the resource consent.

The final PCG meeting for the year will be held next week and the Chief Executive will be informed of the progress timeline. Amendments have been made to the rubbish area which will now be located outside the building which will no in impact on recycling and will also provide further storage space.



### Resource Consent for the new UCSA Building

178/2017

**MOVE**

That the Executive approve the expenditure of \$35,000 for the Resource Consent for the new UCSA Building as it is over the delegated authority of the Chief Executive.

**CARRIED**

**Decision Date:** 11 Dec 2017  
**Mover:** Harry Beaumont  
**Seconder:** Thomas Gillman  
**Outcome:** Approved

## 7.2 General Business

James Addington, UCSA President thanked the Executive for their contribution on the Executive throughout the year. James also acknowledged the Chief Executive for his hard work throughout the year and the achievements completed.

Dave Hawkey, Chief Executive thanked the Executive for their positive and active engagement with staff in 2017.

Sam Brosnahan, Student Wellbeing Officer and Finance Officer elect, on behalf of the Executive wished to thank James Addington for his three years of service to the Association.

## 8. Close Meeting

### 8.1 Close the meeting

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

### New Actions raised in this meeting

#### Register Interest

**Not Started**

Send through updated conflicts of interest.

**Due Date:** 11 Feb 2018  
**Owner:** Dave Hawkey  
**Meeting:** 1.2 Interests Register

#### Register Interest

**Done**

Send through updated conflicts of interest.

**Due Date:** 11 Feb 2018  
**Owner:** Harry Beaumont  
**Meeting:** 1.2 Interests Register

#### Register Interest

**Not Started**

Send through updated conflicts of interest.

**Due Date:** 11 Feb 2018  
**Owner:** Jackson White  
**Meeting:** 1.2 Interests Register

**Annual Plan**

**Done**

Workshop the annual plan Executive tasks and format workshops around these issues to identify what success is.

One of the first Executive workshops will look at the annual plan.

**Due Date:** 18 Feb 2018  
**Owner:** Josh Proctor  
**Meeting:** 4.2 Draft 2018 Annual Plan

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Appendix A: Actions from Previous Meeting

### **Sustainability**

**Done**

Look at options re: sustainability over the UCSA as a whole and what each department can do to contribute to the practice.

The Engineering Officer has met with all managers except the Foundry Manager regarding what their departments can do to contribute to better sustainability practices. He has also spoken to UC about getting more compost bins installed around campus.

The Engineering Officer will provide an update at the next meeting on each UCSA department's sustainability initiatives. Will add to the agenda for the 6th November meeting.

**Due Date:** 11 Aug 2017  
**Owner:** Jackson White  
**Meeting:** 31 Jul 2017 Executive Meeting, 9.1 Annual Plan

### **Wifi in the Executive Office**

**Done**

Discuss with UC the lack of Wifi in the Executive office

**Due Date:** 06 Oct 2017  
**Owner:** Josh Proctor  
**Meeting:** 25 Sep 2017 Executive meeting, 11.6 Special Projects

### **Card**

**Done**

Organise a get well soon card signed by the staff and Executive to send to Mike Brophy.

To be completed by Laura Robinson

**Due Date:** 20 Oct 2017  
**Owner:** Chanuka De Silva  
**Meeting:** 09 Oct 2017 Executive meeting, 13.1 General Business