



UCSA Half Annual General Meeting 2017 Confirmed Notes

Date: Wednesday 26 July 2017
Time: 12pm
Venue: Undercroft 101, Puaka-James Hight building
Present: 130 students

The President welcomed the student body to the Half Annual General Meeting.

1 Minutes of the 2016 Half AGM

MOVED

That the minutes of the 2016 Half AGM are a true and accurate record

Emma Nicholls/Anumeya Chandra

CARRIED

2 The Half Annual Report of the 2017 UCSA President

James Addington 2017 UCSA President, read the highlights of his half annual report.

UCSA Half AGM 2017

President's Report

1. Introduction

At the start 2017, the UCSA Executive set out with the objective to be more connected and active with the student body while continuing to ensure the legacy of the UCSA is upheld in the new Building.

With the introduction of student projects, the Executive has increased engagement in the range of important areas including student safety and wellbeing.

Our three specific portfolios (Te Akatoki, Equity & Wellbeing, and Postgraduate) have proven a huge success with an increased focus and heightened student voice in those areas. Te Akatoki is recognized as the Māori voice on campus.

Our financial position remains strong with commercial units producing surpluses to help fund future investments for students. Our service units continue to be relevant and add value to students. Focus continues to be on the upcoming costs of the new UCSA Building.

For the remainder of the year, focus will be on ensuring a successful Executive hand-over, special projects, enhanced representation of postgraduate students, UCSA Building and Fundraising.

2. Representation & Governance

The Executive

The 2017 Executive is comprised of 11 elected students, and 1 co-opted student. This year there are 6 general representatives, a Postgraduate representative, an Equity & Wellbeing Representative, a co-opted Te Akatoki Representative, a Finance Officer, Vice-President and President. Members of the Executive hold external and internal portfolios.

The external portfolios are, where required, College based and the internal portfolios are relevant to services or the role of the UCSA. The Vice-President and Finance Officer act alongside the corresponding staff as team leads for the portfolios. The Executive continues to provide strong student representation at the University. The external and internal portfolios undertaken by the 2017 Executive are as follows:

Name	Position	Team lead
James Addington	President	
Emily Barker	Vice President	External Portfolios
Josh Proctor	Finance Officer	Projects

Name	External Portfolio	Projects
Harry Beaumont	Law	Bike Lights/Bike Locks
Jackson White	Engineering	ELC Solar Panels/Skate workshops
Sam Bros	Equity & Wellbeing	DiversityFest/Fruit and flat packs
Riley Bros	Science	Clubs Pop-up
Laura Robinson	Education	Self Defence
Ron Park	Arts	International Market
Thomas Gillman	Postgraduate	Charter/rep system
Chanuka De Silva	Commerce	Communications
Hana Skerrett-White	Te Akatoki	

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

The Advisory Board

The Advisory Board is appointed by the UCSA Executive and as the name suggests are exactly that; a board that advises. They give the UCSA Executive advice and make recommendations as to the UCSA's activities, particularly those of a commercial nature.

The Board is comprised of up to six (6) external professionals, the President, Vice President and Finance Officer.

The Board meets once a month and the President chairs the meetings. The Chief Executive sits in attendance and UCSA General Executive members are encouraged to do the same.

To give the Executive more exposure and experience of governance, we will hold two combined Executive and Advisory Board meetings. These help the Exec understand their role and allows the entire governing body to discuss large strategic issues e.g. UCSA Building.

As it stands, the Advisory Board (external) members are:

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

2017 Key Updates

New UCSA Building

On the 21st of July, the contract for the construction of the UCSA Building was signed. Leigh's Construction will start on site in the coming weeks. To mark this significant milestone, we hosted a Turning of the Sod event with Alumni and friends. The Building is set to open at the beginning of 2019, and will mark a beginning of an exciting new chapter for the UCSA. A deed of management with the University is predicted to be signed later this year. The Deed will outline the management and funding arrangements for the new Building.

Representation

Following changes to our Constitution last year, the Executive changed its representation with the addition of specific Postgraduate and Equity & Wellbeing elected representatives. It has been a success with a heightened focus on those areas at the UCSA. It is our intention to continue the roles next year.

3. Services

Advocacy & Welfare

The Advocacy & Welfare team continues to be a critical and valuable resource to students. Wellness events and activations continue to be a success for students in building awareness and education.

(January – June)

Advocacy & Welfare	Jan-June 2017		2017	Jan-June 2016	Jan-June 2015
	Actual	Target	Target	Actual	Actual
General Intake	94	75	145	77	104
Foodbank Granted	53	61	111	57	82
Hardship					
Inquiries	18	24	41	12	22
Applications	2	-		0	6
Mickle Fund					
Inquiries	11	13	27	25	32
Applications	0	-		6	11
Subsidised Dental					
Total Students Seen	1019	890	1905	900	883
Advocacy					
New Cases	65	61	131	57	71
Total:	1260	1124	2360	1128	1194

Events & Activities

Our Events and Activities team continues to provide relevant and exciting events for our students. Both O-Week and Winterlude were a success with majority of events selling out. Winterlude Charity Fight Night was live streamed on our Facebook page once again and reached over 80,000 people.

The establishment of a full-time Club Coordinator role is proving successful with our clubs receiving an increased amount of support and training. The Executive have now processed 48 grant applications, with \$42,075.39 awarded. With two more grant rounds left for the year we are on budget with grants.

Media & Communications

The Media team continues to entertain students and communicate key messages. The re-launch of CANTA has been a huge success with student engagement with the magazine improvement. Distribution of CANTA has increased with the last issue put throughout the Halls of Residence. The newly launched website and Instagram platform have proven a success.

Instead of having a full-time sales and sponsorship staff member, the role has been merged with CANTA and existing resource. This has proved successful with CANTA taking on more sponsorship; recent deals include Big Gary's for Shout the Neighbour and Court Theatre.

UCSA Website:

Page views this month	From last month	Page views to date	Total year target
19,606	3,298	158,572	300,000

UCSA Facebook page likes:

Current	From last month	End of year target
24,125	+63	24,000

UCSA Facebook page activity

Post engagement	From last month
70,584	+17,015

4. Commercial Activity

Food & Beverage

The UCSA owns and operates 9 outlets around campus including UCSA Events Centre (Foundry & Bentley's), The Shilling Club, and Chilton's.

The highlight of the first half of the year has been the opening of the Nuts & Bolts Café in Eng Core. It introduces a third production kitchen on campus for the UCSA, enabling us to improve our variety and service including catering across UC. Discussions are still ongoing to the future of the cafés at Dovedale and Kirkwood. Mono Thursday's in the Foundry have continued to be successful with most weeks bringing in at least 1000 students.

On a year to date basis, Food and beverage are trading well; \$97,000 over budgeted surplus and \$83,000 better than last year. This additional surplus can be attributed to an increase in our catering.

Early Learning Centre

The UCSA owns and operates two Early Learning Centres (ELCs) and both continue to provide a great service for UC students, University staff and community. The new facility at Dovedale for Ilam ELC

has been well received with parents and children enjoying the larger site and safer drop off and pick up area. Ilam ELC has performed well for the beginning of 2017 with a \$51,077 surplus recorded for the year to date which is \$23,000 up on last year. The Montana ELC is down \$27,000 against budget on a year to date budget.

5. Financial Update

Year to date, we are going well and are currently ahead of budget. Overall our net asset position remains strong at just over \$12 million. Cash at \$1.5 million and accrued revenue (insurance claim funds plus interest) is at \$7.3 million. The UCSA has had some significant capital expenditure including the fit out of the Nuts and Bolts café in the Engineering core and also the new playground at Ilam ELC. Other initiatives have included the installation of solar panels on top of the Montana ELC, this is the first students' association to have solar energy. Moving forward, our major focus remains on the new UCSA building and ensuring we retain our majority ownership of 51%. The contents and chattels insurance claim from the old building is expected to settle later this year.

7. UCSA Elections

UCSA Elections and subsequently the two weeks of campaigning that transform the campus are just around the corner.

Key dates for the 2017 UCSA Elections are as follows:

Nominations Open	26 July
Nominations Close	4 August
Candidate briefing	Evening of 4 August
Campaigning opens	Following Candidate briefing on 4 August
Campaigning closes	Midnight 15 August
Voting Opens	16 August
Voting closes	18 August
Election results announced	Evening of 18 August

The role of the Returning Officer was advertised widely. The applicants were interviewed and, with recommendation by Dave Hawkey (CEO), the Executive appointed Dan Chan as the 2017 Returning Officer.

James Addington

2016-2017 UCSA President

3 **Financial Update**

Josh Proctor the Finance Officer informed the student body that the association is financially sound and currently ahead of budget. The UCSA's net asset position remains strong at just over \$12 million, with cash of \$1.5 million and accrued revenue (insurance claim funds plus interest) is at \$7.3 million. The UCSA has had significant capital expenditure this year including the fit out of the new Nuts and Bolts café at the Eng CORE and also the new playground at the Ilam Early Learning Centre located at the Dovedale campus.

Other initiatives have included the installation of solar panels at the Montana Early Learning Centre. Moving forward the major focus for the association remains the new UCSA building and ensuring the UCSA retains its majority ownership of 51%. The contents and chattels insurance claim from the old UCSA building is expected to be settled later this year.

James Addington, UCSA President reiterated that the 2017 UCSA Executive's objectives were to be more connected and active with the student body and also to ensure the legacy for the association with the new UCSA building.

Executive special projects, areas of focus on student safety and wellbeing and the three specific portfolios (Post Graduate, Equity and Wellbeing and Te Akatoki) have proven to be a success and heightened awareness in those areas.

For the remainder of the year, the Executive will focus on special projects, enhanced representation of postgraduates, the UCSA building and fundraising as well as ensuring a successful Executive handover.

MOVED

That the student body accept the 2017 President's half annual general meeting report

Riley Divett/Laura Robinson

CARRIED

4 **General Business**

Life Membership

James Addington, UCSA President on behalf of the recommendation of the 2017 Executive proposed that Emily Barker, UCSA Vice President be granted life member of the University of Canterbury Students' Association for her services and dedication to the organisation over the last three years as general Executive member for two years and one year as Vice President and her commitment to the equity and wellbeing of the student body.

MOVED

That Emily Barker be granted life membership of the University of Canterbury Students' Association for her services to the organisation over the last three years and her commitment to the equity and wellbeing of the student body.

Chanuka De Silva/Harry Beaumont

CARRIED

UCSA Building

The President updated the student body on the progress of the new UCSA building in his report. A fly over of the design of the new UCSA building was displayed on the screen.

UCSA Elections

A candidate briefing information session will take place after the Half AGM and nominations will be open from today until Friday 4th August with voting to take place from 16-18 August. The President encouraged those thinking of running to attend.

No other matters of general business were raised.

The meeting closed at 12:17pm.

Signed:

Date: