

UCSA Executive Minutes

Title: Minutes of the 5th UCSA Executive Meeting of 2011

Date: Tuesday 19th April 2011

Time: 5pm

Venue: Okeover Common Room, Okeover House

Present: Kohan McNab (President), Rachael Linehan (Vice President), Sam Mossman (Finance Officer), William William (International), Michael Cook (Clubs/Engineering), David Holliday (Sustainability/Post Grad), Diana Jeong (Commerce/Advocacy & Welfare), Morgan Perry (Science/Communication), Rachael Joho (Sport/Education),

In Attendance: Martin Mongan (General Manager), Bridget O'Connor-Norton (minutes)

The President welcomed everyone to the meeting.

1. The Executive took In Committee time from 5:14-5:22pm and from 6:15-6:19pm.
2. Apologies - Craig Whitnall (Law/Events), Cara des Landes (Arts/Foundry & Cafes), Nathan Ainsworth (Welfare)
3. Conflict of interest – none noted
4. Minutes of the previous meetings

022/2011 *THAT the Minutes from the Meeting on the 4th April 2011 are confirmed to be true and accurate.*

5. Matters Arising

Redphone

The action point to send out a special red phone to all students on exchange UC technology permitting was carried forward. The President will send out a redphone to all 168 students on exchange in Adelaide.

Food and Beverage Proposal

The food and beverage proposals were emailed to the Executive as a refresher document.

Wizard Initiative

The wizard initiative was emailed to the Executive and the President and Welfare Officer have met with Dan Pengelly Activities, Clubs and Events Co-ordinator and progress is being made on this initiative.

Quarterly Reports

Most quarterly reports have been completed by the Executive with the President and Vice President. The remaining two meetings will be scheduled next week.

6. President's Report

The President's written report was tabled.

UCSA Building Update

The President updated the Executive on the state of the UCSA building. The President tabled a 2002 report by Holmes Consulting Group regarding background structural information. A geotechnical report and BECA building report were also tabled and discussed.

The General Manager requested a scanned copy of this report. The President reminded the Executive that the UCSA received communication from the University on 7th March not to reoccupy the building. . The issue of re-occupying the building is a moral and financial concern. The cost to remediate the building to meet current building code standards is being investigated. Management are also conscious of the number of staff, students and tenants who occupy the building and their safety is paramount.

The University has proposed two options to temporarily locate the UCSA. Senior Management team and Executive members visited the Undercroft in the James Hight tower as one of the temporary location for UCSA office and student space while remediation work is underway. The University has had design plans of the Undercroft made up and they are available for the Executive to view if desired. The Executive discussed the benefits and risks involved in temporarily moving the UCSA to this site on campus. Further discussions will be carried out when more details regarding the status of the building are available. An Executive Principles document was discussed outlaying the Executive's strategic vision. The Finance Officer offered to create this document with the input of the Executive and asked for ideas to be emailed. The President with the Communications Officer will work with the UCSA and the UC Communications team to communicate to students the status of the UCSA building.

Liquor Ban

The President emailed the Executive his draft proposal and has sent off the submission today. The President neither opposed nor supported the submission due to the changes in circumstances with the earthquake. The President apologises for the late notice.

AGM

The AGM will be held on Friday 20th May at 12pm in the Big Top UCSA tent and 14 days notice will be given. There are constitutional changes to be made from last year's Executive.

A Forum will also be held to inform students of the change of auditors as soon as possible in the next term. The Executive will present the document in regards to process of reappointing the auditors that was recommended by the Advisory Board and presented and passed by the Executive.

David Holliday left the meeting at 6:12pm.

023/2011 *MOVE FROM THE CHAIR*
THAT the AGM be held on Friday 20th May at 12pm in the Big Top.

CARRIED

024/2011 *THAT the Executive draft a resolution to remove the requirement of Association solicitors, auditors and banks being required to be appointed at the AGM from the Constitution.*

Mossman/Williams

CARRIED

Law Square Proposal by Engineering and Clubs Officer of using Law car park tents using as possible student space on Friday and Saturday nights is being investigated. The President has been in discussions with the Vice Chancellor.

The President spoke with the Alumni Association and there have been sizeable donations received from Alumni for student scholarship.

The Vice President is in process of writing up the minutes of the quarterly meetings with the Executive and has emailed out action points when required. There are two quarterly reports yet to be completed.

The President reminded the Executive that their quarterly reports, internal and external portfolios and project reports are due.

7. General Manager's Report

The Executive went into In Committee time from 6:15-6:19pm.

The General Manager's written report was tabled.

Financials

The employee grievance issue with Heather Hodges has been resolved and Ms Hodges has resigned. Fran Ling the Finance Manager has also resigned and leaves on 21st April. Fran will return as a contractor to help out with the audit process and insurance claim and then take an extended family holiday in June.

February figures are down against budget due to slower trading because of the earthquake. However we hope to get this back from the insurance claim.

The General Manager was informed today by the loss adjustors that we will be paid out by the end of the month for the outstanding \$100,000 claim relating to the September earthquake. The UCSA will also receive part payment for the February claim in the near future. The General Manager raised his concern regarding our insurance claim with the closure of our building. The business interruption insurance is paid out by the insurance company.

The General Manager briefly discussed the two proposals from the University to either move temporarily into prefab buildings on Ilam Oval Village and the Undercroft under the James Hight while remedial work is carried out on our building.

Forestry

The General Manager is waiting on a project scope from Bruce Manly head of Forestry School regarding the honours student project. Hopefully have some information next meeting.

Canta

Canta goes online next week and there are also background web platform upgrades that are nearing completion that will allow clubs online resources including the ability to make payments online.

8. General Business

There is a Grants Sub Committee for all grant applications under \$1000 that Michael Cook and Rachel Joho now sit on. A third person will join the subcommittee who will be a staff member. In the meantime all grant applications will be heard by the full Executive.

UC Rugby Club

Grant application for wages and attending a strapping course. The total cost is \$9,000 and the rugby club request is for \$5,000.

025/2011 THAT the Rugby club receive \$550 towards a strapping course and that the application for wages be placed on hold and a business plan be requested from the club.

Joho/Cook

CARRIED

The Executive discussed the grant application criteria and the General Manager offered to follow up and seek clarification on the criteria and the process involved in the applications.

UC Rugby Club

Grant application for new playing strip total cost of \$5500. The application is for \$2700 and the club will raise the outstanding amount themselves. Recommendation is that how are the new strips to benefit the club by the Services and Transition Manager.

026/2011 ***THAT the UC Rugby club grant application for a new rugby playing strip be placed on hold until more pricing and further details of what players will benefit, what players will wear the jerseys and other details are received from the club.***

Joho/Perry

CARRIED

UC Rugby Club

Grant application for full kit out of training equipment (including scrum machine) at a total cost of \$15,000. The application is for \$7500. The rugby club last bulk purchase was in 2008. The recommendation is for \$4000 by Services and Transition Manager.

027/2011 ***FROM THE CHAIR***
THAT the Rugby club grant application for full kit out of training equipment be placed on hold until further discussions with UC Rugby staff members regarding the Executive concerns.

CARRIED

Backyard Cricket Society

Grant application for \$2000 for an indoor cricket tournament at Riccarton to offset the entry cost. This grant covers the cost of the entry fee.

028/2011 ***THAT the Backyard Cricket Society receives a grant of \$500 for the indoor cricket tournament with the condition that the application be reviewed if it is proven that more money is needed to reduce the entry fee to \$15.***

Cook/Joho

CARRIED

U Can Dance

New initiatives grant for hire of new practice venue of \$100 a week for 9 weeks. The grant application is for \$900 and the recommendation is for \$450 by the Services and Transitions Manager.

029/2011 ***THAT U Can Dance club receive a grant of \$450 for new initiatives and venue hire.***

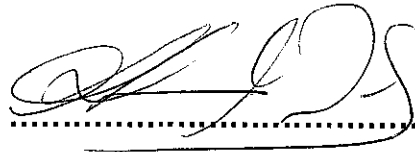
Cook/Mossman

CARRIED

The President and Vice President suggested that the Executive catch up for an informal meeting and a drink fortnightly on alternative weeks to the meeting.


The meeting closed at 7:03pm.

Declared true and accurate by Chair



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Witness



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Date

3/5/11
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Action Points

No	Description/ Required Action	By Whom	Completion Date
1	Send a special redphone to all students on exchange in Adelaide UC technology permitting	UCSA President	As soon as possible
2	The General Manager requested a scanned copy of Holmes Consulting group building report	President's PA	As soon as possible
3	President with Communications Officer and UCSA and UC Communications team to inform students on status of UCSA building	UCSA President	As soon as possible
4	Document of appointing auditors for Forum	UCSA President	As soon as possible
5	Total amount of Grants Pool Fund	Finance Officer	As soon as possible
6	Executive Principles of Masterplan	Finance Officer	Next week
7	Grants application process	The General Manager	As soon as possible
8	Organise fortnightly Executive drinks	Vice President	As soon as possible
9	Meet with UC Rugby club staff member to discuss grant application for new equipment	Education/Sports Officer and Engineering/Clubs Officer	As soon as possible