

UCSA Executive Minutes

Title: Minutes of the 4th UCSA Executive Meeting of 2011

Date: Monday 4th April 2011

Time: 5:30pm

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), Nathan Ainsworth (Welfare), David Holliday (Sustainability/Post Grad), Diana Jeong (Commerce/Advocacy & Welfare)

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

The President welcomed everyone to the meeting.

1. Board time was taken from 5:32 – 5:46pm
2. Apologies: Craig Whitnall (Law/Events) lateness 5:38pm, Morgan Perry (Science/Communication), Rachael Joho (Sport/Education), Cara des Landes (Arts/Foundry & Cafes)
3. Conflict of interest – none noted
4. Minutes of the previous meetings

016/2011 ***THAT the Minutes from the Meeting on the 23 March 2011 are confirmed to be true and accurate.***
Mossman/Linehan **CARRIED**

5. Matters Arising – none noted

6. President's Report

The President's written report was tabled.

There were two fatalities of current students, a number of university staff and partners of staff and thirteen Alumni from the February earthquake. The University will be recognising these fatalities and we will ensure that we are a part of this.

017/2011 THAT the Executive recognise the fatalities of the students, alumni and UC staff and their families from the February 22nd earthquake and our thoughts are with their families.

CARRIED

unanimously

The President has been in touch with the President of the Adelaide University Students Association regarding the 168 students on exchange. The Welfare and Advocacy team have made contact with these students who requested financial support through the University of Adelaide advocacy team. The President will send out a special redphone to all students on exchange throughout New Zealand and overseas University technology permitting. There are approximately 350 students currently on exchange.

Cara des Landes (Arts/Bars & Cafes) Executive representative is currently living in Wellington due to the earthquake and the cancellation of two courses at UC. Cara is due back in Christchurch for the start of Semester 2 on 11th July. Cara would like to continue on the Executive and believes she can still serve the students well the Executive need to consider the best option for the students she represents and also for the Executive. The President will send out to the Executive a paper Cara has sent outlining how she can continue to represent and serve students while she is living in Wellington. The President would like the Executive to read this paper and formulate an opinion on the situation to be discussed at the next meeting.

7. General Manager's Report

The General Manager's written report was tabled.

There continues to be questions around access to the UCSA building due to possible earthquake damage so the Foundry, Bentley's, Unimart and commercial kitchen are currently out of action. This changes the landscape for Compass and Spotless for the food and beverage proposal.

Food and Beverage Proposal

The University are in the process of constructing prefab buildings at the Ilam Village Oval to accommodate the Registry, Commerce building and post graduate students. The University has given the opportunity to the UCSA to open a cafe on site. To fit out this cafe would cost approximately 300,000. To refit 360 cafe as part of the Masterplan will

cost in the vicinity of \$500,000. It was recommended that the process of choosing the best food and beverage proposals from Compass and Spotless be compressed due to the change in landscape and the decision on how they react to the new initiative at the Ilam Village Oval cafe could be used as an indication of their ability. This is a business partnership that requires confidence in the supplier to be the "best food and beverage cafe in the world". The UCSA would remain in full control of the provider and there will be KPIs and exit clauses to keep the provider on track.

018/2011 ***THAT the Executive accept the most appropriate food and beverage proposal from the two providers based on the response to the Ilam Oval Village cafe opportunity and their proposal on their wider vision on campus.***

Williams/Cook

CARRIED

There will be a joint presentation in next 3-6 weeks with the Advisory Board, Executive and UC Senior Management Team present. Once the provider has been decided the detail will be in the contract with either a profit share or joint venture agreement. The President will send out a refresher document regarding the food and beverage proposals.

Strategic Relationship with UC

The University are keen to formalise an agreement with the UCSA in securing our role as provider of non academic services. In the past we have been reliant on a supportive Senior Management Team at UC. Previous Executives have worked hard to establish good relationship and goodwill. There is a need to formalise it for the future and we are pleased with this progress with the help of Sue McKnight Pro Vice Chancellor of Learning Resources.

Forestry

The General Manager has been in contact with Bruce Manly from the Forestry School regarding a management plan for this asset. A consultant has been used in the past however it was thought to be beneficial to use the services and knowledge of our students. The Executive have been asked to consider establishing this project as an honours student project which the General Manager would oversee. Bruce Manly asked that a scholarship of \$5,000 be set up by the UCSA. The General Manager would manage the issue of the carbon credits as there is a November deadline.

UBS

The bookshop is in good financial position after the February earthquake. Usually the bookshop makes of its money in the first two months of the year. Insurance claim is based on same trading periods. Had second peak post earthquake and is in for a good financial year based on the loss of income insurance claim. Philip King has been in touch on a more regular basis.

Financials

The audit was due to commence before the earthquake of 22nd February so there is a delay in getting this started. A date for the AGM will be set by the President as per the Constitution.

Fran Ling the Accounts Manager has resigned which is unfortunate and a bad time with the audit coming up and earthquake insurance claims.

8. General Business

The President and Vice President have request quarterly reports from the Executive regarding their portfolio and what they have achieved to date. A half page report with bullet points is required. The President's PA will set up meetings with the Executive next week.

Twitter – The President is trying to keep up with Twitter as lots of people do view it even just through the UCSA home page.

That Guy Leigh Hart completed a video shot the morning of the earthquake has been in touch and has offered a discount on his services.

Executive meetings have now been moved from Monday to Tuesday fortnightly at 5pm.

Graduation Ball – there will be complimentary tickets for the Executive to attend.

The next Advisory Board meeting is on Thursday 28th April and three Executive members are invited to attend.

Volunteer Army gig

019/2011 THAT the Executive would like to thank MGMT for coming to perform.

CARRIED

unanimously

The President has been in Wellington today for the day at an Alumni event to raise support for a campaign the University is organising to raise funds to create more scholarships for Canterbury students. If the Executive agree the President would like to sign onto the appeal provided that all the funds were put solely towards Alumni student scholarships.

Student Volunteer Army Recognition

The President would also like to thank the core organisers of the Student Volunteer Army and the UC have organised this as a way to recognise them. There were also a number of non students like the White Elephant Trust and the President would like ensure that they are thanked for their efforts in the SVA involvement.

Faculty Meeting Reports

The Vice President has set up a group Facebook for the Executive and sent a message regarding faculty meeting reports. She asked if any of the Executive have not heard from the Dean or Pro Vice-Chancellor. Only one Executive had not been made contact with their Dean or PVC.

The Wizard

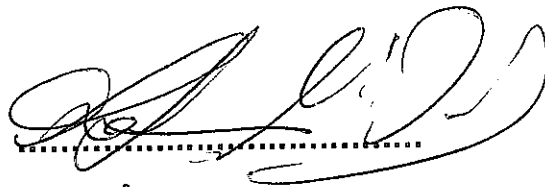
The Welfare/Hardship Officer Wizard raised the proposal of a wizard mascot for students on campus. This initiative was initially raised last year. A document will be circulated to the Executive to review.

UCSA SVA Gig

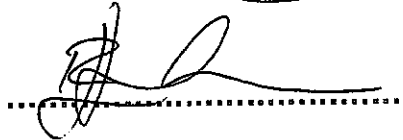
Student Volunteer Army Thank You Event is to be held on 16th April in UCSA Big Top with some profits going to the Student Volunteer Army. The aim of this gig is to break even. However with sponsorship and bar taking levels unknown currently this could change, at which point the Executive will be consulted.

The meeting closed at 6:56pm.

Declared true and accurate by Chair


.....

Witness


.....

Date

.....19/4/2011.....

Action Points

No	Description/ Required Action	By Whom	Completion Date
1	Send a special redphone to all students on exchange throughout New Zealand and overseas	UCSA President	As soon as possible
2	Email to Executive refresher document re food and beverage proposals	UCSA President	As soon as possible
3	Email to Executive paper sent from Cara des Landes re: portfolio position	UCSA President	As soon as possible
4	President to check Constitution for AGM dates	UCSA President	As soon as possible
5	Nathan to email wizard initiative to the Executive	Welfare Representative	As soon as possible
6	Organise meeting times with Executive for quarterly report	President's PA	Next week