

UCSA Executive Minutes

Title: Minutes of the 12th UCSA Executive Meeting of 2011

Date: Tuesday 9 August 2011

Time: 5pm

Venue: Okeover Common Room, Okeover House

Present: Kohan McNab (President), Sam Mossman (Finance Officer), Rachael Linehan (Vice President), Rachel Joho (Sport/Education), Diana Jeong (Commerce/Advocacy & Welfare), Morgan Perry (Science/Communication), William William (International), Craig Whitnall (Law/Events), Cara des Landes (Arts/Foundry & Cafes), Nathan Ainsworth (Welfare)

Attendance: Martin Mongan (Chief Executive), Bridget O'Connor-Norton (minutes)

1. Board time was taken from 5:03 – 5:04pm.
2. Apologies were received by David Holliday (Sustainability/Post Grad). Apologies for lateness were received by Nathan Ainsworth (Welfare), William William (International) and Craig Whitnall (Law/Events).
3. **064/2011**
THAT the Minutes from the Meeting on the 26 July 2011 are confirmed to be true and accurate with the correction of Morgan Perry being present at the meeting and the grammatical error of Voluntary Student Membership.
Mossman/Linehan **CARRIED**
4. Conflicts of interest were noted by Morgan Perry, Craig Whitnall, William William and Nathan Ainsworth as possible Election candidates.

5. **Matters arising**
The President met with the Chief Executive, the College of Education/Sports Officer and the Services Manager to discuss grant applications to gain more clarity around sports club grants.
The possibility of a small budget for the Executive office area is to be carried forward by Finance Officer.

6. **President's verbal report**
The death of the second year Engineering student Chris McPherson who lost his life last Friday on campus is a tragic event and is a police matter. The President expressed his sympathy and reminded the Executive that if they know of anyone who needs help emotionally and academically due to Chris's death to refer them to the Advocacy and Welfare team or the counsellors at the health centre. The President asked the Executive to think about any projects that could be developed as a result of this tragic event.
Voluntary Student Membership
The President will have an update at the next Executive meeting.
SSLAB terms of reference
Work is continuing on the draft terms of reference to expand the scope and solidify the UCSA's relationship with the University. A final draft will be ready in the coming weeks for the Executive to view.
UCSA Building
The President and Chief Executive are working with Peter Molony, UC Facilities Management to establish the cost to remediate the UCSA building, its heritage value and future use of the building now that the UCSA are located in the James Hight building. A license to occupy document with the UC is also under action which will include use of space on campus, commercial leases and a rental component for the UCSA.
The President tabled a document on the UCSA on campus. The President asked for feedback on the document.
UC Sport
The two appointed consultants are now at work identifying best practice globally, nationally and at a local level. Martin and Ian Culpan met with them yesterday.
NZUSA
The President met with the co Presidents of the New Zealand Union of Students Association. This meeting was seen as a first step to seek UCSA's membership. The NZUSA would like to do a presentation to our Executive later in the year. The President believes that a proven record of financial stability is required before the UCSA will consider rejoining.
International Events
The Commerce/Advocacy & Welfare Officer and the International Officer are working with Karyn from Fabel on the upcoming International Festival.

Stein

The President is waiting on a plan from Karyn from Fabel regarding this year's Stein event. An area around the Ilam homestead is one possible location.

Liquor Ban Submission

A draft copy of a letter to the Christchurch City Council regarding the proposed temporary liquor ban in the Riccarton/Ilam area was tabled at the meeting. The President asked the Executive for feedback. It was agreed that a fine would be a more appropriate punishment rather than a criminal record as the crime did not fit the seriousness of the offence. The right of the police to search a student and their belongings was also viewed as an extreme measure.

William William arrived at meeting at 5.23pm

Central City Plan critique competition

A draft document UCSA & SVA Central City Plan critique competition was tabled at the meeting. This competition is an opportunity for students to have their say in the rebuilding of the central city. Teams of students will be encouraged to participate on campus with prize incentives. This is a joint venture between the Executive and Student Volunteer Army halving the costs of the competition. It was suggested that the winning prize be increased. A prize voucher has been gifted to the SVA by Christchurch Casino which will be included in the winnings. The President will work with the Finance Officer on this project. Public submissions are open for five weeks.

065/2011

MOVED

That the Executive will work with the Student Volunteer Army and set aside a budget of up to \$2,000 for the UCSA & SVA Central City Plan critique competition.

Ainsworth/Linehan

CARRIED

Flatting Seminar

The President asked for a volunteer from the Executive to speak at the Flatting seminar which is to be held next Thursday 18th August. This seminar is run by the University. The President requested a response via email. The Welfare Officer stated his interest.

7. Chief Executive verbal report

Food and Beverage

The sole contract of Coca Cola on campus which was signed for 8 years expires at the end of December. The Chief Executive has been in contact with other suppliers to provide a variety of beverages on campus. While Coca Cola would like to renegotiate their contract a sole contract on campus does not suit student surveys and the UCSA constitution. A student survey will be carried out to determine student needs and with independent market research available, the Chief

Executive is confident we will be able to supply a variety of beverages on campus next year.

The Activities, Clubs and Events (ACE) team are working on a schedule of events for next year and will approach beverage suppliers for sponsorship. Clubs events will also be encouraged to do so to improve the success of these events.

Douwe Egberts have not delivered on their promise to become ETZ certified as agreed in our contract with them. The coffee beans they use are fair trade but not ETZ certified. Therefore we have gone to market and this closes on Friday. There have been a number of suppliers interested however Douwe Egberts have not put in a proposal. A fair-trade model, taste test model and financial model will be thoroughly completed. A number of the Executive expressed their interest in being involved in the taste testing and the Chief Executive requested interest via email.

Compass Update

Negotiations are progressing well with Compass and the Chief Executive hopes to have a draft contract by the end of September for the Executive to view. A large part of the contract entails the financial aspect, whether it is a fixed or profit share option. The Chief Executive would prefer a profit share.

Kirkwood Village Cafe needs a new name so if any of the Executive have any ideas please email the Chief Executive. The cost of the fit out is approximately \$300,000 - \$400,000. Until the contract with Compass is finalised the UCSA will temporarily fit it out with furnishings from Brasilia cafe until the end of the year. The UCSA will then negotiate with Compass regarding the permanent fit out of the cafe.

UCSA office and Undercroft

Stage one of the Undercroft will be ready shortly with furniture due to arrive next week. It should be open to students by early September.

The UCSA office will push through into the old UC photography space and also across the hall which will take approximately 6 weeks to complete. The space across the hall will be for the Executive. The Chief Executive hopes this will be completed by mid October.

UC Sport

This is progressing well and the consultants have met and are both at work in their prospective roles.

Forestry Block

Bruce Manly the head of the Forestry department has requested the \$5,000 scholarship for the honours student project and the Finance Officer will organise.

8. General Business

Sam Mossman thanked the Executive for attending the Hello Sunday Morning event.

The Vice President sent a number of emails to the Executive regarding attending focus groups running on campus. If the Executive are not able to attend, ask other students to attend.

The Vice President is waiting on Faculty project reports from the Engineering/Clubs Officer, the Science/Communication Officer and the Law/Events officer.

The Returning Officer has requested a Master of Ceremonies for the Presidential debate who has not affiliation to any UC clubs. The President does not see this as a great issue.

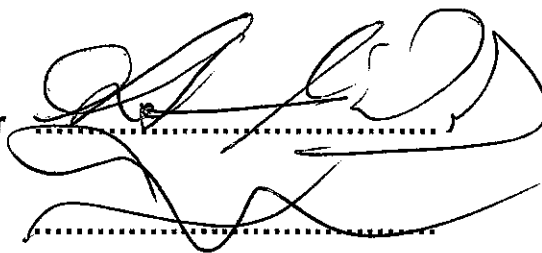
The Arts/Foundry & Cafes Officer proposed the return of an Oktoberfest event which could overlap the International festival. She will work with the International and Commerce/Advocacy & Representation Officers and discuss with Karyn from Fabel.

President good luck to all candidates running for Elections.

wished

The meeting closed at 6.01pm.

Declared true and accurate by Chair



Witness



Date

6/09/11

Action Points

No	Description/ Required Action	By Whom	Completion Date
1	Please organise payment of scholarship funds for Forestry	Finance Officer	By 12 August
2	Possibility of small budget for Executive office area.	Finance Officer	By 19 August