

UCSA Executive Minutes

Title: Minutes of the 6th UCSA Executive Meeting of 2011

Date: Tuesday 3rd May 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), Rachael Joho (Sport/Education), Craig Whitnall (Law/Events), Nathan Ainsworth (Welfare)

In Attendance: Martin Mongan joined the meeting at 5:55pm (General Manager), Sebastian Boyle joined the meeting at 5:53pm (Editor of Canta), Bridget O'Connor-Norton (minutes)

The President welcomed everyone to the meeting.

1. Board time was taken from 5:15 – 5:51pm and from 6:33-6:36pm.
2. Apologies: Cara des Landes (Arts/Foundry & Cafes), Diana Jeong (Commerce/Advocacy & Welfare), Morgan Perry (Science/Communication)
3. Conflict of interest – none noted
4. Minutes of the previous meetings

039/2011 *THAT the Minutes from the Meeting on the 19th April 2011 are confirmed to be true and accurate with the*

**correction of William William's surname on motion
024/2011.**

Linehan/Whitnall

CARRIED

5. Matters Arising

Redphone

The President has sent out a redphone to all 168 students on exchange in Adelaide.

Holmes Consulting Report

This report was sent out to the General Manager by the President's PA.

Communication to Students regarding Earthquake Recovery

The President will communicate to students information regarding the Earthquake recovery at the Forum to be held on Monday 9th May.

Appointment of Auditors

The President is working on this document to be presented at the Forum on Monday 9th May.

Grants Pool Fund

The Finance Officer will discuss this in General Business.

Grants Application Process

The General Manager will discuss this in General Business

Executive Principles of Masterplan

The Finance Officer is making progress with this document and has received feedback from the Executive.

UC Rugby club and Grants Officers

The Education/Sports Officer and Engineering/Clubs Officer met with UC Rugby club staff member to discuss grant application for new equipment.

6. President's Report

The President's written report was tabled.

University Update

There are no new changes to the status of the UCSA building. We are waiting on design and strengthening reports from the University. The President and the General Manager are meeting with the insurance company tomorrow. Replacement space for the UCSA is still an issue and is being worked on. Most tents used for lectures have gone and only a few remain in the Law car park for tutorials. The Recreation Centre is partially open and Level 2 and 3 of the Library are due to open next week. The Ilam Village Oval prefab is due to open in the next few weeks.

Liquor Ban

The temporary liquor ban was passed by the City Council and will come into effect on 19th May until November. The City Council would like to make this ban permanent. The temporary ban will be used as a study to see how it can be successful before attempting a permanent ban. The President has received an email from a resident who lives in the Ilam area and he would like the Bush Inn bar to have its hours extended in light of the liquor ban. The President will forward this email onto the Executive.

UC Masterplan

The President will attend a UC Masterplan workshop tomorrow in the hope of solidifying the relationship between the University and the UCSA from the existing SSLAB relationship.

Michael Cook arrived at the meeting at 6pm.

Events Update

The Graduation Ball and Student Volunteer Army gigs were both great successes and demand for these events was high. Student feedback was largely positive. There were some community complaints in regards to litter following the Student Volunteer Army gig, and no community complaints following Grab Ball.

Social Space

The Riccarton club proposal has not progressed as wanted which has been very frustrating. There are a number of issues there to do with club membership. This is a very important student issue and it needs to be finalised as soon as possible. This has led to the UC Rugby proposal being reignited and the President and the General Manager will meet with them tonight at 7.30pm. There is a need to think laterally now and any thoughts on this would be appreciated.

National Youth Week

There is a forum for Not for Profit youth groups recognised by the Government to be held in Christchurch in May. The White Elephant Trust who was instrumental in establishing the Student Volunteer Army has been appointed to host the forum this year and have asked the President if they can use the Big Top on 21st and 28th May. The opening night would consist of speakers; Paula Bennett, John Key and Sam Johnson. It was decided that we would offer the venue for free but we would charge if any services were required and that we would extensively advertise our logo at the forum.

8. General Business

Club Grants

The University of Canterbury Forestry Society has applied for a grant to cover the costs of purchasing two M tooth saws. Total cost is \$2948 of which they are requesting the full amount. Recommendation by the Transition and Services Manager that half the funding applied \$1474 is given on evidence of the balance being available. It is a fixed asset for the club and is a revenue generator especially at clubs day.

040/2011 *THAT the Canterbury Forestry Society receive a grant of \$1500 for the purchase of two M tooth saws on the evidence of the balance being available.*

Joho/Cook

CARRIED

The General Manager informed the Executive that the Grants policy and criteria can be found on the UCSA website and in the Executive Governance Manual. The President requested that the Sports Officer

and Clubs Officer present to the Executive at the next meeting the grants process.

The Finance Officer updated the Executive on the grants pool fund for the year being \$100,000. The budget last year was \$53,000 and a total of \$48,361 was granted. The increase in budget for this year is due to the extra emphasis and importance of student clubs. This year particularly it is even more so important with the loss of student venue space.

Rachel Joho left the meeting at 6:16pm.

Project Updates

The International Officer is working on the Bridge Project and Diversity Ball and National Tutorial project which requires endorsement from Nello Angerilli.

The International Officer and the President will meet with Karyn South from Fabel regarding the Diversity Ball. The President's PA will organise this meeting.

The Welfare Officer is working on the Random Acts of Kindness with the Science/Communication Officer and also the Wizard initiative which has been discussed with the Activities, Clubs and Events team. Hopefully he will have more information by the next Executive meeting.

The Law/Events Officer has completed a project; the Checks Gig at Riccarton club. He said he learnt the importance of getting information in writing and having an event's schedule.

**041/2011 FROM THE CHAIR
THAT the Law/Events Officer be congratulated on
completing his first project.**

CARRIED UNANIMOUSLY

The Engineering/Clubs Officer is working on the Lawsoc Square proposal of housing student bars in the tents on the Law car park. The President's PA will organise a time for him to meet with the President and the General Manager to discuss further. The Engineering/Clubs Officer is working a BBQ guidelines document for all clubs to iron out any previous issues with the UC Security.

The Sustainability Officer is working on the sustainability audit which he will report back to the Executive. He needs to talk to the Editor of Canta to research the history of the UCSA and get this posted online.

The Vice President has been working on the Winter Wonderland Market which will be held in the UCSA car park starting tomorrow then every Wednesday from 10am-2pm for the next 6 weeks. UC Security has requested that someone stand at the entrance of the car park during this time to inform the car park users of the event. The Vice President asked for volunteers for 30 minute intervals. One Network News has shown an interest in the market and it will be advertised on the radio after the first market to gauge its success.

The Finance Officer is working on the Special Initiatives Money and has procured an Eftpos card for the Executive to use. He has also

spoken to the tutors from Rutherford and Rotherham Hall and University Hall and they showed concern as to the whereabouts students are drinking and socialising with the closure of the Foundry. The tutors have requested copies of the Canta magazine in the halls. The Finance Officer is also working on the Executive Strategic Masterplan with the input of the Executive.

The Commerce/Advocacy and Representation Officer has completed the Easter Egg Hunt which was a success with the help of Dan Pengelly ACE team co-ordinator.

The Science/Communications Officer is working on the Random Acts of Kindness initiative and the UC have indicated that they are happy to assist in funding.

The Sport/Education Officer has successfully completed the 5 km Running initiative which went for 4-5 weeks while the Recreation centre was closed. This has been wound down now due to the change of season.

7. General Manager's Report

The General Manager's written report was tabled.

Financials

February figures are down against budget due to slower trading because of the earthquake. Cafes and tenants are closed so there is little revenue stream. March figures look like they will be \$400,000 down. Our insurance claim for the September earthquake for 10 days was \$100,000 so we would expect the current claim to be significantly higher. However we hope to get this back from the insurance claim. The General Manager raised his concern regarding our insurance claim with the closure of our building as the Holmes building report, peer review from BECA and geo technical report all agree that there is little structural damage to the building. The building was not built to the current earthquake code standard and any remedial work that is required could be costly and we need to ask the question is it worth spending a huge amount of money to get the building up to the current standard. The UC are currently working on the design solutions and quantity surveyor pricing so the General Manager hopes to have this report back before the next Executive meeting so decisions can start to be made as to the future. Staff cannot continue to work in the current conditions for too much longer.

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 for the short to medium term while remedial work is carried out on our building. The Ilam Oval Village option would require the UCSA to have 2-6 prefabs to house staff, tenants and in particular the chemist and bank which have special security requirements. The General Manager did not believe that the UC would be able to provide this number as well as the location not being ideal therefore he believes that the Undercroft would be the preferred option because of its location and space. Most tenants are keen to remain and would also prefer to be located in a more central area in the heart of campus. The UC have indicated that

they would pay for the fit out of the Undercroft. The General Manager and President will attend a SSLAB workshop tomorrow where the two options will be discussed in greater detail. There is an insurance meeting tomorrow so more decisions will be able to start to be made once these two meetings have taken place.

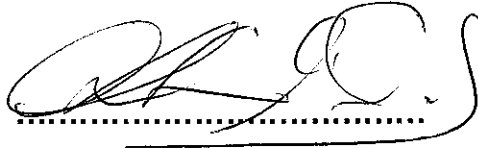
Forestry

The General Manager is waiting on a project scope from Bruce Manly head of Forestry School regarding the honours student project.

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 to discuss strategy. The Vice President will confirm via email a mutually preferred day.


The meeting closed at 7:03pm.

Declared true and accurate by Chair



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Witness



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Date

17/5/11
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Action Points

No	Description/ Required Action	By Whom	Completion Date
1	Forward email from resident re: Bush Inn trading hours extension to the Executive.	UCSA President	As soon as possible
2	Present to the Executive the grants process.	Sports Officer and Clubs Officer	17 th May Exec meeting
3	The International Officer and the President meet with Karen South from Fabel regarding the Diversity Ball.	President's PA	As soon as possible
4	Lawsoc Square proposal meeting with President, GM and Clubs Officer	President's PA	As soon as possible
5	Organise fortnightly Executive drinks/catch up	Vice President	As soon as possible
6	Executive Principles of Masterplan	Finance Officer	As soon as possible