

UCSA Executive Minutes

Title: Minutes of the 16th UCSA Executive Meeting of 2011

Date: Tuesday 18 October 2011

Time: 5pm

Venue: Ilam Room, Okeover House

Present: Kohan McNab (President), Sam Mossman (Finance Officer), Rachael Linehan (Vice President), Rachel Joho (Sport/Education), Morgan Perry (Science/Communication), David Holliday (Sustainability/Post Grad), Diana Jeong (Commerce/Advocacy & Welfare), Craig Whitnall (Law/Events), William William (International), Nathan Ainsworth (Welfare)

Apologies: Cara des Landes (Arts/Foundry & Cafes)

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

1. Board time was taken from 5: 08– 5:09pm.
2. **083/2011**
THAT the Minutes from the Meeting on the 4 October 2011 are confirmed to be true and accurate.
Mossman/Whitnall **CARRIED**
3. Conflicts of interest were noted by Kohan McNab as Director of UBS Board and UC Council and Michael Cook as an employee of Red Bull.
4. Matters arising
Grants process

Sarah Smith Activities, Clubs and Events Co-ordinator has drafted a grants process document enclosed in the Board papers. The President asked for feedback regarding the document.

Action point – Please provide feedback to the President regarding the Grants Process document, benefits of students and numbers involved (The Clubs and Sports Officers)

Student Focus groups

The Vice President and Finance Officer led two student focus groups regarding food and beverage on campus particularly looking at the Alibi cafe in the Law School and 360 cafes in Undercroft. Most of the feedback received focused on the need for more healthy food, greater variety including gluten free food and other energy drinks as well as a critique of the food presentation in the cabinets.

5. President's verbal report

UC

The University has prepared a case to the Minister of Tertiary Education, Hon. Stephen Joyce seeking financial support for the future due to the impact of the Canterbury earthquakes. The University of Canterbury employs 3,000 staff with a total equivalent of FTS 2,000 and 200 redundancies are expected over the next three years.

The President is speaking at the Tertiary Education Forum for staff and students at 2pm tomorrow in C3.

The President has organised a student forum with the Vice Chancellor this Thursday in the Undercroft at 11am. The President asked the Executive for their attendance.

Building Framework

There are no updates on the status of the UCSA building since the previous meeting.

Action point – Please email the Executive the recommendation from the Advisory Board regarding the Building Strategy Development Framework. (Minute Secretary)

License to Occupy

The UC has informally discussed that only current food and beverage on campus will be rent free, while all future food and beverage will be charged a rental. The President and Chief Executive will continue to work on this as this is a significant change for the Undercroft food hall.

Social Events Centre

The President met with the UC Rugby Club regarding the proposed site for the Social Events Centre. Since this meeting, the Ilam Primary School has signed off consent for the preferred UCSA car park site. This consent is now at the Christchurch City Council awaiting a permit. Ilam Primary School terms of agreement are:

1. that the University of Canterbury consult with Ilam Primary School in terms of an adequate fence that obscures events

- centre activities from the Health Centre along the school boundary to Ilam Road
2. Noise levels at the Events Centre be limited to 50 decibels until 4pm on week days during school terms
 3. Alcohol is not sold at the Events Centre prior to 1pm on school days during school term
 4. The UCSA's host responsibility policy be implemented at the Events Centre
 5. That the University of Canterbury security guards monitor the Ilam School and property during significant events
 6. The University of Canterbury Community Relations Manager and relevant UCSA representatives meet with Ilam Primary Board of Trustees meet every 6 months.

These terms were agreed by the Executive to be workable with Stein being the only event affected which could be held at another venue or held on a Saturday.

Events Update

Tea Party

There were a total of 3,116 tickets sold for the Tea Party event with only one complaint from a resident regarding damage to their garden. There was a lot of positive feedback regarding the event from the Executive.

VSM

Enclosed in the board papers was legal opinion sought from Barrister David Caygill regarding the impact the Voluntary Student Membership Bill.

084/2011

THAT the Executive approve the course of action of the President and the President-elect to continue to ensure that the UCSA comply with the new legislation and are prepared for all eventualities next year.

Linehan/Mossman

CARRIED

Student Services Levy Notice

The President and Vice Chancellor presented a letter to the Minister of Tertiary Education, Hon Stephen Joyce with responses to the notice for consideration. The Universities New Zealand informed the Minister that this notice would cost the universities \$25 million a year if these changes are introduced. The UCSA will continue to work closely with the UC through the (SSLAB) Student Services Levy Advisory Board to find ways to provide services that may fall outside the criteria of the notice if it is to remain as proposed

Advisory Board membership

The President has invited Advisory Board members seeking reappointment on the board to submit their curricula vitae. Advisory Board members are elected for a three year term and with their appointment up for renewal in the New Year. The Executive will look to appoint up to two new board members depending on their skill set

and experience. While a lawyer to replace Joel Gabites's place on the board would be useful it is not a necessity. Joel Gabites has indicated that he will not reapply as he is moving to the United Kingdom.

Action point – Please advertise for up to two applicants for Advisory Board (President)

Strategy Day

The Advisory Board recommended to the Executive that a strategic planning day be implemented in the next couple of months for the current and incoming Executive, UCSA senior management team and Advisory Board to review UCSA core services, the future use of the UCSA building and develop a strategic vision for the future of the UCSA. A proposed date for the strategy day is Wednesday 9th November. If any Executive members are not able to attend please email ideas to the President.

The President raised the importance of having exit interviews with all Executive members before the end of the year.

Action point – Please organise exit interviews with the President and Vice President for all Executive members (Minute Secretary)

6. Chief Executive verbal report

Forestry Project

The Chief Executive is hoping to receive the forestry paper completed by the honours student Allan Collier in the few days. Martin and Allan met and have talked through the paper.

The UCSA gave Bike Methven authority to cut some mountain bike trails and Bike Methven will host one leg of New Zealand nations at this site.

Compass

The Chief Executive is expecting Compass's financial proposal any day now. The Compass Managing Director of New Zealand visited the campus last week and completed a tour of the Undercroft and Kirkwood Village. He was happy with the location on campus. The World Wide Group Compass has made a significant offer to invest in the University of Canterbury and the Chief Executive has made this known to the Senior Management Team at UC.

Staff Update

The new Accountant Brian Loughhead will start work at the UCSA on Tuesday 1st November. Pip MacKlin finishes in the role as Media and Events Manager at the end of October and her replacement Sander Kreik will commence in mid November. Sander was the South Island Sales Manager for Frucor so has vast experience in food and beverage as well as events and media.

Sebastian Boyle the Editor of Canta has resigned and he is going to work for the UC in their Communications department. The UCSA wish him well for his future. An advertisement has been placed on TradeMe and may also be placed in the Press. The Executive has asked if one member can sit on the interview panel.

The Executive office space in the new UCSA office will be completed at the end of the week. The UCSA will have a meeting room.

Food and Beverage

A discussion was held about energy drinks and it was asked if Monster drink was popular on the student food and beverage survey. The Chief Executive did not believe it was high on the list. The most popular energy drink was V with 65%.

It was noted that Michael Cook likes yellow Powerade the best.

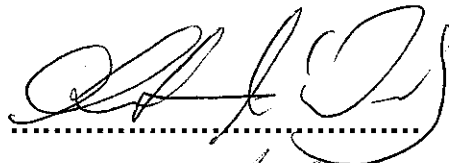
7. General Business

The Executive would like to congratulate Joel Hart and his partner Haley on the arrival of their new baby girl.

The President wished everyone good luck for their exams and assignments.

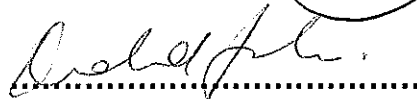
The meeting closed at 6:12pm.

Declared true and accurate by Chair



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Witness



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Date

1/11/11
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Action Points

No	Description/ Required Action	By Whom	Completion Date
1	please update the President regarding the grants process let President know, benefits of students, travel grants etc	Cook and Joho	
2	Please email the Executive the recommendation from the Advisory Board regarding the Building Strategy Development Framework.	Minute Secretary	
3	Please advertise for up to 2 Advisory Board positions	President	
4	Please organise exit interviews with the President and Vice President for all Executive members	Minute Secretary	