

## UCSA Executive Minutes

**Title:** Minutes of the 13th UCSA Executive Meeting of 2011

**Date:** Tuesday 6 September 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), Cara des Landes (Arts/Foundry & Cafes), Nathan Ainsworth (Welfare)

**Attendance:** Erin Jackson (President elect), Martin Mongan (Chief Executive) joined meeting at 5:08pm, Bridget O'Connor-Norton (minutes)

The President welcomed Erin Jackson, President elect to the meeting and congratulated her on her successful appointment as UCSA President for 2012. Erin will be attending Executive meetings going forward and the Executive elect will have input in the coming budget.

1. Board time was taken from 5:06 – 5:10pm and from 6:02-6:09pm.
2. An apology was received for lateness by David Holliday (Sustainability/Post Grad). Apologies were received by Morgan Perry (Science/Communication), William William (International) and Craig Whitnall (Law/Events).
3. **067/2011**  
***THAT the Minutes from the Meeting on the 9 August 2011 are confirmed to be true and accurate with the addition of the word wishes on page 5.***

**Joho/Ainsworth**

**CARRIED**

4. 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.

5. Matters arising

The Finance Officer has organised payment of scholarship funds for the Forestry project.

The Finance Officer confirmed that there is a small budget available for the refurbishment of the new Executive office space which will be completed in mid October.

6. President's written report

#### UC

The University has confirmed that there will be redundancies of up to 350 academic, technical and support staff over the next three years, due to significant reduction in student enrolments for the 2012 academic year. This report was leaked to media last week with possible scenarios. While this does not affect the UCSA directly, there will be a need to be vigilant that students are not disadvantaged by these redundancies.

There are no clear indicators that the University can use to confirm enrolments for the 2012 academic year. Hall enrolments do not clearly indicate numbers however they are down 20% from last year.

#### Building Framework

There has been an update since the Building Strategy Development Framework report included in the board papers. There are no material changes on the structure just further detail around the historical significant of the building which was described as a skeletal encrustation when opened. The UCSA meets only 33% of new building code which is not yet enforced. Remediation work of stabilising the building with stone trenching on the Ilam Road end of the building and additional structural walls with 3 metres or under in length are at a cost of \$6 million while the refurbishment cost is in the vicinity of \$8 million. The total cost is approximately \$14million. Further discussions will be take place regarding the future use of the UCSA building.

#### License to Occupy

An update has been received from the University regarding formalising the UCSA occupation of the Undercroft. This update is seen as strict and imposing in terms of financial implications for the UCSA making it costly for us to be in that space. The President, Chief Executive, some Advisory Board members will continue to review this document before it is presented to the Executive and negotiated with the University.

#### UC Sport

The two consultants Dr Shane Collins nation and international best practise leadership and Peter Burley from Canterbury Sport are working on their respective aspects of the project. Peter is meeting with students, clubs, Executive and key stakeholders on campus.

#### UCSA Emergency Response

This project is progressing with the visit of the Montana Early Learning Centre today by the Chief Executive, Services Manager, Human

Resources Manager and President as the proposed site to house the UCSA Emergency Response Centre. This site will hold emergency supplies and a generator and be a base for the UCSA to work from if needed in an emergency. This is almost directly next door to the UC Emergency Response Centre.

#### Social Events Centre

The President sent the Executive a summary document of the proposed events centre last week. There is a key need for this centre to be up and running before the start of the 2012 academic year. The President received positive feedback from the Executive and will give further information once more details are confirmed.

David Holliday arrived at meeting at 5:21pm

#### Constructive critic competition

The Constructive Critic Competition run in conjunction with the Student Volunteer Army is open, with eight teams entered to date. The Executive has contributed \$2000 towards the prize pool. Entries close this Friday 9<sup>th</sup> September.

#### VSM

The President tabled the Education Compulsory Student Services Fees Notice 2011 he received on Friday which gives direction under which student services can be funded from the student services levy. There are nine categories under the direction. This document will have an enormous impact on the UCSA in terms of club support and student events. The UCSA has a contract this year for \$1.8 million from UC to be used for student services. The President will make a submission to the Ministry for Tertiary Education Hon Steven Joyce to highlight the possible loss of services under these categories and seek expansion of these categories to lessen the impact on students. Services not covered by these categories include student services, Maori and Pacific Islanders services, learning skills centre, students with disabilities. These services could potentially disappear and the UCSA may have to look at reducing operating expenditure. All submissions must be received by 29 September 2011. While the notice could possibly reduce the student levy of \$650, thereby putting more money in student pockets, it will result in fewer services, events and support for students.

#### 7. Chief Executive written report

##### VSM

The Education Compulsory Students Services Fees Notice will have a huge impact on the UCSA as the money received from the student levy is required to provide student events on campus.

##### License to Occupy

This document formalises the relationship and occupancy of the UCSA on campus. The UCSA were informally told the rent would be peppercorn rental however the draft now states that the UC seek to recover half of all tenancy rentals. Tenancy rentals are a significant income stream for the UCSA. The UC have also informed the UCSA

that the UC have been part charging the UCSA for some bills however going forward the UC will now pass on the full amount passed. The impact is very significant to the future of the UCSA. The Chief Executive praised the President for his swift action towards these documents.

#### Financials

Accurate figures have been not available since the February earthquake. Some level of detail is provided in the report for July. Operationally profit year to date is down \$200,000 on budget. The aim is that a significant amount of this money will be covered around the insurance claim. The Chief Executive met with the insurance assessor last week around an interim claim which can be quantified. The Chief Executive would have liked to be further along with insurance claim however it has been held back by the vacant Finance Manager role. The UCSA went back to market about six weeks ago and received only three applications. The Chief Executive has met with another possible candidate who is a chartered accountant and hopes to meet with him again in the next few days.

#### Food and Beverage

The Coca Cola contract is due to expire and Coke are aware that they will not be given exclusivity on campus again. Red Bull and Frucor are enthusiastic. Strategically UCSA are gathering external data of what beverages 18-24 year olds purchase. A student survey on campus will be taken this week to marry up data.

Suppliers have also indicated that they are keen to align their beverages to student social events which would be additional funding.

The coffee contract with Douwe Egbert was not successful as they were not able to provide audited fair trade beans. The UCSA have gone back to market and have received proposals from Underground, Coke, Vivace and one other supplier which are all fair trade. The market has changed significantly since last year as prices have increased for beans, sugar sachets, cups and lids. The Commercial team have visited 50 cafes in Christchurch looking at different aspects with the price of coffee being one aspect of the survey. The UCSA cafes are significantly less than other cafes in town but our market is different.

The DB contract was due to expire at the end of year however since it is based on pourage so it will now be extended to the end of next year. With new social events space we have started discussions and DB are aware of the non exclusivity.

The Compass initiative is at the draft contract stage.

A discussion regarding the sustainability of water bottles was briefly mentioned and the project of free water fountains on campus initiated by the Law/Events officer.

#### 8. General Business

The President was approached for volunteers on campus regarding the MMP referendum during the general election. Anyone interested in volunteering should contact the President.

Club Affiliations

**068/2011**

**MOVE from the Chair**

**That new clubs Classoc, UoC Australian Football Club, UC Psyc, UC Korea be affiliations be accepted by the Executive**

**PASSED**

A conflict of interest was noted by Diana Jeong with the UC Korea club.

**069/2011**

**MOVE**

**That UC Basketball, Kaos and UC Touch clubs to be re-affiliated by the Executive**

**Joho /Cook**

**PASSED**

It was noted that the Prolife club was not able to be affiliated due to the student to non student ratio not met.

The Vice President emailed the Executive regarding the Library seminars on the 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> of September. A minimum of five students from each college is required and all students will go in the draw to win an Ipad2. Lunch will be provided and all students will receive a bookshop voucher.

The Finance Officer suggested that the Executive go out for dinner before the end of the year.

*Action: Finance Officer to email Executive to set date for Exec dinner.*

Grants

The College of Education/Sports Officer informed the Executive that \$20,000 of the \$100,000 allocated towards grants has been spent year to date. There were a number of grant applications however recommendations from the Activities, Events and Clubs team were not included.

**070/2011**

**MOVE**

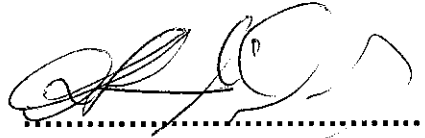
**That the Executive will delegate to a subcommittee with quorum of four Executive made up of the College of Education/Sports officer and Engineering/Clubs officer including two officers to meet to consider grant applications**

**Cook/Ainsworth**

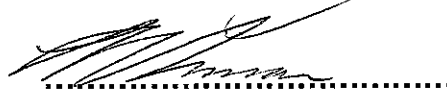
**PASSED**

**The meeting closed at 6.28pm.**

**Declared true and accurate by Chair**

  
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**Witness**

  
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**Date**

20/09/11  
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**Action Points**

No	Description/ Required Action	By Whom	Completion Date
1	Exec dinner	Finance Officer	asap