

Date: 24/10/2024

Time: 17:10-19:02

Location: Waimarie Meeting Room 018 Whare auahu

Presents: George Gibbs, Nathan Campbell, Zara Weissenstein, Aleesha Young, Olivia Crawford, Elliot Corbin, Cam Holmes, Demetrio Cooper, Robbie Adams, Troy Volman, Grace O'Shaughnessy, Halle Gravatt, Kendal Bramely, Sam Dryden, Sara Shea, Dipti Adhikari, Caterina Campese

1. Opening Karakia

2. Apologies

- Luke Robb, Ivy Harper and Moses McGoon are unable to attend
- Sam Budd will be late
- Moni is absent

3. Disclosures of Interest

- No additional disclosures of interest

4. Confirmation of Minutes of the Meeting held on 04/10/2024

Motion to accept meeting minutes of 04/10/2024 as a true and accurate record with changes

- Moved by Demetrio
- 2nd by Olivia
- Passed

5. Matters Arising from the Minutes

6. Action points from previous meetings

CCTV blind spots on campus	President	Completed
Report on Course Rep system	GM	Completed
Term deposit for FAF	GM	Ongoing
Union Fund Report	GM	Ongoing
Trialling lunch with exec	Entire exec	Completed
SSL split for careers review	President	Completed
Create a relationship to increase relationship with co-hosting events	LUSA, LUPISA, Te Awhioraki	Ongoing

Create working group for HZAU course programme representation	Demetrio, Elliot, George, Caterina, Sam B, Kate L	Complete
Use of AI use and expectations for students	President	Completed
Support for international students	President	Ongoing
Regular reporting of HZAU (Huazhong Agricultural University) for 2025 exec	President	Completed
Provide more information to PG rep regarding PG spaces on campus	Sam B, Luke R	Completed
KPI's for GM	Advisory Panel, Demetrio, Zara	Ongoing

- Demetrio has raised AI concerns with Provost.
- Regular reporting of HZAU (Huazhong Agricultural University) will be done as part of the president's report
- PG spaces have been raised at the Research Sub-committee

7. Notice of Items of General Business

- Club grants

8. Strategic risk register

Risk	Mitigation	Likelihood	Impact	Overall Risk factor
Loss of income from Student Service Levy	Have adequate reserves, budget conservatively, seek other income streams, provide a valuable service	Medium	Very Serious	Medium
Financial and reputational risk of large events	Carefully plan events, budget conservatively, have adequate reserves, listen to students on the need for large events	Very High	Very Serious	Very High
Conflict with Lincoln University	Maintain Service Level Agreement with LU and LUSA, open and clear communication with LU, address issues early on	Medium	Serious	Medium
Disruption and Response to major events	Ensure that we factor in the possibility of major disruptions, man-made or natural into our events and activities, student life and how we can advocate for anything that could be majorly disruptive and impact student life.	Low	Moderate	Low

Loss of staff or executive members	Safe, supportive work environment with competitive salaries and benefits, regularly update Business Continuity Plan and develop process document for each role.	Medium	Moderate	Medium
Unsatisfactory relationships with external organisations (Te Awhioraki, NZUSA, SJS, Good One etc.)	Open and clear communication, where possible maintain a Service Level Agreement and Memorandum of Understanding, address issues early on,	High	Serious	Medium

		Impact/consequence			
		Minor	Moderate	Serious	Very Serious
Likelihood	Very High	Medium	Medium	High	Very High
	High	Low	Medium	Medium	High
	Medium	Low	Medium	Medium	Medium
	Low	Very low	Low	Low	Medium

- Garden party has occurred and key areas of spending were altered to ensure lower costs overall. Other events will not be expecting to see such a high risk leading up to the event as Garden Party had done.

Motion to return the likelihood of financial and reputational risk of large events to medium and the have the impact remain at very serious

- Moved by Demetrio
- 2nd by George
- Passed
- Health and safety risks in regards to events will have critical components included in a risk register especially for larger events to reduce the workload and fatigue of staff.
- The terms of reference for the president's committee is about to be signed and the NZUSA handover is occurring for LUSA presidents. The risk of what students may be facing could potentially be decreasing with more clarity now occurring.

9. Health and Safety

(Verbal update)

Reports

10. Operational Report

- Garden party saw a lower number of ticket sales than usual and some frustrations were noted around the ticketing system.
- The lack of PG spaces has been an ongoing issue with no new confirmed spaces even with the continuation of construction work around the campus.
- Will be looking further into student magazines from other associations to find how we can increase our content as we are increasing from 6 to 8 Rams in 2025. An extra 450 Rams will be printed for halls students and more resources will become available to increase the awareness of the Ram online.
- Māori wardens were well received by the community and students during GP (Garden Party)

- Caterina will be looking at sharing the work LUSA does with supporting international students with NZISA (New Zealand International Students Association)

Motion to note report

- Moved by Demetrio
- 2nd by George
- Passed

Budget for 2025

- Slight increase on many costs just because of inflation and changes within contractors.
- Typically it is hard to have an O week event bigger than toga, potentially look at something other than Afterglow but currently still need to be budgeted for if an event happens or not.
- With a dedicated club coordinator, there is potential to see the club network grow
- The cash reserves to be increased from 6 months to 12 months may be a slow process as money will need to be fed into this to ensure spending is able to happen elsewhere within LUSA.

Motion to accept the 2025 budget

- Moved by Demetrio
- 2nd by Elliot
- Passed

Budget variance and balance sheet

- Sam and Bridget will be looking at how to accommodate the cash reserves into a different stream, so that it is easier for the exec to keep an eye on.
- Staff training was underspent for 2024 as the increased workload of staff undertaking the clubs and events role meant less time was available for this.

Motion to note both reports

- Moved by Demetrio
- 2nd by Elliot
- Passed

11. Presidents report

- Will look at how to reformat the template to ensure the reporting better reflects the work of the president.
- Concerns have been acknowledged regarding the report of lighting and CCTV on campus and areas which could not be correctly addressed where shown. Some issues are within the SDC (Selwyn District Council) managed area LUSA and LU could look to work together to push for change.

Motion to note presidents report

- Moved by Demetrio
- 2nd by Zara
- Passed

MoU (LUSA and NDSA)

NDSA (National disabled students association)

MoU (Memorium of understanding)

- There is no financial costs attached to the agreement but we may be asked as other Associations do pay money towards NDSA.
- There will be delegated authority on behalf of the executive to move forward with the MoU
- Part of the induction for new LUSA exec every year will include time to understand the understandings and relationships between associations such as NDSA.

Motion that with changes approved by NDSA, the president with delegated authority on behalf of the exec can sign the MoU

- Moved by Demetrio
- 2nd by Robbie
- Passed

Constitution

Motion to put the proposed constitution forward to members (students) to approve, on the condition of the following changes:

13.1. The Executive of the Association shall consist of at least five (5) and up to ~~ten (10)~~ eleven (11) elected members and one (1) standing member, as follows:

viii) ONE (1) Rainbow and EDI and Wellbeing Representative

ix) ONE (1) Disability and EDI and Wellbeing Representative

- Moved by Demetrio
- 2nd by Olivia
- Passed

12. Policies to be approved

Cash reserves policy

- Change of 6 months to 12 months of cash reserves for cash reserves policy.

Motion to accept cash reserves policy with the outlined changes.

- Moved by Demetrio
- 2nd by Elliot
- Passed

13. Items of General Business

Club grants – the last of the funding has been done and cut off.

14. Strategic Goal 3

Strategic Goal 3:

Safe, Supportive and Inclusive Environment.

Actively engage with underrepresented student groups.

Ensuring our support services and engagement is meeting the need of students.

Advocating to ensure an equitable environment that is free from racism, discrimination, bullying and harassment.

Actively engaging

- Aim to engage with disabled students in a variety way to find how LUSA can better provide support.
- LUSA also continues to be present in rainbow spaces and work towards how the University can create a safe space where students can come talk to representatives to ensure people feel safe. A full report from the diversity survey will be given to LUSA to understand what areas can be actively worked towards.
- In 2024, Te Awhioraki feel they had great support from LUSA but mentioned that the execs still have room where a better relationship can be fostered for stronger collaboration. This can be supporting each other in events, students knowing who is in different spaces and who is able to represent them.
- Many groups of internationals students can be broken down as it is a big cohort so sometimes it can be hard to represent everyone as a whole.
- PG are working towards a stronger voice within the University and increased spaces and resources to become available.

Support services

- LUSA has been actively working towards areas such as increasing disability access at events and having sensory spaces and chill out zones.
- Having a student community coordinator will hopefully see more attention given to clubs and the course rep system to help these services grow and improve the student experience.

Advocating for a good environment

- There is a significant amount of representation within the campus, but this is something which LUSA can improve on standards and adapt to what students want.
- A strong relationship within the University to create examples of poor behavior by allowing a ban for students to LUSA events.

Meeting closed at 7.02

Closing Karakia

Term deposit for FAF	GM	Ongoing
Union Fund Report	GM	Ongoing
Create a relationship to increase relationships with co-hosting events	LUSA, LUPISA, Te Awhioraki	Ongoing

and ensure greater collaboration between exec's		
Support for international students	President	Ongoing
KPI's for GM	Advisory Panel, Demetrio, Zara	Ongoing
Increase the Engagement of the Ram with day students	Zara, Aleesha	
Sharing with NZISA what LUSA do to support international students	Caterina	
Exploring different streams for Cash reserves	Demetrio, Bridget	
President reporting during board meetings	Demetrio, Zara	

These minutes are a true and accurate reflection of what occurred, signed by Demetrio Cooper on behalf of Te Rōpū Ākoka O Te Whare Wānaka O Aoraki | Lincoln University Students' Association witnessed by Troy Volman, on the 05/11/2024.



 President
 Demetrio Cooper



 Secretary
 Troy Volman