

Date: 08/08/2024

Time: 17:10-18:40

Location: Waimarie Meeting Room 018 Whare auahu

Present: Luke Robb, Sam Budd, Robbie Adams, Olivia Crawford, Kendall Bramely, Demetrio Cooper, Elliot Corbin, Troy Volman, Ivy Harper, George Gibbs, Sam Dryden

Observers: Coral Peat

Opening procedures

1. Opening Karakia

2. Apologies

- Moses, Caterina and Zara are unable to attend

3. Disclosures of Interest updates

- Troy is Scholar recipient of T.E LUDECKE award and secretary for Lincoln Community Residents Association incorporated (LICRA)
- Robbie is member of Te Mana Ākonga and Tumuaki Takirua
- Luke is a lab demonstrator for Lincoln University (LU)

4. Confirmation of Minutes of the Meeting held on 16/07/2024

- Pass motion to accept meeting minutes held on 16/07/2024 as a true and accurate record
- Moved by Demetrio
- 2nd by
- passed

5. Matters Arising from the Minutes

6. Action points from previous meetings

CCTV blind spots on campus	President, Olivia C and Zara W	Ongoing
Report on Course Rep system	GM	Ongoing
Term deposit for FAF	GM	Ongoing
Union Fund Report	GM	On going
Trialling lunch with exec	Entire exec	Ongoing
SSL split for careers review	President	Ongoing

Create a relationship to increase relationship with co-hosting events	LUSA, LUPISA, Te Awhioraki	Ongoing
What action can be taken with profit from events going back towards students	President	Ongoing
Engage with Staff to campaign to for disability awareness month	George	Completed but noted for next year
Create working group for HZAU student representation	Demetrio, Elliot, George, Caterina, Sam B, Kate L	Ongoing

- The CCTV camera report update is ongoing, with more information to be provided in due course.
- Lunch with exec has the potential to be marketed better to reach more students.
- Student Service Levy (SSL) split is ongoing. SJS are currently working through a new website and will be providing information to LUSA when more time is available.
- Disability awareness month – George talked to chelle. Completed but noted for next year.
- Working group. Sam B and Demetrio had meeting with Damien around Huazhong Agricultural University (HZAU) to provide some more insight but working group has not yet met.

7. Notice of Items of General Business

- Switching bank accounts
- Events coordinator and clubs coordinator roles

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	Medium	Very Serious	Medium
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

9. Health and Safety (Verbal update)

- Still undergoing H&S or any risks associated with garden party in regards to safe alcohol consumption and support around this.

Reports

10. Operational Report

- The Audit has been received which is currently being reviewed by Sam B and Demetrio.
- Community meeting of Garden Party had great feedback and support from the community.
- The sustainability plan introduced as part of Winter Ball worked well and will continue to be used for other major events.
- LUSA will be working closely with Inclusive Education and Iconic for quiet hour of clubs days to ensure it will reach people who may need it. About 17 people utilized the quiet hour at the Re Ori clubs market day.
- Increased advocacy levels and University is following up with courses not having a rep in Semester 2.
- Applications for club funds has increased after an article in the ram for clubs was included.
- Most of LUSA staff went to a Te Tiriti in workplace and biculturalism workshop which was found highly engaging.

Move to accept report

- Moved by Demetrio
- 2nd by Elliot
- Passed

Financial reports

- Bank account is changing from ASB to BNZ
- Majority of media income comes from the yearly calendars which will not be available until 2025 semester dates are released.
- Noted that some of the budgets can be matched better with the costs budgeted and costs incoming, such as Re o week
- Telephone and tolls was not budgeted this year however a phone was purchased for the president to remain contacts during handovers.
Changing to BNZ so deposits will be transferred made available to them
Media income not till

Note both financial reports

- Demetrio
- 2nd by Olivia
- Passed

11. Policies to be approved

Appointments and management committee policy

- Changes noted

Move to accept appointment and management committee policy with changes

- Moved by Elliot
- 2nd by Demetrio
- Passed

Delegated authority policy

Move to accept policy with changes

Moved – Elliot

2nd by Troy

Passed

Financial assistance fund policy and procedure

- This policy is owned by LUSA, authorised by the panel and administered by accounts administer.
- Application is now only made available online.
- The Financial Assistance Fund (FAF) panel clause to contain conflict of interest and guide if president knows the student and could bring some bias to the panel. Panel will have opportunity to disclose conflict, opt in new panellist (VP) or someone else impartial.
- Students completing form will also be aware of who is on the panel in a situation where they may feel uncomfortable with someone reading their statements
- Having ability for staff to administer emergency funding if required.

Motion to bring policy back to committee once worked on

- Moved by Elliot
- 2nd by Robbie
- passed

12. Items of General Business

Switching bank accounts – *moved to weekly meeting*

Events coordinator and clubs coordinator roles

- With current employee leaving, it was noted that this was a very high demanding and overwhelming role with both clubs and events needing more time and input to ensure a high quality outcome was still guaranteed for students.
- Clubs and events are to be split into two roles. The events co-ordinator will be a position of 30 hours per week and student community co-ordinator will be a new role undertaking the clubs network and student rep system starting at 20 hours per week.
- Outsourcing events work becomes messy and expensive. Sam will be running garden party for 2024 and the LUSA staff will be taking on areas of other roles until a suitable person has been found.
- Chelle has done great work within her role introducing new approaches and initiatives for events and working closely with clubs to provide higher engagement and club events for students.

13. Strategic Goal 3 – *Moved to next meeting*

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.

14. Presidents report – *In Committee*

Closing Karakia

Meeting closed 6.55pm

CCTV blind spots on campus	President, Olivia C and Zara W	Ongoing
Report on Course Rep system	GM	Ongoing

Term deposit for FAF	GM	Ongoing
Union Fund Report	GM	Ongoing
Trialling lunch with exec	Entire exec	Ongoing
SSL split for careers review	President	Ongoing
Create a relationship to increase relationship with co-hosting events	LUSA, LUPISA, Te Awhioraki	Ongoing
What action can be taken with profit from events going back towards students	President	Ongoing
Talk to events and clubs co-ordinator for increasing international student engagement at events	Caterina	Completed
Create working group for HZAU student representation	Demetrio, Elliot, George, Caterina, Sam B, Kate L	Ongoing

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 16/09/2024.



President
Demetrio Cooper



Secretary
Troy Volman