

Date: 12/09/2024

Time: 17:22-19:01

Location: Waimarie Meeting Room 018 Whare auahu

Present: George Gibbs, Elliot Corbin, Demetrio Cooper, Robbie Adams, Sam Budd, Zara Weissenstein, Troy Volman, Olivia Crawford, Ivy Harper, Luke Robb, Moses McGoon, Sam Dryden, Catarina Campese, Sara Shea

Observers: Coral Peat, Cam Holmes

Opening procedures

1. Opening Karakia

2. Apologies

- Kendal Bramley
- Troy and Robbie leaving at 6.45

3. Disclosures of Interest updates

- Troy is a casual employee for the Lincoln University events team

4. Confirmation of Minutes of the Meeting held on 08/08/2024

Motion to accept the meeting minutes of 08/08/2024 as a true and accurate record

- Moved by Demetrio
- 2nd by Elliot
- 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	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	Completed
Create working group for HZAU student representation	Demetrio, Elliot, George, Caterina, Sam B, Kate L	Ongoing

- Some confusion has been noted around the position of lighting services on campus and the actions taken for this and expected outcomes. Some areas have a great deal of lighting, and some areas are still dark.
- A report for the course rep system is in progress with more clarity needed as by what the exec are wanting to gain from it.
- Term deposit and union fund are still ongoing as bank account will be switching in November. This is because 2 days with no transactions is needed for this to happen and is better to complete this during a quieter time on campus.
- Money from profit going towards other areas has been revised and noted that these funds can be moved or better utilized while undertaking a 6+6 budget.
- Working group for Huazhong Agricultural University (HZAU) has met and will be mentioned in further detail within the presidents report. The action name will be reworded to ensure the focus is on the course rep system only at this time.

7. Notice of Items of General Business

- LUSA 7+5 budget
- Ram editions 2025
- Garden party planning update
- Naming of clubs and their use of the term Student Association

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	Low	Moderate	Low

	impact student life.			
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

In-committee

- Total figures for student numbers in 2025 is likely to face a drop by ~5%. LUSA has looked at a higher level of ownership for the Campus Service Council Terms of Reference to provide more security with regard to the Student Service Levy.

Out-committee

9. Health and Safety – *little to update on, moved to weekly meeting* (Verbal update)

Reports

10. Operational Report

- Elections are underway with more input into design and communications using different channels to increase engagement with students.
- During the nationals student conference a workshop was run around ways to increase election engagement and student nominations for higher contested positions. These are ideas which will look at being implemented for next year's elections along with working alongside the university to attract any specific cohorts of students to apply. Time constraints have limited actions for 2024 elections.
- Advocacy cases has seen a rise with use of AI. Currently the University does not have a policy around the use of AI and implication of it. They have a slow and careful approach to this but are aware this policy could potentially reduce the number of appeals. Although use of AI should be referenced in course outlines it is unclear and inconsistent with no clarity for students around the use and impacts of using AI.
- AI expectations should at least be included in course outlines and Demetrio will be following up with the provost around the AI policy and awareness of class reps in regards to AI in class.
- The promotion of club grants has been successful with a high influx of applications and more engagement with clubs and use of resources also been seen.

Pass motion to accept the operations report

- Moved by Demetrio
- 2nd by George
- Passed

Financial documents

Budget variance and balance sheet

- New report has been presented to board as previous one was incorrect
- Winter ball costs have increased due to damage at the venue which has been paid for by LUSA.
- LUSA is in a strong financial position.
- Further look into the support international students receive from LUSA to ensure they are getting the support and help they need. This will be mentioned in the next presidents report.

Pass motion to accept budget reports

- Moved by Demetrio
- 2nd by Elliot
- Passed

7+5 budget

- New amended budget has been bought back to the board
- Both major and minor changes have occurred within this budget as incorrect information or projections had been used with the previous budget.
- Garden party was budgeted off lawn party and will now be based off 2022 garden party with adjustments to cover increases in labour, catering, community mitigation.
- Media income has decreased with businesses struggling to give monetary valued sponsorship, however more in-kind giveaways/ sponsorship has been provided. Salaries and honorariums have increased.
- Other areas have seen more income such as increase in SSL profit due to student growth and also higher merch sales.

Motion to accept the 7+5 Budget

- Moved by Demetrio
- 2nd By Zara
- Passed

Ram articles

- Previously LUSA has done 8 RAM articles per year however last year only 6 articles were produced. This was due to cost of printing and lack of student driven articles. Eight articles are wanted again for 2025 but more push is needed for clubs and student driven articles.

Motion to increase RAM issues from six to eight in 2025

- Moved by Demetrio
- 2nd by George
- Passed

11. Presidents report

- Moving forward presidents could include more input from the executive such as a summarised report which shows the students what we may be doing as part of our portfolio.
- The business plan for whare Wanaka (replacement for Te Whare Whakakotahi) has been accepted. This has been a long process for Te Awhioraki with the support of Demetrio.
- In 2023, only 3% of Lincoln University students had a vote for the LUSA executive positions. To increase this an idea of a referendum has been thought of. This could potentially increase student engagement if a question was asked at the end around an issue they may be passionate about such as parking on campus or use of AI. This will further be discussed during weekly meetings.
- Demetrio has received legal advice regarding liability for NZUSA which will be forwarded to the other student associations which are currently part of the association. Further updates will be communicated to exec when needed.
- HZAU working group have met and decided more time is needed to understand what systems may need to be provided for students studying there. The group will reconvene next year with a detailed handover created with actions of 2024 and how the students in HZAU are progressing with studying and quality of academia.

Motion to accept presidents report

- Moved by Demetrio
- 2nd by George
- Passed

12. Policies to be approved

Health and safety policy

- Policy subcommittee want to formalized the processes which were done by the 2024 events and clubs coordinator around health and safety plants at all events required as a baseline and these to be shared where necessary.
- Link to executive reporting policy to ensure health and safety post event is reported on to the exec.

Motion to approve at next weekly meeting with finalising working as by executive reporting policy

- Moved by Elliot
- 2nd by Robbie
- Passed

Finance policy

- Major changes in budgets or finance is to be reported to the executive. These changes are currently broad and undefined so a table has been created with specific values and percentages of change included to ensure major changes can be defined and more openly reported upon.
- Reporting for post event to be included in multiple policies, all to be referring to the executive reporting policy.
- Rewritten with Gm to be bought back to Exec

Executive reporting policy

- Adding change to this policy for event reporting for major events around sustainability, health and safety and financial information catch up. Having the chance for exec to comment on this.
- Including new section for events reporting for major events to occur and be focused around sustainability, health and safety and financial information to allow the executive to provide event feedback.
- This was felt not as part of the sustainability rep's role, however if wanted a debrief report from the events coordinator can build on anything else from the exec. Sustainability rep is still able to do a sustainability report of the event.
- The executive should not be focused on the operations of events but more around a governance stance.
- Rewritten with Gm to be bought back to Exec

Environmental sustainability policy

- Changes are reference to executive reporting policy with sustainability report post major events

Pass motion to accept pending changes at weekly meeting

- Moved by Elliot
- 2nd by Robbie
- Passed

13. Items of General Business

- LUSA 7+5 budget – *talked about in GM reporting*
- Ram editions 2025 – *talked about in GM reporting*
- Garden party planning update – *moved to weekly meeting*
- Naming of clubs and their use of the term Student Association – *moved to weekly meeting*

14. 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.

Closing Karakia

Meeting closed 7.01pm


CCTV blind spots on campus	President	Ongoing
Report on Course Rep system	GM	Ongoing
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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	Ongoing
Use of AI expectations for students	President	
Support for international students	President	
Create Handover around HZAU for 2025 exec	President	

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 04/10/2024.



President

Demetrio Cooper



Secretary

Troy Volman