

Date: 04/10/2024

Time: 17:10-18:40

Location: Waimarie Meeting Room 018 Whare auahu

Present: Olivia Crawford, Aleesha Young, Nathan Campbell, George Gibbs, Luke Robb, Cam Holmes, Demetrio Cooper, Troy Volman, Moses McGoon, Grace O'Shaughnessy, Halle Gravatt, Caterina Campese, Zara Weissenstein, Sara Shea, Elliot Corbin, Kendall Bramley, Moni Avia, Sam Budd, Sam Dryden

Opening procedures

1. Opening Karakia

2. Apologies

- Kendall Bramley is leaving early
- Robbie Adams, Ivy Harper and Dipti Adhikari are unable to attend

3. Disclosures of Interest

- No updates where available

4. Confirmation of Minutes of the Meeting held on 12/09/2024

- Motion to accept the meeting minutes of 12/09/2024 as a true and accurate record
- 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	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
Create working group for HZAU course programme representation	Demetrio, Elliot, George, Caterina, Sam B, Kate L	Ongoing

Use of AI use and expectations for students	President	Ongoing
Support for international students	President	Ongoing
Regular reporting of HZAU (Huazhong Agricultural University for 2025 exec	President	Ongoing

- Demetrio has heard back regarding CCTV on campus. A big list was provided and this will be talked over in a weekly meeting. This is an area where the 2025 executive can continue to ensure this issue is advocated
- Lunch with exec has been trailed and has occurred twice. This will continue if the exec feel the need to create another avenue to ensure the student voice is heard.
- SSL split will be covered in presidents report

7. Notice of Items of General Business – No general business

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
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		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

- Ticket sales for Garden party are lower this year than previous years. Having lower sales creates a higher likelihood of impact of financial risk for LUSA.
- Part of the changes to Garden party for 2024 is the advertisement and promotion of the event. Typically, the event is advertised to LU students and anyone else. This year it was changed to LU current and Alumnus students, other tertiary students or friends of all of these.
- Although the event is budgeted for 3,500 attendees, spending can be decreased closer to the event to accommodate for a lower amount of attendees.
- Range of marketing and promotion has been used to promote the event to other Universities and have a further reach to students.
- Health and safety could also be included in the risk register. This would be especially important around larger events such as Garden Party where risk would be reduced due to the impact mitigation measures in place. This will be further reviewed by Sam B and Demetrio

Motion to approve the change to the likelihood of risk of financial and reputational risk of large events from medium to very high and keeping impact at very serious

- Moved by Demetrio
- 2nd by Luke
- Passed

9. Health and Safety

- Not a lot to report, mainly around garden party (Verbal update)

Reports

10. Operational Report

- Two new positions have had interviews conducted with the preferred candidates being contacted regarding their positions. If successful, these people will be a good fit into the op's team and begin work in October/ November
- A lot of work has gone into waste reduction for Garden party. This is the first time having a sustainability action and benchmarking for a LUSA event.
- Drug checking will be occurring in the clubhouse the day before Garden party. A report will be made from this which will help prepare for any issues on the day

- Community day was attended by around 5,000 – 6,000 people and was well received by members of the community
- Postgrad spaces around campus have been reducing with LUSA pushing for more spaces to become available. Sam B will be providing more information to Luke R with this issue.
- Suggested by Sara that feedback and recognition from the current year to the year ahead to use what is reported on, what exec say and other measures to produce good KPI's.
- Would be good to see compiled lists of what other parts of the operations team do and recognizing their work.

Motion to note report

- Moved by Demetrio
- 2nd by George
- Passed

Balance sheet and Budget Variance

- Currently in process of moving bank accounts across to BNZ. This will happen when new constitution is approved.
- Ticketing sales are main source of income for garden party and some income will also be received from the bar. Sponsorship for the vent is different than other years. Sponsors which may have typically done monetary sponsorship now provide goods and services to a certain amount of money.

Motion to accept budget variance and Balance sheet as noted

- Moved by Demetrio
- 2nd by Olivia
- Passed

11. Presidents report

- SSL (student service Levy) has each student pay \$2 towards the LUSA careers stream. SJS (student job search) receives \$3,000 from LUSA annually
- Still working towards the co ownership for the Campus service council terms of reference with Te Awhioraki and LUSA included.
- NZUSA will no longer be supporting any association as they will be receiving no funding. NDSA (National Disabled Students Association) are seeking a MoU with LUSA. These groups such as NDSA and Te Mana Ākonga will still maintain a relationship with the presidents committee and Demetrio will be creating a handover document for NZUSA & presidents committee for future presidents.
- Well done to Grace for hard mahi around Te Wiki O Te Reo Māori and to Sam for Sustainability week.

Motion to accept the report

- Moved by Demetrio
- 2nd by Zara
- Passed

12. Policies to be approved

Cash reserves policy

- Changing cash reserves from 6 to 12 months to ensure more contingency with operational budgets.
- Purpose and objectives very similar.
- Will be moved in conjunction with the budget.

Bullying, Sexual Violence and Harassment policy

- Issues with policy have been raised and will be worked on to improve this before being brought back to the board.

13. Items of General Business – *No general business*

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.

Meeting closed at 6.46

Report on Course Rep system	GM	Ongoing
Term deposit for FAF	GM	Ongoing
Union Fund Report	GM	Ongoing
Create a relationship to increase relationship with co-hosting events	LUSA, LUPISA, Te Awhioraki	Ongoing
Use of AI use and expectations for students	President	Ongoing
Support for international students	President	Ongoing
Regular reporting of HZAU (Huazhong Agricultural University) for 2025 exec	President	Ongoing
Provide more information to PG rep regarding PG spaces on campus	Sam B, Luke R	
KPI's for GM	Advisory Panel, 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 24/10/2024.



President
Demetrio Cooper



Secretary
Troy Volman