

Date: 13/08/2026

Time: 17:10-19:07

Venue: Waimarie Meeting Room 018 Whare auahu

Present: Zara Weissenstein, Sam Rajnikant, Eligh Ashby, Zhexi (Chelcie) Zhang, Sam Dryden, Darius J Harris, Anne Kaninteang, Argile (Argie) Tsang, Carolyn Mavretish, Liam Moore, Coral Peat and Halle Gravatt

In Attendance: Jo Carter (GM), Ivy Harper (LUSA Advsior), Dee Patel (Student) and Caterina Campese (Student)

Opening procedures

1. Opening Karakia

2. Apologies

- Darius J Harris left the meeting at 18:48

3. Absent

- None

4. Disclosures of Interest

- No additional conflicts of interest were declared beyond those recorded at the previous meeting held on 22/07/2026.

5. Minutes of the previous meeting

Motion to approve minutes of 22/07/2026 as a true and accurate record.

- Moved: Zara Weissenstein
- Seconded: Anne Kaninteang
- Passed

6. Action points from previous meetings

<u>Action / Issue</u>	<u>Responsible</u>	<u>Status</u>
H&S of Lab access	GM, Postgrad Rep, International Rep	Ongoing
Health and safety risks in events risk register	GM, Events Coordinator	Ongoing
Counselling services offered for off campus students	GM	Ongoing
Study Spaces (Library space reduction)	GM, Advocacy and Voice Coordinator, President	Ongoing
Include statistics of when nomination forms are handed in throughout years	President	Ongoing
Review of the Travel and Expenses Policy	GM	Ongoing
Darft Sustainability Plan	President, Tumuaki, Vice President, Sustainability Rep, Rainbow EDI Rep	Ongoing
SLA & MOU between LUSA and Te Awhioraki	President, Tumuaki	Ongoing

H&S of Lab Access:

- GM provided an update on new information regarding after-hours laboratory access. It was noted that no high-risk activities are undertaken in the laboratory after 6 pm and that Security is informed when people are working after hours. Allied Security is aware of those undertaking after-hours work and can obtain override access, although staff currently need to return to the security station first.
- This new information led the Executive to question whether requiring Security to return to the security station first could cause delays during an emergency. Discussion focused on ensuring Security staff receive appropriate induction and direct access to the laboratory, and that students clearly understand who to contact in an emergency.
- Further discussion on this issue will occur outside the Board meeting between GM, President, Vice President, Rainbow EDI Representative, Sustainability Representative, International Representative and Postgraduate Academic Representative.

Health and safety risks in events risk register:

- The new LUSA Events Coordinator will consider upcoming changes to health and safety legislation.

Counselling services offered for off-campus students:

- Ongoing communication is occurring with Student Experience regarding the promotion of counselling and support services to off-campus students.
- It was confirmed that information will be included in Semester 1 and Semester 2 commencement emails and themed communications sent to distance students.

Study Spaces (Library space reduction):

- The proposed reduction in library space has been scaled back, meaning fewer study spaces will be lost. Further advocacy is still required regarding silent study spaces, particularly given potential construction noise.

Include statistics of when nomination forms are handed in throughout the years:

- The recent by-election was the first to include voting statistics. A high number of nominations were received early in the nomination period. It will be useful to determine whether this trend continues during the general election in October.
- No nominations had been received since the current election period opened.

Review of the Travel and Expenses Policy:

- The GM has made notes on the policy and will check these with the team before forwarding them to the Vice President.

Draft Sustainability Plan

- Ongoing.

SLA & MOU between LUSA and Te Awhioraki

- The President and Tumuaki have reviewed and updated the SLA and MOU between LUSA and Te Awhioraki. The Tumuaki will take the documents to her Board, and the President will table them at the next weekly meeting.

7. Minutes of Subcommittees

- None

8. Notice of Items of General Business

- Financial Assistance Fund – trial of supermarket vouchers for students experiencing hardship
- Co-Presidency Model and International Student Representation
- Postgraduate Representation and Voting

9. Strategic risk register

<u>Risk</u>	<u>Mitigation</u>	<u>Likelihood</u>	<u>Impact</u>	<u>Overall Risk Factor</u>
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.	High	Moderate	Medium
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, SJS, Good One etc.)	Open and clear communication, where possible maintain a Service Level Agreement and Memorandum of Understanding, address issues early on,	Medium	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

- It was noted that ACT's election policy to make the Student Services Fee voluntary could potentially affect the impact rating for the risk relating to the loss of income from the Student Services Levy. As this is currently only an election policy, no change was made to the risk register.

Motion that the Strategic risk register be approved as it stands.

- Moved: Zara Weissenstein
- Seconded: Unanimous
- **Passed**

10. Operations Update

i. General Manager's Report

- The General Manager's Report was taken as read.

Motion that the GM Report be noted.

- Moved: Zara Weissenstein
- Seconded: Sam Rajnikant
- **Passed**

ii. Balance Sheet and Budget Variance

- The Balance Sheet and Budget Variance reports were taken as read.

Motion that the Balance Sheet and Budget Variance reports be noted.

- Moved: Zara Weissenstein
- Seconded: Anne Kaninteang
- **Passed**

11. Presidents Update

i. President's report

- The President's report was taken as read.

Motion that the President's Report be noted.

- Moved: Zara Weissenstein
- Seconded: Sam Dryden
- **Passed**

12. Policy to be approved

i. Request to amend Executive Reporting Policy

- The Secretary requested that the Executive Reporting Policy be amended to reflect recent transparency initiatives, including dedicated sections for the LUSA Executive Semester Report and Our Commitment to Te Tiriti document.
- The purpose of the amendment is to ensure these transparency measures continue beyond the current Executive and that future Executives continue reporting on their progress and activities, allowing students to hold the Executive accountable.

Motion that the Executive Reporting Policy be amend.

- Moved: Zara Weissenstein
- Seconded: Darius J Harris
- **Passed**

ii. Our Commitment to Te Tiriti document

- The LUSA President sought feedback on the draft Our Commitment to Te Tiriti document. The document was not presented for approval at this meeting.
- The Rainbow EDI Representative asked how the document relates to the existing MOU and SLA with Te Awhioraki. It was clarified that the MOU and SLA relate to the relationship between the two organisations, whereas Our Commitment to Te Tiriti concerns how LUSA conducts itself more broadly across the University.
- The LUSA Advisor asked whether Te Awhioraki had been involved in developing the document. It was noted that the Tumuaki had assisted the President in drafting the document and that the document had now been provided to the Te Awhioraki for comment.
- A student asked whether the document should also be provided to the wider student body for consultation given its significance. The President will consider how this could occur.
- Vice President requested direct feedback from the Te Awhioraki on section 7. The Rainbow EDI Representative suggested incorporating the relevant principles directly into the document rather than only referring to them.
- It was also suggested that some wording be reconsidered to ensure it appropriately reflects LUSA's role within the Treaty context.

iii. How to Campaign: A Guide for LUSA Executive Candidates,

- It was recommended that the guide specify how many posters LUSA will print and clarify that only A4 posters will be printed.
- It was recommended that a separate document be developed for Te Awhioraki to ensure consistency.

- The Executive was happy for the guide to be uploaded.

13. Items of General Business

i. Financial Assistance Fund – trial of supermarket vouchers for students experiencing hardship

- Due to time constraints this item was not discussed.

ii. Co-Presidency Model and International Student Representation

- Dee and Caterina raised presented their concerns about the accessibility of the LUSA President role for international students. The President is currently a full-time, 40-hour-per-week paid position, which creates a structural barrier for international students because of student visa work restrictions. The discussion focused on the resulting difficulty for international students to access the presidency and broader LUSA leadership.
- Zara outlined previous work undertaken to assess whether the presidency could be divided into two part-time Co-President positions. The 2025 feasibility assessment considered two 0.5 FTE, 20-hour-per-week Co-President roles, with improving accessibility for international and postgraduate students being a key reason for considering the model.
- However, the assessment concluded that the proposed model was not operationally viable. Identified issues included student visa work restrictions, postgraduate study restrictions, Lincoln University Council representation requirements, duplication of presidential duties and associated workload and budget implications. In particular, the assessment estimated approximately 19 hours of shared duties and administrative overhead per week for each Co-President, leaving very limited time within a 20-hour role for individual portfolios, projects and representation.
- Discussion therefore broadened beyond the specific co-presidency model to consider alternative ways of improving the accessibility of LUSA leadership and strengthening international student representation.
- Dee proposed establishing a group or panel made up of Lincoln University international students to consider possible models for improving international student representation and access to leadership. Such as lobbying Immigration New Zealand to increase maxim working hours under a student visa.
- The LUSA Advisor also discussed the possibility of an international student committee or panel that could report to the International Representative.
- It was agreed that LUSA would develop Terms of Reference for a Presidency Accessibility Working Group to investigate the feasibility of different options and report its findings and recommendations back to the LUSA Executive.

iii. Postgraduate Representation and Voting

- Due to time constraints this item was not discussed.

14. Strategic Goal 1

Strategic Goal 1:

Facilitate strong student voice

Enhance the student representative system to facilitate an effective feedback loop between students and staff.

Facilitate contested and spirited LUSA executive elections with an annually increasing number of candidates and voters by making students aware of what the LUSA executive do, making the roles attractive, and increasing candidate and voter engagement.

Maintain current student representation on university committees and pursue other opportunities for the student voice to be heard within and outside of Lincoln University.

15. Strategic Goal 2

Strategic Goal 2:

Promote a safe, supportive, and inclusive environment

Actively engage with underrepresented student groups through advocacy pathways, student clubs, and promotion of inclusive events.

Ensuring our support services and engagement are meeting the needs of students through support and harm reduction approaches.

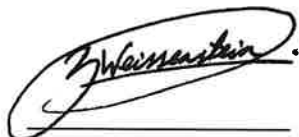
Advocating for a safe and equitable environment that is free from racism, discrimination, bullying, and harassment.

- Due to time constraints discussion on Strategic Goal 1 and 2 was moved to the next board meeting.

Closing Karakia

Meeting closed at 19:07

These minutes are a true and accurate reflection of what occurred, signed by Zara Weissenstein on behalf of Te Rōpū Ākoka O Te Whare Wānaka O Aoraki | Lincoln University Students' Association, witnessed by Eligh Ashby on the 24/09/2026.



President

Zara Weissenstein



Secretary

Eligh Ashby

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LUSA Conflict of interest register – Last updated 22nd of July 2026

Name	Description of conflict	Position held	Date disclosed
Zara Weissenstein	1. Lincoln University (LU) Council 2. Matatāhuna – Universities Quality Assurance Agency (UQAA)	1. Member of Council 2. Student representative of UQAA	04/02/2026 23/04/2026
Sam Rajnikant	1. Learning, teaching, library (LTL) StudySmart Leader 2. Lincoln University International Cultural Society (LUICS) Executive Member 3. Lincoln Ecological Society Executive Member	1. LU employee 2. Club executive member 3. Club executive member	18/05/2026 04/02/2026 04/02/2026
Eligh Ashby	1. Lincoln University Planning Association (LUPA) Vice President 2. Lincoln Planning Review	1. Club executive member 2. Editor and committee member	04/02/2026 21/05/2026
Zhexi (Chelcie) Zhang	1. School of Landscape Architecture (SOLA) Tutor 2. Anime Club Lincoln University Secretary	1. LU employee 2. Club executive member	04/02/2026
Anne Kaninteang	1. LU Motu Scholarship 2. Lincoln University Pacific Island Student Association (LUPISA) President	1. Scholarship recipient 2. Club executive member	04/02/2026
Liam Moore	1. Lincoln University Nerd Association (LUNA) Executive Member 2. Thursday's in Black (TIB) Member 3. Ram Club Member 4. Iconic Club Member	1. Club executive member 2. Club member 3. Club member 4. Club Member	26/02/2026
Coral Peat	1. LTL StudySmart Mentor 2. LU Future Leader Scholarship 3. Lincoln Ecological Society President 4. Lincoln Environmental Sustainability Society (LESS) Secretary	1. LU Employee 2. Scholarship recipient 3. Club executive member 4. Club executive member	04/02/2026
Sam Dryden	1. LESS Executive member 2. SPACE Lincoln Executive Member	1. Club executive member 2. Club executive member	04/02/2026

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	3. Sustainability Action Group for the Environment (SAGE) Member	3. Sustainability task force representative	
Darius J Harris	1. LU Student Library Assistant 2. LU Kitchen Assistant 3. ACLX Ltd Production Technician 4. Christchurch Town Hall Production Technician	1. LU employee 2. LU employee 3. Employee 4. Employee	21/05/2026
Carolyn Mavretish	1. None	1. None	22/07/2026
Argile (Argie) Tsang	1. Iconic Club Lead Executive Member 2. SPACE Lincoln Social Media Executive Member 3. In a relationship with another LUSA Executive	1. Club executive member 2. Club executive member 3. Relationship	22/07/2026
Halle Gravatt	1. Te Awhioraki 2. LU Tihi Kahuraki Scholarship	- Tumuaki - Scholarship recipient	23/02/2026