

Date: 18/05/2023

Time: 17:10-18:41

Location: F1B

Present: Demetrio Cooper, Cameron (Cam) Holmes, Punipua Moananu,, Travis O'boyle, Arabella Dudfield, Amy Wells, Nicholas (Nick) Cowie, Ziwei (Vivian) Wang, Sam Dryden

Opening procedures

1. Opening Karakia
2. Apologies
 - Chamabadee Suphakit (Ploy)
 - Phillipa Jones
 - Ivy Harper
 - Sam Dryden – Arrived 5:12
 - Brooklyn Greer-Atkins
 - Natasha (Tash) Smith
3. Disclosures of Interest
 - Brooklyn Greer-Atkins and Travis O'Boyle are the Te Awhioraki Tumuaki Takirua
 - Sam Dryden and Arabella Dudfield are part of Space (17)
 - Cam Holmes is part of TIB (17)
4. Confirmation of Minutes of the Meeting held on 27/04/23
 - Motion to accept that these are true and accurate - Amy
 - Nick 2nd
 - Passed
5. Matters Arising from the Minutes
 - Ivy to be listed as present on previous minutes
6. Action points from previous meeting

Action	Who	Carried out?
Confirm contract of events contractor	General Manager	Yes
Approve Credit Card and Executive Reporting Policy	Exec	Yes

7. Notice of Items of General Business
 - Meeting timings
 - Provide option of having longer meetings

Agreement that the meeting needs to go through agenda more quickly so weekly meetings will be for more discussion topics paired with select meetings for larger topics, and monthly meetings will be more timely.

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	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
COVID 19 Disruption	Follow government guidelines, take proactive approaches, ensure events are covid refundable as much as possible, utilise covid support package	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,	Low	Moderate	Low

		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)

Policies to be approved

10. Executive Reporting Policy

Motion that we approve this policy with the changes discussed - Amy

- Passed

Reports

11. President's Report

- Graduation was a success with grad ball being well received as well as some free food.
- NZUSA held 2 meetings out of three with one being postponed
- The budget will be approved tonight as well as an increased funds being sought from the SSL for compensate inflation
- Student Experience Board added both rainbow and disability voice to the board
- Student leaders presented at the "Partnership: a learner success capability session", with the tertiary experience commission.
- Connected with the electoral commission to get voting on campus.
- Contributed to CeLT filming for lecturer training.
- Focused improvement efforts on courses which māori, pacific and disabled learners are more likely to fail
- Some of the student body was surveyed about the student services levy as well as promoting Marama Hauora events and services to support wellbeing.
- Discussions were held with Selwyn district council around CultureFest and free student stalls, to promote cultural education and experiences.
- Lupisa ran SOQO NI LUPISA celebrating Brown Excellency
- Te Awhioraki is running events, supporting students and representing student voice

Move to accept this report

- Demetrio Moved
- 2nd Arabella
- Passed

12. Operational Report

- Ram issue 2 was published with 250 copies made with 8 club related articles, a Te Awhioraki update, an understanding anxiety and personal management piece and an article celebrating diversity called sex vs gender. A pride week photo collage was also added, as well as photos of O'week and advertisement of Selwyn Culture Fest.
- Audit 2023 was closed
- Event planning for SPACE ball and Grad ball 2023 completed as well as recorded participation of post-grad cocktail night and a good start to Marama Haurora – wellness month.
- Monthly meeting with LU security has been initiated around the incidents occurring on campus.
- LUSA successfully registered the organisation with the Safe Space Alliance.
- A communications and design planning meeting was held on the 4th of May with LUSA staff members to discuss the upcoming events and processes to inform LU media and communications staff and LUSA staff. As well as LUSA graphic designer working with several clubs and organisations to help promote events and gatherings.
- Student advocacy and voice had the student rep meetings held in March have 118 student reps present and reporting done in April.
- Te Reo has been consciously used in social media posts
- There have been discussions around the alcohol license agreement on Lincoln campus and the affordable solutions for students, as well as discussions on safe consumption with operations such as Good One Party Register.

Move to accept this report

- Amy Moved

- 2nd Travis
- Passed

13. Profit and Loss

Tracking for surplus for the year, large items were discussed.

Move to accept this profit and loss spreadsheet

- Amy Moved
- 2nd Demetrio
- Passed

Motions to be passed

Items of General Business

14. Budget

- Move to approve the 2023 budget spreadsheet
- Amy Moved
- 2nd Cam
- Passed

15. GP update

- Report was tabled and discussed in committee.

Policies to be approved

16. Code of conduct

Changes to the code of conduct policy were previously reviewed and discussed by the policy subcommittee and general manager before being further finalized in this meeting

- Motion that the changes made are accepted
- 2nd cam
- Passed

17. Clubs and Societies Governance Policy

- Changes to the code of conduct policy were previously reviewed and discussed by the policy subcommittee and general manager before being further discussed in this meeting
- Nick is going to come back with ways that activities and events will be tracked
- Nick will follow up with relevant staff to update AGM template
 - To be reviewed and finalized at a Wednesday weekly meeting

Other items of general business

Closing karakia

Closed at 6:41

Action	Who	Carried out?
Review ways that activities and events will be tracked in clubs	General Manager	

Clubs and societies Governance Policy finalized	Exec	
Investigate AGM Template	General Manager	