

Date: 24/04/2024

Time: 17:10-18:40

Location: F1B

Present: Ivy Harper, Philippa Jones, Reece Michelle, Catarina Campese, Zara Weissenstein, Luke Robb, Elliot Corbin, Olivia Crawford, Demetrio Cooper, Troy Volman, Sam Budd, Moses McGoon, Sam Dryden, George Gibbs.

Opening procedures

1. Opening Karakia

2. Apologies

- Kendall Bramley
- Moses and Reece having early departure.
- George Gibbs arrived late.

3. Disclosures of Interest

No changes to disclosures of interest

4. Confirmation of Minutes of the Meeting held on 07/03/2024

Motion to accept the minutes (07/03/2024) as a true and accurate recording

- Moved By D.C
- 2nd by O.C
- Passed

5. Matters Arising from the Minutes

6. Action points from previous meetings

Postgraduate and international exec to create report around hours of LUSA exec roles	Caterina, George, Luke	Completed
NZUSA and LUSA constitutional requirements	P / LUSA exec	Completed
Changing risks of Covid-19 to include weather and other unexpected events	LUSA Exec	Completed
Union Fund Report	P / VP / Advisory Panel	On going
Executive Remuneration Policy	Advisory Panel	On going

7. Notice of Items of General Business

7.1. Inactive club funds

7.2. LUSA business plan 2024

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
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

- Discussions were held around relationships around external organisations including Te Awhioraki and NZUSA

		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. Strategic Goal 6

Strategic Goal 6:

Recognition of Treaty Partners.

Acknowledge and act in accordance with Te Tiriti o Waitangi.

Be actively involved in helping to build a bicultural campus with Te Awhioraki.

Te Awhioraki believe the relationship held between themselves and LUSA is very strong. There is great communication between the two associations with regular meetings and catch ups. LUSA's help of running events and advertising from the op's team has been appreciated greatly. Any meetings with SLT or prominent committees, LUSA ensure a representative from Te Awhioraki is present to provide a wider voice of students from the university.

10. Health and Safety

(Verbal update)

Reports

11. President's Report

- LUSA will review the way we gather PG feedback and how we act on it.

12. Operational Report

- LUSA will look at how we get course reps for courses that historically had high feedback. Also push for course reps on classes that fall in the bottom bracket of pass rates at the university.
- Have contacted the university around blind spots of CCTV, on campus. Have passed this on to Demetrio to action due his involvement with lighting last year.
- Opening a new term deposit for some of the money that is sitting in the FAF

13. Policies to be approved

- Executive Charter, this will be carried to the next meeting due to limitation of time to constructively talk about the executive policy during this board meeting.

14. Items of General Business

14.1. Inactive club funds

- Clubs that have had money in them, either raised or through club grants but have been inactive for 3-7 years can have the money put back into the club grant funding for other clubs to use. If these clubs are restarted, grants can be applied for to recuperate these funds.

Pass the motion that the inactive clubs and are dissolved and funds are returned back to general club grants fund.

- Moved by D.C
- 2nd by C.C
- Passed

13.2 Business plan

- Usually done prior to end of year but didn't align.
- Executive wanted to ensure that the KPI's are controllable.
- Noting of the ops business plan.
- Open to be reviewed at any time. If the LUSA exec highlight new areas of concern, the business plan can be reviewed or be updated.

Closing Karakia

CCTV blind spots on campus	President	
Report on Course Rep system	Sam Budd	
Term deposit for FAF	Sam Budd	
Union Fund Report	P / VP / Advisory Panel	On going
Executive Remuneration Policy	Advisory Panel	On going

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 24/04/2024.



President
Demetrio Cooper



Secretary
Troy Volman