

Date: 9/3/2023

Time: 17:11-18:41

Location: F1C

Opening procedures

1. Opening Karakia
2. Apologies
Brooklyn Greer-Atkins and Travis O'Boyle
Sam Dryden arrived 17:25
3. Disclosures of Interest
Brooklyn Greer-Atkins and Travis O'Boyle are the Te Awhioraki Tumuaki Takirua
4. Confirmation of Minutes of the Meeting held on 18/10/22
 - MOVE That the minutes from the meeting held on 18/10/22 were a true and accurate record –
 - Moved A.W
 - Second C.H
 - Passed
5. Matters Arising from the Minutes
6. Action points from previous meeting

Action	Who	Carried out?
Handover between outgoing and incoming execs	All	Yes
Seeking advice on delegated authority policy	Jeremy Kilgour	Yes (policy approved 29/11/22)

7. Notice of Items of General Business
Engagement update

8. 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	Low	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	Low	Serious	Low
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

noted

9. Health and Safety
(Verbal update + table below)

Reports

10. President's Report

- Student presence back on campus is busiest it's been since pre-covid, O'week went well.
- Lots of discussions with NZUSA. Presidents' training is postponed.
- Based on feedback from Students, exec and external parties, improvements will be made to our drug testing approach, focusing on harm reduction.
- All boards and committees have been assigned to LUSA or Te Awhioraki exec.
- Have provided financial hardship support to 2 students this month.
- Spoken with various groups on campus and provided free food throughout all of O'week and lots of positive feedback has been received on orientation events. Ram magazine was also handed out when students arrived.
- More club grants approved than usually would by this point in the year.
- The university has agreed to contribute a honorarium to the Tumuaki which is equal to that of the LUSA president. Attended the Mihi Whakatau/Pōwhiri

Moved V.W.
Second D.C.
Carried

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11. Operational Report

- Construction of traffic light document to provide goals and progress updates to Exec how well they are being achieved and if they meet the goals that are trying to be achieved.
- Operations workshop that provides KPI's for the LUSA staff.
- Need to outline staff positions more clearly and review their contracts to better suit their roles.
- All financial accounts have been sent through to the contracted accounting firm to prepare for annual audit, possibility for earlier AGM if the firm's responses return in a timely manner.
- Clubs day was very successful, lots of media presence and lots of positive feedback received.
- Club risk and health and safety to be reviewed as incident reports and risk management can be improved. Should look at systems to set up in case of emergencies such as the activation of a PLB (personal locator beacon), and what contacts to LUSA or the university are available to be informed.
- Hunting Club told to move date of meeting due to 15th of march being a significant date relating to the 2019 mosque shootings.
- Need to review the processes of alcohol being served in campus spaces for clubs due to change in wishes from the university.
- There has been a desire from the University's Vice Chancellor to aim to reduce the risk to students and the wider community at Garden Party.
- Investigating increasing the number of free non-alcoholic drinks being given out at events as much as possible, to reduce harm to individuals or those around them.
- Want to change the way garden party is run, so that it is not making such a large loss
- The Club house on campus has been receiving a clean-up and making it more usable to the clubs that use it. Thanks to the SPACE team for agreeing to try and maintain cleanliness
- The GM has had multiple meetings with the Tumuaki Takirua and is keen to continue and also attended the LU Powhiri with LU, TA staff, students and representatives.

Moved A.W
Second C.H.
Carried

Motions to be passed

12. Support the "Response to the 2023 North Island Floods & Cyclone Gabrielle" document from NZUSA

- LUSA would like to support the document with the alteration to the climate strike paragraph to acknowledge the students that supported a change towards climate change but do not want to directly support School Strike for Climate due to the actions partaken from the climate strike and potential conflicts of interest.
- Move to support the document with the alterations, however in the event that no alterations are made, support the documentation as long as feedback is noted by NZUSA members

Moved A.W
Second C.B
Passed

Policies to be approved

13. N/A

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Items of General Business

14. Ramadan – Unity week
 - Ramadan initiative with the university and LUSA will create a video for students, explaining the importance of Ramadan, as well as conducting street interviews with students providing prizes for those who correctly answer the questions regarding Ramadan, in collaboration with the Lincoln University International and Cultural Society.
15. Ram magazine engagement update
 - Three events going on throughout the year, Storytelling night, Comedy night and create your own comic workshop.
 - Form has been made for the RAMblings, where students can submit short stories and joke comics and other creative pieces.
 - Setting up photo booth on campus to add to the magazine. Also organizing a scavenger hunt that relates to RAM content and yields prizes for the winners
 - There are now weekly features of the RAM Instagram page and a student run twitter account to share updates and interact with audience
16. Discuss Strategic Goal 1

Strategic Goal 1:

Sustainable.

Make strong governance and operational decisions to maintain and diversify the financial position of LUSA.

Adhere to our sustainability policies that ensures we minimise our environmental footprint.

Actively prioritise the safety of students by creating and implementing campaigns that take a harm reduction approach to key issues.

- Review the products being given for free out at market day and O'Week.
- Napkins and soft plastics contribute to our
- environmental footprint at events
- General Manager to achieve KPI 1 of this goal
- Look at more carpooling or sustainable transport options for events but maybe not those that involve alcohol to not encourage drunk driving
- Look at harm reduction of students through providing free non-alcoholic drinks at events
- Lighting on campus and safety of students moving around campus at night.

Action Items

Action	Who	Carried out
Review of Health and safety processes in LUSA Clubs and Societies	General manager, LUSA Exec	
Operations planning workshop	General Manager, LUSA staff	

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Review staff descriptions and contracts and traffic light document.	General manager	
NZUSA – approved changes to 'Response to the 2023 Flooding and Cyclone Gabrielle' Document	Vice President D.C	
Implementation of engagement Plan	Engagement Rep V.W	

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Meeting Ended 18:41