

**Date:** 16/07/2024

**Time:** 17:14-18:59

**Location:** Waimarie Meeting Room 018 Whare auahu

**Present:** Demetrio Cooper, Sam Dryden, Moses McGoon, Luke Robb, Elliot Corbin, Caterina Campese, George Gibbs, Zara Weissenstein, Kendall Bramely, Troy Volman

**Observers:** Robbie Adams

## Opening procedures

### 1. Opening Karakia

### 2. Apologies

- Phillipa has left the advisory panel. We thank Phillipa for her time and service she has done for the Lincoln University students association.
- Ivy Harper, Olivia Crawford and Sam Budd are unable to attend
- Robbie Adams will be arriving late

### 3. Disclosures of Interest

- Sam Budd has a casual contract with LU student engagement team as event manager for open day and food and fibre networking and awards evening.

### 4. Confirmation of Minutes of the Meeting held on 06/06/2024

- Pass motion to accept meeting minutes held on 06/06/2024 as a true and accurate record with proposed changes
- Moved by Demetrio
- 2<sup>nd</sup> by Elliot
- passed

### 5. Matters Arising from the Minutes

### 6. Action points from previous meetings

CCTV blind spots on campus	President, Olivia C and Zara W	ongoing
Report on Course Rep system	GM	ongoing
Term deposit for FAF	GM	ongoing
Union Fund Report	GM	On going
Trialling lunch with exec	Entire exec	Ongoing

SSL split for careers review	President	Ongoing
Include information of club grants in next ram issue	GM	Completed
Instruct administrator to approve backpay and increase hourly rate	GM	Completed

- FAF and union fund are still ongoing as LUSA are currently changing banks
- Lunch with exec will most likely be happening in week three with planning currently underway.
- SSL split for careers review cannot be commented on yet as the SSL is currently going through Audit and Risk Committee as part of Council.

#### 7. Notice of Items of General Business

- PHD masters house rules went to academic board – *moved to another meeting*

#### 8. Strategic risk register

<b>Risk</b>	<b>Mitigation</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Overall Risk factor</b>
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
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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

With Garden Party now having liquor licence approved, any negative outcomes of this event can have changes to the view of LUSA within students, University staff and the community. Although extensive planning has gone ahead for garden party and risk mitigation, anything that could go wrong could fall into the responsibility of LUSA. Cant plan for all risks so the impact of financial and reputational risk of large events should move from medium to very serious.

Pass motion to move impact of Financial and reputational risk of large events from medium to very serious

- Moved by Demetrio
- 2<sup>nd</sup> by Luke
- Passed

#### 9. Health and Safety (Verbal update)

#### Reports

##### 10. Operational Report

- Note to think about what could or couldn't be included in the operational report from the ops team that the exec may find to be beneficial to speak towards.

Pass motion to accept operational report

- Moved by Demetrio
- 2<sup>nd</sup> by George
- Passed

##### Budget variance

- Financials will be made available to students on request. Making this information public could create confusion if people misinterpret the information
- Money was made off a recent event. This will be looked into to see what can be done to ensure less profit is made and how it could be moved from events into other areas if needed to reduce any surplus.