

Date: 23/04/2026

Time: 17:10-18:40

Venue: Waimarie Meeting Room 018 Whare auahu

Present: Zara Weissenstein, Sam Rajnikant, Eligh Ashby, Zhexi (Chelcie) Zhang, Anne Kaninteang, Liam Moore, Coral Peat, Sam Dryden, Hyunsung Yoon and Halle Gravatt

In Attendance: Jo Carter (GM)

Opening procedures

1. Opening Karakia

2. Apologies

- Ivy Harper is unable to attend

3. Absent

- Darius J Harris

4. Disclosures of Interest

- Updated the LUSA Conflict of Interest Register at the end of the minutes to include Zara Weissenstein's student representative role with Matatāhuna – Universities Quality Assurance Agency, and Sam Rajnikant's membership with SPACE Lincoln.

5. Minutes of the previous meeting

Motion to approve minutes of 26/03/2026 as a true and accurate record.

- Moved: Zara Weissenstein
- Seconded: Halle Gravatt
- **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, Sara	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

H&S of Lab access:

- Ongoing.

Health and safety risks in events risk register:

- Ongoing, with some progress made.

Counselling services offered for off campus students:

- Meeting held with Student Experience regarding advertising available services through online training and communications.

Study Spaces (Library space reduction):

- Discussions are ongoing. The issue is not straightforward and, if no additional spaces can be created, advocacy may focus on improving allocation of existing resources.

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

- Historical data is unavailable; however, data collection will begin during the current by-election process.

7. Notice of Items of General Business

- Financial Delegations Procedure Update
- Request for support for a Member's Bill.

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	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, 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

		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

- Discussion was held regarding the risk category “Unsatisfactory relationships with external organisations (Te Awhioraki, NZUSA, SJS, Good One etc.)”.
 - The Executive agreed the likelihood rating should be reduced from High to Medium due to LUSA currently maintaining strong relationships with external organisations.
 - The Executive also agreed to remove NZUSA as an example organisation, as it is now defunct.

Motion that the likelihood of Unsatisfactory Relationships with External Organisations be reduced from High to Medium and that the example of NZUSA be removed.

- Moved: Sam Dryden
- Seconded: Liam Moore
- **Passed**

9. Operations Update

i. General Manager's Report

- Discussion was held regarding the Travel and Expenses Policy. Concerns were raised that mileage reimbursement rates may no longer accurately reflect current fuel costs.
 - Sam Rajnikant advised they would review whether updates could be made within the sub-policy framework; otherwise, the GM would provide suggested amendments.
 - **Action Point:** GM to review the Travel and Expenses Policy as aspects are outdated.
- Discussed LUSA’s position on the student services fee ahead of the next Campus Services Council meeting.
 - Concerns were raised regarding the impact this may have on service delivery and operations.
 - It was noted that Lincoln University has comparatively low student services fees, and that a small fee increase next year may still result in reduced services for students.

ii. Balance Sheet and Budget Variance

- A question was raised regarding a \$30 penalty payment. Zara Weissenstein and the GM will review the matter further.

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

- Moved: Zara Weissenstein
- Seconded: Coral Peat
- **Passed**

10. Presidents Update

i. President's report

- Planning for the by-elections is well underway, with submissions expected to open shortly.
- Highlighted that LUSA received awards at the National Disabled Students' Association Conference.

Motion that the President's Report be noted.

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

11. Policy to be approved

i. Executive Minutes Meeting Policy

- Minor amendments were made to ensure the policy wording and processes were appropriate.

Motion that the Executive Minutes Meeting Policy be approved.

- Moved: Sam Rajnikant
- Seconded: Halle Gravatt
- **Passed**

12. Items of General Business

i. Financial Delegations Procedure Update

- Update given.

ii. Request for support for a Member's Bill.

- The Executive discussed a request from the Green Party seeking LUSA support for a Member's Bill proposing the extension of the Winter Energy Payment to tertiary students, alongside a temporary increase of \$50 per week for students this year.
- Extensive discussion was held regarding how LUSA can support students while remaining politically neutral and not appearing aligned with a specific political party.
- Zara Weissenstein will gather further information, and the matter will return for further discussion at the weekly Executive meeting.

13. Strategic Goal 7
Strategic Goal 7:

Increase transparency and accountability

Ensure LUSA remains transparent by making accounts, documentation and other financial information accessible for all students.

Ensure LUSA's services, including student support and advocacy, is actively promoted and communicated to all students and reviewed and reported on regularly in relation to this strategic plan

Ensure continual enhancement of student awareness of how LUSA is held accountable and how they can be a part of LUSA's accountability to the student body.

- The Executive discussed making more information publicly accessible where appropriate and beneficial for students.
- This included publishing election results following recent process changes, with interest expressed in monitoring student engagement and feedback.
- The Executive had an extensive discussion regarding how releasing election results could support Strategic Goal 7 and improve transparency. The discussion will continue outside of formal meeting time.
- Further discussion included improving communication about upcoming board meetings and ensuring transparency when LUSA is working collaboratively with Lincoln University and external organisations.

Closing Karakia

Meeting closed at 18:47

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 27/05/2026.



President
Zara Weissenstein



Secretary
Eligh Ashby

LUSA Conflict of interest register – Last updated 23rd of April 2026

Name	Description of conflict	Position held	Date disclosed
Zara Weissenstein	<ol style="list-style-type: none"> 1. LU (Lincoln University) Council 2. Matatāhuna – Universities Quality Assurance Agency (UQAA) 	<ol style="list-style-type: none"> 1. Member of Council 2. Student representative of UQAA 	<p>04/02/2026</p> <p>23/04/2026</p>
Sam Rajnikant	<ol style="list-style-type: none"> 1. Learning, teaching, library (LTL) StudySmart Mentor 2. Lincoln University International Cultural Society (LUICS) Executive Member 3. Lincoln Ecological Society Executive Member 4. SPACE Lincoln Executive Member 	<ol style="list-style-type: none"> 1. LU employee 2. Club executive member 3. Club executive member 4. Club executive member 	<p>04/02/2026</p> <p>23/04/2026</p>
Eligh Ashby	<ol style="list-style-type: none"> 1. Lincoln University Planning Association (LUPA) Vice President 	<ol style="list-style-type: none"> 1. Club executive member 	04/02/2026
Zhexi (Chelcie) Zhang	<ol style="list-style-type: none"> 1. School of Landscape Architecture (SOLA) Tutor 2. Anime Club Lincoln University Secretary 	<ol style="list-style-type: none"> 1. LU employee 2. Club executive member 	04/02/2026
Anne Kaninteang	<ol style="list-style-type: none"> 1. LU Motu Scholarship 2. Lincoln University Pacific Island Student Association (LUPISA) President 	<ol style="list-style-type: none"> 1. Scholarship recipient 2. Club executive member 	04/02/2026
Liam Moore	<ol style="list-style-type: none"> 1. Lincoln University Nerd Association (LUNA) Executive Member 2. Thursday's in Black (TIB) Member 3. Ram Club Member 4. Iconic Club Member 	<ol style="list-style-type: none"> 1. Club executive member 2. Club member 3. Club member 4. Club Member 	26/02/2026
Coral Peat	<ol style="list-style-type: none"> 1. LTL StudySmart Mentor 2. LU Future Leader Scholarship 3. Lincoln Ecological Society President 4. Lincoln Environmental Sustainability Society (LESS) Secretary 	<ol style="list-style-type: none"> 1. LU Employee 2. Scholarship recipient 3. Club executive member 4. Club executive member 	04/02/2026
Sam Dryden	<ol style="list-style-type: none"> 1. LESS Executive member 2. SPACE Lincoln Executive Member 3. Sustainability Action Group for the Environment (SAGE) Member 	<ol style="list-style-type: none"> 1. Club executive member 2. Club executive member 3. Sustainability task force representative 	04/02/2026
Darius J Harris	<ol style="list-style-type: none"> 1. LU Student Library Assistant 2. LU Kitchen Assistant 3. Lincoln University Postgraduate Club (LUPG) Executive Member 4. ACLX Ltd Production Technician 	<ol style="list-style-type: none"> 1. LU employee 2. LU employee 3. Club executive member 4. Employee 	04/02/2026



Board Meeting Three Minutes

	5. Christchurch Town Hall Production Technician	5. Employee	
Hyunsung Yoon	1. Lincoln University Culture of Korea (LUCK) Secretary	1. Club executive member	04/02/2026
Halle Gravatt	1. Te Awhioraki 2. LU Tihi Kahuraki Scholarship	1. Tumuaki 2. Scholarship recipient	23/02/2026

