

Date: 23/03/2023

Time: 17:16-18:35

Location: F1B

Present: Nick.C, Amy.W, Punipua.M, Arabella.D, Demetrio.C, Philippa.J, Sam.D, Travis.O, Cam.H, Tash.S, Ploy (Chamabadee.S),

Opening procedures

1. Opening Karakia
2. Apologies
Brooklyn.G
Vivian.W – arrived 17:30, departed 18:09
Sam.D – departed 18:00
Tash.S – departed 18:16
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 08/03/23
2nd Demetrio.C
Passed
5. Matters Arising from the Minutes
6. Action points from previous meeting

Action	Who	Carried out
Review of Health and safety processes in LUSA Clubs and Societies	General manager, LUSA Exec	Currently in progress
Operations planning workshop	LUSA staff	Yes
Review staff descriptions and contracts and traffic light document	General manager	On-going, plan to start next week
NZUSA – approved changes to 'Response to the 2023 Flooding and Cyclone Gabrielle' Document	Vice President	Yes
Implementation of engagement Plan	Engagement Rep	Ongoing, RAMblings launched

7. Notice of Items of General Business
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	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

- noted

		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

A verbal update was given

Reports

10. President's Report

- With the break coming up and a majority of the exec team and LUSA staff being away with covid, it has resulted in a busy end to the term. However, business has continued as usual.
- NZUSA accepted the proposed changes by the LUSA exec to the 'Response to the 2023 Flooding and Cyclone Gabrielle' document and the passed it onto the ministry of education
- The course rep meetings ran well with lots of feedback being given, LUSA representatives were present at every meeting as were the academic deans, hopefully resulting in more action.

- Now have student representatives on the living labs committee
- Talks have been had with post grads to hopefully reduce people overlooking them within the university and how LUSA can help and a survey to target their desired events has been made.
- Ramadan video produced in collaboration with LUMA and LUICS
- Launched RAMblings for the RAM magazine
- Unity week dinner ran successfully
- Te Awhioraki team building event ran successfully

Moved Cam.H
2nd Travis.O
Passed

11. Operational Report

- N/A

12. Finances

- The financial budget is formatted in a way that has been challenging for reporting of benchmarking to be done however the format which is being used currently is well known to the staff using it and a change in format could result in more damage to the system than good. Some changes that are possible however is making the negative numbers within the budget more obvious to those reporting on it or those trying to read the budget. Hopefully this leads to a more obvious reporting system.
- The main numbers that are resulting in negative returns is due to orientation week.
- Budgeted costs for this year are planning to lose money, and so there is a desire to change that, so that we at least break even. Hopefully this results in a reduced deficit on the following exec.

- Moved
- 2nd Arabella.D
passed

Motions to be passed

13. Event Contractor

- Event contractors have been used in the past to help organise large events and also to upskill new LUSA staff
- The LUSA events coordinator has asked for assistance in planning some of the events coming up
- The contractor came from a company which LUSA used in the past for planning events, however were a high cost back in 2019 and 2020, being valued near the same expense as a new staff member.
- The plan is to use an ex-contractor from this company to help the staff member learn to a satisfactory point, through tracking of key performance indicators and then use the contractor less and less as the LUSA skills increase
- LUSA would be held accountable for the contractors performance
- If nothing is done, then LUSA is left vulnerable to either staff turnover or staff being over worked, and so the extra help would be more beneficial.
- Where would the money come from and what trade-offs would have to be made to accommodate this change

Motion: That the Executive vote to engage an external contractor to support the LUSA Events Coordinator to deliver event planning of three specific events. Subject to the contractor providing cost estimates.

1. Winter Ball 2023
2. Garden Party 2023
3. Orientation Week 2024

Moved Amy.W
2nd Arabella.D
Passed

14. Garden Party

- We discussed garden party.
Move to continue discussion in garden party workshop

2nd Travis.O
Passed

27/3/23: Moved: That LUSA adopt the proposed change to the 2023 Garden Party event based on the information provided in the motion 21/03/2023.

Passed

Policies to be approved

15. Code of conduct

16. Clubs and Societies Governance Policy

To be discussed at a following meeting.

Items of General Business

17. Strategic Goal 2

Strategic Goal 2:

Strong Student Voice.

Continue to develop the student representative system to effectively respond to student feedback.

Facilitate contested LUSA executive elections that have an annually increasing number of voters by making students aware of what the LUSA executive do and making the roles attractive.

Maintain current student representation on university committees and pursue other opportunities for the student voice to be heard.

To be discussed at a following meeting.

Action items

Action	Who	Carried out
Garden Party Workshop	LUSA Exec	
Confirmed costs of Event Coordinator	General Manager	

Meeting closed 18:35