

Date: 12/10/2023

Time: 17:12-18:36

Location: L114

Present: Amy Wells, Demetrio Cooper, Elliot Corbin, Cam Holmes, Punipua Moananu, Travis O'Boyle, Brooklyn Greer-Atkins, Olivia Crawford, Sam Dryden, Navami Prasad, Caterina Campese, Luke Robb, Arabella Dudfield, Troy Volman, Campbell Barclay.

Open: 5:12

Opening procedures

1. Opening Karakia

2. Apologies

- Ivy Harper
- Moses McGoon
- Kendall Bramley
- Reece Michelle
- Phillipa Jones
- George Gibbs

3. Disclosures of Interest

Travis O'Boyle and Brooklyn Greer-Atkins are the Te Awhioraki Tumuaki Takirua

4. Confirmation of Minutes of the Meeting held on 14/09/23

Move that these minutes are a true and accurate recording of the previous meeting – Amy

- 2nd Cam
- Passed

5. Matters Arising from the Minutes

6. Action points from previous meetings

Policy subcommittee to review the policy gaps	PSC and Advisory Panel	Complete – left to advisory panel
Review ways that activities and events will be tracked in clubs	General manager	Complete – will continue to investigate
Investigate the grouping of account balances and discrepancies	Accounts manager/ GM	Complete
Union Fund Report	P / VP / Advisory Panel	On going
Executive Remuneration Policy - recommendations	Advisory Panel	On hold
Election Policy and Procedure changes brought to Nathaniel	President	Complete

7. Notice of Items of General Business

15. Garden party - Amy

- 16. Staff compensation – Amy
- 17. Budget - Amy
- 18. Vote of Thanks - Demetrio
- 20. Postgraduate Representation - Luke
- 21. Pursuing management feedback and development - Cam

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
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

9. Health and Safety
(Verbal update)

Reports

10. President's Report

Shout out to LUPISA for their awesome work with Fijian language week.

Congratulations to the 2024 LUSA Exec for their successful election!

International dinner was sold out.

Help was provided to the Chinese student's association for their moon festival celebration.

Several clubs ran activities at LU community day, including SPACE, LUMA, Te Awhiroaki, Young Farmers and the Parent Society.

Final edition of the RAM has gone to print.

General election panel had a great turnout, with lots of submitted questions.

2022's annual report can be found online.

Te Awhiroaki (including several LUSA exec members) performed a Haka as part of the opening of Waimarie.

NZUSA had the September Board and October National Council meetings.

Motion to accept the report - Amy

- 2nd Olivia
- Passed

11. Operational Report

Comms:

Over the 30 days on our Facebook page:

Post reach – up 41.8%

Posts published – 42

Stories published – 78

Instagram:

Accounts reached – up 80%

Posts published - 22

Stories published - 86

Ram – issue 6 included 9 written articles.

Student Advocacy:

23 Advocacy cases logged in september

0 childcar applications

3 FAF- 1 declined

- 2 approved

118 student reps

Motion to accept this report – Amy

- 2nd Travis
- Passed

12. September Budget Report

13. Balance Sheet

Policies to be approved

14. Executive remuneration policy
- On hold

Items of General Business

Moving to In-committee

15. Garden party - Amy
16. Staff compensation – Amy

Moving out of In-committee

17. Budget

- Not prepared as of current due to too many moving factors and therefore will do a short meeting to approve cash reserves policy and budget

Motion that we will approve the budget for 2024 at a later date - Amy

- 2nd Demetrio
- Passed

18. Vote of thanks

On behalf of everyone we want to say big thank you to Amy, Travis and Brooklyn, for all the hard work put in by them that is both seen in the public eye and in times when no one else is watching. Their hard work has been greatly appreciated by all. Your leadership though this year was greatly appreciated.

19. Strategic Goal 5

Enhance Engagement With the Student Body.

Proactively engage with students around the service offerings to build awareness of the service offerings and understanding of students' needs.

Ensuring our media channels are relevant and effective with the changing dynamics.

Ensure we are held accountable and transparent.

- Should improve 2nd point to open communication to our public sites.
- Possible to have a story at the start of the week for events going on in clubs and by LUSA.
- Graphics like these are a better choice to keep attention and ease of access to information, regarding LUSA and its affiliates, as well as other affairs.

20. Postgraduate Representation

- Postgrads should be focused on more in the following years and more knowledge should be conveyed towards post graduates to let them know how this University works, where advocacy is done and how, where to join up to events, and opening channels for postgraduate feedback through spreading knowledge of the pathways of feedback and avenues for support.
- Treatment of students changes between moving into honours as well as new starting post grades.
- Mature students feel isolated and find it hard to hold onto relations such as friends, as people leave for work and get left behind.
- Needs a different kind of support, and there needs to be a transition in learning and life to help them assimilate.
- Potential to have a transitional phase, and lots of people left in limbo.

- Undergrads going into post graduate studies, don't know what's going on, lecturers assume that it will come naturally however, lots of people are conflicted on whether to continue into postgrad and how they do so.

21. Pursuing Management Feedback and Development

- Troy will aim to take this over next year.

Closing Karakia

Closed: 6:36

Approve Budget for 2024	LUSA Exec 2023	
Staff compensation and Extending of Ness's contract	P / General Manager	
Hand Over of management Feedback and development	Cam and Troy	
Union Fund Report	P / VP / Advisory Panel	On going
Executive Remuneration Policy - recommendations	Advisory Panel	On hold