

Date: 21/08/2025

Time: 17:12-16:36

Location: Waimarie Meeting Room 018 Whare auahu

Present: Minuk Kang, Sam Budd, Cam Holmes, Dipti Adhikari, Sam Dryden, Aleesha Young, Zara Weissenstein, George Gibbs, Caterina Campese, Moni Avia.

Opening procedures

1. Opening Karakia

2. Apologies

- Troy Volman, Sara Shea and Nathan Campbell, Halle Gravatt, Grace O'Shaughnessy, Ivy Harper are unable to attend

3. Updates to Disclosures of Interest

- *Updated table included at end of minutes*

4. Minutes of previous meeting

Motion to approve minutes of 24.07.2025 as a true and accurate record with changes

- Moved by Zara
- Second by Moni
- Passed

5. Action points from previous meetings

Increase the Engagement of the Ram with day students	President, Engagement and Wellbeing Rep	Ongoing
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
Redistribution of Lab Coats	GM/ Operations team	Ongoing
Increase representation for diverse languages through student engagement (including sign language)	Disability EDI Rep, VP, Sustainability Rep, Engagement and Wellbeing Rep,	Ongoing
Accessible and bicultural signage around campus and updated maps	Disability EDI Rep, VP, Sustainability Rep, Engagement and Wellbeing Rep,	Ongoing
Look into rental system for bedsheets	International Rep and Sustainability Rep	Ongoing
GP funding	GM/ President	Ongoing
Bus Cards	Disability Rep, Advocacy Coordinator, President, Sustainability Rep	Ongoing

- University noted night guards should be doing a regular walk around the outside of the labs, working with lab assist. This is currently sitting within the faculty to work through health and safety
- Sam will follow up with Sara regarding requirements of Health and Safety Risks in events Risk register
- Requested report from Director of Student Administration, Accommodation and Health to get a report from the LU Health Centre. This has not yet been received
- Lab coats have moved onto the sustainability rep to work with the suitable members of University
- No progress has been made with representation and use of sign language.
- Hudson refit might be getting a commercial grade washer so bedsheets will be revisited at a later date
- External funding for Garden Party has been unsuccessful with no grants being approved to help alleviate costs of community impact mitigation

6. Notice of Items of General Business

- Public transport
- Closing the feedback loop

7. 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	High	Very Serious	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.	Medium	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, ATSA, 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

- Concern about Sam Budd leaving for maternity leave and the risk of the new person deciding to leave, Sam has put a lot in place to make sure it could be run by Kate and Bridget.
- Need to take everything into account and make sure there is a good hand over to 2026 LUSA Exec to make sure they are aware of all possibilities.
- Exec overall believes Sam Budd has done good at preparing for this, and that the 2026 exec will be aware

Motion to note the Strategic Risk Register

- Moved by Zara
- 2nd by Catarina
- Passed

8. Operations Update

i. GM's Report

- Know your stuff (KYS). Currently awaiting for report from them for the numbers of people who have used this service, they were going through a handover as our contact has left the company, and as of yet, not heard from KYS regarding numbers.
- Good One Party Register – Received the report on the 20th August, over the 2 weeks of orientation, 11 parties registered from LU.
- Readership of the RAM online has seen fluctuations, as this drops between issue two and three. Readership of all has increased since the last meeting and may be worth contacting students regarding why this occurs.
- With low Garden Party funding, LUSA wants to ensure we are able to maintain all components of the experience for students to enjoy their time and create a well-received event.

Motion to receive GM's Report

- Moved by Zara
- 2nd by George
- Passed

ii. Health and Safety Update

- No other comments besides the lab access health and safety which is being looked at by LU.

Motion to receive Health and Safety Update

- Moved by Zara
- 2nd by Sam Dryden
- Passed

iii. Balance sheet and Budget Variance

- Tickets for Garden Party have gone on sale much earlier than 2024, (15th August) as licence was obtained earlier. Ticket sales have remained low as commonly from feedback, students are waiting until closer to the event to purchase
- As LUSA is no longer a member of NZUSA, this fee will be removed from the costs.
- Availability of money for recruitment is adequate to cover the costs of replacing the GM

Motion to receive Balance Sheet and Budget Variance

- Moved by Zara
- 2nd by Dipti
- Passed

9. President Report

- Only one club has not utilized any club funds/ grants this year
- LUSA will continue to look into more sustainable options for plates or serving dishes for free food
- President will continue to look into the way to reduce markings on the rainbow crossing, and understanding what consequences occur for this as it is a repetitive occurrence. The current fine is also minor, which covers costs of accessing camera footage but likely not to restore it. This will be followed up.
- For Postgrads (PG) having issues with a supervisor or team, LUSA is able to sit in on meetings if the students feels they may require more support. GM noted that awareness of this and support for research PG's may not be great and LUSA is able to provide a third party support to better support students. There are avenues such as attending monthly welcomes or to explain this at events.
- The previous ATSA (Aotearoa Tertiary Students Association) meeting discussed the splitting into the current ATSA and ATAG (Aotearoa Tertiary Action Group) which would focus more on advocating student issues at a nationwide level. The other Association Presidents noted that while that is important and some are currently working on their own movements, they are not currently in a position of joining. With no members ATAG will tabled for the time being, with the possibility of being looked into again in the future.

Motion to receive Presidents Report

- Moved by Zara
- 2nd by Sam
- Passed

10. Public Transport at LU

- Could do advocate for LU students only (less political), go to meetings and keep an eye on it, then next year be more involved.
- Strong interest to continue advocating for LU students without political input on accessibility of transport cards on campus by attending meetings and potentially the 2026 exec having higher involvement.
- International students are more impacted by this as they cannot get community service cards.
- Lack of terminal for purchasing cards has been raised on three separate occasions to ECAN, have said they do not have any terminals to give us and are not going to make more due of the system change.
- Highlighted the importance to remain vigilant and involved in this issue now while staying away from any political input, all while the Motu move system is in progress of being put into place.

This will continue to be discussed at a weekly exec meeting

11. Items of General Business

Closing feedback loop

- Regarding the wide range of feedback received from the Student service levy survey, the exec appreciate the access to results to understand the current student issues or mood with the students on different issues, this is important to always have access to. Although it is time consuming for LUSA, it is shown to be important for students to have the results of LUSA's action to feedback shown, and more opportunities for feedback to be received, such as:
 - o Presidents corner or weekly social media update on actions being done
 - o Weekly newsletter or update
 - o Having times for people to talk to the exec more often

This will be addressed by the full LUSA exec and staff continuously to find options for closing feedback loops and creating better options of gaining student feedback to drive our actions.

12. Strategic Goal 5

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.

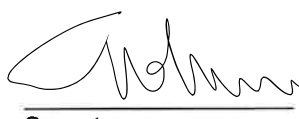
- *Moved to next meeting*

Closing Karakia

Meeting closed at 18:36

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 Troy Volman, on the 18/09/2025.


President
Zara Weissenstein


Secretary
Troy Volman

Increase the Engagement of the Ram with day students	President, Engagement and Wellbeing Rep	Ongoing
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Accessible and bicultural signage around campus and updated maps	Disability EDI Rep, VP, Sustainability Rep, Engagement and Wellbeing Rep, Te Awhioraki	Ongoing
Look into rental system for bedsheets	International Rep and Sustainability Rep	Completed
GP funding	GM/ President	Ongoing
Bus Cards	Disability Rep, Advocacy Coordinator, President, Sustainability Rep	Ongoing
Fines for Rainbow Crossing	President	
Awareness of Advocacy support for PG's	Advocacy and Voice Coordinator, GM	

LUSA Conflict of interest register – Last updated 22nd August 2025

Name	Description of conflict	Position held	Date disclosed
Zara Weissenstein	1. Halls of residence – LU Accommodation 2. LU Council	1. Residential Assistant (RA) 2. Member of Council	07/02/2025
Cam Holmes	1. LU Masters Research Scholarship 2. Wellmate's Student Facilitator	1. Scholar Recipient 2. Casual LU employment	22/08/2025
Troy Volman	1. Future Leader Scholarship and Tait Foundation Undergraduate Scholarship 2. Well mates Student Facilitator, Events Casual	1. Scholar Recipient 2. LU casual employee	19/07/2025
Dipti Adhikari	1. Anime Club Treasurer	1. Club executive member	03/04/2025
Minuk Kang	1. Student Experience Team - Student Buddy 2. Lincoln Music Club (LUMC)	1. LU Casual Employee 2. Club executive member	19/06/2025
Aleesha Young	1. Thursdays In Black (TIB), Ram Club President 2. Student Job Search – Student Advisory Committee (SAC) 3. Course Rep (QMET201, MGMT202)	1. Club executive member 2. Committee Member 3. Sem2 Course Rep	24/07/2025
Caterina Campese	1. FT 2050 Scholarship 2. Lincoln University International cultural society (LUICS), Postgraduate Club	1. Scholar recipient 2. Club member	07/03/2025
Sam Dryden	1. Space club, LESS, Ecological Society 2. AGLS Lab Demonstrator	1. Club executive member 2. LU Casual Employee	07/02/2025
Moni Avia	1. Pasifika Excellence Scholarship 2. LUPISA President	1. Scholar Recipient 2. Club executive member	07/02/2025
George Gibbs	1. AGLS Lab demonstrator	1. LU Casual Employee	07/02/2025
Nathan Campbell	1. Inclusive education Assistant, AGLS Lab Demonstrator and Research Assistant 2. Lincoln University Nerds Association (LUNA) 3. Margaret Watling Scholarship	1. LU Casual Employee 2. Club executive member 3. Scholarship Recipient	24/07/2025
Grace O'Shaughnessy	1. Te Awhioraki 2. Lincoln University Planning Association (LUPA) Secretary	1. Tumuaki 2. Club executive member	06/03/2025
Halle Gravatt	1. Te Awhioraki 2. Tihi Kahuraki	1. Tumuaki 2. Scholar recipient	06/03/2025

