

Date: 24/07/2025

Time: 17:14-19:05

Location: Waimarie Meeting Room 018 Whare auahu

Present: Minuk Kang, Ivy Harper, Sara Shea, Sam Budd, Cam Holmes, Dipti Adhikari, Sam Dryden, Aleesha Young, Zara Weissenstein, Nathan Campbell. George Gibbs, Caterina Campese, Halle Gravatt, Grace O'Shaughnessy, Troy Volman

Opening procedures

1. Opening Karakia

2. Apologies

- Moni Avia is unable to attend
- Dipti will be arriving late at 5.50pm
- Sara will be leaving early at 6.18pm
- Sam D will be leaving early at 6.48pm

3. Updates to Disclosures of Interest

Updated table included at end of minutes

4. Minutes of previous meeting

Motion to approve minutes of 19.06.2025 as a true and accurate record with changes

- Moved by Zara
- 2nd by Nathan
- Passed

5. Action points from previous meetings

Term deposit for FAF	GM	Ongoing
Union Fund Report	GM	Ongoing
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
Gym rackets for squash	GM/ President	
GP funding	GM/ President	
Bus Cards	Disability Rep, Advocacy Coordinator, President, Sustainability Rep	

- With the changeover of the bank accounts, the term deposit for FAF and union fund report have now been completed. The first instalment of LUSA's 12-month reserves has also been reached and placed into a term deposit
- Interest was seen with the RAM club at club's market day, with a RAM club meeting occurring in the following weeks to see what increased engagement this may bring
- The Health and Safety of labs access is still ongoing. Security have shown they are happy to support with additional staffing, however this comes at the cost of having another full-time, year-round night staff member, where budgeting is the main work in progress and LUSA will continue to follow up with this.
- Counselling services is still undergoing investigation by student health and administration to find what is the best approach to offer services for online students. They are currently trialing the clearhead app with some students, which is the only Ministry of Health approved online wellbeing platform, used for LU staff and for students by University of Auckland. Budgeting is also being done to see what options there are for a part time counsellor to assist and how this could also work. The GM will seek a report from the Director of Student Health and Accommodation.
- Te Awhioraki to be involved with work to increase the biculturalism of signs and updated maps around the campus
- Redistribution of Lab Coats – now being taken over by Sustainability Rep to speak with the AGLS (Agricultural Life Sciences) regarding taking this action on board.
- Rental system for bed sheets – Accommodation have confirmed that commercial facilities are not currently available on campus and current washing machines/laundry facilities on Campus do not reach temperature required to properly sanitise/clean sheets (required for H&S reasons). With the new development of Hudson, new facilities may be installed to create a viable scenario for this and LUSA will review this again in 2026.
- The gym has created a new system for rackets, where a student ID will be presented instead of paying a deposit for the rackets.
- The President and GM are actively seeking further community grants to help fund the community mitigation impact plan to reduce any impacts on the Lincoln and wider community from Garden Party

6. Notice of Items of General Business

- N/A

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	Medium	Very 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.	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

- financial and reputational risk of large events. With less funding now available for Garden party, and low likelihood of money to come in from any community grants, along with ongoing budget cuts necessary, it is recommended that the likelihood of this should increase from medium to high, putting the overall risk factor to High (from medium)

Motion to change the likelihood of financial and reputational risk of large events from medium to high, with the impact remaining very serious, increasing the overall risk from medium to high

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

8. Operations Update

i. GM's Report

- Good to see all ReOri events sold out, showing strong student engagement with LUSA activities

Motion to receive GM's Report

- Moved by Zara
- 2nd by Aleesha
- Passed

ii. Health and Safety Update

No comments made

Motion to note Health and Safety Update

- Moved by Zara
- 2nd by Cam
- Passed

iii. Balance sheet and Budget Variance

No comments made

Motion to note Balance sheet and Budget Variance

- Moved by Zara
- 2nd by George
- Passed

iv. 2024 Audit and Financial Report

- The feedback presented in the audit has been taken onboard by the President and GM, with actions already being implemented this year to ensure we are current with what needs to be required of the association.

Motion to note the 2024 Audit and Financial Report

- Moved by Zara
- 2nd by Caterina
- Passed

v. 6+6 Budget

- With a revised budget, based off reduced funding for Garden Party, we will be in a greater deficit than the overall 2025 budget, some cost cutting has occurred where possible to ensure this difference is reduced.
- The expenses for Grad ball came higher than approved by the budget. The GM will circulate a in depth cost breakdown for this.
- An extra \$10,000 overall has been added to club costs for the refresh of the LUSA club house. As we are trying to reduce costs, It was realized the importance of having a good Environment for students to better utilize, but this will need to be proposed as a full cost breakdown to the exec to deem what is important to maintain upkeep for the building to ensure it is suitable for use. This will be presented to the board later, with the \$10,000 removed from the current budget. By creating a better space, we are investing in the students and the space they can use for clubs and societies.
- It was noticed that, under 'Other Income', the 'Interest' figures were not correct. The GM will correct this
- The 6+6 Budget will be sent to the President to recirculate to the Exec with the amended 'interest' amount (under 'Other Income') and the \$10,000 for the Club House refresh removed (\$8,000 from 'Club Costs' and \$2,000 from 'Minor Assets'.

Motion to approve the 6+6 budget, with the 'Interest' figure under 'Other Income' amended and removal of \$10,000 extra for the refresh of the club house (\$8,000 from Club Costs and \$2,000 from Minor Assets).

- Moved by Zara
- 2nd by Nathan
- Passed

9. President Update

i. Presidents Report

- The president has ongoingly been looking into the feasibility of having co-presidents, which creates better accessibility for the role of president to become open to more students. A report will come be created later once a wide range of feedback and investigation is concluded.
- The survey for the strategic plan is underway to be produced and then sent out to the wider university through student experience. This will begin the process of updating LUSA's strategic direction.

Motion to receive Presidents Report

- Moved by Zara
- 2nd by Cam
- Passed

ii. SLA (Service Level Agreement) - LU & LUSA

- Changes made since the last version greatly reflect the comments made by the LUSA executive

Motion to give the LUSA President permission to sign the SLA on behalf of the LUSA Executive.

- Moved by Cam
- 2nd by Dipti
- Passed

10. Items of General Business

- N/A

11. 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.

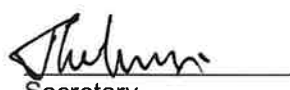
This will be moved to the next meeting

Closing Karakia

Meeting Closed at 7.05pm

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 21/08/2025.


President
Zara Weissenstein


Secretary
Troy Volman

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	Low	Very low	Low	Low	Medium

Updated Risk Register

LUSA Conflict of interest register – Last updated 24th July 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. Lincoln Community and Residents Association (LiCRA) 3. Wellmate's Student Facilitator	1. Scholar Recipient 2. General Committee member 3. Casual LU employment	07/02/2025
Troy Volman	1. Future Leader Scholarship and Tait Foundation Undergraduate Scholarship 2. Well mates Student Facilitator, LU Open day assistant (16 – 19 July)	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

