

Date: 16/05/2024

Time: 17:10-19.05

Location: F1B

Present: Luke Robb, Elliot Corbin, Demetrio Cooper, Olivia Crawford, Zara Weissenstein, George Gibbs, Moses McGoon, Sam Budd, Catarina Campese, Troy Volman

Opening procedures

1. Opening Karakia

2. Apologies
 Phillipa Jones, Ivy Harper, Kendall Bramley and Reece Michelle
 Moses leaving early at 5.45
 Sam Dryden late at 5.20pm

3. Disclosures of Interest
 - No updates to register

4. Confirmation of Minutes of the Meeting held on 24/04/2024
 Pass motion to accept meeting minutes held on as true and accurate record 24/04/2024 – D.C
 Motion to accept the minutes (24/04/2024) as a true and accurate record.
 - Moved by DC
 - 2nd By Elliot
 - Passed

5. Matters Arising from the Minutes
 - In regards to Demetrios action point: CCTV blind spots on campus, Facilities management are to write up a plan for the cameras and the locations Zara and Olivia will look at the CCTV cameras in the accommodation area for blind spots and revise to see if there are any changes to be made. Done by the end of the week

6. Action points from previous meetings

CCTV blind spots on campus	President	ongoing
Report on Course Rep system	Sam Budd	ongoing
Term deposit for FAF	Sam Budd	
Union Fund Report	Sam Budd	On going
Executive Remuneration Policy	Advisory Panel	On going

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	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
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.	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,	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

- Risk register noted

9. Health and Safety
(Verbal update)

Reports

10. President's Report

In committee

- Motion to remain set in viewpoint of having a separate trimester academic calendar for PG and Advocate to Lincoln University to run trimester for high intake postgrad master programmes such as Mac, Mbus – D.C
- 2nd O.C
- Passed

Out committee

- Article is going to be made for the next ram magazine edition to help educate students better and improve awareness for the student service levy. This is to include what services their money goes towards as some students commented while LUSA was receiving feedback for the SSL that there was no understanding how money was spent.
- Te Mana Ākonga has reached out to Demetrio regarding way in which they receive their annual funding from LUSA. This is \$5,000 which currently has been paid to NZUSA and then through to Te Mana Ākonga which now feels more effective to remove NZUSA to reduce any complacencies in funding. An agreement between the two parties has been drafted by Te Mana Ākonga for LUSA to accept. LUSA has a strong relationship with Te Mana Ākonga and wishes to continue and strengthen it throughout the future.
- LUSA president will be changed to LUSA board to ensure any changed go through a vote with majority of the exec team in agreement.

Motion to accept agreement and \$5,000 fee with the following changes

- Moved by D.C
- 2nd by G.G
- Passed

11. Operational Report

- Financial audit is underway
- 350 tickets had sold out for Grad ball. These numbers are rising from previous years holding the event.
- Second-hand items (cutlery, blankets etc.) from accommodation services were given to LUSA which have been put out for students to take to help support any houses in need of these essential items.
- Executive remuneration policy is still in progress. LUSA are working alongside Te Awhioraki to ensure there is fairness of pay between both associations.
- A low sensory space was trialled at Grad ball and was a successful process which will be implemented at all future events.
- Sam D commented on sustainability sections of both reports which prioritizes only financial sustainability. Moving forward the exec have agreed to include the three pillars of sustainability and how LUSA is meeting them more effectively.
- Sam D will also report on major events regarding sustainability actions during the times and how going forward, continuous improvement can occur.
- LUSA ops team will look at how international student events can become more engaging. The ops team will look at previous international event costs and events to see how this can be supported better.

- The Student service levy pays \$3,000 towards student job search (SJS) every year which falls under LUSA and careers. This is the only item under this bracket yet LUSA receives \$8,000 annually. To ensure students are receiving full use of services which are paid for, this amount should either be reduced to meet the funding for SJS dependant on level of payment annually for this service or allocate the money to a careers based area. Demetrio will identify the exact costs of SJS.

12. Policies to be approved

- Executive meeting minutes policy
 - o Changes to update logo and date
 - o Ensure minutes are filed away at end of presidency's term.
 - o President and secretary need to sign it.

Motion that the executive meeting minutes policy is accepted with the following changes

- Moved by E.C
- 2nd by L.R
- Passed

13. Items of General Business

14. 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.

Student engagement

- Believed by exec this goal is important to continuously benchmark against to see how improvements can be made at any point. LUSA is promoting the student services fee and what costs/ services are involved with this. In relation to this, orientation events especially at start of semesters are evolving to include more information around services available on campus for students to utilize. This has been seen in increased interactions within all services. Within LUSA, Kate has received more cases for student advocacy, clubs are growing and more grants are being received, student rep engagement has increased and more international students are coming to receive support.
- George is working closely with Janelle from student experience team to increase consistency of knowledge around disability awareness and ensuring LUSA has the same documentation as the university as well as pushing for more work around options and inclusion within the LU environment.
- Any students who are struggling with any aspects of university and can't find the proper help or have poor interactions with services on campus communicate with LUSA advocacy and exec which ensure the correct help is received.

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Social media

- Postgrad media channels around emails works very well however International students don't have high engagement with other channels. Catarina is working with Julia (comms) in international events to push for more engagement.
- A lot is going on around the campus. Aligning internally with student experience but externally also may be difficult. Some events have registrations only few days in advance, making promotion more difficult.

Transparency and accountability

- Will update website structure to make minutes easier to find and meeting dates for 2024 will be updated.
- More work will be involved to promote board meetings for students to attend if wanting to observe the process of a meeting. Agenda will be shared with the student body and agenda items may be moved around to have any in committee items at the end of the meeting. Sam B and Demetrio will look at how to work around this with input from the advisory panel due to wealth of experience in this nature of meetings.
- Exec to trial a 'lunch with exec' where once a week on different days and times, students can come talk to anyone from the exec to see what the role entails, raise any issues or just have a chance to chat to someone.

Meeting closed 7.05pm

Closing Karakia

CCTV blind spots on campus	President, Olivia C and Zara W	ongoing
Report on Course Rep system	Sam Budd	ongoing
Term deposit for FAF	Sam Budd	ongoing
Union Fund Report	Sam Budd	On going
Executive Remuneration Policy	Advisory Panel	On going
Update meeting times and accessibility of previous minutes on website	Troy Volman	
Trialling lunch with exec	Entire exec	
Funding of LUSA careers of SSL	President	
President and Op's report to include an updated sustainability section	President, General manager, Sam Dryden	

These minutes are a true and accurate reflection of what occurred, signed by Demetrio Cooper on behalf of Te Rōpū Ākoka O Te Whare Wānaka O Aoraki | Lincoln University Students' Association witnessed by Troy Volman, on the 06/06/2024.



President
Demetrio Cooper



Secretary
Troy Volman

