

Date: 17/08/2023

Time: 17:11-18:39

Location: F1B

Amy Wells, Demetrio Cooper, Cam Holmes, Arabella Dudfield, Campbell Barclay, Sam Dryden, Olivia Crawford, Brooklyn Greer-Atkins

Start 5:11

Opening procedures

1. Opening Karakia

2. Apologies
 Punipua Moananu
 Ivy Harper
 Philippa Jones
 Travis O'Boyle

3. Disclosures of Interest
 Brooklyn Greer Atkins is one of the Te Awhioraki Tumuaki Takirua

4. Confirmation of Minutes of the Meeting held on 27/07/23
 Motion that are true and accurate - Cam
 2nd Demetrio
 passed

5. Matters Arising from the Minutes

6. Action points from previous meetings

Action	Who	Carried out?
Review ways that activities and events will be tracked in clubs	General Manager	On going
Clubs and societies Governance Policy finalized	Exec	Yes
Discuss the relevant documents presented by the General Manager	Exec	Yes

Action points from in committee review of the relevant documents presented by the General Manager:

Policy subcommittee to review the policy gaps	PSC and Advisory Panel	On going
Investigate Humanitix income	Accounts manager/ GM	On going

Investigate Profit and Loss	Accounts manager/ GM	Yes
Investigate the grouping of account balances and discrepancies	Accounts manager/ GM	On going
Union Fund Report	P / VP / Advisory Panel	On going
Accept the Audit	LUSA Exec	Yes

Motion to accept the Ashton Wheelans audit report of the last financial year - Amy
2nd Arabella
Passed

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
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

Welcome to the new engagement and media rep Olivia Crawford.

Lots of free food hand outs: movie packs, cinnamon donuts and post grad pizza.

LUSA will have minimal admin roles to help set up for the no more excuses campaign which seeks to realise Te Tiriti in tertiary education, a debt free future and working in partnership.

Working with good one to promote safe partying

Shout out to Sam who has put on sustainability week.

LUSA is also working with LUICS to organise two events for international students.

Shout out to Puni and LUPISA for putting on events during Cook Island Language Week

There is still on-going consultation with the aegrotat policy and procedure.

Two of the three by-election positions were contested

Connected with students in Sem 2 prep week, hosting orientation sessions and having LUSA staff present at student services expo, with "rehash the basics" in grounded. Over 100 people attended, majority being international post-grad students.

Motion to accept this report - Amy

2nd Demetrio

passed

11. Operational Report

2 weeks since last meeting, will be provided at next month's meeting

12. Budget variance report

By using the 6 + 6 budget with this document

Motion to accept the budget variance report - Amy

2nd Arabella

passed

13. Balance sheet

Name change for individual credit cards and remove old ones.

Motion to accept this balance sheet - Amy

2nd Cam

passed

Policies to be approved

14. Executive remuneration policy

Advisory Panel will recommend us on the changes to be made to this policy and then we will motion to accept this policy at another meeting.

15. Clubs and societies Policy

Motion to accept the clubs and societies policy with the proposed changes – Amy

2nd Demetrio

Passed

Items of General Business

16. Strategic Goal 4

Strategic Goal 4:

Celebrate Diversity.

Recognise and celebrate various diverse events and activities throughout the world.

Increase support, resources and engagement to cultural clubs and groups.

Support and resource clubs to organise at least one event, initiative, or activity for all students every year.

2 international events to meet the lack thereof in semester 1, possibly more cultural key dates on the calendar outside the door, would be nice to have exec show up together to diverse events, and show support in diverse settings and clubs such as LUMA and LUPISA, music and food recognition, music playlists from different clubs.

Closed: 6:39

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Investigate the grouping of account balances and discrepancies	Accounts manager/ GM	On going
Union Fund Report	P / VP / Advisory Panel	On going
Executive Remuneration Policy	Advisory Panel	