

Date: 06/06/2024

Time: 17:10-18:55

Location: Waimarie Meeting Room 018 Whare auahu

Present: Demetrio Cooper, Olivia Crawford, Kendal Bramley, Sam Budd, Ivy Harper Sam Dryden, Elliot Corbin, Luke Robb, George Gibbs, Reece Michelle, Caterina Campese

Observers: Emily Osborne, Robbie Adams

Opening procedures

1. Opening Karakia

2. Apologies
 - Moses McGoon and Phillipa Jones
 - Zara and Reece leaving early

3. Disclosures of Interest
 - No updates to register

4. Confirmation of Minutes of the Meeting held on 16/05/2024
 - Pass motion to accept meeting minutes held on 16/05/2024 as a true and accurate record with proposed changes
 - Moved by D.C
 - 2nd by Luke
 - Passed

5. Matters Arising from the Minutes
 - CCTV blind spots on campus is still ongoing. After talking with Facilities management and sending map nothing has come back. Demetrio has also talked to the University regarding the action of this.

6. Action points from previous meetings

CCTV blind spots on campus	President, Olivia C and Zara W	ongoing
Report on Course Rep system	GM	ongoing
Term deposit for FAF	GM	ongoing
Union Fund Report	GM	On going
Executive Remuneration Policy	Advisory Panel	On going

Update meeting times and accessibility of previous minutes on website	Troy V	Completed
Trialling lunch with exec	Entire exec	Ongoing
SSL split for careers review	President	Ongoing
President and Op's report to include an updated format	President, GM, Sam D	Completed

7. Notice of Items of General Business

- National student association PG rep catch up

8. 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	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,	Open and clear communication, where possible maintain a Service Level Agreement and Memorandum of Understanding, address issues early on,	High	Serious	Medium

SJS, Good One etc.)				
---------------------	--	--	--	--

		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

- Continued work regarding CCTV.

Reports

10. Operational Report

- Grad ball sold out, looking for bigger venue to accommodate more students
- 147 student reps. This is the highest number recorded
- Te Awhioraki elections are in planning due to Reece stepping down as Tumuaki Takirua
- Pride parade, two routes one smaller one to be more accommodating.
- Pride parade showed an increase in support from both staff and students. Having two routes better accommodated more people to join along
- The Postgrad Pub quiz was a well-received event with great feedback.

Balance sheet

- Media income is currently below target. This is due to sponsors giving support in kind not monetary as typical. More media income is expected later in the year when the wall planner for 2025 is created
- Club grants is a lot lower than it should be at this time of year. More club grants are coming through this year expect they are asking for lower amounts. Sem 2 training day and email to ensure people know it is there to be used.
- There is also a lower proportion of the budget spent for club grants this year as it would typically be. More club grants have been coming through but they have been of lower value. A training day in semester two for club exec will be used to inform about the use of club grants and benefits they can have, as well as email reminders. Club grant information will be included in the next ram so people are more aware of how to apply.

11. Policies to be approved

Election policies and elections procedure

- Noted that it would be more streamlined having the two documents together
- Importance to ensure the policy has guidelines to ensure the list of voting students is updated for higher voting turnouts.
- Pass motion that Elliot will combine both of the documents and bring these back to board after changes complete
- Moved by Elliot
- 2nd George
- Passed

- Changes for the club's and societies' governance policy
- LUSA exec feel a change to this policy is needed to allow the right to dissolve of a club which could put the organizational reputation to risk.
- The decision to dissolve a club should be brought to the LUSA exec to vote on the outcomes. This is based off repetitive behaviour of a club. LUSA does give chances and will communicate to clubs what will need to change to improve their reputation and better the behaviour.
- If at any point the LUSA exec dissolve a club, then the exec should also review the re-instatement of a club. If there are club funds still in the account, LUSA will ensure this money will not be used for personal gain and the club will have to be capable of showing how they personally raised or gained funding.
- Pass motion that the rewording of new clause will be made including all comments brought up from this meeting
- Moved by Elliot
- 2nd by Olivia
- Passed

12. Presidents report

- Demetrio will be completing a UAG writing submission on behalf of LUSA, with input/ feedback from the exec wanted. LUSA will focus primarily on the needs of LU, advocating form students. As Lincoln university is unique in comparison to other institutions, mass change could have a major impact on the university and students.

Executive remuneration

Chair has moved from Demetrio to Kendall

- Hourly increase to show support of work student exec do within their roles. Current hourly pay is equivalent to \$18.51 per hour, proposed increase is for \$26.15 per hour (living wage).
- Wording change in the report "50% paid irrespective of performance" to better articulate execs ability to fulfil their role. This will be changed to "50% of the total remuneration (paid fortnightly) will be paid acknowledging the roles with the 50% of additional pay based on performance"
- The workload for Vice president isn't always considered in the pay and typically do above the 10 hours required of executive, suggested this should be increased to 15 hours per week.

Pass the motion to increase the pay with the change of wording

- Moved by Kendall
- 2nd by
- Passed
- *1 abstained*

Pass motion for Vice president hours to be increased from 10hrs to 15hrs per week

- Moved by Kendall
- 2nd By Demetrio
- Passed

Pass motion for the pay to be backdated to the start of the year

- Moved by Kendall
- 2nd by Luke
- Passed
- *3 abstained*

Chair has moved from Kendall to Demetrio

13. Items of General Business

- 1st July will have a Postgrad catch up by Luke with PG reps from other associations. The purpose is to see how other people are going within their spaces and how to help each other. Points to be raised will be around what other universities do for online PG students in regards to socialising/ online events. Also looking at support staff of universities that are PG dedicated
- Caterina has worked with Lincoln University to increase health services available at student health. She has also looked into sunscreen giveaways however with sponsorship and NZ health requirements, this could be difficult to proceed with.

14. 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.

Moved to next meeting

Closing Karakia

Meeting closed 6.55pm

CCTV blind spots on campus	President, Olivia C and Zara W	ongoing
Report on Course Rep system	GM	ongoing
Term deposit for FAF	GM	ongoing
Union Fund Report	GM	On going
Trialling lunch with exec	Entire exec	Ongoing
SSL split for careers review	President	Ongoing
Include information of club grants in next ram issue	GM	
Instruct administrator to approve backpay and increase hourly rate	GM	

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