

Date: 26/03/2026

Time: 17:10-18:28

Location: Waimarie Meeting Room 018 Whare auahu

**Present:** Zara Weissenstein, Sam Rajnikant, Eligh Ashby, Zhexi (Chelcie) Zhang, Anne Kaninteang, Liam Moore, Coral Peat, Sam Dryden, Darius J Harris, Hyunsung Yoon, Halle Gravatt, Jo Carter and Sara Shea.

## Opening procedures

### 1. Opening Karakia

### 2. Apologies

- Ivy Harper is unable to attend
- Halle Gravatt is leaving early at 17:53

### 3. Disclosures of Interest

- No additional conflicts of interest were declared beyond those recorded at the previous meeting held on 26/02/2026.

### 4. Minutes of the previous meeting

Motion to Approve board meeting one minutes

- Moved: Zara Weissenstein
- Seconded: Sam Rajnikant
- **Passed**

### 5. Action points from previous meetings

<u>Action / Issue</u>	<u>Responsible</u>	<u>Status</u>
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
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, Te Awhioraki	Ongoing
Bus Cards	Disability Rep, Advocacy Coordinator, President, Sustainability Rep	Ongoing
Study Spaces (Library space reduction)	GM, Advocacy and Voice Coordinator, President	Ongoing
Include statistics of when nomination forms are handed in throughout years	President	Ongoing

#### H&S of Lab Access:

- Postgrad academic representative has spoken with security and confirmed they are trained to PCR1 and PCR2. Therefore access to the labs could be permitted; however, access has not yet been granted by the Facility.
- It was noted that, due to Security rotating, it may be difficult for all security staff to hold PCR1 and PCR2 training.
- Alternative access options were discussed, including the possibility of security having access to the hallway between labs (noting this is still considered part of the lab) to allow better visibility into lab spaces.

#### Health and Safety Risks in Events Risk Register:

- GM has not yet located the relevant details and will continue working on this ahead of the next meeting.

#### Counselling Services for Off-Campus Students:

- The service, established in October, has not yet been utilised. There is no cost to Student Health to maintain the service, and it remains available.
- Discussion focused on improving awareness, with agreement that the service requires better advertising. Further action includes engaging with Student Health and investigating inclusion in online modules.

The Executive agreed to remove the following items from the action list, noting they will be progressed by the current Executive outside of Board meetings:

- Increase representation for diverse languages through student engagement (including sign language)
- Accessible and bicultural signage around campus and updated maps
- Bus Cards

#### Study Spaces (Library Space Reduction):

- Ongoing discussions are taking place to identify appropriate alternative spaces.

#### Nomination Form Statistics:

- Ongoing.

#### **6. Notice of Items of General Business**

- Request to use Financial Assistance Fund
- Lincoln University Job Cuts

## 7. Strategic risk register

<b>Risk</b>	<b>Mitigation</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Overall Risk Factor</b>
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	Very High	Very Serious	Very 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.	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

- Concern was raised about the potential impacts of the war in Iran on students, particularly in relation to rising fuel costs and wider flow-on effects. This may affect both students directly and LUSA's ability to provide services.
- It was noted that there may be increased demand for the Financial Assistance Fund, along with growing challenges for students needing to attend campus but facing cost barriers. This may require additional wellbeing support and student advocacy

Motion that the likelihood of the Risk of Disruption and Response to Major Events be raised to high, increasing the overall risk factor to medium.

- Moved: Zara
- Seconded: Sam Dryden
- **Passed**

## 8. Operations Update

### i. General Manager's Report

Report taken as read:

- Student feedback received through Course Representatives.
- Student Services Fee survey has been sent out.
- ORI feedback has been circulated:
  - MPS score (1–10): 6.9, noted as a strong result.
  - Promoter score: 5.3.
- Garden Party:
  - Special licence has been approved.
  - Acts and requests have been sent out, with responses pending.

Motion that the General Manager's Report be noted.

- Moved: Zara Weissenstein
- Seconded: Liam Moore
- **Passed**

### ii. Balance Sheet and Budget Variance

Document taken as read:

- Clubs costs are higher than expected due to Rupix costs.
- Media Services costs are higher due to the website review.

Motion that the Balance Sheet and Budget Variance be noted.

- Moved: Zara Weissenstein
- Seconded: Coral Peat
- **Passed**

## 9. Presidents Update

### i. President's report

Report taken as read:

- The Student Union meeting in Wellington will be outlined in more detail in the next report; however, it was noted that it went well.

Motion that the President's Report be noted.

- Moved: Zara Weissenstein
- Seconded: Halle Gravatt
- **Passed**

## 10. Policy to be approved

### i. Cash Reserves Policy

Motion that the Cash Reserves Policy be approved.

- Moved: Sam Rajnikant
- Seconded: Zara Weissenstein
- **Passed**

### ii. Delegated Authority Policy

- It was noted this policy should be cross-checked with the Financial Delegations Policy to ensure any matters not covered here are addressed elsewhere. This will be reviewed by the LUSA Policy Subcommittee.

Motion that the Delegated Authority Policy be approved, subject to cross-checking with the Financial Delegations Policy.

- Moved: Sam Rajnikant
- Seconded: Liam Moore
- **Passed**

## 11. Items of General Business

### i. Request to use Financial Assistance Fund

- It was noted that the Financial Assistance Fund is not being utilised as much as expected and currently holds a significant balance (\$137,650).
- A proposal was discussed to use approximately \$7,000-\$10,000 to provide 300-400 meal kits to support students experiencing financial stress. This would likely be distributed via a Google Form, though criteria have not yet been developed. It was acknowledged that this may be difficult to monitor and would likely be a one-off initiative.

Alternative options were also discussed, including:

- Establishing a food library, potentially using surplus food from BHU (being explored by SAGE/Sustainability Representative).
- Existing small-scale food support run by Chaplains, though usage levels are unclear.
- Providing shelf-stable food parcels, similar to approaches used by University of Otago Students' Association.
- Potential use of funds to support breakfast initiatives.

Further decisions are required on the form this support will take. Zara will undertake further research and report back at a weekly meeting.

## ii. Lincoln University Job Cuts

- The Executive expressed concern regarding Lincoln University proposals to cut approximately 40 roles, particularly due to the potential loss of institutional knowledge, increased workload on remaining staff, and the resulting impacts on students, especially in relation to pastoral care and academic support.
- It was noted that voluntary redundancies are being considered across both academic and administrative roles, with limited expected impacts on pastoral care roles.
- The Executive agreed that there is a need for greater clarity on how these changes will impact students.

## 12. Strategic Goal 6

### Strategic Goal 6:

# Cultivate sustainability

Make strong governance and operational decisions to maintain and diversify the financial position of LUSA.

Adhere to LUSA policies including the Environmental Sustainability Policy to ensure we minimise our environmental footprint.

Foster social sustainability at Lincoln University by developing and implementing initiatives that prioritise student wellbeing for generations to come.

- Progress towards Strategic Goal 6 was discussed, with updates on waste minimisation and sustainability initiatives at LUSA events.
- The Executive noted that all events held to date have been 100% waste free. Ongoing efforts to reduce waste through reuse initiatives and improved event planning were also highlighted, along with opportunities to apply these learnings to upcoming events such as Garden Party.
- It was agreed that while some initiatives must remain financially viable, LUSA will continue to prioritise waste reduction and sustainability outcomes. The Environmental Sustainability Policy will be reviewed following the mid-semester break to reflect recent learnings.

### Acknowledgement

- The LUSA Executive thanked Sara Shea for her time and the knowledge she has shared with the Executive, and wished her all the best for the future.

### Closing Karakia

Meeting closed at 18:28

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 Eligh Ashby on the 07/05/2026.



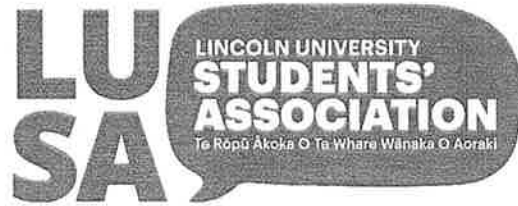
President  
Zara Weissenstein



Secretary  
Eligh Ashby

## LUSA Conflict of interest register – Last updated 26<sup>th</sup> of February 2026

Name	Description of conflict	Position held	Date disclosed
Zara Weissenstein	1. LU (Lincoln University) Council	1. Member of Council	04/02/2026
Sam Rajnikant	1. Learning, teaching, library (LTL) StudySmart Mentor 2. Lincoln University International Cultural Society (LUICS) Executive Member 3. Lincoln Ecological Society Executive Member	1. LU employee 2. Club executive member 3. Club executive member	04/02/2026
Eligh Ashby	1. Lincoln University Planning Association (LUPA) Vice President	1. Club executive member	04/02/2026
Zhexi (Chelcie) Zhang	1. School of Landscape Architecture (SOLA) Tutor 2. Anime Club Lincoln University Secretary	1. LU employee 2. Club executive member	04/02/2026
Anne Kaninteang	1. LU Motu Scholarship 2. Lincoln University Pacific Island Student Association (LUPISA) President	1. Scholarship recipient 2. Club executive member	04/02/2026
Liam Moore	1. Lincoln University Nerd Association (LUNA) Executive Member 2. Thursday's in Black (TIB) Member 3. Ram Club Member 4. Iconic Club Member	1. Club executive member 2. Club member 3. Club member 4. Club Member	26/02/2026
Coral Peat	1. LTL StudySmart Mentor 2. LU Future Leader Scholarship 3. Lincoln Ecological Society President 4. Lincoln Environmental Sustainability Society (LESS) Secretary	1. LU Employee 2. Scholarship recipient 3. Club executive member 4. Club executive member	04/02/2026
Sam Dryden	1. LESS Executive member 2. SPACE Lincoln Executive Member 3. Sustainability Action Group for the Environment (SAGE) Member	1. Club executive member 2. Club executive member 3. Sustainability task force representative	04/02/2026
Darius J Harris	1. LU Student Library Assistant 2. LU Kitchen Assistant 3. Lincoln University Postgraduate Club (LUPG) Executive Member 4. ACLX Ltd Production Technician 5. Christchurch Town Hall Production Technician	1. LU employee 2. LU employee 3. Club executive member 4. Employee 5. Employee	04/02/2026
Hyunsung Yoon	1. Lincoln University Culture of Korea (LUCK) Secretary	1. Club executive member	04/02/2026
Halle Gravatt	1. Te Awhioraki	1. Tumuaki	23/02/2026



# Board Meeting Two Minutes

	2. LU Tihi Kahuraki Scholarship	2. Scholarship recipient	
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