

Date: 18/06/2026

Time: 17:10-18:44

Venue: Waimarie Meeting Room 018 Whare auahu

Present: Zara Weissenstein, Sam Rajnikant, Eligh Ashby, Zhexi (Chelcie) Zhang, Sam Dryden, Hyunsung Yoon and Darius J Harris

In Attendance: Ivy Harper (LUSA Advsior)

Opening procedures

1. Opening Karakia

2. Apologies

- Coral Peat is unable to attend
- Halle Gravatt is unable to attend
- Jo Carter (GM) is unable to attend
- Eligh Ashby is arriving late at 17:14
- Sam Dryden is arriving late at 17:20
- Zhexi (Chelcie) Zhang is leaving early at 17:40

3. Absent

- Anne Kaninteang

4. Disclosures of Interest

Updated the LUSA Conflict of Interest Register at the end of the minutes:

- Removed Sam Rajnikant's executive membership from SPACE following their resignation from the club.

5. Minutes of the previous meeting

Motion to approve minutes of 21/05/2026 as a true and accurate record.

- Moved: Zara Weissenstein
- Seconded: Unanimous
- Passed

6. 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	Ongoing
Counselling services offered for off campus students	GM	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
Review of the Travel and Expenses Policy	GM	Ongoing

Darft Sustainability Plan	President, Tumuaki, Vice President, Sustainability Rep, Rainbow EDI Rep	Ongoing
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H&S of Lab Access:

- Ongoing, with some progress made.

Health and safety risks in events risk register:

- Ongoing.

Counselling services offered for off-campus students:

- Ongoing communication with Student Experience regarding advertising available services through online training and communications.

Study Spaces (Library space reduction):

- It was noted that the reduction in library space has been scaled back, meaning fewer study spaces will be lost. However, further advocacy is still required for silent study spaces.
- Some progress has also been made for Master of Planning dissertation students.

Include statistics of when nomination forms are handed in throughout the years:

- The by-election was the first to include voting statistics. A high number of early nomination forms were also received. It will be interesting to see whether this trend continues for the general election in October.

Review of the Travel and Expenses Policy:

- Ongoing.

Draft Sustainability Plan

- No progress as yet. Drafting of plan will begin in semester two.

7. Minutes of Subcommittees

- None

8. Notice of Items of General Business

- Free Breakfast Service Scoping Report**
- By-election results/report**
- Preserving Lincoln University's Oldest Native Regenerative Bush: Update**

9. 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	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.	High	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, SJS, Good One etc.)	Open and clear communication, where possible maintain a Service Level Agreement and Memorandum of Understanding, address issues early on,	Medium	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

Motion that the Strategic risk register be approved as it stands.

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

10. Operations Update

i. General Manager's Report

Report taken as read.

ii. Balance Sheet and Budget Variance

- Taken as read.

Motion that the GM Report, Balance Sheet, and Budget Variance reports be noted.

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

11. Presidents Update

i. President's report

- Report taken as read. The key discussion focused on the loss of supervisors and how to better manage issues arising for research students when supervisors leave or retire. Advocacy is ongoing for clearer protocols and improved processes for appointing replacement supervisors.

Motion that the President's Report be noted.

- Moved: Zara Weissenstein
- Seconded: Darius J Harris
- **Passed**

ii. Ram Print Costs

- The Executive reviewed the previous year's and current year's RAM printing volumes, costs, and online readership. It was noted that the first issue of RAM in 2026 was particularly expensive to produce. From next year, to reduce page numbers and therefore printing costs, Lincoln University services will be allocated a limited number of pages, with any additional pages to be paid for by the University. Currently, the University does not pay to feature in the RAM.
- The Executive noted the information and agreed that any changes to the number of RAM issues published going forward will be discussed at the next meeting, following consideration of the 6+6 budget.

12. Policy to be approved

i. Executive Handover Procedure

Motion to approve the Executive Handover Procedure, subject to the addition of an associated documents"section, which will include the Executive Charter and Code of Conduct.

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

ii. Environmental Sustainability Policy

- Sam Rajnikant provided an update on the Environmental Sustainability Policy. It was noted that further work is required before the policy is ready for approval. The item was therefore noted and will be brought back to the next Board meeting for further consideration.

13. Items of General Business

i. Free Breakfast Service Scoping Report

- Report was noted and next steps were discussed.

ii. By-election results/report

Motion to note By-election results/report.

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

iii. Preserving Lincoln University's Oldest Native Regenerative Bush: Update

- Update given.

14. Strategic Goal 1

Strategic Goal 1:

Facilitate strong student voice

Enhance the student representative system to facilitate an effective feedback loop between students and staff.

Facilitate contested and spirited LUSA executive elections with an annually increasing number of candidates and voters by making students aware of what the LUSA executive do, making the roles attractive, and increasing candidate and voter engagement.

Maintain current student representation on university committees and pursue other opportunities for the student voice to be heard within and outside of Lincoln University.

- Discussion on Strategic Goal 1 was moved to next board meeting.

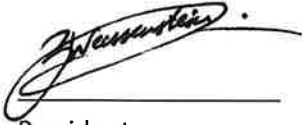
Acknowledgement

- The LUSA Executive thanked Hyunsung Yoon for his time with the Executive, and wished him all the best for the future.

Closing Karakia

Meeting closed at 18:43

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 04/08/2026.



President

Zara Weissenstein



Secretary

Eligh Ashby

Board Meeting Five Minutes

LUSA Conflict of interest register – Last updated 18th of June 2026

Name	Description of conflict	Position held	Date disclosed
Zara Weissenstein	1. LU (Lincoln University) Council 2. Matatāhuna – Universities Quality Assurance Agency (UQAA)	1. Member of Council 2. Student representative of UQAA	04/02/2026 23/04/2026
Sam Rajnikant	1. Learning, teaching, library (LTL) StudySmart Leader 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	21/05/2026 04/02/2026 04/02/2026
Eligh Ashby	1. Lincoln University Planning Association (LUPA) Vice President 2. Lincoln Planning Review	1. Club executive member 2. Editor and committee member	04/02/2026 21/05/2026
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	1. Club executive member 2. Club executive member	04/02/2026

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	3. Sustainability Action Group for the Environment (SAGE) Member	3. Sustainability task force representative	
Darius J Harris	1. LU Student Library Assistant 2. LU Kitchen Assistant 3. ACLX Ltd Production Technician 4. Christchurch Town Hall Production Technician	1. LU employee 2. LU employee 3. Employee 4. Employee	21/05/2026
Hyunsung Yoon	1. Lincoln University Culture of Korea (LUCK) Secretary	1. Club executive member	04/02/2026
Halle Gravatt	1. Te Awhioraki 2. LU Tihi Kahuraki Scholarship	1. Tumuaki 2. Scholarship recipient	23/02/2026