

Date: 22/07/2026

Time: 17:10-18:53

Venue: Waimarie Meeting Room 018 Whare auahu

Present: Zara Weissenstein, Sam Rajnikant, Eligh Ashby, Zhexi (Chelcie) Zhang, Sam Dryden, Darius J Harris, Anne Kaninteang, Argile (Argie) Tsang, Carolyn Mavretish and Halle Gravatt

In Attendance: Jo Carter (GM)

Opening procedures

1. Opening Karakia

2. Apologies

- Coral Peat is unable to attend
- Ivy Harper (LUSA Advsior) is unable to attend

3. Absent

- None

4. Disclosures of Interest

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

- Removed Hyunsung Yoon from the register due to their resignation from the LUSA Executive after finishing their studies and no longer being eligible as per the position description and LUSA Constitution.
- Removed Chelcie Zhang's tutor position from the register, as they are no longer a tutor.
- Added Carolyn Mavretish and Argie Tsang to the register.

5. Minutes of the previous meeting

Minor correction to previous minutes: Added Jo Carter (GM) to the apologies.

Motion to approve minutes of 18/06/2026 as a true and accurate record.

- Moved: Zara Weissenstein
- Seconded: Sam Rajnikant
- **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
Draft Sustainability Plan	President, Tumuaki, Vice President, Sustainability Rep, Rainbow EDI Rep	Ongoing
MOU between LUSA and Te Awhioraki	President, Tumuaki	Ongoing

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.

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

- The plan is now in the planning stage, with the hope of creating a working group.

Action Point: The LUSA President and Tumuaki of Te Awhioraki will bring information to the Executive regarding an update to the MOU between LUSA and Te Awhioraki.

7. Minutes of Subcommittees

- None

8. Notice of Items of General Business

i. Update on Lincoln University Change Proposal

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: Darius J Harris
- Passed

10. Operations Update

i. General Manager's Report

- Taken as read, key information include:
- Know Your Stuff have offered to have a stall during Garden Party and the day before, free of charge.
- The GM identified that LUSA's current reporting timeline does not comply with the updated requirements under the Incorporated Societies Act 2022.
- LUSA has applied for an extension with Charities Services and brought the AGM forward from 30 September to 5 August to meet the reporting requirements.
- LUSA will update its processes to ensure future reporting requirements are met.

Motion that the GM Report be noted.

- Moved: Zara Weissenstein
- Seconded: Anne Kanintang
- **Passed**

ii. Balance Sheet and Budget Variance

- Taken as read.

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

- Moved: Zara Weissenstein
- Seconded: Anne Kanintang
- **Passed**

iii. 6+6 Budget

- The Executive discussed the proposed 6+6 budget and raised any key concerns with the GM.
- GM noted that the 2026 6+6 budget projects a full-year deficit. This is primarily due to SSL income being significantly lower than expected. However, cost savings identified in the updated budget will substantially offset this loss and reduce the overall deficit.
- It was also noted that, due to LUSA's significant financial reserves, the association still remains in a good position going forward.

Motion that the 6+6 Budget be accepted.

- Moved: Zara Weissenstein
- Seconded: Chelcie Zhang
- **Passed**

iv. 12 Month Financial Reserve Plan

- GM presented the current 12 Month Financial Reserve Plan and updated the Executive on progress towards achieving the plan.
- It was noted that LUSA is in a good position and is well on track to reaching the 12 Month Financial Reserve Plan goal within the next few years, depending on how aggressively LUSA continues to save.
- Discussion was held around whether LUSA could be more aggressive with its investments and at what point it should begin investing in initiatives that will support students over the long term.

- It was noted that this is a good time to consider what LUSA wants to fund next year, with a particular focus on pastoral care.

Motion that the 12 Month Financial Reserve Plan be noted.

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

11. Presidents Update

i. President's report

- Taken as read, key information include:
- Sam Budd, the current GM, has resigned, and Jo Carter has accepted a permanent contract for the GM position.

Motion that the President's Report be noted.

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

ii. Semester One Executive Report

Motion that the Semester One Executive Report be accepted, on the condition that it is edited, sent to the LUSA Graphic Designer, and then published.

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

12. Policy to be approved

i. Environmental Sustainability Policy

Motion that the Environmental Sustainability Policy Report be approved and that a Sustainability Plan now be drafted.

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

13. Items of General Business

i. Update on Lincoln University Change Proposal

- 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 the next board meeting. The Secretary noted, to get through all strategic goals, the Executive should aim to not skip these discussions going forward.

Closing Karakia

Meeting closed at 18:53

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 16/09/2026.



President

Zara Weissenstein



Secretary

Eligh Ashby

Board Meeting Six Minutes

LUSA Conflict of interest register – Last updated 22nd of July 2026

Name	Description of conflict	Position held	Date disclosed
Zara Weissenstein	1. Lincoln University (LU) 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	18/05/2026 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

Board Meeting Six Minutes

	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
Carolyn Mavretish	1. None	1. None	22/07/2026
Argile (Argie) Tsang	1. Iconic Club Lead Executive Member 2. SPACE Lincoln Social Media Executive Member 3. In a relationship with another LUSA Executive	1. Club executive member 2. Club executive member 3. Relationship	22/07/2026
Halle Gravatt	1. Te Awhioraki 2. LU Tihi Kahuraki Scholarship	1. Tumuaki 2. Scholarship recipient	23/02/2026