

**Date:** 27/07/2023

**Time:** 17:11-18:12

**Location:** F1B

Cam Holmes, Travis O'Boyle, Arabella Dudfield, Punipua Moananu, Campbell Barclay, Demetrio Cooper, Sam Dryden, Philippa Jones

Starting: 17:11 pm

## Opening procedures

1. Opening Karakia
2. Apologies  
Amy Wells  
Nick Cowie  
Ivy Harper  
Sam Dryden  
Brooklyn Greer-Atkins
3. Disclosures of Interest  
Travis O'Boyle is one of the Te Awhioraki Tumuaki Takirua
4. Confirmation of Minutes of the Meeting held on 01/06/23
  - Motion to accept these minutes as a true and accurate record - Amy
  - 2<sup>nd</sup> Cam
  - Passed on the 2<sup>nd</sup> of august
5. Matters Arising from the Minutes
6. Action points from previous meeting

| 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            | On going     |
| Investigate AGM Template  | General Manager | On going     |
| Lawn Party announcement made                                    | President       | Yes          |

7. Notice of Items of General Business
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 |
| 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

Over the period from last exec meeting there were 4 free lunches handed out during study week, 3 courses that were not informed of the closed book exam until week twelve were changed to open book, LUSA worked to reduce stress with comms relating to special grades (IC, NR and MP). And had a good re ori week with 5 free lunches and clubs market freebies. Due to the resignation of 3 LUSA members, a special election is being held for the postgraduate, international, and engagement & media portfolios.

Throughout the free food handing out and events, the use of single use plastics was limited as well as providing adequate free transport and nonalcoholic beverage options to reduce alcohol related harm. Concerns, frustrations and suggestions were shared with the DVC student life Around MGMT 316 by the students. As well as discussing the large indication of student voice around garden party, discussed at the LU council meeting. New students were connected with at the student services expo and during a presentation in orientation sessions. Club kickstart event occurred. Celebrated Matariki by facilitating events

with food and student engagement. NZUSA hosted a Hui with representatives for fee restructure for supporting TMĀ and Taura, as well as a national conference in which Amy is attending this week.

Motion that the presidents report to be accepted – Demetrio

- 2<sup>nd</sup> cam
- passed

## 11. Operational Report

RAM issues 3 and 4 were published with lots of club articles,

A system has been made to watch over the wear and tear of LUSA furniture, fixtures and equipment, which should help to fix anything that may be falling apart in grounded.

Gap analysis has been completed by the general manager as well as an operations actions report that has been presented with the audit 2023 observations / recommendations received from auditors.

The LUSA AGM has been set for 13<sup>th</sup> September 2023 and the elections for 2024 will take place from the 2<sup>nd</sup> of October to the 5<sup>th</sup> 2023.

LUSA is now recognised as a response and support partner due to the GM completion of CIMS training.

First aid refresher has been completed for 3 LUSA staff, with exception to 1. LUSA events have been connected to LU H&S support by joining the LU risk planning and management digital register.

Grad Ball, Winter Ball and Re- ori, were all completed with very good attendance and winter ball being sold out. Upcoming events include Lawn party and community day on September 24<sup>th</sup> which LU has now help with the planning, this is an opportunity for clubs to put on activities and represent in the local community.

The LUSA website and TV screens are providing information of affiliation with LUSA clubs.

Student Poll workshop was completed and came to the decision to ask focus on the representation of diversity and inclusivity on campus.

Staff are providing Administration support to TA

Questions were raised around the list of possible policy gaps

Ask if manager can group up policies under larger headings with sub headings.

Note the good job Jordan did with winter ball, lots of eyes looking in and was well received.

Motion to take nicks reports as seen but not make any motion to in act changes until we have more time to deliberate due to insufficient review. - Demetrio

- Travis 2<sup>nd</sup>
- passed

## 12. 6+6 budget

Motion to accept that the 6 + 6 budget – Demetrio

- 2<sup>nd</sup> Tavis
- passed

## Motions to be passed

### 13. End of Year election schedule

Policy subcommittee, met on Monday this week to discuss the policy and procedure but the information that overlaps and does not meet, and so these documents will be restructured and readvised, however for this year, we will follow these documents for the election schedule this year and change the policies after.

Motion to accept this schedule – Demetrio

- 2<sup>nd</sup> Travis
- passed

## Policies to be approved

### 14. Travel and Expenses Policy

No need to change as policy states all that is needed

Motion to accept this policy - Demetrio

- Cam 2<sup>nd</sup>
- passed

## Items of General Business

### 15. Strategic Goal 3

Strategic Goal 3:

# Safe, Supportive and Inclusive Environment.

Actively engage with underrepresented student groups.

Ensuring our support services and engagement is meeting the need of students.

Advocating to ensure an equitable environment that is free from racism, discrimination, bullying and harassment.

Takes a lot to act on groups that find it harder to represent themselves.

Work towards student rep systems – Workshop towards new student reps - Collate more course evaluation

How to act in new cultures

More conversations with individuals at events or free food, have talked around ideas to properly represent down to first year such as asking club 1<sup>st</sup> year reps to give feedback.

Probably need more engagement than just food. Different forms of food provided by cultural society. Look at clubs spotlight idea.

Mixture of music at events and play diverse music at the next food related event. On campus experience with cultural recognition, work with the International student liaison team to support and possible meet up with exec at the start of the year.

Closed 6:12 pm

| 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            | On going     |
| Investigate AGM Template  | General Manager | Yes          |
| Discuss the relevant documents presented by the general manager | Exec            |              |