

Date: 29/05/2025

Time: 17:11-18:40

Location: Waimarie Meeting Room 018 Whare auahu

Present: George Gibbs, Aleesha Young, Troy Volman, Sam Dryden, Cam Holmes, Grace O'Shaughnessy, Dipti Adhikari, Sam Budd, Moni Avia, Nathan Campbell, Caterina Campese, Zara Weissenstein, Sara Shea

Opening procedures

1. Opening Karakia

2. Apologies

Halle Gravatt and Ivy Harper will be absent
Nathan, Sara and Moni Will be leaving early

3. Disclosures of Interest

The table is included at end of document

4. Minutes of previous meeting

Motion to accept minutes of 01/05/2025 as a true and accurate record with changes

- Moved by Zara
- 2nd by George
- Passed

5. Action points from previous meetings

Term deposit for FAF	GM	Ongoing
Union Fund Report	GM	Ongoing
Support for international students	President, International rep, PG rep	Ongoing
Increase the Engagement of the Ram with day students	President, Engagement and Wellbeing rep	Ongoing
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
Buy Back System of Lab coats and Textbooks	GM/ Operations team	Ongoing
Priorities of articles in RAM	Comms/ GM	

- Regarding the Term Deposit and FAF (Financial Assistance Fund). Currently going through change of bank account process. This is being done during the University break as the payment services will not be available while this change occurs, this having less impact on students and sales.
- LUSA and LU (Lincoln University held a tenancy workshop. This was mostly aimed at international students but open to everyone to ensure students understand their rights and how to address issues
- Flyers have been made to help increase the engagement with the RAM, which will be included in each copy handed out during study week. Would be beneficial to look at the engagement of students with the RAM and use of different platforms (stands, online interaction, social media and feedback). Also interested in the amount of student generated content in it. Reporting of this will be desired as part of GM/ Ops reporting.
- Continuing to investigate the health and safety of labs. Meeting for this is occurring early June when all appropriate staff members are on campus.
- The General Manager (GM) and events co-ordinator will be looking at the events risk register of the Mid Semester break.
- Still pushing to gain answers with counselling services offered to students off campus who still pay the same fee as on campus students yet receive limited support.
- Still searching for interest in the buyback system, campus books have limited interest in this and LUSA will look and talk to people such as Waimarie staff to find someone who could be interested in taking this on.

6. Notice of Items of General Business

- N/A

7. Health and Safety

- Continuing to raise and address the health and safety of lab access after-hours. A meeting will be held in early June to begin conversations with this involving the GM, Waimarie staff and Executive wishing to be involved
- The LUSA GM, Lincoln University Accommodation manager, along with the Director of Student health, admin and accommodation met with management of Tai Tapu Hotel regarding the surges in student attendees and the poor behaviour. They are working collaboratively with the university, Tai Tapu Hotel and students to approach the behaviour.

Motion to receive health and safety report

- Moved by Zara
- 2nd by George
- Passed

8. Strategic risk register

Risk	Mitigation	Likelihood	Impact	Overall Risk factor
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	Very 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, ATSA, 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

- With another executive role being introduced, potential for likelihood of loss of staff or exec members could be reduced but the impact of this would remain the same.
- Likelihood of Unsatisfactory relationships with external organisations will be monitored. The recent ATSA (Aotearoa tertiary Students Association) conference had some issues and although direction of the group will maintain, this could be altered in recent future.

		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 to keep Strategic Risk Register the same

- Moved by Zara
- 2nd by Cam
- Passed

Reports

9. Operational Report

- A student had a laptop water damaged from leaks in a building on campus. LUSA are working to ensure the University cover the costs of this.
- The ability for Postgrad (Research) students to have access to funded laptops and what the provision of this may look like. There are currently no regulations that state students are to bring their own laptops to University
- Will have documents going out in later dates which look at how the president role can be altered to be accessible for a wider population of the student body

Motion to receive ops report

- Moved by Zara
- 2nd by Aleesha
- Passed

Balance Sheet and Budget Variance

- Some club grants have been claimed so far and the clubs are advised to spend this or it will be lost

Motion to note balance sheet and budget variance

- Moved by Zara
- 2nd by Aleesha
- Passed

10. Presidents report

- Great to see high engagement in the Postgrad Engagement rep. There are currently four candidates and great confidence after meet the candidates where each person had a chance to speak.
- Great to see engagement from staff and students during sign language week. Would be important to ensure we are being tokenistic, and finding ways we can uplift and engage with diversities of languages and cultures not just during the week these typically occur. There is potential to give additional resources to this, especially by utilizing posts and articles online and in the RAM, but also with signage and through other options also.
- Suggested that we can look into how an universal used sheet rental service could be operated By LUSA or the university.

Motion to receive report

- Moved by Zara
- 2nd by Aleesha
- Passed

11. Policies to be approved

Advisory Panel Terms of Reference

- By saying just material relationship with the association may not be sturdily specific, although putting in examples may limit hiring. This will need to be reworded for better clarity.
- Also to include that conflicts of interest or personal relationships are to be disclosed to the point of hiring
- *Due to number of changes wanted, this will be bought back to the next board meeting*

Travel and Expenses Policy

- May be a better option of collate the money available for expenses of food for one day instead of each meal, help give more flexibility for the person.
- A range of points raised regarding the executive travel and periods of claiming expenses
- *Due to number of changes wanted, this will be bought back to the next board meeting*

12. Strategic Goal 3

Strategic Goal 6:

Recognition of Treaty Partners.

Acknowledge and act in accordance with Te Tiriti o Waitangi.

Be actively involved in helping to build a bicultural campus with Te Awhioraki.


- The current LUSA president and Tumuaki Takirua (co-presidents) of Te Awhioraki work closely together, including writing reports for council for each meeting. LUSA Exec often support Te Awhioraki at Waiata Wednesdays to increase and foster a good relationship between the two associations.
- Work for the new Whare is still in progress. LUSA is actively advocating for the best outcome for Te Awhioraki and will continue to keep working closely together until these issues are solved.
- The Gm aims for each staff member of LUSA to do a workshop on biculturalism competency each year.
- Will also look into incorporating more bicultural designs for the LUSA merch as students would like this.
- Signage around campus could include better bicultural signage but also accessibility and up to date maps of the campus

Closing Karakia

Closed at 6.40

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 Troy Volman, on the 19/06/2025.


 President
 Zara Weissenstein


 Secretary
 Troy Volman

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Buy Back System of Lab coats and Textbooks	GM/ Operations team	Ongoing
Engagement of students with the RAM	Comms/ GM	
Increase representation for diverse languages through student engagement (including sign language)	Disability EDI Rep, VP, Sustainability Rep, Engagement and Wellbeing Rep,	
Accessible and bicultural signage around campus and updated maps	Disability EDI Rep, VP, Sustainability Rep, Engagement and Wellbeing Rep,	
Look into rental system for bedsheets	International Rep and Sustainability Rep	

LUSA Conflict of interest register – Last updated 25th May2025

Name	Description of conflict	Position held	Date disclosed/ updated
Zara Weissenstein	1. Halls of residence – LU Accommodation 2. LU Council	1. Residential Assistant (RA) 2. Member of Council	07/02/2025
Cam Holmes	1. LU Masters Research Scholarship 2. Lincoln Community and Residents Association (LiCRA) 3. Wellmate's Student Facilitator	1. Scholar Recipient 2. General Committee member 3. Casual LU employment	07/02/2025
Troy Volman	1. Future Leader Scholarship and Tait Foundation Undergraduate Scholarship 2. Well mates Student Facilitator	1. Scholar Recipient 2. LU casual employee	23/05/2025
Dipti Adhikari	1. Anime Club Treasurer	1. Club executive member	03/04/2025
Aleesha Young	1. Thursdays In Black (TIB), Ram Club President	1. Club executive member	
Caterina Campese	1. FT 2050 Scholarship 2. Lincoln University International cultural society (LUICS), Postgraduate Club	1. Scholar recipient 2. Club member	07/03/2025
Sam Dryden	1. Space club, LESS, Ecological Society 2. AGLS Lab Demonstrator	1. Club executive member 2. LU Casual Employee	07/02/2025
Moni Avia	1. Pasifika Excellence Scholarship 2. LUPISA President	1. Scholar Recipient 2. Club executive member	07/02/2025
George Gibbs	1. AGLS Lab demonstrator	1. LU Casual Employee	07/02/2025
Nathan Campbell	1. Inclusive education Assistant, AGLS Lab Demonstrator and Research Assistant 2. Lincoln University Nerds Association (LUNA)	1. LU Casual Employee 2. Club executive member	07/02/2025
Grace O'Shaughnessy	1. Te Awhioraki 2. Lincoln University Planning Association (LUPA) Secretary	1. Tumuaki 2. Club executive member	06/03/2025
Halle Gravatt	1. Te Awhioraki 2. Tihi Kahuraki	1. Tumuaki 2. Scholar recipient	06/03/2025

