

Date: 14/09/2023

Time: 17:19-19:01

Location: F1B

Present: Travis O'Boyle, Brooklyn Greer-Atkins, Amy Wells, Demetrio Cooper, Campbell Barclay, Cam Holmes, Arabella Dudfield, Sam Dryden, Punipua Moananu, Caterina Campese, Navami Prasad, Olivia Crawford, Philippa Jones

Opening procedures

Open : 5:19

1. Opening Karakia
2. Apologies
Ivy Harper
3. Disclosures of Interest
Travis O'Boyle and Brooklyn Greer-Atkins are the Te Awhioraki Tumuaki Takirua
4. Confirmation of Minutes of the Meeting held on 17/08/23
Motion to accept the Minutes as a true and accurate recording - Amy
 - Puni 2nd
 - Passed
5. Matters Arising from the Minutes
6. Action points from previous meetings

Policy subcommittee to review the policy gaps	PSC and Advisory Panel	On going
Investigate Humanitix income	Accounts manager/ GM	On going
Review ways that activities and events will be tracked in clubs	General manager	On going
Investigate the grouping of account balances and discrepancies	Accounts manager/ GM	On going
Union Fund Report	P / VP / Advisory Panel	On going
Executive Remuneration Policy - recommendations	Advisory Panel	On going

7. Notice of Items of General Business

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	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)

Currently having difficulty registering events in the University Health and Safety database
LUSA is working closely with LU events and health & safety teams

Reports

10. President's Report

Tēnā koutou! Nau mai haere mai ki Te Wiki o te Reo Māori!

Welcome to Navami Prasad, our new International Rep and to Caterina Campese, our new Post Graduate Rep

Free food since last meeting: sausage rolls, cupcakes, winterwarmers (bread, baked beans, spaghetti and noodles)

Changes have been made to Staff responsibility and hours to meet LUSA's service demands

Working with Good One to promote safe partying

Encouraging new Deans to pass Student rep feedback onto lecturers

Two of the three by election positions were contested

By election has enabled student representation to be maintained

Postgrad high tea went ahead

International support evening is sold out and international dinner

Several clubs participated in CultureFest with free stalls thanks to LUSA

Latest edition of this RAM is out

Te Huinga Tauria was awesome! 350 tauria from seven universities attended the annual National Māori Students' conference organised by Te Mana Ākonga. Huinga is an opportunity for 'tertiary students gather to discuss and debate topical issues that impact on Māori students at tertiary institutions, and within the wider community'.

Good times were had on the well organised sports day held at Te Whare Wānaka o Aoraki hosted by Te Awhioraki Executive.

Amy, Brooklyn, Puni, Sam and Travis performed at Te Huinga Tauria as part of Te Awhiroaki's Kapa Haka rōpū.

Hosted the August NZUSA National Council meeting at Lincoln University

Open letter regarding "No More Excuses" campaign sent to politicians and video shorts are being released on social media as part of the campaign and received a letter from Hon David Parker, Minister of Transport

Caught up with presidents from NZUSA, NDSA, TMĀ, VUWSA, WSU, UCSA and TTAP at Huinga

Reviewed the restorative justice process/policy

Motion to accept this report – Amy

- Arabella 2nd
- Passed

11. Operational Report

- September Budget Report

Office expenses budget was inaccurate. This has been resolved. No unauthorised spending has occurred.

Cancelling Lawn Party has meant a reduction in the potential operating deficit that may occur.

- Balance Sheet

Previous president's credit card has been requested to be cancelled multiple times and is still being processed. Previous manager's card has been cancelled.

Move to accept the operations reports – Amy

- Brooklyn 2nd
- Passed

12. SJS membership Dashboard

Policies to be approved

13. Executive remuneration policy

- No changes at present, still ongoing.

14. Elections policy

- Place procedure 24. Into policy, change of wording and minor changes
- Motion to approve changes to dates and minor changes proposed on the condition of Nathaniel provides input and approves the suggested changes. - Amy
- Olivia 2nd
- Passed

15. Elections procedure

- Would like to remove electoral roll from here and then later remove from the constitution after approval from legal advice.
- Would like to change 24. to allow LUSA more power or more specific power, to alter the actions outlined in this document. Needs stronger wording. Possibly put in
- Motion to accept the proposed changes on the condition of Nathaniel provides input and approves the suggested changes - Amy
- Cam 2nd
- Passed

Items of General Business

16. O'week

Suggestion from the operations team to engage another contractor for larger O'week events, sourced from the O'week team

Motion to approve Amy to engage a contractor to plan major events for O'week – Demetrio

- Arabella 2nd
- Passed

AfterGlow

Looking to change the event as it has not yielded results and therefore change to an alternative event such as Burgers and Beers.

Motion to allow operations team to not run Afterglow in 2024 and deliver a smaller free event during O'Week - Amy

- Olivia 2nd
- Passed

Amy will check the feasibility of larger events to start the year such as a summer ball.

Motion to let authorise Amy to act as general manager in the absence of one – Demetrio

- Travis 2nd
- Passed

17. Strategic Goal 5

Enhance Engagement With the Student Body.

Proactively engage with students around the service offerings to build awareness of the service offerings and understanding of students' needs.

Ensuring our media channels are relevant and effective with the changing dynamics.

Ensure we are held accountable and transparent.

Meeting Closed: 7:01

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Election Policy and Procedure changes brought to Nathaniel	President	