

Date: 27/4//2023

Time: 17:11- 6:41

Location: F1B

Present: Amy Wells, Demetrio Cooper, Ploy Suphakit, Arabella Dudfield, Vivian Wang, Punipua Moananu, Travis O'Boyle, Sam Dryden, Ivy Harper

Opening procedures

1. Opening Karakia

2. Apologies

- Cam Holmes,
- Tash Smith
- Brooklyn Greer-Atkins
- Phillipa Jones

3. Disclosures of Interest

Brooklyn Greer-Atkins and Travis O'Boyle are the Te Awhioraki Tumuaki Takirua

4. Confirmation of Minutes of the Meeting held on 23/3/2023

- MOVE that the minutes from the meeting held on 23/3/2023 were a true and accurate record
- Moved Amy
- Seconded Demetrio
- Motion passed

5. Matters Arising from the Minutes

Change N/A on minutes of 09/03/2023 minutes to read 'As per previous meetings report'

6. Action points from previous meeting

Action	Who	Carried out?
Confirm cost of events contractor	General Manager	Yes
GP workshop	Exec	Yes

7. Notice of Items of General Business

Event coordinator contract

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
A verbal update was given

Reports

10. President’s Report
Move that the presidents report be accepted
Moved Demetrio
Seconded Travis
Passed

11. Operational Report
Move that the operations report be accepted
Moved Amy
Seconded Arabella
Passed

Motions to be passed

Policies to be approved

- Clubs and Societies Governance Policy
: To be finalised at the following meeting
- Code of Conduct Policy
: To be finalised at the following meeting
- Credit Card Policy
: To be approved via email
- Executive Reporting Policy
: To be finalised by the following meeting

Items of General Business

- Discuss Strategic Goal 2

Strategic Goal 2:

Strong Student Voice.

Continue to develop the student representative system to effectively respond to student feedback.

Facilitate contested LUSA executive elections that have an annually increasing number of voters by making students aware of what the LUSA executive do and making the roles attractive.

Maintain current student representation on university committees and pursue other opportunities for the student voice to be heard.

- To be discussed at a following meeting.

Event Coordinator Contract was reviewed and the final points were discussed to allow the event coordinator to operate with LUSA, small changes were made to the contract to limit the contractor and better track the performance of the contract and that all operations are meeting its intended goal. Motion to accept these changes and confirm the contract with the contractor through general manager.

Moved Amy

Seconded Travis

Passed

Action	Who	Carried out?
Confirm contract of events coordinator	General Manager	
Approve Credit Card and Executive Reporting Policy	Exec	

Meeting closed: 6:41 pm