

**Date:** 14/09/21

**Time:** 1700-1900

**Location:** GlassBox

Present: Gregory Fleming, Rob Earl, Findal Proebst, Johanna Cao, Maui Duley, Laura Muckle, Jay McKendrey, Becky Rickard, Fiona Kay, Ivy Harper, Samantha Smalling, Philippa Jones

In attendance:

## Opening procedures

### 1. Apologies

### 2. Disclosures of Interest

### 3. Confirmation of Minutes of the Meeting held on 18.08.21

Moved G.F.

Second L.M.

### 4. Matters Arising from the Minutes

#### Action points

Vaccinations the university is trying to get a centre or a place on campus. – RPNOW is going to be used for end of year exams, still deciding if it's online or face-to-face

- Email motion to ratify
- Waivers, brought up at CASEWG will highlight the need for clarification. Especially for PhD students
- Will send out the executive reporting policy later

### 5. Notice of Items of General Business

Tickets for Garden Party

### 6. Health and Safety

N/A

## Reports

### 7. President's Report

What's been happening over lockdown? Not seeing the same amount as last year with LUSA now having a proper understanding of what they can do along with the less international students. Am looking to use the HAFL fund to create a full

Were about 70 people who stayed in halls over the lockdown and now most are back with the exception of Auckland

Te Awhioraki and LUSA had events planned for this week that have had to be cancelled due to level 2

Union Fund successfully invested

Hiring process for new GM begun

Having discussions about the alcohol on campus. Can't drink on licensed area for only students' makes an unfair policy. LU has an environment that it is safe area for drinking and it should be the same for student and staff.

GP2021 the police apologized about all the things that occurred and are planning on this year not planning on being inside the premise

Moved G.F  
Second R.E

## 8. Operational Report

Taken as read

To highlight all the events are on hold and what level 1 will look like. GP sold out quickly when went to general sales

### Profit & Loss

We are currently standing in a good position, the only risk is if there is a snap-lock lockdown within the week of GP. At level 1 it would go on. It would come at a cost if cancelled by lockdowns but there are reserves in case. There is always a risk for large events in a covid-19 environment and GP is no exception.

Unintentional surplus at the moment. There's various savings coming in as we spent less due to lockdown and HAFL funding was released.

P&L looking likely to return a higher than expected surplus by year end, which was not expected but can be carried over for next year.

Having the suggestion to the university to underwrite at least half of the events. This will be brought up with the Vice-Chancellor.

GM hiring is on track.

Fiona will come back for GP even though they finish on the 8th November

Moved G.F  
Second J.M

## Motions to be passed

### 9. Email Election ratification

Moved M.D  
Second B.R

## Policies to be approved

### 11. Executive reporting policy

Has not been completed yet but will be done for the next meeting

### 12. Environmental sustainability policy

Change "tangata" to "mana"

Figuring out why 4.2 was removed. ASOS is a good brand that it used

The problem is when there are O'week with most things from China for the giveaway items, are the products ethically made?

Plans to purchase practical products that have a value, people have the ability to choose what they like and there is less that end up in the bin

Making progressive changes and the note what changes are made and see if there can be changed that are more ethical and better for the environment.

Include procedure metrics for if someone were to ask.

Change 5.5 last point from "accountable should their environmental impacts" to "accountable to the"

Add in a line of "quality over quantity"

## Items of General Business

### 13. Draft overall budget 2022

#### Event budget 2022

Gone to the new financial manager, for a realistic amount of full-time students. 165 online students likely.

Assumption of \$66K for revenue.

GP with ticket sales only, could be higher or lower dependent if there's no sponsors or the bar sales are low

Note that there is 1% of the financial assistance fund to goes towards LUSA. Before the money was going towards the university.

Need to make a budget for the financial assistance fund so that it is lowered to the appropriate threshold. Have an idea of how much is used so they are able to know what they put each cost towards and what needs to be taken from the operational costs compared to the essentially secondary account.

Question regarding the long-term goals of LUSA so that we are able to grow and produce a better quality.

Have a cash reserve policy, look at it every year against the procedures.

NZISA levy contribution.

Budget contribution for international students that are separate to the "International Culture Night". See if there are funds from other lines for international students solely. E.g. post-grad lunches

G.F moves to note that the 2022 budget has been read

Seconded R.E

### 14. Garden Party tickets

R.E. has spoken to many LU students in purchasing tickets. Unlike the past years that have had extra tickets. We are at full capacity and don't have the capability to add more.

GM noted that there was 2 days of sales exclusively to LU student before the General Admission sale.

Meeting ended 7:07pm

## Action items

Action	Who	Carried out?
Environmental exec reporting policy to be brought back for to meeting with changes. Due: 26 <sup>th</sup> November	President	Due at next meeting
NZISA levy contribution	President, GM, International rep	Contacted, haven't received correspondence
Discussion on forecast what events and costs for international students	GM, Events Coordinator, International rep	General International Events increased in budget. Meeting between Event Coordinator and International Rep will need to discuss an event plan for 2022
Follow up NZUSA around membership	President	Complete
Additional minor amendments to the 2022 budget	GM	Complete