

Date: 07/03/2024

Time: 17:10-18:51

Location: F1B

**Present:** Olivia Crawford, Moses McGoan, Reece Michelle, Luke Robb, Ivy Harper, Elliot Corbin, Phillipa Jones, Caterina Campese, George Gibbs, Demetrio Cooper, Troy Volman, Sam Budd, Sam Dryden and Kendall Bramley.

### Opening procedures

1. Opening Karakia

2. Apologies

- Reece and Moses left at 18.00
- Kendall Bramley arrived at 17.20
- Sam Dryden arrived at 17.27

3. Disclosures of Interest

Kendall Bramley and Reece Michelle are the Te Awhioraki Tumuaki Takirua  
A disclosure of interest register has also been completed by all members present.

4. Confirmation of Minutes of the Meeting held on 12/10/23, 18/12/2023 and 29/01/2024.

Motion to accept the Minutes (12/10/23) as a true and accurate recording

- Moved D.C
- 2<sup>nd</sup> by O.C
- Passed

Motion to accept the Minutes (18/12/2023) as a true and accurate recording

- Moved D.C
- 2<sup>nd</sup> by S.D
- Passed

Motion to accept the Minutes (29/01/2024) as a true and accurate recording

- Moved D.C
- 2<sup>nd</sup> by G.G
- Passed

5. Matters Arising from the Minutes

6. Action points from previous meetings

Approve Budget for 2024	LUSA Exec	Complete
Staff compensation and Extending of Ness's contract	P / General Manager	Complete
Hand Over of management Feedback and development	Cam and Troy	Complete
Union Fund Report	P / VP / Advisory Panel	On going
Executive Remuneration Policy	Advisory Panel	On going

7. Notice of Items of General Business

7.1. Childcare subsidy

7.2. Election review, RO suggestions

8. Strategic risk register

<b>Risk</b>	<b>Mitigation</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Overall Risk factor</b>
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,	High	Serious	Medium
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		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

- Risk of disruption from Covid-19. Sam Budd talking to the university about any support for any students with long COVID-19 as another wave has been coming through. LUSA looking at how they can assist with any advocacy and support with Aegrotat etc.
- Suggest changing the COVID-19 disruption risk to include risk from extreme events, including weather, floods or other events such as a health outbreak (COVID-19). Executives are to draft this up to include in the next agenda.

## 9. Health and Safety (Verbal update)

### Reports

#### 10. President's Report

- Continue to work through the governance training, when scheduled, the person was sick so working through a time with the exec now.
- Looking at getting more drug checking on campus, especially around when events are happening, exec to look towards policies around this to allow it to continue.
- In 2023, due to timing, only one member was able to travel to a conference who then became sick and was unable to attend the last day of the conference. Going forward we should ensure that LUSA representatives travel in pairs so there is a strong student voice and if any member gets ill or is unable to attend LUSA will still be present.

Motion: LUSA executive members will need to travel in a minimum of pairs to ensure strong student voice.

- Moved D.C
- 2<sup>nd</sup> O.C
- Passed

#### 11. Operational Report

- Clubs market day had a great turnout. The event was nearing full capacity this year with limitations having to occur and ensuring a diverse range of stallholders are present.

## Motion to accept 2024 LUSA Budget

- Moved D.C
- 2<sup>nd</sup> by O.C
- Passed

## 12. Policies to be approved

### Environmental sustainability policy

- Points raised by the policy sub-committee to be edited, Sustainability Rep also looking over the policy to see what areas can be improved on. Will be discussing this during Wednesday's general meeting.

### Executive remuneration policy

- Phillipa and Ivy will continue to work through this and will be including input from Sam Budd.
- George, Caterina and Luke will prepare a report for Sam B on postgraduate hours and how this affects the students to run for these positions.

### Cash reserves policy

- Cash reserves policy has been approved in line with the 2024 budget.
- Ensure that the principles of the organization are upheld and any issues to be raised with the exec or president as they may occur, the General Manager to ensure this as well.

## 13. Items of General Business

- Childcare Subsidy
  - This will be moved to Wednesday's meeting as more background is needed for the exec to make any further decisions about how the childcare subsidy will continue in the long run.
- Election review, RO suggestions
  - Carried over to weekly meeting, and changes will be approved at a following Board Meeting.

## 14. Strategic Goal 6

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.

- Moved to next board meeting

Meeting closed at 18.51

Postgraduate and international exec to create report around hours of LUSA exec roles	Caterina, George, Luke	
NZUSA and LUSA constitutional requirements	P / LUSA exec	
Changing risks of Covid-19 to include weather and other unexpected events	LUSA Exec	
Union Fund Report	P / VP / Advisory Panel	On going
Executive Remuneration Policy	Advisory Panel	On going

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These minutes are a true and accurate reflection of what occurred, signed by Demetrio Cooper on behalf of Te Rōpū Ākoka O Te Whare Wānaka O Aoraki | Lincoln University Students' Association witnessed by Troy Volman, on the 24/04/2024.



President  
Demetrio Cooper



Secretary  
Troy Volman