



## UCSA Executive Minutes

**Title** Minutes of the 1st UCSA Executive Meeting of 2007  
**Ref** UEMM\_01\_07  
**Date, Time** Thursday 01 March, 2007, 5.30pm

**Present** Belinda Bundy (Chair – UCSA President)  
Claire Piper (Vice President)  
Sophie Bundy (Financial Services Officer)  
Hannah Hope (Welfare)  
Andrew Riches (Education External)  
Charlie Anderson (Communications)  
David Stevens (Education internal)  
Amadeus Rainbow (Clubs and Societies)  
Winston Howison (General)  
Libby Bevin (Projects Coordinator)  
Nick Robb (Events)  
James Harper (Equity and International)

**Attending** Kate Farrell (Minutes)

### Apologies

**Agenda Items and Order of Business** Previous meetings minutes  
Clubs  
Charities  
Draft Food bank Policy  
Terms of Reference for the Returning Officer  
Council Update

*The meeting opened at 5:37pm*

Belinda welcomed everyone to the meeting.

**Minutes from the Executive Meeting 14th December 2007** *01/2007* **Moved Chair**  
*THAT the minutes from the Executive Meeting of the 14th December 2006 be accepted as true and accurate record.*  
**Carried U**

**AP: Claire to circulate the NZUSA Report written in 2006 to the Executive**

**Matters Arising:** First Year Guide written by Jamie in 06. Questions arose about why it has not been used yet and it was explained that it will be used later in the year and made available for the executive to read.

Motion Protocol: Claire explains the protocol for motions to be passed in meetings and answers all questions regarding this. Any further questions can be put to Kate.

**President's Report:** Belinda spoke to this and invites any questions. Dave asks for and explanation on ENSOC.

**02/2007 Moved Chair**  
**THAT** the Executive move into strict for reasons of clubs sensitivity  
**Carried U**

*Executive moves into strict at 5.40pm*

**03/2007 Moved CHAIR**  
**THAT** the executive move out of strict  
**Carried U**

*Executive moves out of strict 5.49pm*

**04/2007 Moved PIPER/ STEVENS**  
**THAT** the President's report be accepted  
**Carried U**

**Vice President's Report** Claire speaks to this and questions everyone's hours of volunteering. Claire also expresses thanks to executive members and to Amadeus for his hard work over the last couple of days. Claire also requests that exec members let her know their availability for office hours and to please send their goals. Charlie mentions that there was no UCSA stand at clubs day and asks if it would be beneficial.

**AP: Belinda to talk to Jane D about this**

**05/2007 Moved CHAIR**  
**THAT** the Vice President's report be accepted  
**Carried U**

**Management** Sophie speaks to this as a summary of Phil's report. Discussion

## Board Report

around the Food and Beverage budget was raised.

**06/2007**      **Moved CHAIR**  
**THAT** the Executive move into strict for reasons of commercial sensitivity  
**Carried U**

*The Executive moves into strict at 5.56pm*

**07/2007**      **Moved CHAIR**  
**THAT** the Executive move out of strict  
**Carried U**

*The Executive moves out of strict at 6.03pm*

**08/2007**      **Moved CHAIR**  
**THAT** the Management Board Report be accepted.  
**Carried U**

## Clubs Day

Amadeus speaks to this explaining that it has gone well but also that there has been a low turnout of CCE students. The main reason for this is that they have full day classes with a short lunch break.

Belinda thanks Amadeus for his work on this.

## Enrolment Week Policy

Belinda explains that Facilities Management no longer allows any clubs to set up on campus during enrolment week except outside their own faculties. The issue of the banks was raised but Belinda explains that they pay to be on campus and we wouldn't want to put them in a position that would deter their business.

On a positive note Charlie shows how good it has been that the UCSA has been so busy for the last few days.

## Charities

Belinda speaks to the requests from both the Rotary Club and Ronald McDonald House. Discussion surrounding legitimacy of providing money to a charity, and to which one, is raised. Sophie explains that there is a special projects budget where the money would come from.

There was the suggestion that students should not have to support charity in their situation. Dave expresses that he supports the free use of UCSA facilities as opposed to providing money.

**09/2007**      **Moved S BUNDY/HOWISON**  
**THAT** the UCSA Executive provide the Rotary Circus Quirkus fund with Two Hundred Dollars for five students from the Special Projects fund.  
**Motion Carried**  
**Dissentions: Robb and Stevens**

**Chief Executive 10/2007**      **Moved CHAIR**

**Performance Review**

*THAT the Executive move into strict for reasons of employment sensitivity*  
**Carried U**

*The executive moves into strict 6.26pm*

**SJS**

**RDU Update**

**Te Akatoki**

**11/2007**      **Moved CHAIR**  
*THAT the Executive move out of strict*  
**Carried U**

*The executive moves out of strict at 6.51pm*

**Draft Food Bank Policy**

Claire speaks to this and outlines her work with Hannah on this. Discussion is raised surrounding viability of a policy and determining who is entitled to use it. Claire will include the Policy in the next papers. The donations from Mr Rental were praised.

**AP: Hannah to write a letter of thanks.**

**AP: Claire- Policy for Exec to read**

**Terms of Reference for the Returning Officer**

Belinda speaks to this explaining that the provided information is based on a handbook guide for the returning officer. It will be a specific job description; the suggestion of Brian O'Sulliavan for the job is made.

Discussion around payment amount for this job settles on \$600.

**12/2007**      **Moved S BUNDY/STEVENS**  
*THAT the Terms of Reference be accepted and are used as the terms of employment for the person chosen to complete the handbook.*  
**Carried U**

**13/2007**      **Moved S BUNDY/STEVENS**  
*THAT the President enter into discussion with the person nominated and a recommendation of a limit of \$600 be the fee for the job.*  
**Carried U**

**Council Update**

Dave speaks to this explaining that yesterday was the first meeting, highlighting the main issue as the international student fee increase.

**Lowland Games**

Dave suggests that we use stand up comic Henwood, explaining Nikki at Canta has his number. He believes this could create more of an attraction than in the past couple of years.

**AP: Belinda to suggest to staff**

**AP: Amadeus self defence information to Hannah**

*Meeting closed 7.25pm*

**Declared true and accurate by  
Chair** .....

**Date** .....

**Witness** .....