



UCSA Executive Minutes

Title Minutes of the 11th UCSA Executive Meeting of 2007
Ref UEMM_11_07
Date, Time Thursday 07 June, 2007, 5.30pm

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

Attending

Apologies David Stevens (Education internal)

Agenda Items and Order of Business Minutes from the previous meeting
AP's
Delegated Authority for appointment of RO
NZUSA Conference
General Business

Meeting opens 5.31 pm

Belinda welcomed everyone to the meeting

Minutes from 17 May 2007

86/2007 **Moved CHAIR**
THAT the Minutes from the Meeting 17 May 2007 be accepted as true and accurate record
Carried U

Action Points:

13.07: OPEN
14.07: OPEN
18.07: OPEN
19.07: OPEN
21.07: OPEN

19.07: Amadeus will bring clubs feedback with the next funding to the next meeting

President's Report:

Belinda gives the executive a verbal update; now that Phil has left, she is spending every morning between 8:30 – 11am over at the offices. Interviews for short listed candidates start tomorrow. Will go to Management Board for approval as that is what is required under policy. Last week – spent with Phil going over things. Taking advice from Management Board on personnel issues. Claire requests written reports. Belinda undertakes to have one for the next meeting.

RDU Review:

Top asks the Exec to read the report. Top speaks to his report and explains that they are meeting all obligations except one. Will be followed up before the next meeting to make sure that the four mail outs are going out – need 4 to constitute the \$500 we paid. Mail-outs go out to RDUnited members – is an email talking about what is going on at RDU.
The pending sponsorship issue is still to be discussed.

Meeting suspended at 5.39pm for food.

Resume meeting at 5:50pm

AP: Top to confirm the advertising with Karen – what are we promised?

Top continues to speak to the review

Charlie asked Top to read out Café Walkabout .

Belinda and Karyn went around the cafes – 2 cafes were playing RDU, but too quietly. Belinda said that Karen and James want to put incentives to the café managers to play it. They will attend the next café managers meeting. Not through a lack of trying on Rick's behalf – he understands it is contractual. Depending on how this goes, Belinda may talk to Andrew Shaw but Karyn is now directly involved.

Input into the Common Room – getting activities down into the common room. Major task for the new GM.

Top to do a full review at the end of every term. Report briefly at the end of every month.

Karen wants to have a beer with the Exec.

87/2007 **Moved CHAIR**
THAT the Executive receives Top's RDU Review
Carried U

Clubs Resolution for Funding:

Amadeus spoke to this, at the End of 3rd term is the NZ Uni Snow Games. These applications relate to this. The exec has to pass the resolutions to allow Di to grant this funding. We have to give permission for them to apply.

88/2007 **Moved CHAIR**
THAT the Executive approve the resolution to apply for funding from Bendigo Valley Sports and Charity Foundation for \$2,200.00 to be used for the Snow Sports Team to attend Snow Games in Wanaka 25-31 August 2007
Carried U

89/2007 **Moved CHAIR**
THAT the Executive approves the resolution to apply for funding from the Eureka Trust for \$2,200.00
Carried U

Election Dates:

Belinda explains that the elections have to be held by 3rd week of 3rd term. 15 and 16th of August – second to last week of term 3. NZUSA Referendum will be held at the same time. Those who are thinking about running must abstain from voting on the dates.

90/2007 **Moved CHAIR**
THAT the UCSA Executive elections for 2008 be held on the 15th and 16th of August 2007
Carried
Abstained: C Anderson
A Riches
A Rainbow

Referendum Dates:

91/2007 **Moved CHAIR**
THAT the NZUSA Referendum, that the UCSA is legally obliged to hold, be held on the same day as the UCSA elections
Carried U

Appointment of Returning Officer:

Belinda explains that the job has been up in SJS since the start of term 2. There have been two expressions of interest so far. Belinda has advised interested parties to get in applications by end of week.

93/2007 **Moved HARPER/RAINBOW**
THAT the Executive delegate authority for the appointment of the Returning Officer to the President, Vice President and Finance Officer
Carried U

Electronic Elections:

Belinda speaks to this explaining that it has been a long-winded process. Couldn't be done for three months so will be done this year. Hannah asks why it was not done earlier? Claire explains that it will require a constitutional change.

Sophie questions what will do about budget during the election? Belinda asks Sophie to draw up budget for the election. Sophie explains that \$6500 is set aside. BUT person-overseeing elections may be seeing NZUSA also, so may get paid more.

NZUSA: Claire speaks to this as the returning officer is in charge of what materials can be legitimately shown, and makes the decision. Following discussion with Josh and Joey they asked if the Exec could hand out flyers. Claire thinks it should be up to them to convince individual members. Must just be within conduct expected. Exec is required to discuss their involvement if any with Claire.

Forum and Canta articles to come on the issue; Claire requests everyone to have a look at timetables and let Claire know when is a good time.

Libby questions the form the forum will take and Claire explains it will be question and answer.

AP: Belinda to check the dates of the NZUSA Conference

Discussion is raised around the conference and it is established that it is a good networking opportunity and training.

Belinda asks Claire to see if we can get a copy of the NZUSA accounts as if we are putting money into the organisation we should be able to see where it is going.

Honorarium Policy:

Claire asks all members to remember to bring their papers to the meetings and that it is important that the documents have been read and minutes checked.

Claire asks the exec to go round the table and for each person to report on what they have been doing.

Charlie – working on smoking policy. Research. Developing a UCSA stance. Articles about student allowances, and smoking.

Top – aftermath of BOB. Doing a review. Sending out thank you letters to sponsors. Receiving feed back forms for the bands. Review this year's competition and then write a how to run BOB instruction manual.

Libby – last student forum. Didn't have enough attendance. Planning the half AGM. Thinking of ways to get more people to attend. Something short and entertaining – to bring people to the AGM. Maybe BBQ does not have enough pull. Thinking about putting together a document – procedure and process to follow.

Hannah – self defence. Had some positive feedback but some asking for coverage of more moves. Guy keen to help out again – present some more moves. Food bank has been busier than usual. Food bank book has gone missing. Few hardship meetings over the last weeks.

Riches – looking at local body elections. Thinking about getting another debate happening about damage, transport etc. Has been working with Dave on his lecture series. Has also been involved in discipline board. Thinking about putting together a paper on student allowances. Trying to stay on top with political policy. BB – suggests a mayoral debate.

Amadeus – catch up with Di about clubs funding. Still getting feed back about student presidents. Still working on a questionnaire for all clubs.

Winnie – doing some Teaching and Learning stuff. Sub-committee – review of sheets filled in by students. Going to get a student group together to get a student view. Met with Mary Paul – from Te Akatoki – give her some advice. Brainstorming stuff for sustainability.

Claire suggests recap at each meeting and the Exec agrees.

BB leaves 6:35pm – Claire takes over as Chair.

Discussion about operation of policy last year. Claire proposes a half hour meeting with each person at start of next term to create focus. Outline – will talk about goals, attend all meetings, attend Exec events, have a presence in the Exec room etc. Will be assessed by officers in conjunction with exec members as they are sceptical that 8 hours are being done each week.

Belinda returns 6.38pm

It is established that for honoraria to be withheld the VP will have to go to the FO.

AP: Everyone to make an appointment with Claire before the end of the holidays.

Sophie notes that by discussing what has been done it is recorded should there be any doubts.

Belinda reinforces that Phil thinks that this is the best Executive that he has worked with and they are making sure that all the checks are in place.

94/2007 Moved CHAIR
THAT the Executive moves into strict for reasons of commercial sensitivity.
Carried U

The Executive moves into strict 6.47pm

95/2007 Moved CHAIR
THAT the Executive moves out of strict
Carried U

The executive moves out of strict at 7pm

General Business:

Sophie reminds the exec that the investments advisor is coming to talk to management board, 4.30 next Thursday and all are welcome to join.

Belinda informs the Exec that the CE role has been changed to General Manager as Mike Stenhouse believes it is a more accurate reflection of the role.

Meeting closes 7.04pm

Declared true and accurate by
Chair

Date

Witness