

MINUTES OF THE AUSA EXECUTIVE MEETING · 22/01/2024



AUSA HOUSE | 2:30 PM - 4:30 PM

PRESENT: *Alan Shaker (President, AUSA), Sarah White (Treasurer-Secretary, AUSA), Layba Zubair (EVP, AUSA), Jennifer Setefano (WVP AUSA), Ben Bonné (PGO, AUSA), Luna le Fay (QRO, AUSA), Yueyang Chen (ISO, AUSA), Anna Sue (WRO, AUSA), Andrea Vaai (PISO, AUSA).*

IN ATTENDANCE: David Fulton (GM, AUSA), Mauricio Lozano (Student Voice Manager, AUSA) from 3:55 pm to 4:05pm.

LATE: *Te Tuhiwhakaura Wallace-Ihakara (MSO, AUSA) via Zoom at 2:45pm and Jade Butler (EnVP, AUSA) at 2:41 pm.*

APOLOGIES: *Jimah Ruland-Umata (MSO, AUSA).*

NOT PRESENT:

MEETING OPENED AT 2:34 PM

1. PRELIMINARY MATTERS

1.1. *Welcome and Karakia*

WVP opened the meeting with a Karakia.

1.2. *Approvals of Leave*

Apologies received from Jimah Ruland-Umata (MSO, AUSA) and apologies of lateness received from Te Tuhiwhakaura Wallace-Ihakara (MSO, AUSA) and Jade Butler (EnVP, AUSA).

CHAIR/SETEFANO (WVP)

THAT Jimah Ruland-Umata (MSO, AUSA) be granted leave from this meeting.

Carried unanimously.

1.3. *Declarations of Interest*

No declarations of interest.

1.4. *Check-ins*

Check-ins done with all those present about how they are doing, more role-specific reflections are done later when reviewing the Executive reports.

2. MATTERS ARISING & APPROVAL OF MINUTES

2.1. *Matters arising.*

The Chair discussed action points from the previous meeting.

- SLT all should have set a fortnightly time for catch-ups with the Portfolios now.
- Portfolios to let Chair know if any junk from Spaces to go.
- Remaining action items will be covered in the agenda.

2.2. *Approval of previous minutes.*

CHAIR/SUE (WRO)

THAT the minutes of the AUSA Executive meeting held on Friday, 12th January, to be adopted as a true and accurate record.

Carried unanimously.

3. EXEC REPORTS

Jade Butler (EnVP) arrived late at 2:41 pm.

Te Tuhiwhakaura Wallace-Ihakara (MSO) Zoom call dropped 2:45pm , joined back 2:55pm.

- Exec each highlighted their reports and opportunities for questions from the rest of the Executive.

Brief Summary of Reports by roles:

Chair: Individual catch-ups with Exec to help transition into their roles. Staff performance reviews, work on the PGSA merge, budget, and operations plan review. Discipline committee meeting, CFT work and interviews. Very busy month for our President.

T/S: Sorted admin set up for the year and weekly meeting times with the AUSA President and Accountant. Minutes and agendas for SLT and exec, support with Ops plan. Attended Discipline Committee meeting and first Clubs Support Committee introduction meeting.

EVP: Admin set up, getting settled into roles, finding the right people to contact for meetings. Worked with and met with all Portfolios to draft the Student Voice section of the Operations Plan. Work towards the Student Council Training.

EnVP: Work towards the Student Engagement section of the Operations Plan, Clubs Support Committee Meeting, work towards Weeks Tender planning.

QRO: Catch-ups, ops plan with Layba and Jade. Meeting with Michael Heard from Campus Life (Rainbow Support Worker).

PGO: Work towards PGSA merge. Work towards sections of the ops. Plan. Meetings with Portfolios. Work towards a sub-committee set up and attended an equity panel at the Epsom Campus.

WRO: onboarding, ops plan work with VPs, admin and maintenance of women space. Meetings with portfolios and campus life.

WVP: Meeting with Qun (WVP 2023) and caught up with Celia about the period poverty program. Preparation for the welfare section of the Student Council Training.

PISO: Settling in to her role as she was away for December. Meeting with Layba about Ops plan.

ISO: Training, met with the international office about the year's plans and international orientation.

- Exec confirmed that the monthly reporting templates were suitable.

4. STANDING AGENDA ITEM: HEALTH & SAFETY

- Exec have received an email from AUSA IT/Design Manager Nick about the first aid course. Exec encouraged to do if not already first aid trained.
- Aggressive recruitment going on campus by various religious groups. Security is aware and the Chair has told the groups that they are not supposed to be on campus as students feel uncomfortable. Be vigilant and be careful of any aggressive recruitment tactics.
- Be vigilant about locking doors still when being the last to leave. PGO asked about security; there is a general security number to call. UOA alert app can contact security through that.
- PGO asked about fridge maintenance. Celia usually does this but label food if its allocated for something.

ACTION: Exec to fill out the online form that Nick Withers has sent out if they wish to attend the first aid training

5. STANDING AGENDA ITEM: ADVISORY BOARD

- Chair and GM meeting with Bob (AB Chair) to discuss the role of AB. The role of the Advisory Board is to help Exec with governance and strategic continuity.
- For example, AUSA does not currently have a strategic plan; AB could play a role in helping the Exec by having a workshop about crafting this.
- 2 AB terms are expiring; currently proposing not to renew these terms.
- Rob and Roshini's availability to be discussed.
- Looking to appoint 3-4 people in the next few months
- AUSA Panel: there if we need something but not for regular meetings. For example, Rob supports funding agreements but not regular meetings. Ad hoc support where we need it.
- Once the appointments have been made, the AB Exec dinner and mentoring program will be set up.

ACTION: Chair and GM to continue recruitment plan for the Advisory Board.

6. STANDING AGENDA ITEM: GENERAL MANAGER'S UPDATE

- 2023 budgeted 130k loss, ended the year with 30k profit.
- Planning for Fresher and Orientation. End of this week, hopefully all locked down. Next meeting the Events manager to present a plan.
- Staffing support for Advocacy and Class Reps is being worked on
- GM to send his report for 2023 within the next week.

7. VAN

AUSA has had a van for a long period of time that has not been used. Exec continued the conversation from the previous executive meeting about the purpose of the existing van and whether we should purchase a new van.

GM raised the points that we would likely need to use it weekly in order to justify its cost, and not run the risk of just using it for the sake of it.

- There is an insurance and reputation risk of renting the van out to clubs.
- Most club events are already on campus.
- AUSA presence in Northland and Manukau campuses needs to be better. Part of the new Events Manager's role is to improve this, the van could be used for this purpose.
- Grafton campus already has a full equipment set up available, so a van for equipment would not be needed for this purpose.
- Conversation for future exec to potentially pick up if a clear need and purpose is identified.

GM raised the current options of selling the van or leaving it in the car park.

- An estimate is \$500 approx to fix the van.
- Currently, it just has registration and insurance expenses.
- The current van is depreciated heavily.
- We will aim to fix the van sometime in February
- The current van would likely not sell for much.
- This would be a CAPEX cost not an operating cost
- It would be a discussion with AB if we decide to purchase a van later in the year.

Executive agrees to not purchase a Van

ACTION: The executive will circle back and consider the maintenance of the current van in February (Chair/Treasurer-Secretary).

8. AUSA BUDGET

- Chair and GM outline the final version of the budget.
- Only notable change to the previous draft is that the University will now give us the money for the O week concert, and we pay the costs directly. But this has a neutral impact. Uni used to be invoiced straight away and cover costs directly. This means more flexibility for us.

PGO raised the conversation of the budgeted \$800 for portfolios and whether the Portfolio's with spaces should have an increased budget as a result.

- Proposed \$200-700 increase for QRO, WRO, PISO, MSO for spaces. This would be for maintenance and improvement of the visibility of spaces. The budget line proposed to increase not for PGO and ISO as they do not currently have spaces, and their \$800 budget line can be used entirely for meeting catering and events.
- Chair proposed a \$200 increase for QRO, WRO, PISO and MSO.
- QRO suggests that \$200 is insufficient for the visions of the Portfolio spaces.

Chair and GM note that spaces are being closed eventually, but agree in the meantime they need to be welcoming still.

- Chair notes that the budgeted \$800 is based on historic costs and has been sufficient in the past. Was previously also increased from \$500.
- GM raised the point of bridging that gap in the meantime rather than full renovations.
- Spaces are owned by Uni, and long long-term leased to us.
- Aging building with a lot of problems, Uni won't want to be spending money unless there are urgent issues.
- AUSA will have a strong voice of direction of the new spaces. Conversations of spaces have not started yet about the new building. The larger concern is the transition of spaces and where they go. C space lease coming to end, making this part of the funding negotiations. GM confident this is not a long-term issue, comfortable that spaces will have a place in the new building.
- Sub-committee structure and funding is needed to encourage attendance at meetings.

MOTION: *THAT the budget lines for QRO, WRO, PISO and MSO be increased to \$1000.*

Chair, EVP, EnVP and T/S for.

WVP, PGO, ISO, WRO, MSO, PISO against.

Motion failed.

MOTION: *THAT the budget lines for QRO, WRO, PISO and MSO be increased to \$1200.*

Chair, EVP, EnVP and T/S against.

WVP, PGO, ISO, WRO, MSO, PISO for..

Motion passed.

CHAIR/SUE (WRO)

THAT the proposed AUSA 2024 budget be approved by the Executive, pending removal of the budgeted costs for a van purchase and in addition to the increased \$400 to QRO, WRO, PISO and MSO budget lines.

Carried unanimously.

ACTION: GM to make final changes to the approved budget as per the passed motions.

9. APPROVAL OF BANK SIGNATORIES

- T/S has been added to the BNZ account.
- ANZ bank owner needs to be updated.

CHAIR/ BONNE (PGO)

THAT the 2023 Treasurer-Secretary, Amol Kumar and previous General Manager, Gareth Jones, are to be removed as signatories on the AUSA ANZ bank account, 06-0158-0236160-02, and the 2024 Treasurer-Secretary, Sarah White, and AUSA General Manager David Fulton are to be added as signatories.

Carried unanimously.

ACTION: T/S, GM and Chair to go with the AUSA Accountant to ANZ to change signatories.

10. ORIENTATION / FRESHER WEEK PLAN

- The Chair gave an update on the plans for 2024 Orientation and Fresher Weeks.
- Calendar invite week of the 12th, 5000 bags to pack. Executive expected to come help.
- Womenspace to be closed for this.

Fresher Week:

- Biggest opportunity for engagement with students.
- Tuesday through Friday are the faculty socials, 12-4pm John Hood Plaza. AUSA stall, exec rostered on. That Monday the same but for Post Graduate from 3:30-6:30pm.
- International orientation: Monday, 9 am-1:30 pm.
- Campus Tours with Uni guides. Campus tour time overlaps with faculty socials, and the T/S to make roster scheduling the exec for these days.
- UOA101 session AUSA to take over from the Uni, Tuesday to Friday morning.

O week:

- Event Manager to come in to give more detailed plan
- Mon-Wed Alfred Street shut down, Wed night street party.
- QRO: question about volunteers. More want exec to be front facing. Once we have times confirmed, once roster created, then can look at volunteers if needed

ACTION: T/S to confirm session times and create a roster for the executive.

11. OPERATIONS PLAN

- Chair has met with the VPs to discuss their sections, and some changes are being made.
- Next meeting, hopefully will have the final version.

PGO raised a query about the sub-committee structure in the Constitution in relation to the Student Voice section of the Operations Plan. Chair's view is to not subscript anything concrete as it is difficult to change the Constitution.

- Suggested provisions in the Student Council section of the existence of the sub-committees reporting guidelines etc.
- Rather a guideline could be created for the structure of sub-committees than a constitutional change.

12. STUDENT COUNCIL TRAINING DEBRIEF

Mauricio (AUSA Student Voice Manager) admitted to meeting at 3:50 pm via Zoom call.

WVP left the meeting at 3:52 pm, and returned at 3:55 pm.

The executive did a round of reflections about how they each found the Student Council training to have gone.

The overall reflections were that the weekend went well, and the Student Council bonded well together, which is important in order to have them engaged with AUSA all year.

- Self-care packs were a great new idea for this year.
- AUSA Event Manager Ben Greenwood's session was incredible and had the audience very captivated.
- Very well planned and great involvement from all the Exec. SVM and EVP thanked everyone for always being willing to lend a helping hand throughout the weekend.

- Very unfortunate that the aircon was not working for both days, which made everyone very fatigued.
- Could have had more information about the role and purpose of the Student Council beforehand, as well as an "Exec101" introduction slide for the SC to learn more about our individual roles.
- The portfolios could have had their panel questions earlier for more preparation time or a meeting beforehand.
- Split the content-heavy sessions with some quick interactive breaks or games.

The Chair thanked everyone for their attendance and willingness to help throughout the weekend.

Chair, EVP, Mauricio to meet later in the week to review feedback in more detail.

The first 2024 event is done, onwards and upwards from here!

13. OTHER MATTERS

13a. Treasurer-Secretary gave an update about the Retreat planning. Activities for the three days are being planned and a poll will go in the Exec group chat for potential options.

ACTION: T/S to finalise Retreat activities.

13b. Constitution Working Group formation.

- Chair, T/S, EVP, EnVP and QRO are currently a part of the working group.
- Looking to start in Feb.
- PGO to join the working group for a particular sub-committee section of the constitution.

ACTION: T/S to set up a time for the Constitution working group to begin.

14. ANY OTHER BUSINESS

EVP raised that a working group for Open Forums to be created.

ACTION: Executive to let EVP know if they would like to be a part of the Open Forum working group.

15. NEXT MEETING

The next executive meeting will be set by the Treasurer-Secretary and held in the AUSA meeting room. Details of this will be communicated as soon as possible.

MEETING CLOSED 4:10 PM

ACTIONS TABLE

TASK	OWNER	DELEGATED/ OTHER INVOLVED	DEADLINE
Let Nick know if aren't and would like to be first-aid trained.	ALL		ASAP
Continue recruitment plan for the Advisory Board.	Chair	GM	Ongoing

Executive to circle back and consider the maintenance of the current van in February.	Chair	All	February
Make final changes to the approved budget as per the passed motions.	GM	Chair, T/S	ASAP
Update ANZ bank signatories	T/S	Chair, GM	ASAP
Create Exec Roster for Fresher week, international orientation and O week once session times are confirmed.	T/S	Chair	ASAP
Finalise Retreat Activities	T/S	Working Group	ASAP
Set time and structure for Constitution Working Group.	Chair and T/S	Working Group	ASAP.
Let EVP know if would like to be a part of the Open Forums working group.	EVP	ALL	ASAP.

SIGNED AS A TRUE AND ACCURATE RECORD



Alan Shaker, Chair of the AUSA Executive.