

MINUTES OF THE AUSA EXECUTIVE MEETING· 15/12/2022



AUSA HOUSE | 12.30PM - 2.30PM

PRESENT: Alan Shaker (President, AUSA), Amol Kumar (Treasurer-Secretary, AUSA), Folau Tu'inukuafē (EnVP, AUSA), Qun Ma (WVP, AUSA), David Tuifua (PISO, AUSA), Mahek Nagar (ISO, AUSA), Kelly Em via Zoom (PGO, AUSA), Layba Zubair via Zoom (WRO, AUSA) and Atakura Hunia via Zoom (MSO, AUSA).

IN ATTENDANCE: Blake Monk (Advocacy Manager, AUSA) joined at 12.45pm. Aaron Haugh (Marketing and Events Manager, AUSA) joined at 2.00pm.

LATE:

APOLOGIES: Kauri Tangohau (MSO, AUSA), Theo van de Klundert (QRO, AUSA) and Varsha Ravi (EVP, AUSA).

MEETING COMMENCED AT 12.30PM.

1. PRELIMINARY MATTERS (TIME & DURATION)

1.1. **Welcome and Karakia**

The Chair welcomed all and MSO opened with a Karakia.

1.2. **Declarations of Interest**

No declarations of interest

1.3. **Approval of Leave**

Kauri Tangohau (MSO, AUSA) - Tending to family matters.

Theo van de Klundert (QRO, AUSA) - Attending another meeting with conflicting timing.

Garteth Jones (GM, AUSA) - Attending a hospital appointment.

Varsha Ravi (EVP, AUSA) - Time zone issues as she is currently in Botswana.

Atakura Hunia (MSO, AUSA) - Will leave the meeting at 2pm due to work commitments.

CHAIR/EnVP

THAT the MSO's, QRO, GM, and EVP be granted leave from this meeting.

Carried Unanimously

2. PREVIOUS MINUTES

2.1. *Matters Arising.*

Update on actions from the last executive meeting.

- **Health and Safety walkthrough of spaces.**
 - The walkthrough of AUSA spaces was to be conducted on the week of 12/12/2022 - 18/12/2022. This has been pushed back as the Health and Safety officer is on leave for the year. The walkthrough will be done in January 2023.
- **AB board and Executive dinner.**
 - Planned to be in January. Treasurer-Security is organising dates.
- **Tuakana Programme.**
 - Relevant people have been contacted. Organisation in works.
- **Appointing a Privacy Officer.**
 - AUSA Advocacy Manager informed on the role. Motion to appoint AUSA Advocacy Manager as AUSA's designated Privacy Officer to happen later in the current Executive meeting.
- **Budget Meeting.**
 - The Finance Committee has met. A budget has been put forward to be confirmed by the Executive later this meeting.
- **Period poverty update:**
 - Update sent from Chair to relevant people.

2.2. *Approval of Minutes.*

Chair/WVP

Agreed that the AUSA Exec minutes of the previous AUSA executive meeting held on 7/12/2022 be adopted as a true and accurate record.

Carried Unanimously

3. APPOINTMENT OF PRIVACY OFFICER

AUSA Advocacy Manager arrived at 12.45pm to answer questions regarding Privacy Officer role and the need to have one.

Brief of role from Advocacy Manager:

All organisations require a Privacy Officer. They are the point of contact for privacy and personal information the organisation holds. New Zealand residents have a right to the correction of personal information. A privacy officer advises on how to handle privacy within the organisation.

AUSA Advocacy Manager left the meeting at 12.50pm.

Chair/Treasurer-Secretary

Motion passed to appoint *Blake Monk, AUSA Advocacy Manager* as AUSA's Privacy Officer.

Carried Unanimously

4. STANDING AGENDA ITEM: HEALTH & SAFETY

The H&S walkthrough of AUSA spaces was to be conducted on the week of 12/12/2022 - 18/12/2022. This has been pushed back as the Health and Safety officer is on leave for the year. The walkthrough will be done in January 2023. **Action.**

PGO asked whose responsibility it is to maintain the H&S of the Post Graduate Space in Strata. Chair responded by saying it is the responsibility of PGSA and The University of Auckland as it is not our space.

The Chair notified the Executive that most of the work occurring around the AUSA house is now complete. Chair notified that small work will still be occurring in the AUSA house but nothing that should impact H&S majorly.

5. STANDING AGENDA ITEM: ADVISORY BOARD

Chair noted that a dinner is to take place between The Executive and the Advisory Board in January. Conversations with AB and Treasurer-Secretary are in place to set up a suitable date. Dinner is likely to take place in the week of Monday 15th January 2023 - Friday 20th January 2023. **Action**

The Chair also reminded the Executive about the Tuakana-Teina programme. This programme is an older/younger sibling relationship between an AB member and Executive member. The pairings are to be organised by the Treasurer-Secretary and AB member **Roshni Sami** . **Action**

6. STANDING AGENDA ITEM: SOCIAL MEDIA INITIATIVES

The Chair suggests making the current AUSA Instagram (IG) more people focused and more personable. E.g Meet the Executive posts.

Points from EnVP:

- Aims to clean the current Instagram grid as there are unnecessary posts.
- Suggests IG be AUSA's biggest social media focus as it is the biggest social media platform with highest student reach and engagement.
 - PGO reminds the Exec that older post graduate students still use Facebook and not to neglect them. Assurance from EnVP that Facebook will still be active.
- Aiming to do 'Meet the Executive' feed posts on Instagram to introduce the Executive to students.
- Aiming to do Instagram stories with the Executive in January.

WRO raised the idea of creating a Women's Space Instagram account.

- Discussion took place within the Executive about having branching AUSA Instagram accounts. The Executive is divided between having one central AUSA Instagram account VS having branching accounts targeting niche students.
- Chair to further discuss with WRO about the need to have a WomensSpace Instagram account. **Action**
- Reminder from chair that Amy Liang (Student Engagement Coordinator, AUSA) is in charge of the overall running of social media and social media strategy. Discussion will need to occur with Amy. **Action**
- Chair wanting everything to be in one space.

7. STANDING AGENDA ITEM: GENERAL MANAGER'S UPDATE

GM absent and Chair briefed the Exec about general updates:

- AUSA staff are starting to take leave as Christmas approaches.
- Overall staff morale is good and there is a good vibe within the staff at the moment
- Staff performance reviews are currently underway.

8. O'WEEK 2023

Aaron Haugh (Commercial Marketing Manager, AUSA) to arrive at 2pm to present O'Week 2023 plans to the Executive. Agenda item delayed until end of meeting.

AUSA Commercial Marketing Manager arrived at 2pm.

Presented O-week Plan:

- O-Week from 27th Feb - 1st March.
- Food trucks.
- Clubs expo area.
- Arcade zones.
- Student Bands.
- Club Performances.
- Client Stalls.
- Alfred's Party to be held on Wednesday 1st March 5pm - 10pm
 - Street shutdown for 24 hours.
 - An event to get students back on campus
 - Free Tickets - for ca be put in place.
 - Non alcoholic evcapacity safety.
 - Safety barriers toent.
 - Line up of different acts aiming to mix genres for better inclusivity.
- The Commercial Marketing Manager demoed some possible artists.
- The Commercial Marketing Manager created a playlist: for everyone to listen to. Feel free to share with friends and get feedback.
- The Commercial Marketing Manager left the meeting at 2.30pm.

9. BALL 2023

Chair briefs The Executive about a possible 2023 AUSA ball:

- Chair notes that the ball will be central to all students, faculties and also alumni since its the University's 140th Birthday.
- The ball will be open to clubs as it will present an opportunity for clubs to mingle. The only other time clubs mingle are at clubs awards night at the end of the year.
- Aiming for the AUSA ball to be the first in 2023. It will be in Semester 1 and will be on a date near UoA's birthday (dates we are looking at currently are 13th or 20th May).
- Aiming for this to be the best ball out of all.
- The goal is to break even in terms of finance (not necessarily make a profit).
- The ball may be a little risky due to the financial climate and Chair alerts the Executive full team effort must go into ticket sales and promotions.
- Chair notes prices will range from \$120- \$130.
 - Treasurer-Secretary reminds the Executive that AUES ball tickets in 2021 were \$150 without any subsidies.

Discussion open to Executive about the ball:

- PGO asks for the location. Chair replies that they are looking at a few options, including Shed10 or The Cloud.
- Chair suggests only having an UoA Ticket and Non-UoA Ticket.
 - Treasurer-Secretary noted this could be an issue due to corkage costs.
- PGO and ISO say that \$150 is very expensive.
 - Sponsorships are needed to bring the price down to \$120-\$130.
- PGO suggests a ball sub-committee be created.
- EnVP asking The Executive to push their ball ideas to her in hopes to make the ball more inclusive and enjoyable.

10. APPROVAL OF BUDGET 2023

Meeting entered Committee of the Whole

Chair goes through budget line by line as The Executive ask questions:

Chair/ EnVP

THAT the AUSA Executive approve the Budget for 2023, subject to a review and minor changes during the first Executive Meeting in January.

-Carried unanimously.

11. STUDENT COUNCIL TRAINING

Meeting resumed

- Student Council Training happening from the 14th-15th Jan 2023
- Our first event for the year as an Executive, so attendance is crucial
- Chair informs The Executive to ask any questions you have to EVP.

12. APPOINTMENT OF TRUSTS

- Chair needs to be appointed to a few trusts to continue to carry out his duties.
- No appointments made in this meeting but will be brought to the January meeting.

13. REMINDERS & OTHER MATTERS

- Chair reminds The Executive to post headshots to go up on a website in google drive.
- Treasurer-Secretary notes that the February Exec retreat will be in Taupo.
- Chair reminds all to take a break during the holidays, as January will be busy.

MEETING CLOSED AT 2.34pm.

SIGNED AS A TRUE AND ACCURATE RECORD

Alan Shaker

Alan Shaker (Chair), President of AUSA