

# MINUTES OF THE AUSA FIRST EXEC MEETING · WED 7/12/2022



AUSA HOUSE | 9AM - 11AM

**Meeting Commenced at 9.02am**

## ATTENDANCE

**PRESENT:** *Alan Shaker (President/Chair, AUSA), Folau (EnVP, AUSA), Qun (WVP, AUSA), Amol (Treasurer-Secretary, AUSA) and Theo (QRO, AUSA).*

**PRESENT via Zoom:** *Layba (WRO, AUSA), Kauri (MSO, AUSA), Varsha (EVP, AUSA)*

**LATE:** *Atakura (MSO, AUSA) - 9:45am*

**APOLOGIES:** *Kelly (PGO, AUSA), Mahek (ISO, AUSA) and David (PISO, AUSA).*

**IN ATTENDANCE:** *Gareth (GM, AUSA), Valerie Linton joined at 10.34a (Provost, UoA)*

## 1. PRELIMINARY MATTERS (TIME & DURATION)

### 1.1. Welcome and Karakia

- Karakia by GM.
- Update on how everyone is doing.

### 1.2. Apologies and Approval of Leave

- Mahek Nagar (ISO) is unable to attend the meeting due to only just arriving into the country today
- David (PISO) is at work and will join late.
- Kelly Misiti (PGO) is unable to attend due to work

#### **CHAIR/QRO**

*THAT the ISO, PISO, and PGO be granted leave for this meeting due to the reasons stated above.*

*Carried Unanimously*

### 1.3. Declarations of interest

## 2. STANDING AGENDA ITEM: HEALTH AND SAFETY

Floor was open for discussion regarding health and safety:

- QRO suggested a walk through to be conducted on all of our AUSA spaces to ensure they are fit for purpose for when students come back.
- Women's space issues raised by EnVP:
  - Blocked toilets.
  - Key to storage missing.
- **Action:** Chair suggests a walk through take place with QRO, WRO, MSO and PISO present to identify issues before the next Health and Safety meeting. Will need to talk to Nick (AUSA IT/Design Manager) to make this happen before his last day in office 13/12/2022.
- Chair reminded all to be mindful of hazards caused by work happening around the AUSA house.
- Chair suggested everyone become first aid qualified via in house training.
- Chair brought up increases in cases of covid - stay home if you feel sick. RAT tests to be ordered for staff and executives at AUSA.

## 3. STANDING AGENDA ITEM: ADVISORY BOARD

- Meeting tonight (7/12/2022) canceled because not much to discuss.
- Next meeting AB will be held in January.
- **Action:** Treasurer-Secretary to organize AB and Exec dinner sometime in January.
- **Action:** Treasurer-Secretary to work with Roshni from the AB to organize Tuakana-Teina AB mentor programme in January.

## 4. STANDING AGENDA ITEM: GENERAL MANAGERS UPDATE

GM Comments :

- Successful year financially and we are in a good financial position. There will be some spending over the next few weeks with the purchase of a new van and new furniture over the coming week.
- Orders for OWeek to be placed soon.

Floor open to discussion for:

- Chair pointed out regarding the advocacy report, it was pointed out we don't have a designated privacy officer and need one to meet Privacy Act obligations.
- **Action:** Chair to invite Blake (Manager, Advocacy and Advisory Services at AUSA) to the next Exec Meeting and have a discussion about the role and see what's needed. Recommendation is for Blake to be assigned into this role, but will discuss at the next Executive meeting.
- EVP asks AUSA GM to keep a track of engagement and outreach of the buddy programme next year. Asking for monthly reports. GM agrees we need to hit the ground running at the start of the year with the programme and will have monthly reports made available.
- GM asks everyone to write down budget questions before meetings and send them to Sharon (AUSA Accountant) so time is not wasted at meetings.

**CHAIR/EnVP**

*THAT the staff reports for the month of October and the GM's verbal report be accepted*

*Carried Unanimously*

## 5. AUSA POLICIES

The following discussion was raised regarding the AUSA policies:

**Delegated Authority Policy:**

GM suggests a change be needed to increase overspending limit without Exec approval. Currently, an overspend of even slightly more than 1% from the President and GM will require Exec approval which is not always available in a timely manner.

**CHAIR/TREASURER-SECRETARY**

*THAT the policies presented be adopted by the 2023 Executive*

*Carried Unanimously*

## 6. 2023 BUDGET

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- GM aims to get the budget ready by January 2023.
- QRO requesting more funding for Womens and Queer Equity.
- EnVP suggests the possibility of bringing back the budget line for AUSA ambassadors and volunteers as it is nice to give back to those who support us.

- EVP opened discussion about Student Voice interns. Chair responded to say we need to clarify their roles and hours. Must ensure their role does not become more financially attractive than Exec roles.

**Action:** GM to Setup budget meeting next week. Any Executive members with questions about the budget to inform the Treasurer-Secretary, President or GM to take forward to the meeting.

**Action:** Chair to ask Celia for an update about period poverty suppliers and update Exec.

## 7. EXECUTIVE RETREAT

- Aiming to have a retreat Mid Feb 2023.
- Chair aims to create a sub committee to plan trip and update during the coming exec meetings.
- Trip organized by Treasurer-Secretary and President but 3 more volunteers needed. EnVP and EVP volunteered to join.
- Exec to message the Treasurer-Secretary or President if interested.

## 8. OTHER MATTERS

### 8.1 Craccum Update

- Craccum survey going on to understand readership.
- Previous Exec has approved new editors

### 8.2 Operations Plan 2023

### 8.3. Reminders

- Drop headshot in for shared drive to upload.
  - For those with no headshots taken - drop a temporary photo until it can be retaken at Student Council Training on the 14th/15th January.
- Pass on preferred pronouns to Chair so that it can go on the website.
- Anything to be updated on the website. Let Alan or Nick know.
- IRD tax forms and contracts must be returned.
- Any request for comments on strikes - pass on to the President as the official spokesperson for the association.

## 9. ANY OTHER BUSINESS

TEU update - Students are not happy and are requesting we speak out.

- Email sent to dawn expressing student concerns
- Provost (Valerie Linton) to come to the executive meeting today to update us and also answer any questions.

**10. CLOSING AND NEXT MEETING (ENDING TIME)**

**Meeting closed 11.04am by Chair.**

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THE EXECUTIVE MEETING WILL BE HELD ON 15/12/2022, TIME 12.30PM AT/IN AUSA HOUSE (ZOOM AVAILABLE).

**SIGNED AS A TRUE AND ACCURATE RECORD**

*Alan Shaker*

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**Alan Shaker (Chair), President of AUSA**