

MINUTES OF THE AUSA EXECUTIVE MEETING· 06/03/2023



AUSA HOUSE | 2.00PM - 4.00PM

PRESENT: Alan Shaker (President, AUSA), Amol Kumar (Treasurer-Secretary, AUSA), Qun Ma (WVP, AUSA), Mahek Nagar (ISO, AUSA), Kauri Tangohau (MSO, AUSA), Folau Tu'inukuafe (EnVP, AUSA, Varsha Ravi (EVP, AUSA), Theo van de Klundert (QRO, AUSA), Atakura Hunia (MSO, AUSA) via Zoom, Layba Zubair (WRO, AUSA), Kelly Misiti (PGO, AUSA), David Tuifua (PISO, AUSA) Zoom.

IN ATTENDANCE:

LATE:

APOLOGIES: QRO, EnVP & EVP will be leaving at 3pm.

MEETING COMMENCED AT 2.09PM.

1. PRELIMINARY MATTERS (TIME & DURATION)

1.1. **Welcome and Karakia.**

Meeting opened with Karakia from MSO (Kauri).

1.2. **Approval of leave.**

QRO, EnVP & EVP apologise for their need to leave early at 3pm due to other commitments.

CHAIR/T-S

THAT the QRO, EnVP, and EVP 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 attending.

2. PREVIOUS MINUTES

2.1. *Matters Arising.*

Chair went over actions from the last executive meeting held on Wednesday 8/02/23.

- **Rubbish In CSpace:**
 - PISO and EnVP were to organise collection of rubbish in CSpace.
 - EnVP States AUPISA president Andrea was delegated this task. EnVP to follow up.
(Action - EnVP).
- **Exec IG Takeovers:**
 - Chair and EnVP to take this idea to SEMI meeting. **(Action - CHAIR/EnVP).**
- **New Cover for Ops Plan:**
 - Completed by IT Manager Nick.
- **Ops Plan to be circulated:**
 - Chair said Ops Plan has been circulated to staff and relevant parties.
 - Overall feedback on plan:
 - Positive feedback.
 - Uni Staff asking how they can assist and get involved.
- **Creation of AGM Subcommittee:**
 - A committee still needs to be created
 - A few people reached out about joining but need a couple more people on the subcommittee/working group.
 - AGM held on Week 2 Semester 2, Friday.

2.2. *Approval of Minutes.*

CHAIR/EVP

Agreed that the AUSA Executive minutes of the previous AUSA executive meeting held on 08/02/2023 be adopted as a true and accurate record.

Carried Unanimously.

3. STANDING AGENDA ITEM: HEALTH AND SAFETY

Chair went over points relating to H&S:

- **Monthly H&S Meeting on Friday:**
 - H&S Rep Nick and Chair will be stepping up in absence of the GM on H&S matters.
- **Chair asks for updates on Hine and CSpace in terms of waterblasting.**
 - MSO (Kauri) says no improvements on Hine.
 - PISO says no improvements on CSpace

- To call property services to follow up. **(Action - Chair).**
- **WRO asks for boxes to be removed from Woman's Space.**
- **EVP asks for boxes in Glass House to be learned from disability access.**
- **Cspace Vacuum**
 - Vacuum has arrived and can be picked up from reception. **(Action - PISO).**
- **Women's Space and Hine needs a vacuum.**
- **Elevator in Quad stuck on Level 3.**
- **Cable management in the Exec office.**
 - To Take to H&S. **(Action - Chair/TS)**
- **EnVPs desk is damaged in the Exec office.**
 - Needs to be repaired or replaced.
 - To Take to H&S. **(Action - Chair/TS)**

4. STANDING AGENDA ITEM: ADVISORY BOARD

- **AB meeting this upcoming Wednesday:**
 - Meeting is forward looking.
 - Chair notes AB agenda:
 - GM.
 - Advice on budgets.
 - Advice on grants.
 - Advice on ball.
 - Chair asks Exec if they would like anything else brought up to the AB:
 - PGO asks for Chair to be paid more for taking GM role.
- **Tuakana Teina Programme Pairings:**

AB Member	Robert Milne	Bob Lack	Mark Maloney	Kat Haworth	Simon Randall	Daniel Haines	Roshni Sami
SLT	Alan Shaker	Qun Ma		Folau Tu'inukuafe		Varsha Ravi	Amol Kumar
Officer	Atakura Hunia	David Tuifua	Kelly Misiti	Mahek Nager	Theo van de Klundert	Kauri Tongohau	Layba Zubair

5. STANDING AGENDA ITEM: GM'S UPDATE

- **The Chair gives updates relating to the GM's resignation.**
 - Former GM, Garteh Jones' Last day was 27/02/23.
 - Office Cleared.
 - Chair Alan Shaker has taken on the role as acting GM.
 - Staff are stepping up and taking more responsibility to help.
 - AB member Bob Lack will be helping with other matters such as trusts 1-2 days a week.
 - All AB has offered their support.

- **PGO asks how Exec can help support Chair.**
 - Chair requests the Exec carry on with business as usual and things keep progressing. Everyone knows their role and should play it.
 - EVP asking all officers to come to SLT (WVP, EnVP, EVP & T-S) before going to the Chair. The SLT most likely has the answer. .
 - Chair also makes note that his door is always open if support is needed urgently.

- **Recruitment process:**
 - Chair notes we will not rush to hire.
 - A person fit for the job will be hired to avoid history repeating.
 - Exec discussed possible hiring methods moving forward.
 - EVP requests better methods of marketing GM role to get into a higher pool of applicants.
 - QRO asked for GM hiring to be a whole exec decision

6. 95B FM

- Chair notes there are a lot of positive changes since cash injection late last year.
- AB Chair Bob Lack is working with 95b FM and gauging their success.
 - He will advise if a further 20k injection is appropriate

7. O'WEEK & FRESHERS WEEK

- Chair notes a proper debrief with both staff and exec to occur in future.
(Action - Chair)
- Overall O'Week was a success.
 - AUSA spaces are busy.
 - Students are aware of AUSA.
- Suggestion made by exec to visit other campuses in future to raise AUSA awareness.
- Promotion for Alfreds did not go as well as expected.
 - University didn't communicate the message properly.

8. RETREAT - 3:45

- Retreat this coming Saturday.
 - Will be driving down to Taupo.
 - Taking 2 cars.
 - Let us know if there is anything you want to do.
 - Let T-S know if you have any dietary needs.

9. REMINDERS & OTHER MATTERS - 3:55

- **Reporting:**
 - Informal.
 - Reminder from the chair to keep this happening.
 - Formal
 - February reports due this Friday.
- **Van Purchase:**
 - Options of vans to be sent over the next few weeks.
- **Sexual assault guide:**
 - A guide is being created using information from the university website.
 - Input being provided from Thursdays in black.
 - WRO requests feedback from the exec.
 - WRO to get in touch with IT Manager Nick to design a booklet.
- **MSO Update:**
 - A Karakia has been created.
 - **Sent to T-S for printing. (Action - T-S)**
- **PGO Update:**
 - Asking exec to refer people for the PG committee to get a more diverse set of opinions. **(Action - ALL)**.

Meeting closed 3.18pm

10. NEXT MEETING (ENDING TIME)

The next Executive meeting will be held on Monday 20th March 2023, 2.00pm in The AUSA meeting room.

Actions Table:

TASK	OWNER	DELEGATED/ OTHER INVOLVED	DEADLINE
Follow Up on CSpace Rubbish Removal.	PISO, ENVP		ASAP
Take IG Takeover idea to SEMI.	Chair, EnVP		Next SEMI
Create AGM Subcommittee.	Chair, T-S		30/03/23
Chase up building services regarding Hine and CSpace waterblasting.	Chair		ASAP
Organize Vaccume for Hine and Womens Space.			
Call building services about quad elevator.			
To take Cable Managment and broken Exec desk to H&S meeting.	Chair, T-S		Next H&S meeting.
Schedule O'Week debrief with staff and Exec	Chair, T-S		30/03/23
Print Exec Karakia	T-S		ASAP
Refer diverse PG students to PG committe	All		ASAP

SIGNED AS A TRUE AND ACCURATE RECORD

Alan Shaker (Chair), President of AUSA