

MINUTES OF THE AUSA EXECUTIVE MEETING· 17/04/2023



AUSA HOUSE | 2.00PM - 2.42PM

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

IN ATTENDANCE:

LATE:

APOLOGIES: Amol Kumar (Treasurer-Secretary, AUSA)

MEETING COMMENCED AT 2:07PM.

1. PRELIMINARY MATTERS (TIME & DURATION)

1.1. *Welcome and Karakia*

The Chair welcomed all and ISO opened with a Karakia.

1.2. *Declarations of Interest*

No declarations of interest

1.3. *Approval of Leave*

Amol Kumar (Treasurer-Secretary, AUSA) - sick.

CHAIR/TUIFUA (PISO)

THAT the TREASURER-SECRETARY be granted leave from this meeting.

Carried Unanimously

2. PREVIOUS MINUTES

2.1. Chair went over key actions and discussion points from the last meeting.

2.2. Approval of Minutes.

CHAIR/NAGAR (ISO)

THAT the AUSA Exec minutes of the previous AUSA executive meeting held on 03/04/2023 be adopted as a true and accurate record.

Carried Unanimously

3. STANDING AGENDA ITEM: HEALTH & SAFETY

3.1 The Chair asked members to raise any issues that have emerged recently.

- WRO reminded the Chair about the edge of the desk in her Women's Space Office that needs to be fixed
- QRO informed the Chair about the leak in Queer Space. Need to be triaged by Health and Safety. Queer space is now closed. QRO seeking advice and action regarding this situation
- MSO (Kauri) informed the Chair that the painter has still not come into the Hine office spaces. Kauri is asking the Chair to follow up with property services

The Chair updated the Executive that they will follow up with IT/Design Manager (Nick) with regards to the online logging system

4. STANDING AGENDA ITEM: ADVISORY BOARD

4.1 Chair informs Executive that SLT has an upcoming AB meeting. This meeting is focused on Staff/Exec reports and will pay particular attention to funding negotiations, GM recruitment and budget.

The Chair also informs the Executive that even though this meeting is not a forward looking one, he has allocated time to discuss the Partnership Agreement raised at the last University Executive Committee Meeting.

- EVP explains partnership agreement
- ISO asks regarding whether funding should be inclusive of this agreement
 - Chair lets them know that TS and Chair are part of a funding negotiation working group with Campus Life.
- QRO asks whether this document will have legal status - important to discover the full effect of the document
 - Chair acknowledges it is not a legal document but an MoU - an act of good faith.

5. STANDING AGENDA ITEM: GENERAL MANAGER'S UPDATE

5.1 Staff

- Chair apologises for no reports - delay in compiling and sending it out - will come out soon. Chair provides general updates regarding each pillar.
- The Auditing of AUSA accounts should be completed this week. Auditors being very thorough.
- Staff are going well.

5.2 Recruitment process

- AUSA is in the process of accepting an agreement with Tribe (Recruitment Agency). Productive meeting with them and the Chair. Fees were negotiated down and extras were reassessed.
- Tribe has officially started their process of recruitment as of last Friday. They will be setting up time to meet with AUSA Staff and Exec. We are awaiting their terms and conditions and process in timeline.
 - Timeline is looking at 3 months plus. Things are moving along and progress is being made.
- Chair went through the benefits of using a recruitment agency vs having to do all the administrative constraints and costs of going through those hurdles ourselves.
- Tribe will be doing market search/shoulder tap people. They are looking for candidates beyond the mere default applicants. Executive Search Lead - will go the extra mile in finding the right person.

5.3 Interim Solutions

ISO asked what the status with the interim arrangement is. Chair updated that this is in progress and will be actioned upon.

- Chair updated the Executive that the three big pieces that needed to be completed for AUSA are almost all done:
 - Audit - almost done
 - Insurance - done
 - Recruitment plan - in place
- Chair questioning whether this interim solution is still needed since we have passed the worst of it. However, it is still advisable to have an interim arrangement that will handle certain tasks that we can allocate.
- Further strain on ourselves vs human resources - GM salary will partially cover but the remainder can be used for other purposes until a GM has been recruited. WVP asks for clarification regarding how this will work and the Chair elaborates.

6. 2023 BUDGET

6.1 Chair re-emphasised the Audit currently taking place and how thorough the audit is. Chair has had to sit down and explain mechanisms and structures in place that can mitigate potential risks. Auditor was happy with what the Chair presented as these mechanisms i.e. The Finance Committee are well structured.

The 2023 Budget will be confirmed by the Executive this week. The budget will then go to the auditors by this week and the audit will then be complete by the end of this week.

- Chair will send out the budget via email and will need an immediate response from the executive. Chair advises the members to thoroughly read through the budget, specifically the sections that will be highlighted. **Action**

WVP asks for the timeline for the audit report. Chair advises that it could take up to a month. This report will be presented at our AGM and be uploaded on our websites.

7. AOB

7.1 Chair asked for any other items of business.

- WVP brings up the **Free Fares Campaign** and whether she can post photos of the anniversary on instagram along with information about the campaign. EngVP said she will take this to SEMI and approve a post - she is scouring through the many photos to find a photo to post. EngVP is also requesting a small caption to post with.
- EVP provides an update about the **Sexual Health Campaign** and the current stage it is at. Two surveys are being created; one by the Insurance Company, and a second by AUSA, AUMSA, Rainbow Law and PGSA. The survey is to assess international students' needs when it comes to sexual health care and which services they use or are likely to use more frequently. The International Office will help circulate our survey. EVP is to reach out to EngVP, social media coordinator and IT/Design Manager regarding design and posting schedule. It is vital we get lots of responses from the survey.
- Chair provides an update regarding the **funding negotiations** mentioned earlier. Five meetings scheduled for the year. The first meeting was a great opportunity to pour some foundation and establish a common understanding within members of the working group. There was much discussion about how important AUSA's existence is at Waipapa Taumata Rau and what funding is needed to sustain that presence. What is AUSA's role at the university and how can we be funded for that? Their past expectation has been that we surrender our spaces for money. However, now there is an understanding that funding should be based on our services rather than how much space we occupy.

MEETING CLOSED AT 2.42pm.

SIGNED AS A TRUE AND ACCURATE RECORD



Alan Shaker, Chair of the AUSA Executive.

Table of Action Points

Health and Safety	<ul style="list-style-type: none">- WRO Office Table- Queer Space leaks- Hine Offices Painted	<ul style="list-style-type: none">- Glue for the table corner- Inspection of damage in Queer Space and action accordingly- Contact Painter/Property Services	Chair, TS, Nick
Budget	<ul style="list-style-type: none">- Chair to send Budget for approval by Exec via Email	<ul style="list-style-type: none">- Exec to approve budget ASAP as Auditors are awaiting the budget to complete the Audit	Chair, ALL Exec