

# MINUTES OF THE AUSA EXECUTIVE MEETING· 11/09/2023



AUSA HOUSE | 4PM - 6PM

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**PRESENT:** Alan Shaker (President, AUSA), Amol Kumar (Treasurer-Secretary, AUSA), Qun Ma (WVP, AUSA), Layba Zubair (WRO, AUSA), David Tuifua (PISO, AUSA), Mahek Nagar (ISO, AUSA), Folau Tu'inukuafe (EnVP, AUSA), Kauri Tangohau (MSO, AUSA) & Te Tuhiwhakaura Wallace-Ihakara (MSO, AUSA).

**IN ATTENDANCE:** David Fulton (General Manager, AUSA)

**LATE:**

**APOLOGIES:** Varsha Ravi (EVP, AUSA) & Kelly Misiti (PGO, AUSA).

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## MEETING OPENED AT 4.05PM

### 1. PRELIMINARY MATTERS

#### 1.1. **Welcome and Karakia.**

- AUSA WVP opened with a karakia.

#### 1.2. **Approval of leave.**

- Apologies received from AUSA EVP as she is out celebrating her 25th birthday.
- Apologies received from AUSA PGO as she is back home in New York.

#### **CHAIR/TU'INUKUAFE (EnVP).**

*That the apologies received for this Executive meeting be approved and leave be granted for the EVP and PGO.*

**Carried Unanimously**

#### 1.3. **Declarations of Interest.**

- No declarations of interest.

#### 1.4. **Wellbeing Checks.**

### 2. PREVIOUS MINUTES & MATTERS ARISING

#### 2.1. **Matters Arising.**

Chair went over actions from the last executive meeting:

- For Brews to be cleared.

- This has not been done yet, but we have organised a waste collection company to clear out the storage
- Chair to talk to cleaners about cleaning expectations of Queer and Women's spaces.
  - This has been communicated to the University. QRO/WRO to see if there are improvements over the next month or so and feedback to the Chair.
- For Exec to provide feedback to ISO regarding the NZISA sexual health campaign.
  - This is ongoing

## **2.2. Approval of Minutes.**

### **CHAIR/KUMAR (TREASURER-SECRETARY)**

*THAT the AUSA Executive minutes of the previous AUSA Executive meeting held on 9/08/2023 be adopted as a true and accurate record.*

***Carried Unanimously***

## **3. STANDING AGENDA ITEM: GENERAL MANAGER'S UPDATE**

- General Manager to give an update on his July report and recent operations.
- **GM Comments:**
  - Finances:
    - In a reasonable financial position, tracking along well, but should be watching cautiously for the second half of the year as our expected income is lower and there will be some large scale end of year expenses coming through
  - Health and Safety:
    - The next H&S meeting will be a more practical meeting where the committee will walk-through of all spaces and identify key issues/risks
    - New fire safety signs were placed around the building.
      - Celia (Student Hub Coordinator) is the fire warden downstairs
      - Mauricio (Student Voice Manager) will be fire warden upstairs.
  - HR:
    - The Christmas Shutdown period for staff this year will be from the 11th December - 5th January. Staff that are needed to work inside this time-frame may be allowed special provision to do so by the General Manager.
    - AUSA has adopted a new Working From Home Policy to formalise these arrangements.
  - Student Voice:
    - Handover for the new Student Voice Manager has started this week with Mauricio starting. Temi is helping with the handover.
    - The GM had good conversations with Craccum. The CAB has also begun the process for the appointment of editors in 2024.
    - AGM was a success

- Student Experience
  - Busy month for events
  - Developing a core focus on promoting all 3 pillars of AUSA in our future events (i.e. voice and support too)
  - There has been the sense from some students and others that our events this semester were too “Shadow’s-focused” and driven by alcohol. Finding a balance in the future will be key
- Student Support/Advocacy:
  - Advocacy is running well. No issues to be reported.
- Chair opened up for questions and comments from the Executive about the report:
  - The executive is appreciative of the quality of the report and commended the General Manager for his work on this.
  - The Executive will now receive the GM’s overview monthly report to approve, rather than each individual report. The Executive felt that the GM report provided a sufficient overview of the operations of the organisation.
    - Executive can request to see individual reports if they wish to in individual circumstances.

#### 4. STANDING AGENDA ITEM: HEALTH & SAFETY

- No recent risks, incidents or hazards were raised

#### 5. STANDING AGENDA ITEM: ADVISORY BOARD

- The Chair provided an update on the Advisory Board.
  - Advisory Board meeting was held last week
  - The SLT were asked if the Executive see value in the Advisory Board
    - SLT strongly believed that Advisory Board is crucial to the ongoing success of our organisation, but they should not need to be involved in day-to-day operations or management
    - We should use their expertise to help with governance, strategy and providing that long-term continuity support in oversight and governance
    - It was decided that the GM, President and 2 AB Members would think about what the future of the AB might look like. If Executive have any thoughts or comments on this, please provide it to the Chair.
    - Advisory Board Membership:
      - Looking at different people who could fit into the Advisory Board. Currently have one vacancy and potentially another two at the end of the year.

## 6. FINANCIAL EXPENDITURE GUIDE

- The General Manager presented an expenditure authorisation guide which clearly outlines who can spend up to what limits within the organisation.
- This will create clarity within the organisation
- This guide will be reviewed and adopted each year by the Executive (so changes can be made).
- This has already been endorsed by the Finance Committee, but seeking Executive approval on it.
- There is a process for both budgeted and unbudgeted expenditures.
- Spend limits are GST exclusive.
- The General Manager will hold individual conversations with staff & relevant executive to explain this.

### CHAIR/MA (WVP)

*THAT the AUSA Executive accepts and adopts the Financial Expenditure Guide immediately and for the remainder of the 2023 year.*

*Carried Unanimously*

## 7. STUDENTS FOR FAIR RENT CAMPAIGN - 4:55

- A group of students at UoA are leading a campaign to fight the rent increases at University Accommodation.
- The University's response to these concerns was that wages, living costs and price of food has all gone up due to inflation. The increase in rent is to account for inflation. They explained that they are currently projecting a 0.3% surplus without the increase which means that it could leave them in a very tricky financial situation and the University may need to cover their shortfall by cutting from other areas (such as teaching and learning)
- The Executive has mixed feelings about this:
  - Some members believe that not much can be done as University Accommodation is running at break even, and the prices are the reality of living in Auckland. Costs have increased everywhere and there is a worry that if there is no increase in rent, there may be cuts from other parts of the University.
  - At the same, the issue is an important one for many of our students.
  - If the Executive has any further questions of the campaign, to pass it on to Chair by Wednesday **(ACTION: ALL)**.
  - Executive to let Chair know by Thursday about how they feel **(ACTION: ALL)**

## 8. APPOINTMENT OF CRACCUM EDITORS 2024 - 5:10

- The General Manager and Engagement VP led a conversation around the appointment of Craccum Editors for 2024.

- The recruitment panel for this consists of the AUSA GM, IT/Design Manager, and 2 CAB Reps.
- The Executive was asked for a type of profile we are looking for as Craccum editors in 2024.
  - An editor that is comfortable working online and staying up to date with latest social media trends (e.g. TikTok, digital magazines, etc.)
  - Editors that do are able to effectively report on KPIs, pick-up rates and other performance metrics
  - Diversity!
  - More connection to AUSA (while maintaining editorial independence)- e.g. more regular president columns
  - For Craccum to get involved with our partner associations too
- If the Executive has any further ideas or thoughts, they are encouraged to pass them on to the General Manager or Engagement VP.

## 9. EXECUTIVE HANDOVER & TRAINING - 5:25

- The Chair went over handover processes for 2024
  - Handover documents will be due on the 1st of November. All Executive will be required to complete one. Chair will compile templates and let Executive know when they are ready **(ACTION: Chair)**
    - Due 1st of November.
  - Current executive may be required for certain parts of Executive Training. Chair will confirm in the next few weeks.
  - Everyone is encouraged to meet with their successors. Towards November, Exec are encouraged to invite their successors to “shadow” them.
    - Alan to pass on contact details of new Executive **(ACTION: Chair)**

## 10. CLASS OF 2023 - 5:35

- Events and Marketing Manager discussed the plans for Class of 2023 - our big end of year event.
  - Amusement park/carnival type of vibe. Students performing live music. Giveaways. Market stalls.
  - Planned for the 20th of October.
  - Daytime event.

## 11. OTHER MATTERS - 5:55

- Suffrage week is next week, and WRO is asking for as much support as she can get.
- This week, Thursday, we have a political debate and hope for as much support as we can get.

## 12. NEXT MEETING (ENDING TIME)

The next Executive meeting will be held on Monday 25th Sept 2023, 4.00pm in The AUSA meeting room.

**MEETING CLOSED AT ABOUT 5:40PM**

### ACTIONS TABLE

TASK	WHO	WHEN
WRO and QRO to monitor the cleanliness of the space and report to the Chair.	WRO/QRO/C hair	Ongoing.
Chair to circulate relevant Handover details	Chair	ASAP

**SIGNED AS A TRUE AND ACCURATE RECORD**



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