

# MINUTES OF THE AUSA EXECUTIVE MEETING· 25/09/2023



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), Kelly Misiti (PGO, AUSA) via Zoom, Kauri Tangohau (MSO, AUSA) via Zoom & Te Tuhiwhakaura Wallace-Ihakara (MSO, AUSA) via Zoom.*

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

**LATE:** *Mahek Nagar (ISO, AUSA) joined at 4:10pm (called dropped at around 4.20pm).*

**APOLOGIES:** *Varsha Ravi (EVP, AUSA), David Tuifua (PISO, AUSA) & Folau Tu'inukuafe (EnVP, AUSA).*

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**Meeting opened at 4:10pm**

## 1. PRELIMINARY MATTERS (TIME & DURATION)

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

- The Chair opened the meeting with a Karakia.

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

- Apologies from EVP as she is stuck on her commute back from the East Coast due to poor weather conditions.
- Apologies from EnVP as she has a doctor's appointment.
- Apologies from the PISO as he is finishing an assignment due later today.

#### **CHAIR/KUMAR (Treasurer-Secretary)**

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

**Carried Unanimously**

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

- No declarations of interest.

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

- Quick round of wellbeing checks done.

## 2. PREVIOUS MINUTES & MATTERS ARISING

### 2.1. *Matters Arising.*

- *Chair went over actions from the last executive meeting:*

### 2.2. *Approval of Minutes.*

**CHAIR/ZUBAIR (WRO)**

*THAT the AUSA Executive minutes of the previous AUSA Executive meeting held on 11/09/2023 be adopted as a true and accurate record.*

***Carried Unanimously***

## 3. SLT MINUTES

- *The Chair touched on key points from the previous SLT meeting:*

- Credit Cards:
  - General Manager to restructure credit card holders within AUSA.
    - Helps with transparency and accountability and conforms to banking regulations
    - Credit cards should not be shared across people (i.e. only the named credit card holder should know the PIN and be using that card).

**CHAIR/ZUBAIR (WRO)**

*THAT the AUSA Executive accept minutes of the AUSA SLT meeting held on 20/09/2023.*

***Carried Unanimously***

## 4. STANDING AGENDA ITEM: GENERAL MANAGER'S UPDATE

- The AUSA General Manager went through his report for August
  - The GM noted that August was a “planning and governance month” for AUSA.
  - **Financially:** The GM notes that AUSA is tracking well
    - GM noted that we must proceed with caution as expenses are expected to rise and income is to fall towards the end of the year.
    - AUSA is expecting a negative year.
    - AUSA currently has a good cash holding.
  - **Health and Safety:**
    - Nothing major to report.

- Health and Safety Committee to walkthrough spaces tomorrow and a report to be written on findings by General Manager.
- **Staff:**
  - The Student Voice Manager will be going on leave for a month from next week.
    - IT Manager to take on responsibility to cover some of this area.
- **Student Experience:**
  - Open Day recently occurred. AUSA was involved to some extent, but not as well as we would have hoped. The GM has started conversations with Campus Life about how our two teams can work more closely together in future Open Day events.
- **Elections:**
  - Overall elections went well in terms of operations, engagement and number of votes.
  - There were a number of issues identified with the Elections, which have been discussed and there is a plan to mitigate such issues in the future. For example:
    - The Candidates Forum had very low engagement from students.
    - There was a general misunderstanding with the rules which led to a lot of people dropping out or being disqualified
  - Goals for elections 2024:
    - Make the election platform more user friendly.
    - Make it easier for candidates to understand the election rules.
    - Do a better job of helping candidates promote themselves to students.
      - Eg better facilitation of candidate forums.

## 5. STANDING AGENDA ITEM: H&S

- The chair noted that himself & the General Manager will be doing a Health & Safety walkthrough of all AUSA Spaces.
- The Chair reminded the Executive about ensuring the house is alarmed, locked, blinds/windows are shut, and appliances are off all over the House before you leave

## 6. STANDING AGENDA ITEM: ADVISORY BOARD

- The chair gave an update regarding the Advisory Board and the last Advisory Board meeting.
  - The AB commended the Exec reports in terms of the amount of quality work being undertaken, but also the involvement in University initiatives - indicating a strong partnership
  - AB are also pleased with the quality of the GM's report.
  - The main talking point of this meeting was the future of the AB.
    - The AB do not, and should not need to be involved with day to day operations.
    - They have previously had to step into Operations due to incompetent management
    - The AB's initial purpose (and desire) is to go back to helping the Executive with governance, strategy and broader organisational long-term thinking
    - A working party has been created to discuss and plan for what the AB might look like in the future
  - The chair asked what the Exec would like from the AB moving forward.
    - The exec reflected and voiced they would like more mentoring from the AB. More connections.
    - If anymore thoughts or ideas come for what is wanted from the AB, Exec are encouraged to let GM or Chair know. **(ACTION: EXEC)**
  - One more AB meeting left for this Executive Term.
    - The new SLT will be invited and this will be an "AB101" to introduce the new SLT to how everything works and why the Advisory Board exists.

## 7. ELECTIONS COMPLAINT

- The Chair and Association Secretary (GM) provided background on the Elections Complaint received.
- Complaint was about the eligibility of the PGO-elect for 2024.
  - If the current PGO elect was to take over on 1st of Dec 2023, as all other Executive positions, the complainant said he will not technically be a Postgraduate (PG) student therefore, we could be in breach of our constitution.
  - As guided by the Constitution, the Association Secretary conducted a preliminary investigation on the matter, received guidance and information from the Returning Officer & Elections Manager.
- The AUSA Senior Leadership Team discussed the matter in their meeting:
  - SLT took the view that if a student is enrolled in a PG class on the University's Student Services Online platform by the 1st of December, they are classified as a postgraduate student for our purposes.

- The SLT also considered previous precedent in this, as Emma Cooper-Williams (the Association's first PGO in 2021) was also in transition from undergraduate to postgraduate when she was first elected (2020) - this was allowed by the Association at the time.
- It must also be noted that the complaint was not on the basis of concern for the quality of postgraduate representation or the PGO-elect being able to do the role, but based on eligibility technicality in our constitution.
- The Senior Leadership Team recommends to the AUSA Executive that the PGO-elect should be considered a PG student and should be allowed to take on the role of PGO from 1st December 2023
- What this has definitely highlighted is a flaw in our constitution in terms of clarity and wording. It was agreed that the Association Secretary would thank the complainant for highlighting this and that this issue will be addressed by the 2024 Executive when reviewing the Constitution.
- Association Secretary will communicate Executive's decision (**ACTION: General Manager**)

### **CHAIR/ZUBAIR (WRO)**

THAT the AUSA Executive acknowledges the complaint received in relation to the eligibility of the PGO-elect but finds that they should be allowed to commence the role from the 1st December 2023 provided that they will be enrolled in their Postgraduate Courses on the University's SSO platform by the 1st of December.

*Carried Unanimously*

## **8. QRO ROLE**

- Chair provided an update regarding the vacant QRO role and what will happen for the remainder of the term.
  - Due to the time of the year and having only 2 months left in the term, the SLT has decided not to appoint a QRO for the remainder of the term. There is a lot of admin and training required to get someone external up to speed in the short period of time that is left. It is more efficient for current Executive members to carry out those duties to ensure everything is as smooth as possible.
  - The EVP will facilitate a QSC meeting and ensure that they have a channel and voice into the AUSA Executive
  - WVP and EnVP to monitor and maintain Queer Space by each visiting the space at least twice a week to ensure everything is ok in there.

## 9. INVESTMENT TRUST

- Recently the Investment Trust met to discuss our investment entities.
- **Shadows:**
  - The Directors of TKL have requested a 50k cash injection from the Investment Trust
  - If the 50k injection is not granted, it is likely that the Directors will make a decision to shut Shadow's down permanently
  - The AUSA Investment Trust met to discuss this issue and accepted to provide a 50k injection on the proviso that: 1) The Directors can demonstrate the ability for Shadow's to break-even in 2024; AND; 2) That the AUSA Executive is supportive of this decision in that it sees Shadow's as a benefit to the student experience (even if it breaks even and doesn't necessarily generate profits to AUSA)
    - The executive believes that Shadows is valuable to the student experience. They endorse the decision for the Investment Trust to provide Shadows with a capital injection of 50k if it can provide at minimum a breakeven forecast to FY2024.
    - It was also noted that Campus Life also believes that having a bar on campus is extremely valuable for students and seeing the place close would not be good for AUSA, students, or the University
  - The GM also reminded the Executive that there may be issues for AUSA with the Shadows lease if Shadows was to close its doors prior to the lease expiring.
    - The university has leased the Shadows space to AUSA
    - AUSA then subleases this space to Shadows on a monthly term.
    - If Shadows were to shut down, AUSA would be stuck with a long term fixed lease with no income to pay for it.
    - The GM suggests that AUSA's entities should have their own lease agreements independent of AUSA to avoid this in the future.

### **CHAIR/ZUBAIR (WRO)**

THAT the AUSA Executive endorse the Investment Trusts decision to provide Shadows with a capital injection of 50k subject to the break even projections for FY2024 being provided.

*Carried Unanimously*

- **Property Trust:**
  - It was also recommended by the Investment Trust for David Fulton, the AUSA General Manager to be appointed as the second AUSA Advisory Trustee on the Property Trust

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

THAT David Fulton (AUSA General Manager) be appointed as an Advisory Trustee of the Property Trust, replacing former AUSA General Manager, Gareth Jones.

*Carried Unanimously*

## 10. OTHER MATTERS - 5:30

- **Handover/Training:**
  - Folder with Handover Documents has been circulated
    - Strong reminder for the Executive to have them completed by the 1st of November.
- **Remainder of the term:**
  - The Chair reminds the Executive to not “drop the ball” now that it is the end of the year. Asked the exec to continue contributing to their roles to the maximum level. How we end of year is what people will remember about our terms at AUSA and we can't be seen to drop the quality now.
- **AUSA Media Trust:**
  - The Media Trust is the shareholder of 95bFM.
    - The Trust has not met in a long time.
    - It was noted that Bob Lack has resigned from trust effective 19/09/2023. The Executive noted this resignation and thanked Bob.
    - It was also noted that Bob Lack had no input into the operations of 95bFM for the last few years.
- **Memo to go in Womenspace:**
  - People are taking boxes of pads.
  - AUSA cannot sustain this.
  - A memo to go up about only taking what you need (**ACTION: WRO**)

## 11. NEXT MEETING (ENDING TIME)

The next Executive meeting will be held on Monday 9th October 2023, 4.00pm in The AUSA meeting room.

**Meeting closed at 5:03PM**

## Actions Table.

ACTION	WHO	WHEN
If anymore thoughts or ideas come for what is wanted from the AB in the future, Exec are encouraged to let GM or Chair know.	<b>Exec</b>	<b>ASAP</b>
Strong reminder for the Executive to have handover documents completed by the 1st of November.	<b>Exec</b>	<b>1st Nov</b>
WRO to put a memo up in womens space regarding only taking what you need when it comes to free period products.	<b>WRO</b>	<b>ASAP</b>
Association Secretary will communicate the Executive's decision regarding AUSA's election complaint.	<b>GM</b>	<b>ASAP</b>

SIGNED AS A TRUE AND ACCURATE RECORD



Alan Shaker (Chair), President of AUSA