

MINUTES OF THE AUSA EXECUTIVE MEETING · 25/01/2023



AUSA HOUSE | 12.00PM - 2.00PM

PRESENT: Alan Shaker (President, AUSA), Amol Kumar (Treasurer-Secretary, AUSA), Qun Ma (WVP, AUSA), Mahek Nagar (ISO, AUSA), Kauri Tangohau (MSO, AUSA), Varsha Ravi (EVP, AUSA), Folau Tu'inukuafe (EnVP, AUSA), David Tuifua (PISO, AUSA) & Layba Zubair via Zoom (WRO, AUSA).

IN ATTENDANCE:

LATE:

APOLOGIES: Kelly Misiti (PGO, AUSA), Atakura Hunia (MSO, AUSA), Theo van de Klundert (QRO, AUSA) & Gareth Jones (GM, AUSA).

MEETING COMMENCED AT 12.00PM.

1. PRELIMINARY MATTERS (TIME & DURATION) - 12:00

1.1. **Welcome and Introductions.**

The Chair welcomed attendees. A Karakia was given by the Chair

1.2. **Approval of leave.**

Kelly Misiti (PGO, AUSA), Atakura Hunia (MSO, AUSA), Theo van de Klundert (QRO, AUSA) & Gareth Jones (GM, AUSA) have sent apologies.

CHAIR/EVP

THAT the PGO, MSO, QRO and GM be granted leave from this meeting.

Carried Unanimously

1.3. **Declarations of Interest.**

No declarations of interest

2. PREVIOUS MINUTES - 12:15

2.1. *Matters Arising.*

Update on actions from the last executive meeting, Wednesday 11th December 2023.

- **Health & Safety.**
 - H&S Committee has been set up.
 - A walkthrough to be organised of spaces.
- **Social media**
 - Exec intro videos are in progress.
 - Exec need to send videos in
 - Update on creation of Queer Space and Women's Space social media:
 - Events & Marketing Manager recommends we stick to one channel to stay coherent and consistent with our message
- **Update on 95b FM**
 - 30K has been deposited in their account.
 - Chair and GM to attend board meetings
- **Ball**
 - Committee has been set up.
 - First meeting to take place next week
- **Informal reporting**
 - To take place this week
- **MSOs to teach Exec a Karakia**
 - In progress

2.2. *Approval of Minutes.*

CHAIR/EVP

Agreed that the AUSA Executive minutes of the previous AUSA executive meeting held on 11/01/2023 be adopted as a true and accurate record.

Carried Unanimously

3. SLT MINUTES: 12:25

- Chair went over discussion points from the SLT meeting from 17th Jan.

CHAIR/EVP

Agreed that the AUSA SLT minutes of the previous AUSA SLT meeting held on 31/01/2023 be adopted as a true and accurate record.

Carried Unanimously

4. STANDING AGENDA ITEM: HEALTH AND SAFETY - 12:30

- H&S committee meeting taking place this Friday
- Meetings have been organised monthly.
- Exec to pass on H&S concerns to committee for discussion.
- First aid course being organised by H&S Rep (Nick)
 - Exec to fill out a survey that has been sent to emails. **(Action - EXEC)**
- H&S issues raised during meeting:
 - Cables in the office, trip hazard
- Wellbeing and rostering policy:
 - Currently, staff have a 9 day fortnight.
 - They are entitled to 1 wellbeing day off every 2 weeks.
 - These wellbeing days are not stackable.
 - Current issues with policy:
 - No clear guidelines.
 - We feel the impact of not having staff in the office. We are a small organisation.
 - Proposal (due to health and safety reasons and making the policy clearer):
 - 2 virtual days, or
 - 1 virtual and 1 wellbeing.
 - Always 3 days a week in the office (minimum).
 - Have to be put in the shared calendar on the Thursday the week before.
 - Wellbeing day must be approved by GM - to prevent a lack of presence in the office during peak periods
 - Wellbeing and Staff Rostering Policy to be looked at by Exec in near future
(Action - CHAIR/PRESIDENT)

5. STANDING AGENDA ITEM: SOCIAL MEDIA - 12:45.

- Meet the Exec IG post.
- EnVP notes that Facebook engagement is low.

- EnVP notes that Instagram engagement is high when we post about ourselves & students.

6. STANDING AGENDA ITEM: ADVISORY BOARD.

- First AB will be in the meeting room from 6pm tonight.
 - Held every 6 weeks.
 - Meetings have an alternate focus: one is forward-focussed where Exec take issues they want advice on, and the other is reporting
 - AB will be looking at reports (both Exec and Staff) today.
- Profiles to be created before Exec x AB dinner next week Wednesday at 5.45pm..
 - A buffet restaurant has been chosen to encourage people to move around.
 - Profiles are to get to know AB better and to allow for better conversation and relationship building.
 - Treasurer-Secretary to send out surveys and create profiles. **(Action - TREASURER-SECRETARY)**

7. STANDING AGENDA ITEM: GENERAL MANAGER'S UPDATE - 1:10

- Chair speaks for the GM due to his absence.
- A discussion of the last GM's monthly reports took place:
 - Chair and Exec are not satisfied with the level of detail in reports
 - Much more commentary is required to ensure the Exec can better understand the contents.
 - Chair to bring this up with the GM **(Action - CHAIR/PRESIDENT)**

CHAIR/MSO (Kauri)

That the GM's monthly report has been acknowledged.

Carried Unanimously

8. OPERATIONS PLAN 2023 - 1:30

- Chair gives an update on the 2023 Operations plan:
- Chair notes that AUSA's IT manager will make the report look more presentable when it's finalised.
- The Ops plan will be taken to the AB for feedback tonight.
 - Feedback will be reviewed and modifications to the plan will be made over the week.
- Once the plan is finalised, it will be sent to key stakeholders across the University
- Questions from WVP on support on welfare.

- WVP states it might be good to have external sources take over our social media page, e.g. nurses taking over IG to promote the vaccine last year.
- WVP asks MSO how to raise mental health awareness.
 - MSO responds:
 - Working and partnering with external organisations such as Gumbott Friday
- WRO notes we must ask the student body what they need in terms of mental health.
- We need to strengthen mental health services by working with campus life rather than duplicating what they do.
- EnVP noted Maori and Pasifika mental health to be added to Ops plan
- ISO asks for a financial workshop to be implemented to better help students understand their money and spending habits
- A web page is to be created on AUSA website with all external support links **(Action)**
 - WVP notes website is currently outdated:
 - WVP to note out of date content and raise with Chair, GM and IT manager. **(Action - WVP/PRESIDENT)**

9. BALL 2023 - 1:45

- Chair notes that Campus life budgets are locked up for the year.
- Chair notes that Campus Life is growing to the idea but cannot contribute funds.
 - A proposal for the ball has been requested by CampusLife. **(Action)**
- Exec notes that some Student Council members should join the ball committee to get a better perspective of what students want.
- Might be good to ask the Alumni Office for funding. **(Action)**
- EVP brings up the issue of people not being able to afford it.
 - Potentially get alumni to further sponsor tickets.
- Events manager is trying to get sponsorships to cut costs.
- Exec to let the chair know by Friday if they want to be in the ball committee.

10. RETREAT - 1:55

- Updates regarding Executive retreat.
 - Retreat has been locked in.
 - Exec will go to Taupo on the weekend of 11th and 12th March.

11. REMINDERS & OTHER MATTERS

- Class schedules for Semester One must go up asap **(Action - EXEC)**.
- Jan monthly reports due in 2 weeks.
- Chair to find keys from Hine space **(Action - CHAIR/PRESIDENT)**.

- EnVP asking for C space to stay closed.
 - Chair to follow up with Security.

MEETING CLOSED AT 1.26PM.

12. NEXT MEETING (ENDING TIME)

The next Executive meeting will be held on Wednesday 8th Feb 2023, 12.00pm in The AUSA meeting room.

SIGNED AS A TRUE AND ACCURATE RECORD

Alan Shaker

Alan Shaker (Chair), President of AUSA