

# Minutes OF THE AUSA EXECUTIVE MEETING· 08/02/2023



AUSA HOUSE | 12.00PM - 2.00PM

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

**IN ATTENDANCE:** *Gareth Jones (GM, AUSA).*

**LATE:**

**APOLOGIES:** *Kelly Misiti (PGO, AUSA), David Tuifua (PISO, AUSA), Layba Zubair (WRO, AUSA).*

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**MEETING COMMENCED AT 12.10PM.**

## 1. PRELIMINARY MATTERS (TIME & DURATION)

### 1.1. **Welcome and Introductions.**

The Chair welcomed all and MSO opened with a Karakia.

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

Exec raised concern on Exec member Kelly's ability to attend Exec meetings with her job. Chair to raise this with her. **(Action - President).**

#### **CHAIR/EVP**

*THAT the PGO's, PISO, and WRO be granted leave from this meeting.*

*Carried Unanimously.*

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

No declarations of interest

## 2. PREVIOUS MINUTES

### 2.1. *Matters Arising.*

**Update on actions from the last executive meeting.**

- **Wellbeing and staff rostering policy:**
  - Chair to circulate policies to exec via email. **(Action - President).**
  - Wellbeing and work from home days will be trialled on an informal basis.
    - Policy to be formalised in the next HR meeting. **(Action - HR Committee).**
- **Advisory Board Profile:**
  - Both Exec and AB profiles have been completed.
  - Have been circulated via email.
- **Website updates:**
  - WVP has sent an email to Chair on sections of the website needing to be updated.
  - IT Manager is hoping to undertake a major revamp of the website this year.

### 2.2. *Approval of Minutes.*

**Chair/QRO**

*Agreed that the AUSA Executive minutes of the previous AUSA executive meeting held on 25/01/2023 be adopted as a true and accurate record.*

*Carried Unanimously.*

## 3. OTHER MINUTES

- **SLT Minutes:**
  - Chair went over SLT minutes.

**Chair/EVP**

*Agreed that the AUSA SLT minutes from 31/12/2022 be accepted.*

*Carried Unanimously.*

- **HR Meeting:**

**Chair/WVP**

*Agreed that the Terms of Reference relating to the HR committee be approved and take immediate action.*

*Carried Unanimously.*

## 4. STANDING AGENDA ITEM: HEALTH AND SAFETY

- Chair went over points from the last H&S meeting.

- **Update from campus life about aggressive recruitment strategies used by religious groups on campus.**
  - Louise Jackson from Campus Life is meeting with the head chaplain.
  - Security has been alerted. Asked them to be a bit more vigilant.
  - Only thing AUSA and university can do is raise awareness.
- **Space Maintenance.**
  - C-space to be water blasted.
    - Contacted University.
    - Rubbish from C space to come down and for skip to be organised. **(Action - EnVP).**
- **Hine Space Maintenance.**
  - The balcony is being repaired and is currently closed to all students due to a health and safety hazard.
  - Balcony closed off till fixed

#### **Chair/EVP**

*Agreed that the AUSA H&S minutes of 3/02/2023 be appropriate and accepted.*

*Carried Unanimously.*

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

- AB dinner is tonight at 6pm at Fortuna.
  - Aim is to learn about AB members and build a relationship with them.
- Exec and AB Profiles have been sent out.

### **6. STANDING AGENDA ITEM: SOCIAL MEDIA**

- Updates regarding Social media, engagement and the weeks tender:
  - Positive feedback recently with our social media statements have been very well received.
  - O-Week post going out tonight on our social media.
- An opportunity given to the Executive to ask any questions or bring concerns.
  - EnVP asks exec to send the week's tender booklet to sub committees so they can read it and get involved. **(Action - Subcommittee Chairs)**
  - EVP makes the point that buddies page hasn't been used or posted on since 2021.
    - EVP wants to see more consistency with posting on sister pages, not just the main AUSA pages.
    - Exec wants clarity on how social media works. What staff members sign off do we need to get? What is the process for getting

something posted? There used to be a social media form but that doesn't seem to exist anymore. **(Action - President/EnVP).**

- EnVP notes that ISO should have access to the Buddies Page
- ISO is asking to do Exec Takeovers on the main IG page to drive students to sister pages.
  - EnVP notes there is a process for this. To go to SEMI, gain approval and for a time slot for posting to be organised. **(Action - EnVP)**
- Exec asks to do IG takeovers.
  - To go to SEMI. **(Action - EnVP)**

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

### ➤ GM's Update:

- Busy month overall.
  - Many policy changes.
    - All policies to come to exec eventually.
  - Final budgets meeting upcoming.
  - Staff appraisals and reviews completed.
  - Many board meetings.
  - Floods impacted last week.
    - Everyone was still working from home.
  - Need Campus Life to confirm budget inflation rate on income.
  - Need to confirm funding from Campus life.

## 8. OPERATIONS PLAN 2023 - 1:15

- IT manager to format the cover page on completion. **(Action - President)**
- Discussion on if Ball 2023 should go into OPs Plan
  - EVP thinks it should be included in the plan.
    - EnVP agrees and shows students and the university we are trying.
  - QRO thinks we shouldn't.
    - If we fail we will get backlash from students.
  - Vote taken to see if Ball should be in the 2023 Ops plan
    - *Ball is not added to Ops Plan: 0 Votes.*
    - *Ball is added to Ops Plan: 3 Votes.*
    - *Ball is added at a later stage when we have more clarity of our position: 4 Votes.*
- Initial thoughts on Ops Plan from those who have seen it.
  - Good and well thought out.
  - Will be good when it goes to the public.

## 9. AGM PLANNING

- AGM has been set for 2nd July 2023.
- To Set up an AGM and constitutional working group. **(Action - Chair)**
  - QRO mentions the need to amend the Constitution to better represent the sub-committees.
  - Last major constitution review was in 2019.

## 10. FRESHERS AND O'WEEK

- Updates regarding Freshers week and O'Week.
  - Freshers Week - Feb 20th-24th:
    - Giving out AUSA bags.
    - BBQs to be operating.
    - 12pm - 4pm we will have a stall setup.
      - Rostering to be done. **(Action - TS)**.
  - Student Voice Manager, Amy (for Buddies), and Advocacy Manager will be holding AUSA information sessions in the student kitchen.
  - Currently organising for UNICREW to do behind the scenes during O'Week so exec can be more front facing. **(Action - Events Manager)**.
  - Talks to potentially work with UNIGUIDES to drive more first years to AUSA. **(Action - TS/EVP)**.
    - Freshers week is the perfect way to target new students.
    - Incoming students have not been impacted by covid recently.
  - EVP questions giving out all goodie bags to freshers.
    - Students are students and should get free merch from us regardless of year level.
  - Questions raised on who is MCing the concert.
    - RedFrog and Flava
    - EnVP makes the point that Exec should also be on stage to increase AUSA's presence.
    - Everyone should see that this is an AUSA event not a University event like many people think it is.
    - To give Aaron a list of names for those who want to be on stage. **(Action - Chair)**
- MSO's and partners ask if there can be a section on signup form to get more engagement from Maori and Pasifika students **(Action - Chair)**.

## 11. REMINDERS & OTHER MATTERS

- Reporting
  - Informal
    - To happen this week.
  - Formal
    - Reports due at the end of the week.
- Retreat
  - No updates.
  - To work on a plan. **(Action - TS)**.
- Van Purchase
  - Vans are being shortlisted for purchase.
  - More research to be done. **(Action - TS)**.
- Time Tables
  - Calendars must be updated by 13th Feb.
    - Need to see the exec class time table. **(Action - All)**.
    - Will be used for rostering O'week and organising meetings during the sem.

## 12. NEXT MEETING (ENDING TIME)

The next Executive meeting will be held on Monday 6th March 2023, 2.00pm in The AUSA meeting room.

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**MEETING CLOSED AT 1.10PM.**

**SIGNED AS A TRUE AND ACCURATE RECORD**



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