

AGENDA OF THE AUSA EXECUTIVE MEETING· 01/05/2023



AUSA HOUSE | 3.30PM - 4.30PM

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

IN ATTENDANCE:

LATE:

APOLOGIES: Atakura Hunia (**MSO, AUSA**) & Theo van de Klundert (**QRO, AUSA**).

Meeting opened at 3.30PM

1. PRELIMINARY MATTERS

1.1. *Welcome and Karakia.*

Karakia presented by WVP.

1.2. *Approval of leave.*

Apologies sent from QRO (Delayed flight) and MSO (Atakura, Work).

CHAIR/TANGOHAU (MSO)

That the QRO and MSO (Atakura) be granted leave from this meeting.

Carried Unanimously

1.3. *Declarations of Interest.*

No declarations of interest.

1.4. **Check Ins.**

Check-ins completed.

2. PREVIOUS MINUTES

2.1. *Matters Arising.*

Important notes went over from the last meeting.

2.2. *Approval of Minutes.*

Minutes of Exec meeting 17th April Approved.

CHAIR/NAGAR (ISO)

THAT the AUSA Exec minutes of the previous AUSA executive meeting held on 17/04/2023 be adopted as a true and accurate record.

Carried Unanimously

3. STANDING AGENDA ITEM: HEALTH AND SAFETY

- **Monthly H&S meeting to occur this friday.**
- **C Space:**
 - Bathroom lights not working.
 - Roof leaking.
 - Extra room in C Space have non working lights.
 - Chair to contact building services. **(ACTION, CHAIR)**
- **Hine:**
 - Space is still not painted yet.
 - Contents of the office still outside.
 - Potential H&S issue.
- **AUSA House:**
 - Planning on getting blinds back up.
 - Waiting for keys.

4. STANDING AGENDA ITEM: ADVISORY BOARD

- SLT attended meeting last week wednesday.
- It was a reporting meeting.
 - Feedback given on GM Recruitment.
 - Feedback given partnership agreement works.
- AB is impressed with the level of detail and activities in Exec reports.
- Bob Lack's 3 year term is ending in June.
 - Exec needs to have a conversation about renewing his term

- Bob might be stepping down as chair (but remaining on AB) and we may need to find a replacement

5. STANDING AGENDA ITEM: GM'S UPDATE - 3:50

Operational Updates.

- **H&S Report:**
 - First Aid training at the end of month.
 - Noted H&S report is not that detailed.
 - Exec asked for more commentary on incidents.
 - Will be the new GM's responsibility to ensure more detail in reports.
 - To pass this feedback onto Nick. **(ACTION, CHAIR)**
- **Student Voice and Buddies:**
 - Buddies programme has great engagement currently. Great to see this programme up and running again
 - Getting max engagement.
- **Events report:**
 - Contains Alfreds debrief.
 - Contains issues with Shadows and AUSA.
 - There is a desire to make Shadows the home of Re-OWeek 2023, however there need to be some improvements.
- **Financial Reports:**
 - For those who don't understand financials, the monthly Dashboard is a useful tool to easily get updated on current positions.
 - Feel free to contact the Treasurer-Secretary if you need help understanding financials.
- **Feedback from staff:**
 - Chair has circulated all reports amongst staff so they can see what's happening in each department.
- **Exec reports to go to Student Council.**

GM Recruitment with Tribe.

- Process and Timeline are the most important documents.
- David (Tribe) to keep in contact with the Chair who will pass further communications to Exec.
- Debrief on Tribe meeting.
 - Exec are feeling positive about Tribes approach to recruitment.
 - Although there is a timeline, the Exec are not in a rush to appoint someone ASAP. AUSA will wait for the correct person.

6. BUDGET 2023

- Approved by 2023 Exec via E-mail.
- No further discussion was held

7. EXPECTATIONS AND REMINDERS

- **Commitment.**
 - Minimum expectation is to show up if committed to something.
 - You must communicate if you cannot make it.
 - We all get paid, even over the break and are expected to work.
- **Communications.**
 - We are the image and brand of AUSA.
 - Need to keep in mind we are representative when interacting with the students and the university staff.
 - Emails
 - Oftentimes the chair is finding out things second hand.
 - The chair and relevant VP must be CC'd in communications.
- **Interactions with the staff.**
 - The Exec are not responsible for managing staff
 - Talk to the chair if you have any issues and need things chased up.
- **Professionalism.**
 - Ensure that when it's time to work, you let people work.

8. AOB

- WVP wants to do a national campaign about mental health
- WVP to do a presentation on the code of pastoral care at the next Student Council and wanting to do a stall in front of AUSA house. WVP to send more information. **(ACTION, WVP).**
- Exec Reports due next week Friday 12/05/2023
- International week is next week.
 - Calendar invites to attend events will be sent to exec.
- Sexual Abuse handbook sent out by WRO.
 - For Exec to give feedback
 - Wanting to send it to SC for feedback. Wanting feedback ASAP. **(ACTION, EVP).**
- Reminder that anything design-related with the AUSA logo must be approved by Nick.
- Maori Grad this friday.
 - Invitation to help set up this Friday and graduation on saturday.

9. NEXT MEETING

The next Executive meeting will be held on Monday 15th May 2023, 2.00pm in The AUSA meeting room.

Meeting closed at 4.36pm

Actions List

- Chair to contact property services for leaks in C-Space. **(ACTION, CHAIR)**
- Exec Reports due next week Friday 12/05/2023. **(ACTION, ALL)**.
- Send Sexual Assault Handbook to SC and collect feedback. **(ACTION, EVP)**.

SIGNED AS A TRUE AND ACCURATE RECORD



Alan Shaker, Chair of the AUSA Executive.