

MINUTES OF THE AUSA EXECUTIVE MEETING· 15/12/2023



AUSA HOUSE | 2 PM - 4 PM

PRESENT: *Alan Shaker (President, AUSA), Sarah White (Treasurer-Secretary, AUSA), Layba Zubair (EVP, AUSA) via Zoom, Jennifer Setefano (WVP AUSA), Ben Bonné (PGO, AUSA), Luna le Fay (QRO, AUSA), Yueyang Chen (ISO, AUSA), Anna Sue (WRO, AUSA), Leuaina Andrea Vaai (PISO, AUSA) via Zoom, Te Tuhiwhakaura Wallace-Ihakara (MSO, AUSA) via Zoom.*

IN ATTENDANCE:

LATE: *Jimah Ruland-Umata (MSO, AUSA) at 2:24pm via Zoom.*

APOLOGIES: *Jade Butler (EnVP, AUSA)*

NOT PRESENT:

MEETING OPENED AT 2:05 PM

1. PRELIMINARY MATTERS

1.1. Welcome and Karakia

The chair opened the meeting with a Karakia.

1.2. Approvals of Leave

Apologies received from Jade Butler (EnVP).

CHAIR/SUE (WRO)

THAT Jade Butler (EnVP) be granted leave from this meeting.

Carried unanimously.

1.3. Declarations of Interest

No declarations of interest.

1.4. Check-ins

Check-ins done with all those present. Everyone is settling into their roles well so far and looking forward to the Xmas break.

2. MATTERS ARISING & APPROVAL OF MINUTES

2.1. Matters arising.

Chair discussed action points from the last executive meeting. Matters arising were:

- Chair will provide the allocations for the SLT/Portfolio for catch-ups within the next week so that catch ups can begin in January.
- Chair has sent the AUSA Karakia to all the Executive.
- Treasurer-Secretary confirms working group for retreat planning in agenda item 6.

ACTION: Chair to provide allocations of fortnightly catch ups.

ACTION: T-S to make a group chat for the retreat working group.

2.2. Approval of previous minutes.

CHAIR/BONNÉ (PGO)

*THAT the minutes of the AUSA Executive meeting held on Thursday, 7th December 2023, to be adopted as a true and accurate record. **Carried unanimously.***

3. HEALTH & SAFETY

- No issues were raised.

4. AUSA 2024 BUDGET

- Chair outlined the proposed budget for 2024.
- Discussed key notable points of the budget for clarification purposes and to highlight important or distinctive differences from the 2023 budget comparatively.
- Final budget approval is looking to be approved by the end of January.

Notable points on income:

- Rental - surrender of spaces. Inclusive of a CPI increase every 3 years - due Nov 2024.
- Investments - property trust. Outside the uni properties. Slight decrease due to the struggle to fill a vacancy and cash for renovations. Other entities are unlikely to produce dividends.
- The welfare fund is a historical fund donated.

Notable points on expenses:

- Craccum. (21 issues per year) How can we get them more online-friendly?
- Officers have \$800 to spend for spaces (tea, coffee, sub-committees).

Experience Expenses

- Primarily Uni funded events.
- Weeks tender \$2000 per week , 6 weeks.
- Small events - BBQs , Grafton events. Hiring an events manager to improve this.
- Volunteers budget line: more people so can compensate for their help.

Merchandise trial of Shads, 95BFM, AUSA sold from UBIQ as a test of success.

Marketing development behind Shads already explained by GM. Testing whether the investment can make it profitable. Increments of the investment.

- Noted that the exec discretionary budget line is for retreat, our events as an exec.

The budget approval looks to be at the first or second meeting in January.

PGO asked about the next meeting, which will be the first week of January.

5. OPERATIONS PLAN

- VPs sections due 8th Jan. then work through as an exec.
- EVP states that the student voice section is going well and has been having catch-ups with Portfolio executive members about their ideas for the ops plan.
- WVP states that the student support section is going well.
- Chair advised WVP to include more ideas in the draft plan, and then the feasibility can be discussed over January before the final version is due.
- PGO asked about the expectations of Portfolios for the operations plan. Chair responded that each VP should have scheduled a meeting to discuss their respective sections.

ACTION: VPs to continue work on Ops Plan and to meet with each of the respective portfolios individually before the 8th of January.

6. EXEC RETREAT

T/S advised the exec that retreat research has started, and a group chat will be formed.

If those not in the working group have ideas for the retreat, to let T/S know.

ACTION: T/S to set first meeting for retreat working group.

7. ANY OTHER BUSINESS

WVP asked about the Incident at the halls:

- The chair advised that comms were sent to students in class and students close, no other updates.

PGO asked about the AUSA and other banners for events. These are kept in the AUSA glass house and can be taken when needed when informed in advance. If cannot find it, message Amy.

O week:

- Nothing over break to prep.
- Week 0 will be busy for us. Packing of merch bags, BBQ, sign-ups.
- Week 1 won't be too busy, but BE PRESENT. Exec merch, get involved with the activities to get AUSA out there and known to students.
- 12th Feb packing, week 0 19th Feb.

- 26th Feb Week 1 of Uni - street shut down.
- Aaron and Ben will present O-week plans in Jan.

PGO asked about hosting a post-grad mixer:

- Uni does already a post grad social
- Chair to touch base on that and communicate to PGO a collab.

Visibility of exec raised.

ACTION: ENVP in the first week back to start talking with Amy about an exec introduction post.

QRO asked about the importance of sign-ups. Chair explained that this is access to the mailing list, and more direct communication with the student population. Uni always asks about the stats of students, which is more representative if we have more people as members. Awareness, access to services - more we can do.

8. NEXT MEETING

The next meeting will be held in the AUSA meeting room on Friday 12th January at 2 pm.

MEETING CLOSED AT 2:37PM

ACTIONS TABLE.

TASK	OWNER	DELEGATED/ OTHER INVOLVED	DEADLINE
Set a meeting time and start brainstorming about the exec retreat.	T/S	Working Group	ASAP
In the first week back, start drafting an exec introduction post for Instagram.	ENVP		15/1/2024
Send out SLT/portfolio allocations for catchups.	Chair		12/1/2024
Continue Ops Plan draft and set meetings.	VPs		8/1/2024

SIGNED AS A TRUE AND ACCURATE RECORD



Alan Shaker, Chair of the AUSA Executive.