

MINUTES OF THE AUSA EXECUTIVE MEETING· 09/10/2023



AUSA HOUSE | 4PM - 6PM

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

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

Apologies: David Tuifua (PISO, AUSA) & Kelly Misiti (PGO, AUS).

MEETING OPENED AT 4:00PM.

1. PRELIMINARY MATTERS (TIME & DURATION)

- **Welcome and Karakia.**
 - The AUSA Treasurer-Secretary opened the meeting with a Karakia.
- **Approval of leave.**
 - Apologies from AUSA's PISO as he is finishing an assignment due today.
 - Apologies from AUSA's PGSO as she is stuck at work and hopes to join later on.

CHAIR/KUMAR (Treasurer-Secretary)

That the apologies received for this Executive meeting be approved and leave be granted for the PISO and PGSO.

Carried Unanimously

- **Declarations of Interest.**

No declarations of interest were made.
- **Wellbeing Checks.**
 - Quick round of wellbeing checks done.

2. PREVIOUS MINUTES & MATTERS ARISING

2.1. Matters Arising.

The Chair went over actions from the last executive meeting:

- WRO to put a memo up in womens space regarding only taking what you need when it comes to free period products.
 - The memo has gone up.
 - The WRO has indicated that it has been effective.
- Association Secretary to communicate the Executive's decision regarding AUSA's election complaint.
 - The Association Secretary has reported that the Exec's decision has been communicated to the Returning Officer.

2.2. **Approval of Minutes.**

CHAIR/MA (WVP)

THAT the AUSA Executive minutes of the previous AUSA Executive meeting held on 25/09/2023 be adopted as a true and accurate record.

Carried Unanimously

3. STANDING AGENDA ITEM: H&S

- An opportunity to the Executive was provided to raise any recent Health & Safety issues or incidents
 - GM reported the placement of new signage around the AUSA house. They contain:
 - Names of first aiders.
 - important/relevant/critical info incase of an emergency.
 - The First Aid Kit has been relocated into the hallway to improve accessibility.
 - A H&S walkthrough was conducted with the GM, H&S Rep and President.
 - Key issues were marked and they are being resolved.
 - Updates to come in the next GM monthly report.
 - Women's Space bathroom to be closed for repairs by the University.
 - No updates on Deck on Hine.
 - MSO suggested to follow up with Grace **(ACTION: MSO)**
 - MSO to escalate this to GM if no further assistance is provided by the University.

4. STANDING AGENDA ITEM: GENERAL MANAGER'S UPDATE

- The General Manager gave the Executive an update on the Operations.
 - Student Voice Manager is away for 3 weeks.
 - GM and Staff are currently working on big picture stuff.
 - 2024 budget.
 - Partnership agreement

- Planning for incoming executive.
- Finalising the risk matrix.
 - For this to be brought to the next executive meeting
(ACTION: CHAIR/TS).
- Craccum 2024 Editor positions have been advertised.

5. STANDING AGENDA ITEM: ADVISORY BOARD

- Chair to give an update on the Advisory Board. .
 - Final AB meeting on 15th of November. Incoming SLT will be invited to this meeting.
 - To let SLT know if anything needs to be raised at this meeting.

6. AUSA EXECUTIVE DESIRE TO HELP UBIQ UNDERSTAND STUDENT MARKET

- With assistance from the GM, UBIQ has provided AUSA an opportunity for feedback on how UBIQ can better cater to students and it can be improved.
 - The GM has noted that he is open to feedback from the Exec about UBIQ at any time.
 - A suggestion was made to incorporate a more formal feedback mechanism within our entities for student consultation.
 - Perhaps a standing agenda item once every 2-3 months during Executive Meetings can be implemented.
 - This gives the Executive ongoing opportunities to provide our entities with consultation.
 - A suggestion was made to implement a mechanism that demonstrates how student feedback has been implemented within the organisations.
 - No direct feedback about student views on UBIQ was given this meeting.
 - The Chair and the GM will discuss how to establish better feedback mechanisms in the future for all our entities. **(ACTION: CHAIR & GM)**

7. OTHER MATTERS

- Handover/Training.
 - Due in less than a month.
 - Current exec will be required for 1 of the sessions from 2pm-3pm on Thursday 23rd November 2023.
- End of Year Events.

8. SECRET SANTA

- Gifts will be handed out at EOY Exec Dinner.
 - They will be wrapped and placed in AUSA tote bags so people dont see who they're from.
 - Value of gifts was agreed to be around \$30
- Get in touch with Amol or Folau if you have any questions.

9. ANY OTHER BUSINESS

- No other business was raised.

10. NEXT MEETING (ENDING TIME)

The next Executive meeting will be held on Monday 23rd October 2023, 4.00pm in The AUSA meeting room.

MEETING CLOSED AT 4:35PM.

Actions Table.

ACTION	WHO	WHEN
MSO to follow up with Grace regarding Hine deck. If no response then to inform GM and Chair	MSO	ASAP
Strong reminder for the Executive to have handover documents completed by the 1st of November.	Exec	1st Nov
For the risk assessment matrix to be brought to the next exec meeting for exec consultation	Chair/T-S	23rd Oct
For The Chair and the GM to discuss how to establish better feedback mechanisms in the future for all our entities.	CHAIR & GM	ASAP

SIGNED AS A TRUE AND ACCURATE RECORD



Alan Shaker (Chair), President of AUSA

