

MINUTES OF THE AUSA EXECUTIVE MEETING· 07/12/2023



AUSA HOUSE | 9AM - 11AM

PRESENT: *Alan Shaker (President, AUSA), Sarah White (Treasurer-Secretary, AUSA), Layba Zubair (EVP, AUSA) via Zoom, Jade Butler (EnVP, AUSA), Ben Bonné (PGO, AUSA), Luna le Fay (QRO, AUSA), Jimah Ruland-Umata (MSO, AUSA) via Zoom (first 45 minutes).*

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

LATE: *Yueyang Chen (ISO, AUSA) at 9:08 am, Anna Sue (WRO, AUSA) via Zoom at 9:10 am.*

APOLOGIES: *Te Tuhiwhakaura Wallace-Ihakara (MSO, AUSA)*

NOT PRESENT: *Jennifer Setefano (WVP, AUSA), Leuaina Andrea Vaai (PISO, AUSA).*

MEETING OPENED AT 9:08 AM

1. PRELIMINARY MATTERS

1.1. **Welcome and Karakia**

The chair opened the meeting with a Karakia.

1.2. **Approvals of Leave**

Apologies received from Te Tuhiwhakaura Wallace-Ihakara (MSO, AUSA).

CHAIR/BONNÉ (PGO)

THAT Te Tuhiwhakaura Wallace-Ihakara (MSO) 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.

2. APPROVAL OF MINUTES

These minutes were from the 2023 executive team, and no action points were raised for the 2024 executive.

CHAIR/ZUBAIR (EVP)

THAT the minutes of the AUSA Executive meeting held on Monday, 27th November 2023, to be adopted as a true and accurate record.

Carried unanimously.

3. STANDING AGENDA ITEM: HEALTH AND SAFETY

QRO raised the issue of the window handles stepping out in Queer space; this was also raised at executive training on 24/11/2023.

- GM informed the executive that Queer Space would be closed to the public as there are also ongoing security concerns. After the recent break-in, University security has made the decision to close Queer Space over the summer.
- The chair informed QRO that they could still host events there if necessary over this time.

ACTION: GM to follow up about the repairs on door locks.

4. STANDING AGENDA ITEM: ADVISORY BOARD

The intended purpose of the Advisory Board (AB) is to help with governance and provide continuity to AUSA. Over the past 12 months, there have been more management and internal issues than envisioned, so the AB has had to step into more operations.

- Chair & GM have been working on a review of the AB as the AB takes a step back in the operations of AUSA. This review will include the purpose, regularity of meetings, and board makeup. This will be brought to the executive in January or February for discussion with the executive.
- There is one current vacancy on the AB as Daniel Haines is stepping down to take up a role at KPMG. The motion to appoint Kane Stanford is for this position. The executive was introduced to Kane at Exec training two weeks ago.
- GM highlighted foreseeable challenges with the AB in terms of continuity. The current chair, Bob Lack, planned to step down in June 2023, and Simon Randall was to take up the role. Due to Simon's relocation to Wellington, this did not happen. Must have plans in place for when Bob Lack does step down as Chair.
- PGO questioned who appointed the AB chair. The Chair responded that the executive appointed AB members, and AB members themselves appointed a Chair.
- There will likely be further AB appointments made in January & February, looking to be 3 or 4 due to the restricted availability of some current members. Chair and GM will begin a recruitment process over the next couple of months.
- PGO asked about the executive's interactions with AB and their relationship. Chair responded that AB is a standing agenda item for Executive meetings, and the Senior Leadership Team (SLT) meets with the AB every six weeks. The mentoring program between AB and Executive

will continue in 2024, where each AB member is paired with 1 or 2 Exec members to offer more support.

ACTION: Once new advisory board members have been appointed, the Treasurer-Secretary assigns each board member to executive members for the mentoring program.

CHAIR/BONNÉ (PGO)

THAT the Executive approves the appointment of Kane Stanford to the AUSA Advisory Board for a term of three years.

Carried unanimously.

5. STANDING AGENDA ITEM: GENERAL MANAGER UPDATE

Overall, AUSA is ending 2023 in a stronger position than anticipated, at a breakeven or slight profit - rather than the forecasted \$100k+ loss. This was a result of tight cost control.

- GM highlights that although tight cost control is important, there are perhaps things we should have spent money on.

Staff update:

- This year, unfortunately, saw the resignations of Temi Adelekan (Student Voice Manager), as well as Aaron Haugh (Commercial Marketing Manager). Ben Greenwood has been hired as the new events manager and will start in January.
- As orientation has a huge revenue component through sponsorships, Aaron has agreed to stay until the end of January for the commercial side of this. So far, this is running ahead of target - with most of the structure, as well as health & safety and security for the event having been planned. The acts for the orientation concert are still being arranged regarding who we can afford, exposure etc. Aaron to bring this plan to the Executive in January.
- Looking at a new marketing position - splitting this out from Aaron's role and having it separate from the events manager. This role may be joint with UBIQ as we better look to work with our other organisations.
- The recruitment of advocates and support for student voice still needs to be addressed.

Health & Safety update:

- GM has spoken with the University about the security of the AUSA house.
- GM suggests that the security structure is to be better. This could be done by replacing keys with swipe cards that are accessed with our campus cards. Having a panic alarm is also suggested. Conversations are ongoing.
- AUSA spaces may also need to be rekeyed - many keys have been issued, which could be a security concern.

ACTION: GM audit of security.

Craccum update:

- 9 candidates and 8 were interviewed. 2 put forward to the Craccum Administrative Board. GM stated this was a very transparent process. Students are excluded from this stage so the appointment is not based purely on connections.
- Kieran Panui has been appointed as the Editor of Craccum for 2024.
- Kieran presented a strong vision for Craccum, including their view of online issues, more engagement through TikTok, and working with 95bFM to record podcasts.
- The appointment process may be relooked at in 2025.

Budget update:

- Transitional budget for 2024 as we move into a new agreement for 2025
- Current funding agreements end with Uni at the end of next year, and negotiations with Uni are ongoing.
- More funding, services and better operations. Next year is about getting to this place.
- Less money from property trust is forecasted.
- CPI increase from Uni.
- Budget starts the process of AUSA working more with our group of organisations.
- Support for shadows, the decision about the future of Shads. To consider: Is this an economic concept that works?
- GM noted that staff Union negotiations are ongoing.
- Chair notes that budget sign-off is looking to be at the end of Jan.

PGO: asked about \$800 usage in the budget for portfolios - Chair notes this can be for catering of subcommittee meetings, improvement of spaces etc.

GM notes that staff end Friday, 8/12/2023, and are back 8 Jan 2024. Mauricio is working next week to prep class reps, Blake is on call, and Celia will be in a few days. Urgent payments may be approved, but most will be held until 2024.

- Earlier closing is due to leave liability.

Chair notes that the expectation for exec is to have another meeting next week, and attend committee meetings—own work in time for ops plan - due 8 Jan.

6. APPROVAL OF INTERNAL POLICIES

Chair outlines each policy briefly and gives the opportunity for questions.

Executive membership policy:

- Outlines roles and responsibilities.

Delegated authority policy:

- Without having to get all 12 execs in a room, for efficiency.
- SLT delegated authority of the exec. Big decisions go to the exec for sign off.
- Hiring staff authority: President and GM.
- President as spokesperson for all media requests.
- GM: contracts, performance appraisals.

Financial Management policy:

- Bigger picture financial management.

Expenditure Authorisation Guide

- Escalation policy.
- GM outlines budgeted and unbudgeted limits. Removal of grey areas for spending.
- Credit cards already have low limits for this purpose.
- Purchase orders and invoices for significant orders are recommended.

Health and safety policy:

- Chair outlined the importance of the policy.

CHAIR/BUTLER (EnVP)

THAT the AUSA Executive accepts the above internal policies.

Carried unanimously

Anna (WRO) drops off Zoom at 9:58, and rejoins at 10:00 am.

7. APPROVAL OF BANK SIGNATORIES

Chair explains that the 2023 T/S is to be removed and 2024 T/S is to be added in order to approve payments.

CHAIR/LE FAY (QRO)

THAT the 2023 Treasurer-Secretary, Amol Kumar, is to be removed as a signatory on the AUSA BNZ bank account, 02-0159-0000600-000, and the 2024 Treasurer-Secretary, Sarah White, is to be added as a signatory.

Carried unanimously

ACTION: T/S to work with AUSA accountant Sharon, to make this change.

8. 2024 OPERATIONS PLAN

- Each VP doing their respective sections
- 1-1 meetings over the next week to discuss and plan.
- 8 Jan draft is due, this leaves 2 weeks for Chair to approve

- The final version is made public.

9. EXECUTIVE RETREAT

- Chair and Treasurer-Secretary outlined the idea for the exec retreat to be before Sem 1 starts - ideally Mid February.

ACTION: All execs to advise T/S of their availability over this time. To let T/S know if they would like to be a part of a working group for retreat planning.

T/S to start planning the retreat.

10. STUDENT COUNCIL TRAINING

EVP explains that planning for Student Council training is ongoing with the Student Voice Manager.

- January 20-21 2024.
- Staying in Waipa halls.
- Exec expected to be there and engage with SC.
- Portfolio members involved with a Q&A during training.
- Agenda to come out within the next few weeks.
- Extremely important for the year of student council engagement.

ACTION: All execs block out the calendar for this.

11. OTHER MATTERS

Chair discusses reporting expectations.

- Chair and T/S working on templates. T/S will email when reports are due.

2nd Friday of the following month for monthly reports. There is a standing calendar reminder already in everyone's calendars

Chair notes that the standing fortnightly catch-ups with SLT/portfolios will start from Jan.

ACTION: Chair to make allocations. To be sent within the next week or two.

12. ANY OTHER BUSINESS

ACTION: Chair to provide exec the AUSA karakia, from the MSOs.

Chair to schedule catch-ups over next week with portfolio officers.

Sub-committee meetings can start at the latest start in March, ideally Feb.

13. NEXT MEETING

The next executive meeting is to be set by the Treasurer-Secretary and held in the AUSA meeting room. Details of this will be communicated as soon as possible.

MEETING ENDED 10:11AM

ACTIONS TABLE.

| TASK | OWNER | DELEGATED/ OTHER INVOLVED | DEADLINE |
|---|------------|---------------------------------|---|
| Repairs on locks in Spaces | GM | | ASAP |
| Assign AB members to exec members for the mentoring program. | T/S | | Once new AB Members are appointed in Jan/Feb. |
| Audit of security to continue. | GM | | |
| Change bank signatories with AUSA accountant. | Chair, T/S | | ASAP |
| Advise of availability and inform T/S if they would like to be a part of the Retreat working group. | All exec | | ASAP |
| Form retreat working group and begin planning. | T/S | | ASAP |
| Block out calendars for Jan 20th-21st | All exec | | ASAP |
| SLT/Portfolio allocations for catch-ups. | Chair | | 15/12/2023. |
| Karakia to be provided to exec. | Chair | | ASAP |
| | | | |

SIGNED AS A TRUE AND ACCURATE RECORD



Alan Shaker, Chair of the AUSA Executive.