

MINUTES OF THE AUSA EXECUTIVE MEETING· 12/01/2024



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), Luna le Fay (QRO, AUSA) via Zoom, Yueyang Chen (ISO, AUSA), Anna Sue (WRO, AUSA), Leuaina Andrea Vaai (PISO, AUSA), Jimah Ruland-Umata (MSO, AUSA) via Zoom.*

IN ATTENDANCE: *David Fulton (GM, AUSA).*

LATE: *Te Tuhiwhakaura Wallace-Ihakara (MSO, AUSA) at 2:06 pm.*

APOLOGIES: *Jade Butler (EnVP, AUSA), Ben Bonné (PGO, AUSA).*

NOT PRESENT:

MEETING OPENED AT 2:04 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) and Ben Bonné (PGO).

CHAIR/SUE (WRO)

THAT Jade Butler (EnVP) and Ben Bonné (PGO, AUSA) 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.

2. MATTERS ARISING & APPROVAL OF MINUTES

2.1. **Matters arising.**

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

- SLT / Portfolio allocations have been made.
- The remaining action points have agenda items to discuss further.

2.2. Approval of previous minutes.

CHAIR/SUE (WRO)

THAT the minutes of the AUSA Executive meeting held on Friday, 15th December 2023, to be adopted as a true and accurate record.

Carried unanimously.

3. APPROVAL OF SLT MINUTES

CHAIR/SUE (WRO)

THAT the minutes of the AUSA SLT meeting held on Tuesday, 9th January 2024, to be adopted as a true and accurate record.

Carried unanimously.

4. HEALTH & SAFETY

- Queer space window handles - inspected, GM working on a solution.
- Queerspace lock has been fixed. Still can't get into that storage unit. Keys, hopefully, next week.
- QRO raised the issue that people seem to be able to get into Queer space when locked. Need to improve at keeping track of keys. No tampering at this stage. Cultural space is being rekeyed at the moment. If another incident, queerspace can be rekeyed.
- Security alerted to a homeless person by AUSA and Shadows. Keep the back door locked at all times in the meantime.

5. ADVISORY BOARD

- Next month or so, likely 2-4 AB appointments.
- GM and Chair have started these conversations with Bob.
- Let the Chair know ASAP if there are skills or areas we want to see on AB.
- AB to resume from Feb for SLT.
- Will do a dinner with the exec and AB after the new appointments.

6. GENERAL MANAGER'S UPDATE

- New events manager Ben started Monday. Final day 22 Jan, will be doing a farewell.
- Looking at the advocate plan for the year - last year there were 3 part times. May get a full-timer split across Student Voice instead.
- Getting ready for audit, the financial year ended 31 December.
- Planning for O week.

7. AUSA BUDGET

- Approval looking to be 22nd Jan, at the next exec meeting.
- Without a new funding deal on the way, we would probably adjust the loss to be lower.
- Budget changed to allow for hosting a student voice conference here. Left NZUSA but AUSA still care about the national student voice. Sponsorship, registration, and campus life support are possibilities. Student Voice Manager will come in to brainstorm this further.
- Slight profit from last year's budgeted loss.
- Perhaps more targeted funding through Uni.

ACTION: Exec have until 22nd Jan (next Exec meeting) to raise final questions about the budget to the GM, Chair or T/S.

8. AUSA CONSTITUTION REVIEW

- Election rules, exec roles and structure, Craccum etc.
- AGM is scheduled for 15th of May. Need docs out 2 weeks before, thus new constitution would need to be locked in by Mid-April.
- Working group to be formed and Exec to let chair know if they want to be involved.
- EVP and T/S are automatically a part of the group. QRO indicated that they would like to be apart of the working group.
- T/S asked about the affect that the PGSA merge has constitutionally.
 - Not much affect. EVP post-grad role is created.

ACTION: Exec to let Chair know by Friday 19th January if they would like to join the Constitution Review working group.

9. AUSA VAN

- Van sitting in OGGB carpark for a year
- Bought for travel, only a 5-seater. Now we have full 12 exec so the van does not serve a purpose as a people mover.
- Equipment moving to grafton, need to do better on this. Aaron used to go to Grafton during O week.
- Van likely wouldn't sell for much
- The cost of the new van will be a Capital Expense and will not make a significant difference to the P&L – only increase depreciation.
- Travel to other campuses, best association in the country vision!
- Could be used for buddy events.

Circle back at the next meeting.

10. OPS PLAN

- VPS should have met with everyone.
- Draft submitted
- Chair reviewing over the next week.
- Chair to meet with VPs next week individually.
- Next meeting ops plan comes back to exec to sign off. Public distribution.

ACTION: Chair to continue review of the draft Ops. Plan over the next week.

11. EXEC RETREAT

- T/S updated exec that the chosen retreat location is... Taupō!
- Retreat will be 16th-18th Feb. This was the date that worked for the most people and did not affect our Uni assessment schedules by pushing it later into March.
- Exec bonding for a weekend and reviewing our goals before O week.
- Airbnb and Van to be booked after Exec meeting now that we have final numbers.
- Retreat working group will meet next week to discuss activities we can do while we are there.

ACTION: T/S to finalise Airbnb and Van hire.

12. STUDENT COUNCIL

- Agenda early next week
- RVSP !!
- Portfolios to meet with Layba, should have received an email.
- Be at the house at 8am on Saturday for set up.
- Extremely important to support each other and put on a good event for them
- Show the SC we are a united exec and are good hosts.
- BYO dinner, Waipa halls stay.

13. REPORTING

- December reports are due tonight. Upload these to the google drive.
- Fortnightly check-ins start 22nd. Important to see how we can support each other.

ACTION: SLT to set a time with Portfolios for fortnightly catch-ups.

14. ANY OTHER BUSINESS

PISO raised that the AUPISA president has been asking about removing furniture from cultural space.

- Chair to talk to Celia can organise. AUSA has stuff to get rid of, too.
- Spaces junk to go as well, should try to do it all at once.

ACTION: Portfolios to let Chair know within next two weeks if any of their spaces have any junk to go.

The Chair currently sits on the AUSA Investment Trust in many capacities as they are also part of the TKL Board.

- The Chair is resigning from the Investment Trust for separation purposes and nominates that the Treasurer-Secretary be appointed as the Executive appointee.

CHAIR/SUE (WRO)

THAT the AUSA Executive appoints Treasurer-Secretary Sarah White to be the Executive-appointed trustee on the AUSA Investment Trust for a term expiring on 31st January 2025, unless replaced sooner.
Carried unanimously.

Orientation Week: Events Manager Ben was invited to the meeting at 2:55 pm.

- Introductions done with Exec.

Freshers / O week will be all hands on deck. Ben to come in and give the plans at the next meeting.

- Week of the 12th: Bag packing entire week. Last year, AUSA did 5000 bags.
- Then the Exec Retreat the following week.
- Then O week, this is less busy for us, but be present.
- We have a budget line to get volunteers on board.
- Women’s space will be closed for bag packing week, as this is the best space to do it.

Birthday celebration for Jennifer (WVP) presented.

15. NEXT MEETING

The next meeting will be in the AUSA Meeting Room on Monday, 22nd January at 2:30 pm.

MEETING CLOSED AT 2:59 PM

ACTIONS TABLE

TASK	OWNER	DELEGATED/ OTHER INVOLV	DEADLINE
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		ED	
Exec to raise final questions about the budget to the GM, Chair or T/S.	ALL	ALL	22/01/2024
Exec to let Chair know if they would like to join the Constitution Review working group.	ALL	ALL	19/01/2024
Chair to continue review of the draft Ops. Plan	Chair		22/01/2024
T/S to finalise Airbnb and Van hire for Retreat.	T/S	Retreat Working Group.	ASAP.
SLT to set a time with Portfolios for fortnightly catch-ups.	SLT		22/01/2024
Let Chair know within next two weeks if any of their spaces have any junk to go.	Portfolios		29/01/2024

SIGNED AS A TRUE AND ACCURATE RECORD



Alan Shaker, Chair of the AUSA Executive.