

# MINUTES OF THE AUSA EXECUTIVE MEETING. 19/07/2024



AUSA HOUSE | 2 PM - 5 PM

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**PRESENT:** Alan Shaker (President, AUSA), Sarah White (Treasurer-Secretary, AUSA), Layba Zubair (EVP, AUSA), Jade Butler (EnVP, AUSA) via Zoom, Yueyang Chen (ISO, AUSA), Ben Bonné (PGO, AUSA), Luna Lyra le Fay (QRO, AUSA) via Zoom, Andrea Vaai (PISO, AUSA), Jimah Ruland-Umata (MSO, AUSA), Te Tuhiwhakaura Wallace-Ihakara (MSO, AUSA).

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

**LATE:**

**APOLOGIES:** Jennifer Setefano (WVP, AUSA)

**NOT PRESENT:**

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## 1. PRELIMINARY MATTERS

### 1.1. *Welcome and Karakia*

### 1.2. *Approvals of Leave*

**CHAIR/WALLACE-IHAKARA (MSO)**

*THAT Jennifer Setefano be granted leave from this meeting.*

***Carried unanimously.***

### 1.3. *Declarations of Interest*

None declared.

## 2. MATTERS ARISING & APPROVAL OF MINUTES

### 2.1. *Matters arising.*

The chair went over action points from the last meeting.

- Portfolios sub-committees for distinguished graduates - lists have been sent to the Student Voice Manager.

### 2.2. *Approval of previous minutes.*

**CHAIR/BONNÉ (PGO)**

*THAT the minutes of the AUSA Executive meeting held on Monday, 8th July, to be adopted as a true and accurate record.*

***Carried unanimously.***

### 3. SLT MINUTES

Points of interest:

- Funding negotiations have been pushed back.
- WRO appointment was officially finalised and approved. The Executive unanimously agreed to it via an E-motion.
- The President and GM have been to the Epsom campus. Portfolios already provided an update on whether they required new furniture for their spaces.

**CHAIR / WALLACE-IHAKARA (MSO):**

*THAT the minutes of the AUSA SLT meetings held on 2nd July and 16th July are to be adopted as a true and accurate record.*

***Carried unanimously.***

### 4. EXEC REPORTS

The Executive summarised their monthly reports. Below are some key highlights.

Pres:

- Funding presented to UEC. Met with the new Associate Director Campus Life, Commercial Services. CFT Meetings.

Treasurer-Secretary:

- the mid-year spending report indicates we are on track with the budget, particularly on Exec discretionary. AB Dinner and pairings went well.

EVP:

- MDLS Labs issue has now been resolved.
- Many CFT meetings.
- Open forums - to speak at the next meeting in more detail about this.

ENVP:

- Preparing semester 2 weeks tender. The international week is coming up.
- Politics week is low on events, start thinking about ideas for this.

WVP:

- Not present, but the report was taken as read.

ISO:

- International Week and magazine planning are underway—international space - meeting with the International Office regarding this.

PGO:

- Distinguished graduate awards for subcommittees started in June.
- PG Emailing list - met with Zoe now. Up in next month.
- The Lunch and Learn event will be in August.
- Welcome email going out from the Fresher Socials - can make it PG focus for those students who indicated that they were Postgraduate on their sign-up form.

PISO:

- AUPISA constitution changes. - PISO role and AUPISA Presidency.
- Working with the Student Voice Manager regarding the Student Voice Conference - Pasikfa presentation.
- Study workshops, lots of AUPISA students graduating soon.
- Language weeks are upcoming.

MSO:

- Grace Lattimer - new student hubs for Māori Students. Increase visibility for health and counselling. Connecting with Māoristudents outside NTM.
- Haeranga: Outreach was good despite the weather.
- Updating MOU - working with AUSA President, GM and T/S.

Acting WRO:

- First week in the role.
- Work is underway for Kate magazine. Had a handover with Anna.

QRO:

- No report and nothing major to highlight.

## 5. STANDING AGENDA ITEM: GM UPDATE

- The AUSA Accountant (Sharon) is away, so the GM report has been pushed back.
- ReO expenditure is on track, it seems.
- Digital Marketing Specialist has started
- 2024 Elections: drop-in sessions start next week.
- The GM is running an EFTPOS analysis for Shadows to monitor expenditure and financial performance.
- The UBIQ website is up and running.

## 6. STANDING AGENDA ITEM: HEALTH AND SAFETY

- MSO informed GM that the male bathroom in C space lights don't work.
- T/S raised the idea that all major event plans should have a health and safety plan that is communicated during a briefing to the Exec. Events have run okay on the day, but this would help the Exec know what to do / who to ask if there is a potential risk.
- The women's space toilet seat is disconnected and needs replacing. Tap is leaky in the bathroom.

- President reminded Exec to be mindful of the ReO equipment and trip hazards. Please also turn all the heaters off when you leave a room.

## 7. STANDING AGENDA ITEM: ADVISORY BOARD

- AB meeting next week.
- EVP Open forums to go on the AB. T/S Financial workshops to also be on the agenda.
- AB members have reached out to the Exec, EVP to follow up with Ritika.

## 8. OPERATION PLANS MID-YEAR REVIEW

The executive went through the Operations Plan and provided updates on how each section was progressing.

The Treasurer-Secretary will circulate a separate document providing updates on this to the Executive.

## 9. ANY OTHER BUSINESS

- Semester reports are due 31st July.
- The President and GM have visited the Epsom campus. A list together will be going on Tuesday to pick up the equipment. 11-1 pm. 4-5 people needed. Jimah will be driving the Van.
- ReO: overall success! Events Manager is likely to seek feedback within the next few weeks.
- PISO raised the issue surrounding a Law PI club that is having issues getting money that a sponsor has sent to the university. President advised that PISO should reach out to Louise Jackson from Campus Life or Student Groups about this. T/S will contact the AULSS President to see if they have had this experience or could offer advice. Money went to the UOA Foundation - unclear what department this is.
- PGO: Committee representation on the website. Portfolios to get their subcommittee's pictures in.
- MSO: 9th August is Māori. We could have an AUSA stall. The event finishes with shadows in the evening. MSO to send a calendar invite.

## 10. NEXT MEETING

The next meeting is TBC.

**ACTIONS TABLE:**

TASK	OWNER	DELEGATED/ OTHER INVOLVED	DEADLINE
Start thinking of ideas for politics week and reaching out to clubs	EnVP	ALL	Ongoing
PGO and SVM to create a committee description and AUSA guidelines regarding subcommittee expectations for distinguished graduates.	PGO	SVM	Ongoing
Health and safety follow-ups re Women's space bathroom and C space Men's bathroom.	GM	WRO and PISO.	
PISO to follow up on the PI Law club having issues with their funding - Campus Life. T/S to check with AULSS.	PISO, T/S		Ongoing

**SIGNED AS A TRUE AND ACCURATE RECORD**



**Alan Shaker, Chair of the AUSA Executive.**