VUWSA
YOUR STUDENTS ASSOCIATION

EXECUTIVE MEETING MINUTES

HELD	VUWSA Meeting Room, 1st April 2014, 6pm
MEETING NUMBER	5

PRESENT	Sonya Clark, Rawinia Thompson, Rick Zwaan, Jordan Lipski, Madeleine Ashton-Martyn, Caroline Thirsk, Stephanie Gregor, Alasdair Keating, Toby Cooper
APOLOGIES	Declan Doherty-Ramsay
IN ATTENDANCE	Sophie Boot (*Salient*)
MINUTES RECORDED BY	Jordan Lipski

MEETING OPENED AT 6.03PM

Procedural Items

A. APOLOGIES

DISCUSSION None.

THAT the apologies of Declan Doherty-Ramsay be accepted.

RESOLUTION Rawinia Thompson/Madeleine Ashton-Martyn
CARRIED
34/14

B. MINUTES FROM PREVIOUS EXECUTIVE MEETING

DISCUSSION None.

THAT the minutes of the fourth Executive Meeting be accepted as a true and accurate record.

RESOLUTION Sonya Clark/Caroline Thirsk
CARRIED
35/14

C. NOTIFICATION OF URGENT GENERAL BUSINESS

DISCUSSION Flu shot update to be discussed.

Reports

A. PRESIDENT'S REPORT

Sonya presented an oral report. She discussed the Initial General Meeting, and said she is happy with the turn out and smooth running. She was also happy the Annual Report and Accounts were finalized on time.

She has been putting work into the University Council, which will soon start its University Strategic Plan, which will consider large questions like whether the University should be a large institution, or a smaller, more research-intensive one. Workshops on the Strategic Plan are starting and will continue into May.

She has also been doing a lot of VUWSA budget work, and has been putting together a brief for an independent financial review, one of her campaign priorities. She presented a draft brief at the meeting of the VUWSA Trust on 24th March, and received helpful feedback from the trustees. The Trust is happy to fund the financial review. She will bring a brief to the next Executive Meeting for Executive Members to discuss.

DISCUSSION

Sonya explained that VUWSA presented a submission on the Wellington City Council's draft 2014-2015 Annual Plan. She also met with councilors, and has a meeting planned with the Deputy Mayor. The Council has been receptive to VUWSA. She thanked Rick for all his work on this matter.

She noted that the Service Level Agreement with the University has been signed.

She said that the Student Services Levy Review will take place over the next few weeks, and that it is concerned with a longer term strategy; the levy is set each year, but in the context of a longer term plan. She said that it would be good to promote the Review to Class Representatives and representative groups.

Lastly, Sonya said that University Challenge is coming up and that VUWSA will have posters and promotion out in the next few weeks, and tryouts thereafter.

THAT the Executive accept the President's Report.

RESOLUTION Rawinia Thompson/Caroline Thirsk
CARRIED
36/14

ACTION POINT	**PERSON RESPONSIBLE**

Present draft brief at the next Executive Meeting — Sonya Clark

C. REPORT OF THE EXECUTIVE REPORTING COMMITTEE

DISCUSSION

Jordan presented a written report, and outlined its contents. He noted that all Executive Members currently have a surplus of hours, and said that this is encouraging in some respects but also raises a risk of burnout.

THAT Sophie Boot be granted speaking rights for the duration of the Meeting.

RESOLUTION

Sonya Clark/Rick Zwaan
CARRIED
37/14

Sophie asked why hours were so high for Reporting Period 5. Sonya and Jordan explained that Orientation fell within that period, for which all Executive Members worked long hours.

DISCUSSION

Rick said that it is important not to view figures as a race to see who can do the most hours, as sustainability over the year is crucial.

Sonya would like to arrange for Gerard from Student Health Service to run a session for Executive Members.

THAT the Executive Reporting Committee Report be accepted.

RESOLUTION

Sonya Clark/Madeleine Ashton-Martyn
CARRIED
38/14

ACTION POINT	PERSON RESPONSIBLE
Arrange for a session by Gerard from Student Health Service	Sonya Clark

General Business

A. WELFARE ORGANISER JOB DESCRIPTION

DISCUSSION

Rick presented the Welfare Organiser Job Description, and explained the changes that have been made over the 2013 job description. In particular, hours have been reduced from 15 hours per week to 10 hours per week, and some responsibilities have been removed. The focus of the role is to manage VUWSA's food bank at other campuses.

THAT the Welfare Organiser Job Description be approved and funding be allocated for the position, and the VUWSA General Manager be directed to employ someone in conjunction with the Welfare Vice President.

RESOLUTION

Rick Zwaan/Stephanie Gregor
CARRIED
39/14

B. ACCSL REVIEW

DISCUSSION

Rick said that the levy will be set an a few months' time.

Sonya said that last year VUWSA supported an increase in the Student Services Levy, based on student feedback; this is the approach VUWSA will take this year.

Rick explained that last year VUWSA pushed to get more funding for the Counselling Service, the outcome of which was successful, and Rick was subsequently involved in the hiring process. The new counsellor is not intended to be a general counsellor, but rather an "intake counsellor" to be a first point of contact for students and prioritise after quick consultations.

Toby asked whether the counsellor will only see students in an emergency situation. Rick said that that is a matter for the Counselling Service, but that he understands that the role involves something similar to triage.

Sonya said that if VUWSA Executive Members are contacted by people in distress, the new counsellor is an appropriate person to refer them to. Rick raised the possibility of having psychological first-aid training for Executive Members.

ACTION POINTS	PERSON RESPONSIBLE
Create a roster for Executive Members to help with flu shots.	Rick Zwaan

C. RE O-WEEK AND GRADUATION

DISCUSSION

Sonya explained that she has been contacted by Breaking Beats, a Wellington-based DJ, for partnership in an event on 16th May as a graduation party. She explained that this would not require a financial commitment from VUWSA, only branding and promotion.

Executive members are keen to get VUWSA's brand in the city, but were also concerned about the potential damage to VUWSA's reputation if the event is unsuccessful. Some Executive Members thought that promoting the events in a modest way would be a good middle ground, although others thought that it should be "all or nothing".

The consensus was that Sonya should contact Mike Ross from Massey at Wellington Students' Association (MAWSA), which has expressed interest in the event, to determine whether it is something VUWSA should get involved with.

Sonya said that MAWSA has expressed interest in running a joint Re O-Week with VUWSA. The Executive supports this in principle, but is concerned about branding. Sonya will meet with Todd Williamson, MAWSA President, before committing to a joint Re O-Week.

D. REPRESENTATION UPDATE

Rawinia explained that there are Class Representatives for over 90% of undergraduate courses. This is well over the contractual requirement, but still short of VUWSA's goal of 100%.

Caroline presented a written memorandum on a Student Representative Celebration, and outlined its contents. She also noted that in 2013 there were two celebration ceremonies, while this year there will be one. Rawinia provided context and said that providing awards is a contractual requirement in the Services Levy Agreement with the University, and said that last year there were two celebration ceremonies.

There was discussion around whether awards should continue to be by faculty, or by some other categorization. One advantage of faculty categories is that VUWSA could approach external organisations (such as law firms) about sponsoring awards for representatives in the relevant faculties.

The nomination process has been reconsidered, and Rawinia suggested that nominations only be by lecturers and other students, and that there be no self-nomination option.

DISCUSSION

Sonya recommended the Education Team contact other students' associations about their approach to representative awards.

Last year's venue was the Hunter Lounge. This year something more formal like the Hub or the Council Chamber may provide a greater sense of occasion.

Sophie Boot asked when the awards ceremony would take place. Rawinia said that it would likely be in week eight or nine of Trimester 2. The issue with this is that the NZ General Election will occur over the weekend between those weeks, which may require effort.

The difficulty with setting dates is that if the ceremony takes place too close to exams then students will be less likely to attend, while if it is too early then representatives may not get recognition for their efforts that are closer to the exam period. It was suggested that it might be preferable to have the awards ceremony after exams.

No clear consensus was reached on the matter of class representative celebration, except that having one large ceremony, rather than two smaller ones, is a good idea.

E. FLU SHOTS

DISCUSSION

Rick asked for volunteers to help with flu shots on Wednesday. Toby and Jordan volunteers.

Rick noted that he will also need volunteers on 10 April.

Committee

A. MOVEMENT INTO COMMITTEE

THAT the Executive move into committee for reasons of personnel at 7.04PM.

RESOLUTION

Sonya Clark/Toby Cooper
CARRIED
40/14

B. MOVEMENT OUT OF COMMITTEE

THAT the Executive move out of committee at 7.06PM.

RESOLUTION

Sonya Clark/Toby Cooper
CARRIED
41/14

Other Urgent Business

A. OTHER URGENT BUSINESS

DISCUSSION None.

Date of the Next Meeting

DISCUSSION To be set.

MEETING CLOSED AT 7.06PM.

These minutes were approved by the VUWSA Executive on 15th April, 2014.

President

Secretary