



Meeting Minutes

Date:	Monday, 7th August, 2017
Time:	12:32 pm
Place:	N block student space
Called by:	Vice president - Katie penfold
Meeting Type:	Executive Monthly Meeting
Minute taker/ time keeper:	Katie Penfold
Attendees:	Ashleigh Poolman, Katie Penfold, Jonathon Ilaua, Tyne Wijdeven
Apologies:	Montana Taogaga, Kerry Campbell, Nina Franklin (Skype), Lana Thain, Luke Gibson, Mary Namala, Rebekah Buist, Sandra Chan, Tammy Lushai.

Item:	Description:	Responsible:
1	Ratify minutes of previous meeting (22/06/17)	Katie Penfold



<p>2</p>	<p>Matters arising from previous meeting -</p> <p><u>Lana:</u></p> <ul style="list-style-type: none"> ● Email Sarah regarding food parcels, to ensure that they are given out freely to students in Tai Tokerau. Complete. ● Approach Rachel Russell about potentially creating an incentive for students to take on the voluntary workload of being in the ESSA Executive. <ul style="list-style-type: none"> - Potentially a letter from the Dean/Associate Dean. Helen Pengelly supporting us with this. Complete. ● Email Leadership and Services information to Kerry and Nina. Complete. ● Forward What's On contact details to Kerry and Nina to enquire about ice cream day. Complete. ● Make Dean's survey results available via Facebook. Complete. ● Post to Facebook asking another member of the exec to run the Free Bread service. Complete. ● Post to Facebook asking another member of the exec to liaise with Scouts NZ. Complete. <p><u>Lana/Kerry/Nina:</u></p> <ul style="list-style-type: none"> ● Work on proposed Small Grants budget for next event through OrgSync. Complete. <p><u>Ashleigh:</u></p> <ul style="list-style-type: none"> ● Make a formal motion to remove the clothing bank service at the next meeting. Complete. ● Propose a clothing swap event for in its stead. Complete. 	<p>Katie Penfold</p>
<p>3</p>	<p>Volunteers programme</p> <ul style="list-style-type: none"> ● FB group called Volunteers of ESSA, was shared around the first and second years cohort pages and currently has 34 members. ● Volunteers to help facilitate events on campus while we are away. ● Each event - need to take a list of names of those who are there so that ESSA can send them a thank you letter that will be signed by the Student Engagement Team Leader (Michael's old position at the faculty). 	<p>Katie Penfold</p>



	<ul style="list-style-type: none"> Looking after the volunteers programme can be part of the Vice President's portfolio in the future. 	
4	<p>Student Executive descriptions</p> <ul style="list-style-type: none"> Role descriptions to be emailed to info@essa.co.nz by Friday 11th this week. Few sentences to descriptor the role Bulletpoints of specific responsibilities Current descriptions found in Google drive in 'Exec Succession Information' 	Katie Penfold
5	<p>Womensfest BBQ- Wednesday 9th from 12.30pm</p> <ul style="list-style-type: none"> Managed by Mandie (new volunteer) and Jonathan. AUSA has given ESSA a budget of \$68.64 for a sausage sizzle for AUSA's Womensfest. As well as the BBQ the blackboard will have 'Feminism matters because...' and people will write their ideas. pictures of the wall will go on AUSA Women's Rights Officers FB group and maybe Kate magazine. Mandie is coordinating the volunteers and Jonathan is helping with the BBQ and opening the office. Lana will buy the food on Tuesday night and drop it off on Wednesday morning/Tuesday evening. 	Katie Penfold
6	<p>Montana moving to MIT Campus</p> <p>She has moved to MIT campus, she will remain in her Equity role so that she can contribute to building the role for next year and being the liaison to MIT.</p>	Katie Penfold



<p>7</p>	<p>Clothing bank event</p> <ul style="list-style-type: none">• towards October/Nov when most groups are on campus?• move the clothes into boxes and into G block office until then, Jonathan has the key. <p>Stress less study week...</p> <ul style="list-style-type: none">- Clothing swap/drive- Need to figure out logistics and specificities.	<p>Ashleigh Poolman</p>
<p>8</p>	<p>Social Event</p> <ul style="list-style-type: none">• Eat outside day/ Shared lunch• Need clarification on the contribution area. <ul style="list-style-type: none">• Tai Tokerau has been granted \$200 towards an Eat Outside Day event in Tai Tokerau by the faculty!• talk to Pasifika Success and Te Korowai Atawhai/the Maori Club around whether they would like to contribute.	<p>Katie Penfold/ Sandra Chan</p>
<p>9</p>	<p>General Business</p> <ul style="list-style-type: none">- Email Helen and get them to mention ESSA at experience day tomorrow. - Katie to organise.	<p>Open floor</p>

Meeting closed: 12:46