

**ESSA Executive monthly meeting Minutes**

Date:	Monday 14th November, 2016
Time:	6:05pm-7:55pm
Place:	N block student space
Called by:	President - Lana Thain
Meeting Type:	Executive Monthly Meeting
Minute taker/ time keeper:	Secretary - Tammy Lushai
Attendees:	Lana Thain, Luke Gibson, Katie Penfold, Tammy Lushai, Rebekah Buist, Jonathan Ilaua, Mary Namala, Ashleigh Poolman
Apologies:	Montana Taogaga, Abbey Suyker

	ITEMS
1	<b>Meeting begins 6:05</b> Welcome, introductions and congratulations to elected ESSA executive members.
2	<b>Ratify minutes:Lana Thain</b> Minutes ratified by the members who were present at the meeting on the 28.09.2016
3	<b>Voting</b> Nomination for Tyne Wijden to become ESSA Treasure - All present members approved
4	<b>Finance:</b> <b>Promotional flag</b> - costing will be \$170, The approved budget was \$100, Lana Thain put forward the motion that \$70 from the gas bottle budget is used towards purchasing the flag because we don't need a gas bottle - All present members approve. <b>Increase sport budget</b> - this item was not discussed at this meeting. <b>Ki O Rahi</b> - Rather than buying equipment it was borrowed, the money was then used to buy the winning gifts. Asking that Simon Elliot is to be reimbursed \$80 - All members approved.
5	<b>2017 Inittavies:</b> <b>Lockers</b> - They were \$20 per semester. Lana suggested that it could \$20

for the whole year instead. One suggestion was that ESSA provides locks, (funded through Clubs Funding budget for Faculty Associations). Executive members didn't see the merit because of the expense of locks. Another suggestion is ESSA uses the money from people purchasing lockers to buy locks should the occasion arise. Push the locker hire to first years during orientation.

**Laminating** - Lana Thain suggested we allow students to use the laminator for a small price. Accepted by present executive members, prices and administration TBC closer to the beginning of Semester 1, 2017.

**Website** - Lana suggested upgrading to a paid website so that ESSA and our FB page is on a public platform (refer to draft budget proposal for prices, item #8).

ESSA executive is to share and like ESSA facebook posts. Promote engagement to 2017 first years - Communications officers have plans on how to make people want to interact/engage e.g. competitions.

**AT HOP stickers:** Refer to poster on ESSA door - All members agreed to continue using this system provided for our students.

**Free Bread:** ESSA provides free bread for the students on campus. Bread is often delivered at 11am, by 2pm the students have taken it all. This initiative has been approved by facilities manager, Raymond Dixon. The bread is kept in a plastic box on a table in the A block student space, opposite the entrance for optimal engagement/exposure. Plastic bags, tongs and a signup sheet for email notifications is left with the box. - Present members agreed to continue this initiative

**Clothing bank:** Welfare to continuously monitor the incoming/outgoing assets. Suggestion of purchasing more racks and coat hangers due to the generous donations of the staff of our Faculty. Lana requested that the executive aid in organising/tidying the office and clothing bank so that it is more accessible for students and executive members who use the office - All present members agreed to continue this initiative.

**Blood Bank:** Timing and promotion of the event is key to success - potentially during the semester, first few weeks and promoted during O week (ensure that the eligibility criteria is advertised well in advance so that walk-ins are not turned away or disappointed).

**AUSA food parcels:** Pick up from AUSA Office in City Campus. Once we have a few parcels, advertise it in the newsletter (refer to welfare poster for procedure) - Present members agreed to continue this initiative

**Grants and support:** Keep being that contact point for AUSA and Student Hub - Present members agreed to continue this initiative

**Premium Membership:** At the previous executive meeting, the 2016 executive agreed to change the membership scheme from free and paid, to just free for all ESSA members.

**Sanitary items** - AUSA agreed to send sanitary items to Epsom campus, though this fell through.

	<p><b><u>Student journal-</u></b> New project that Lana Thain wishes to run. Brought forward to ESSA by Mohammad Alansari (PGSA), the journal consists of the top examples or high achieving work by students in the Faculty of Education and Social Work. It seeks to bring together our Faculty and become a centralised resource for students and the public for purchase and consumption, proceeds to go to ESSA.</p>
	<p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>● <b>Communications/Rebekah Buist</b> to look at costs of websites/FB</li> <li>● <b>Welfare/Ashleigh Poolman:</b> Reach out to LYC and ubykotex, AUSA Welfare Officer - Penelope Jones. Last resort: At the equity committee meeting, committee members said that staff may be willing to donate, and advertise it in the staff newsletter.</li> <li>● <b>Lana Thain/Luke Gibson:</b> seek contacts and information on the beginning stages of publishing a magazine.</li> </ul>
<p>6</p>	<p><b>2017 Events:</b></p> <p><b><u>Ki O Rahi -</u></b> A traditional Maori game, as a lot of different elements involved as well as a lot of rules. This was a successful fun event in September, 2016. Possible improvements: Look at timing for the event and target the PE students who are exposed to this game in their course. Present members suggested if Jonathan would like to repeat this event, to reach out to Ben Dyson for input.</p> <p><b><u>Pub quiz -</u></b> Event 1 was successful, event 2 was not as successful in terms of profit. Hosted at the bowls club, costing \$200 for hire. It was suggested that we look into existing local quiz nights to see what can be offered to students. Action for Luke Gibson (see below), the results of which to be advertised during O Week.</p> <p><b><u>Easter egg hunt -</u></b> Social officers wrote what they had learnt and suggestions for the future running of this event in the Social succession plan in Google Drive. Event did not have high engagement, though those who participated did enjoy it. Suggestion: releasing clues to areas of campus where a person stands for a period of time (30 mins) with a basket of eggs for all those who solve the clue and find them. Josh Jeffrey suggested that the mascot is used to promote the event before and during. Contact Jazmin Anderson (Primary, 2017 third year).</p> <p><b><u>Stress Less week -</u></b> It was run by AUSA, facilitated by ESSA. ESSA can expand on what is provided by AUSA. They provided chocolates in the library, but ESSA had to buy more due to high demand. Request to put</p>



	<p>money into the budget. Suggestions: Colouring in or origami. Bean bags in the outdoor student space outside the library.</p> <p><b><u>Play now</u></b> - The Sport and Recreation team in the city provide equipment to be hired for \$40 for students to use. Pick up is from the city campus and must be returned at the end of the day. Suggestion: ESSA apply for money to purchase their own equipment, such as a swing ball set.</p> <p><b><u>O-WEEK</u></b> - BBQ and Beats event is held during week 1. In 2016 ESSA created a photo booth from costumes and a photo frame provided by Helen Pengelly (Promotions and Event Coordinator). Suggestion: ESSA apply for money to purchase costumes for a photo booth.</p> <p><b><u>Fundraising for the faculty ball:</u></b> On behalf of Abby Suyker, Lana Thain puts forward the idea that students fundraise for a ball, facilitated by ESSA.</p> <p><b>Suggestions:</b></p> <ul style="list-style-type: none"> <li>● Themed mini balls - orientation toga party/themed Stein</li> <li>● Pub crawl - has been run by PE students for PE students in the past. Involves initial cost of hiring a bus and contacting 3-4 venues to do discounts/host group of students. Easy to make back initial cost through ticket sales.</li> <li>● Theme people will get behind - competition to vote for theme (through fb)</li> <li>● Aim to have limited ticket sales: small events that sell out. Creates hype as well as profit.</li> </ul>
	<p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>● <b>Luke Gibson:</b> Contact manager at De Post Mt. Eden to ask whether student discounts can be offered to students for their quiz night.</li> <li>● <b>Lana Thain/Luke Gibson:</b> Ask Michael where the bean bags are sourced from, would it be possible to have them for more than just BBQ and Beats orientation event.</li> <li>● <b>Communications/Lana Thain:</b> Contact Helen to use the photo frame again during orientation.</li> <li>● <b>Luke Gibson/Social:</b> Contact De Post to find out venue hire cost.</li> </ul>
<p>7</p>	<p><b><u>Essa T shirts-</u></b></p> <p>Jonathan Ilaua has a contact that can print ESSA T-shirts for \$17 incl shirt. ESSA needs to choose colour and design. Another option: \$50 for hoodie. All present members agreed to purchase their own T-shirts if ESSA is to go forward with this.</p>



<p>8</p>	<p><b><u>Budget proposal:</u></b>                  Membership stickers 1000- action luke find out 1000 printed stickers from his contact.                  Standing sign- 125                  Website/email adress- 300?? Weebly: free domain Business plan \$35NZ.                  FB: \$7 per day, design ad, target specific audience. Only use for events ESSA will gain profit from.                  T-shirts- 240 Jonothan??                  Brownies - 150 for orientation                  Supporter gifts- 100                  Printing- 170                  Printer- 150                  Tennis equipment- 300 purpose to lend students and staff to use on the courts                  Welfare budget- 100                  Coffee- 40                  First aid kit- 100                  Mascot Cleaning- 50                  Stress Less week- 400                  Orientation- 100 play now/costumes                  Travel expenses- 300                  Easter egg hunt- 200                  Office supplies- 50                  Email- 60</p>
<p>9</p>	<p><b><u>Leadership and services award:</u></b>                  3 tiered system- bronze, silver, gold.                  Awarded for voluntary service within the University and through external organisations. Begin the process by registering, then attend the compulsory workshops next year. For more information see the link:  <a href="https://www.auckland.ac.nz/en/on-campus/life-on-campus/leadership-and-volunteering/leadership-and-service-award.html">https://www.auckland.ac.nz/en/on-campus/life-on-campus/leadership-and-volunteering/leadership-and-service-award.html</a>                  Simon Elliott has created a tutorial on how to begin the process online. See tutorial through the link:  <a href="https://drive.google.com/file/d/0B_TKRZxx50kpS1pGeHd3NjMxcmc/view?usp=sharing">https://drive.google.com/file/d/0B_TKRZxx50kpS1pGeHd3NjMxcmc/view?usp=sharing</a></p>
	<p><b><u>ACTION:</u></b>  <b>Lana Thain:</b> remind executive members of this award via Facebook.</p>
<p>10</p>	<p><b><u>General business:</u></b></p>



	<ul style="list-style-type: none"><li>• Luke Gibson - Uni clothing store to come to campus at the beginning of the year</li><li>• Office keys - Current key holders are Lana Thain, Simon Elliott and Claire Skelton. 2017 keys to be registered to Katie Penfold and another executive member who is on campus for the majority of the week. TBC.</li><li>• Food bank drop - Reach out to Penelope Jones to have a drop on Epsom Campus</li><li>• Lana Thain would like help from the executive to tidy the two ESSA spaces, in N block and G block.</li><li>• Lana Thain: Election voting system - electronic?</li><li>• ESSA contact hours for executive members: not before 8am or after 10pm</li><li>• Electronic billboard to use for advertising as opposed to printing copious amounts of posters.</li><li>• Next meeting dec- about orientation</li><li>• Next - planning the years events</li></ul>
	<p><b>ACTION:</b> <b>Ashleigh Poolman:</b> Contact Penelope Jones to introduce yourself in your Welfare Officer role. Also ensure that there is a food bank drop on Epsom Campus in the future as staff are willing to donate. <b>Lana Thain:</b> Contact Michael Willimot to possibly create an electronic system <b>Tammy Lushai:</b> Change passwords for various accounts. See full list of passwords/accounts in Google Drive.</p>

Meeting closed at 7:55 pm