

Meeting Agenda

Date:	Thursday, 22nd June, 2017
Time:	6.15pm
Place:	N block student space
Called by:	President - Lana Thain
Meeting Type:	Executive Monthly Meeting
Minute taker/ time keeper:	Lana Thain
Attendees:	Lana Thain, Rebekah Buist, Ashleigh Poolman, Katie Penfold, Kerry Campbell and Nina Franklin (Skype)
Absent:	Luke Gibson, Mary Namala, Montana Taogaga,
Apologies	Tammy Lushai, Jonathon Ilaua, Tyne Wijdeven, Sandra Chan

6.15pm

Item:	Description:	Responsible:
1	<u>Ratify minutes of previous meeting (08/05/17)</u> Passed by all present exec.	Lana Thain
2	<u>Matters arising from previous meeting</u> <ul style="list-style-type: none"> • <u>Sandra/Lana/Luke</u> - Meeting to solidify stress less/pink shirt day plans Complete <ul style="list-style-type: none"> • <u>Lana</u> - Post the approved budget. Complete	Lana Thain
3	<u>Discuss the structure of the executive:</u> Proposed changes to be discussed at the next meeting: <ul style="list-style-type: none"> - One Equity Officer to carry out the role rather than two. This individual will particularly represent the interests of the equity groups identified by the Equity Committee and will work towards ESSA's events and affairs being equitable for all students. - Student liaison between ESSA and the university - one person to communicate with staff/university. - Rename Communications to Marketing - Removal of Vice roles in Comms and Social, roles are of equal status Discussion points: <ul style="list-style-type: none"> • Descriptions and responsibilities need to be defined and tightened, so that the roles and responsibilities are clear. • Nominees need to know what they are putting themselves forward for. • Roles/responsibilities can be negotiated between Officers when they are elected (e.g. Comms to divide evenly between themselves according to strengths/interests). • One person within an area of the exec must not be in their final year of study (e.g. Comms to have one member in their final year and one who is not). 	Lana Thain

	<p>Tai tokerau:</p> <ul style="list-style-type: none"> ● Vision - Social orientation, building family/community feel on campus. ● Purpose/Aims - Equitable outcomes regarding social opportunities/activities, bringing Auckland activities to Tai Tokerau students. <p>Ideas for potential incentives/rewards for being elected into ESSA executive:</p> <ul style="list-style-type: none"> ● Dean's award for services ● Leadership and services award ● Voucher through Kohia centre ● Reference from Associate Dean/President <p><u>Actions: Lana Thain</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. ● Approach Rachel Russell about potentially creating an incentive for students to take on the voluntary workload of being in the ESSA Executive. 	
4	<p><u>General business</u></p> <ul style="list-style-type: none"> ● Kerry and Nina are interested in the University's Leadership and Services Award ● Tai Tokerau students were disappointed that the Ice Cream day was not made available on their campus. ● Potential Tai Tokerau event on August 31st - International Eat Outside day. Could be incorporated into a cultural event. ● First Aid report - full day courses made available for registration from the 19/06 Tues 18/07 and Sat 22/07, sold out within 2 days. ESSA has now provided an additional day Mon 17/07 to offer to those who missed out on their first choice. This was circulated through emails to head of programmes, facebook and a newsletter. More responses than anticipated! May consider organising another course towards the end of Semester 2. ● ESSA circulated a survey to find out what the students value in their next Dean. 35 respondents. Results passed to the Equity Committee, the Advisory Panel and Graham Aitken. ● Free Bread - Need a member of the exec to take over this service in Semester 2. ● Scouts NZ - coming to Epsom 31st July for an orientation event. ● Clothing Bank - Ashleigh Poolman explained that the service was created last year, but was not based on any request or data from the student body. This semester, less than 10 students have utilised the service despite advertising during orientation and in every newsletter. As ESSA is an incorporated society each donated item must be accounted for as they are assets of ESSA. The effort and administration of this service is not reflected in the interest of students thus 	Open Floor

	<p>far. A clothing swap event could be more effective.</p> <p><u>Actions:</u></p> <p>Lana:</p> <ul style="list-style-type: none"> ● Email Leadership and Services information to Kerry and Nina. ● Forward What's On contact details to Kerry and Nina to enquire about ice cream day. ● Make Dean's survey results available via Facebook. ● Post to Facebook asking another member of the exec to run the Free Bread service. ● Post to Facebook asking another member of the exec to liaise with Scouts NZ <p>Lana/Kerry/Nina:</p> <ul style="list-style-type: none"> ● Work on proposed Small Grants budget for next event through OrgSync. <p>Ashleigh:</p> <ul style="list-style-type: none"> ● Make a formal motion to remove the clothing bank service at the next meeting ● Propose a clothing swap event for in its stead. 	
	<p><u>Meeting closed at 7pm</u></p>	