

Meeting Information

Date:	Thursday, 26th January, 2017
Time:	6:10- 7:22 pm
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, Tammy Lushai, Luke Gibson, Jonathon Ilaua, Sandra Chan, Montana Taogaga
Apologies:	Rebekah Buist, Tyne Wijdeven, Mary Namala, Ashleigh Poolman, Katie Penfold

Item	Description:	Responsible:																																				
1	Ratify minutes of previous meeting (6/12/16) All present members accept the minutes from last meeting.	Lana Thain																																				
2	<p>Financial</p> <ul style="list-style-type: none"> Budget allocation - allocated to exec roles with full or partial approval. See table below <p>BUDGET ITEMS (2017 Semester 1 Funding):</p> <table border="1"> <thead> <tr> <th>ITEM</th> <th>AMOUNT</th> <th>APPROVED EXECUTIVE MEMBER/S</th> <th>FULL/PARTIAL *</th> </tr> </thead> <tbody> <tr> <td>Catering - coffee</td> <td>\$40</td> <td>Treasurer/President</td> <td>Full</td> </tr> <tr> <td>Equipment Hire-Eftpos Machine</td> <td>\$345</td> <td>Automatic payment \$34.50 deducted monthly</td> <td>N/A</td> </tr> <tr> <td>First Aid Kit</td> <td>\$100</td> <td>Welfare/President</td> <td>Partial</td> </tr> <tr> <td>Tennis Racquets/balls</td> <td>\$300</td> <td>Vice Comms/Vice President</td> <td>Partial</td> </tr> <tr> <td>Catering - Chocolate eggs</td> <td>\$200</td> <td>Social Officer/President</td> <td>Partial</td> </tr> <tr> <td>Equipment purchase - costumes/props</td> <td>\$50</td> <td>Social/Vice President</td> <td>Partial</td> </tr> <tr> <td>Equipment hire - Play Now equipment</td> <td>\$50</td> <td>Social/Vice President</td> <td>Partial</td> </tr> <tr> <td>Stress less - Sem 1</td> <td>\$200</td> <td>Welfare/Social</td> <td>Partial</td> </tr> </tbody> </table>	ITEM	AMOUNT	APPROVED EXECUTIVE MEMBER/S	FULL/PARTIAL *	Catering - coffee	\$40	Treasurer/President	Full	Equipment Hire-Eftpos Machine	\$345	Automatic payment \$34.50 deducted monthly	N/A	First Aid Kit	\$100	Welfare/President	Partial	Tennis Racquets/balls	\$300	Vice Comms/Vice President	Partial	Catering - Chocolate eggs	\$200	Social Officer/President	Partial	Equipment purchase - costumes/props	\$50	Social/Vice President	Partial	Equipment hire - Play Now equipment	\$50	Social/Vice President	Partial	Stress less - Sem 1	\$200	Welfare/Social	Partial	Lana Thain
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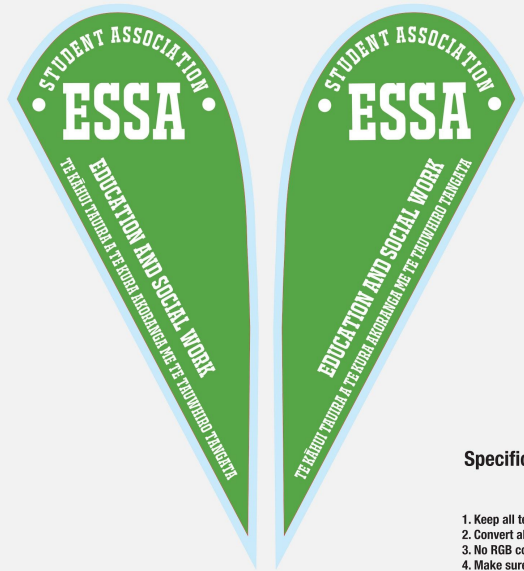


Stress less - Sem 2	\$200	Welfare/Social	Partial
Footpath sign	\$125	Communications/Vice Communications	Partial
Marketing Incentives	\$150 -\$49	Communications/Vice Communications/President	Partial
Online Website	\$300	Communications/Vice Communications/President	Full
Online - Email	\$60	Communications/Vice Communications/President	Full
Supporter gifts	\$100	Secretary/Treasurer	Partial
Mascot Dry Cleaning	\$40	Secretary/Treasurer	Full
Stickers for ID Cards	\$150	Secretary/President	Full
Office Supplies	\$50	Secretary	Full
Printer	\$150	Secretary/Vice Presidents	Partial
A3 Printing	\$20	All Exec Members	Full
Printer Ink	\$150	Secretary/Vice Presidents	Full
Welfare Budget	\$100	Welfare	Partial
Sports Leader meetings	\$50	2017 Sports Leaders - 5 trips, \$10 milleage/parking each trip	Partial - with email Treasurer
Meetings in the city	\$50	All Exec Members - 5 trips, \$10 mileage/parking each trip	Partial - with email Treasurer
Tai Tokerau	\$200	Any Exec Member using their vehicle for the trip	Partial
<p>*Partial approval - The approved role/s must seek approval from the President/Vice Presidents (or Treasurer where stipulated) through email submission.</p> <ul style="list-style-type: none"> Financial Proposal - seek approval to repay Lana Thain for the amount of \$207.08 for the Weebly upgrade and \$28.76 for the domain name of essa.co.nz. This was payed 22/01/16 via Lana's credit card. <p>All present members approve this motion.</p> <ul style="list-style-type: none"> Ratify purchase - financial proposal circulated 22/01/17 			

Chair Approved



	All present members approve this motion.	
3	<p>Change to ESSA exec Abbey Suyker would wish to resign from social role and the executive for personal reasons; resignation accepted by present members. Proposal that Sandra Chan move from being Vice Social to Social Officer All present members approved this motion.</p>	Lana Thain
4	<p>OrgSync- <u>Action:</u> Lana Thain to invite all executive members to OrgSync.</p>	Lana Thain
5	<p>Outreach to Tai Tokerau Campus Suggestion:</p> <ul style="list-style-type: none"> • Sports tournament between campuses. • Ki O Rahi, or other sports/ events to connect with them. • Create/seek sponsorship as a trophy or prize as an incentive. <p><u>Action:</u> Lana Thain to make a poll for what to bring. For the trip to Whangarei</p>	Lana Thain
6	<p>Te Reo Maori name for essa:</p> <ol style="list-style-type: none"> 1. Te Kahui Taurira - translation is just student group/grouping of students. <p>OR</p> <ol style="list-style-type: none"> 2. Te KahuiTaurira o Te Kura Akoranga me Te Tauwhiro Tangata - this is tied with the faculty one which is : Te Kura Akoranga me Te Tauwhiro Tangata o te Whare Wananga o Tamaki Makaurau <p>All present members vote for the second name for essa.</p>	Lana Thain
7	<p>Essa Flag design All present members agree on the flag 2 suggestion.</p>	Lana Thain

	 <p>Specific</p> <ol style="list-style-type: none"> 1. Keep all text 2. Convert all 3. No RGB col 4. Make sure 	
<p>8</p>	<p>O week events MONDAY</p> <ul style="list-style-type: none"> ● ESSA/University mascots ● Photo booth with photo frame ● Membership sign-ups for ESSA with limited number of welcome packs <p>Bake sale/sausage sizzle fundraiser. Issues - time consuming/high cost.</p> <p>Welcome pack suggestions:</p> <ul style="list-style-type: none"> ● Grant from Banks - advertise their tertiary packs <p>Action:</p> <ul style="list-style-type: none"> ● Lana Thain facebook post to see who can help from 27th Feb to make 200 welcome packs ● Jonathan Ilaua - reach out to McDs for vouchers/sponsorship 	<p>Lana Thain Sandra Chan</p>
<p>9</p>	<p>Social Events</p> <ul style="list-style-type: none"> ● Week 2 <p>Sausage sizzle approved with the condition all ESSA executive follow the health and safety rules: See Social>Event Health and Safety in Google Drive</p> <ul style="list-style-type: none"> ● Week 4- Pub Quiz ● Week 6- Easter egg hunt <p>Cultural day/night between Easter and Stress Less week</p> <p>Ideas</p>	<p>Sandra Chan Luke Gibson</p>

	<ul style="list-style-type: none"> • Seek out ideas from Pasifika Success • Rochai • Food - pot luck dinner • Costumes • University Clubs - found on OrgSync/Clubs Expo <p>Action:</p> <ul style="list-style-type: none"> • Lana Thain to ask Michael which day is the campus is most populated/Ask Facilities whether we can use campus in the evening <p>Potential venue De post Mt. Eden</p> <ul style="list-style-type: none"> • First Quiz night TBC, take registrations to get the numbers. • Make events exclusive/smaller numbers/sell out <p>Suggestion:</p> <ul style="list-style-type: none"> • ESSA Easter Extravaganza, tickets for sale, student discounts at the bar <p>Action: Luke Gibson to see how many people are allowed in the room allocated.</p>	
10	<p>Shape of the year Located on the ESSA Google Drive. Shows the practicum/exam/break dates across the faculty.</p>	Lana Thain
11	<p>General Business</p> <ul style="list-style-type: none"> • Lana Thain - 70+ sign ups to ESSA from Grad Dip ECE/Prim. • Lana Thain - Proposal to discard fizzy drinks bought for 2016 Orientation Event. All present members agree to this motion. • Lana Thain - new website. info@essa.co.nz • Jonothon Ilaua - updates members of pricing on the T-shirts; they may cost up to \$25 (double sided) <p>Equity:</p> <ul style="list-style-type: none"> • May 26th - pink shirt day, fight against sexuality and bullying • There is a parent space (H404), on campus that parents can use. • Lana Thain will make a proposal for LYC condoms and Montana Taogaga will send it in. • A proposal for a space on campus for sexuality/ quere space; Montana Taogaga to discuss this with Dylan Landi <p>Actions for Montana Taogaga:</p> <ul style="list-style-type: none"> • Parent Space-Ask Rebekah to make a Powerpoint for eScreens 	Open floor

Chair Approved



	<ul style="list-style-type: none">• Find out when Sex Week and cultural weeks are. <p><u>Actions for Tammy Lushai:</u></p> <ul style="list-style-type: none">• Post the new main email password• Create a Facebook post asking for all members availability for the rosters office hours.	
	<p>Meeting Closed at 7:22 pm</p>	