

Meeting Minutes

Date:	Friday, 31st March, 2017
Time:	6pm
Place:	N block student space
Called by:	President - Lana Thain
Meeting Type:	Executive Monthly Meeting
Minute taker/ time keeper:	Katie Penfold
Attendees:	Lana Thain, Luke Gibson, Mary Namala, Rebekah Buist, Tyne Wijdeven, Sandra Chan, Ashleigh Poolman, Katie Penfold, Kerry Campbell (Skype)
Apologies:	Montana Taogaga, Tammy Lushai, Jonathan Ilaua

Item:	Description:	Responsible:
1	<p>Began 6.03pm</p> <p>Ratify minutes of previous meeting (26/01/17)</p> <p>All present members members accept the minutes from last meeting</p> <p>Meeting starts at 6:03pm</p>	Lana Thain
2	<p>Motion: Add executive role to the ESSA Executive: Tai Tokerau representatives</p> <p>All present members members accept and pass the motion</p> <p>Nominate Tai Tokerau representatives - Nina Franklin and Kerry Campbell</p> <p>All present members members voted for both nominated representatives</p>	Lana Thain
3	<p>Matters arising from previous meeting</p> <ul style="list-style-type: none"> • <u>Lana Thain</u> <p>To invite all executive members to OrgSync.</p> <p>Will complete before next meeting</p> <p>To make a poll for what to bring. For the trip to Whangarei</p> <p>Complete</p> <p>Facebook post to see who can help from 27th Feb to make 200 welcome packs</p> <p>Complete</p> <p>Ask Michael which day is the campus is most populated/Ask Facilities whether we can use campus in the evening</p> <p>Complete - Monday, though classes run throughout the day.</p> <p>Waiting for response from facilities manager.</p> <ul style="list-style-type: none"> • <u>Jonathan Ilaua</u> 	Lana Thain

	<p>Reach out to McDs for vouchers/sponsorship No longer valid - <u>Montana Taogaga (Equity)</u></p> <p>A proposal for a space on campus for sexuality/ queer space See item 10</p> <p>Proposal for LYC condoms No longer valid - LYC requests a space specifically for LGBT students. See Item 10</p> <p>Parent Space- ask Rebekah to make a powerpoint for eScreens. Incomplete, completed at the meeting.</p> <p>When is sex week/ Cultural weeks No longer valid - Welfare events (Ashleigh)</p> <ul style="list-style-type: none"> • <u>Sandra Chan/ Luke Gibson</u> <p>Quiz nights and social events- Are we getting the numbers in the door? Complete</p> <p>To see how many people are allowed in the room allocated. Up to 50-80</p> <ul style="list-style-type: none"> • <u>Tammy Lushai:</u> <p>Post the new main email password Complete</p> <p>Create a Facebook post asking for all members availability for the rosters office hours. Complete</p>	
<p style="text-align: center;">4</p>	<p>Facilities survey Survey monkey</p> <ul style="list-style-type: none"> • Put on facebook pages • Options for answers (with 'other' option for own comments) <p>Tai Tokerau Campus - Parent room? Find out if/how many students would like a specific space and facilities for parents, babies and breastfeeding.</p>	<p style="text-align: center;">Lana Thain</p>
	<p>Action: Lana</p> <ul style="list-style-type: none"> • Work on survey, distribute via fb group to test/receive feedback. • Work with Kerry/Nina to create facilities survey for Tai Tokerau campus. 	

<p>5</p>	<p>SSCC meetings Faculty SSCC postponed until May. Established a SW SSCC alongside staff, first meeting 6/04/17.</p>	<p>Lana Thain</p>
<p>6</p>	<p>Communications Submit a form to publicise events/activities; Google Drive>Communications>ESSA Comms Request form. Needs to be sent a week before online (early). Send to ESSA email, ATTN: Comms NB: communications has access to: newsletter, facebook, website, TV screens, and staff newsletter (if needed)</p>	<p>Rebekah Buist</p>
<p>7</p>	<p>Welfare Events and the welfare portfolio in general Collaboration - AUSA coming to Epsom <u>Stress Less</u>: 6th-9th June Sem 1, 24th-27th October Sem 2 Puppies - talk to staff, colouring in, chocolate, mural art project, bubble wrap <u>Indoor space Suggestions</u>: (Epsom) Marae, A201, N Block, B block, Gym <u>Sex Week</u>: 2nd Oct-6th Oct (Break for EDSW) Informative but fun. Clinics be beneficial? Goody bags. Erotic fan fiction readings. Suggestions welcome. <u>Mental Health Carnival</u> date TBC: wellness class, yoga, pop up physical activities - collaboration, AUSA to Epsom. <u>Food Parcels</u> - continue keeping them in Epsom Office <ul style="list-style-type: none"> ● TT campus - expressed interest, staff need to contact Sarah. Staff to transfer them between campus. <u>Tai Tokerau</u>: These activities can happen on Tai Tokerau as well if they are wanted.</p>	<p>Ashleigh Poolman</p>
	<p>Action: <u>Ashleigh</u></p> <ul style="list-style-type: none"> ● Contact Tai Tokerau and Manukau staff to direct them to Sarah. ● Contact Sarah - whole campus is on break during Sex Week date. ● Contact Sarah - Food Parcel forms ● Raymond Dixon - dogs on campus? ● Exec Facebook group for Stress Less ideas. Possible public FB poll in May to see what ESSA members would engage in. <p><u>Kelly/Nina:</u></p>	

	<ul style="list-style-type: none"> Communicate with peers in TT campus, consider whether any of these Welfare events are suited. Can be adapted to suit the students. 	
8	<p>Social</p> <p>Easter Easter egg hunt: Thursday 6th April</p> <ul style="list-style-type: none"> Solution - buckets of chocolate eggs 9 winning tickets scattered around the drop locations. Clues released one at a time throughout the day? Ask the library staff if they'd be fine for us to hide the eggs <p>Easter eggstravangza: Wed 12th April, De Post</p> <ul style="list-style-type: none"> Gather ideas via FB <p>Tai Tokerau: Easter event</p> <ul style="list-style-type: none"> Meet to organise Money in budget request for this event. <p>May events - Pasifika Language week</p> <ul style="list-style-type: none"> Suggestion: contact Lilienne Skudder, Pasifika Success may already have plans underway. See how ESSA can contribute. <p>Bowls - Epsom vs club</p> <ul style="list-style-type: none"> Potential future event, EDSW team vs club. 	Sandra Chan
	<p>Action</p> <p><u>Sandra:</u></p> <ul style="list-style-type: none"> Contact Library staff to hide easter eggs. FB post to ask for ideas for eggstravaganza Pasifika language week - contact Lilienne Skudder, Pasifika Success may already have plans underway. <p><u>Nina/Kerry:</u> Meet to discuss Easter event for TT.</p> <p><u>Lana/Tyne:</u> Include money in budget request for TT Easter event.</p>	
9	<p>ESSA Merchandise: Selling T shirts - Advertising, buying first vs taking orders?</p> <ul style="list-style-type: none"> Take T shirt orders 	Lana Thain
	<p>Action</p> <p><u>Jonathan/Lana:</u></p> <ul style="list-style-type: none"> Can Apex provide women's Ts as well as men's? Work with Lana to create order form for students to purchase merchandise. 	

10	Equity Pink shirt day: Fri 26th May <ul style="list-style-type: none">• FB post to discuss ideas Queer space/bathrooms with hygiene products - student feedback <ul style="list-style-type: none">• Meeting with Lana/Montana to discuss how to integrate into the Facilities survey.	Mary Namala
	Action <u>Mary/Montana</u> <ul style="list-style-type: none">• Pink shirt day FB post to discuss ideas for event• Meeting with Lana/Montana to discuss how to integrate into the Facilities survey.	
11	General business How to publicise clothing bank? Suggestions: <ul style="list-style-type: none">• Slide for TV screens.• Remind cohorts a week before they go on prac about the service, directly into cohort FB pages. ESSA merchandise to TT <ul style="list-style-type: none">• Will be made available to TT students as soon as ordering system is running.• NB courier costs	Open floor
	Action <u>All:</u> Tell Tammy if you want a regular rostered spot in office hours. <u>Nina/Kerry:</u> introduce themselves to cohorts <u>Lana:</u> add TT reps to Exec FB closed group	

Meeting closed 7.03pm