

Meeting Agenda

Date:	Tuesday, 5th September 2017
Time:	12:30 pm
Place:	N block student space
Called by:	Lana Thain
Meeting Type:	Executive Monthly Meeting
Minute taker/ time keeper:	Lana Thain
Attendees:	Lana Thain, Rebekah Buist, Jonathon Ilaua, Guest - Letitia Farmer
Apologies:	Montana Taogaga, Kerry Campbell, Nina Franklin (Skype), Luke Gibson, Mary Namala, Sandra Chan, Tammy Lushai, Tyne Wijdeven, Ashleigh Poolman

Item:	Description:	Responsible:
1	Ratify minutes of previous meeting 07/08/17) All present members agree	Lana Thain
2	Matters arising from previous meeting No matters arising	Lana Thain
3	<p>Annual General Meeting</p> <p>Date: Tuesday 19th September in order to catch first year teaching students before they go on Practicum. Time: 12.15pm food, 12.30pm start AGM Voting system - as per the constitution, secret ballot, one role at a time. Funding \$100 from clubs awards - pizza</p> <p>Rebekah</p> <ul style="list-style-type: none"> ● Create a 'to-do' list for the AGM with names for those responsible for completing <p>Forms through OrgSync, use student upi to login</p> <ul style="list-style-type: none"> ● Nomination Form - nominees can apply for 4 ● Registration of attendance form ● Online voting option for those who cannot attend ● Communications - Facebook event, newsletter, Lana and Rebekah ● Funding for Facebook post through 2017 Sem 1 budget <p>Lana</p>	Lana Thain

	<ul style="list-style-type: none"> ● Returning Officers - reach out to Rebekah Williams and Angela ● Role descriptions - visual, to be posted in the fb event ● President report ● Constitution changes including online voting option, post to Facebook for executive to review. <p>Tyne and Lana - Treasurer report</p>	
<p>4</p>	<p>General Business</p> <p>Montana Taogaga has moved to Manukau campus and will not be able to attend ESSA meetings.</p>	<p>Open floor</p>