



Meeting Information

Date:	Tuesday, 6th December, 2016
Time:	6.15pm-7.20pm
Place:	N block student space
Called by:	President - Lana Thain
Meeting Type:	Executive Monthly Meeting
Minute taker/ time keeper:	Vice President - Katie Penfold
Attendees:	Lana Thain, Luke Gibson, Katie Penfold, Jonathon Ilaua, Sandra Chan,
Apologies:	Tammy Lushai, Ashleigh Poolman, Tyne Wijdeven, Abbey Suyker, Montana Taogaga, Mary Namala, Rebekah Buist

Item:	Description:	Responsible
1	<p>Nomination and voting of Vice Social Officer (Sandra Chan)</p> <p>All present members accepted Sandra Chan as Vice Social Officer.</p>	Lana Thain
	Mary Namala arrived at 6:20pm.	
2	<p>Ratify minutes of previous meeting (14/11/16)</p> <p>All present member accept the minutes from previous meeting.</p>	Lana Thain
3	<p>Financial:</p> <ul style="list-style-type: none"> Seek approval reimburse Lana Thain \$15 for postage stamps (taken from Office Supplies Budget) and \$5 for A4 envelopes (taken from A4 photocopying/printing paper budget), both bought to post 5 First Aid Certificates 2016 to recipients. <p>All present members agreed this motion. Total \$20 to be paid via internet banking.</p> <ul style="list-style-type: none"> Seek approval for Lana Thain (President) and Tyne Wijdeven (Treasurer) to have full access to ESSA bank account and be added as signatories of the account. <p>This motion is agreed by all present members.</p> <ul style="list-style-type: none"> Seek approval to remove Simon Elliott (2016 President) and Keshia Pereira (2016 Treasurer) from ESSA bank accounts, also removing them as signatories of the account, after Lana Thain 	Lana Thain



	<p>and Tyne Wijdeven have been granted full access.</p> <p>This motion is agreed by all present members.</p>	
4	<p>Matters arising from previous meeting:</p> <p>Rebekah Buist:</p> <ul style="list-style-type: none"> - Costs of websites/FB Website = \$300 E-mail = \$60 These amounts were entered into the Faculty clubs proposed budget to Clubs Funding. <p>Ashleigh Poolman:</p> <ul style="list-style-type: none"> - Reach out to Penelope Jones-AUSA Welfare: introduction, sanitary products and food bank. Complete. Waiting to hear back. <p>Lana Thain:</p> <ul style="list-style-type: none"> - seek contacts and information on the beginning stages of publishing a magazine. Reached out to Coms and marketing team here; they suggested to do a peer review system of the articles entered for the magazine. Ongoing. - Remind executive members of this award via Facebook. Complete. - Return one of the 3 keys to John Finlay to allocate to Katie Penfold. Incomplete. - Contact Helen to use the photo frame again during orientation. Ongoing. Will contact Helen (orientation event manager) in January. <p>Luke Gibson:</p> <ul style="list-style-type: none"> - De Post Mt. Eden - student discounts offered on quiz night? Venue Hire cost? Room for free and venue provides everything provided there is attendance: e.g. 6 teams of 6. Suggestion: Pub quiz as a pre-drink, and then pub crawl. With ticket sales. - Stickers Contact can only do stamps. <p>Lana has a contact that will do 1,000 stickers for \$150.</p>	Lana Thain
	<p><u>ACTION:</u> Lana Thain</p>	

	<ul style="list-style-type: none"> • Get a quote for 1,000 stickers, circulate sticker designs with executive in closed Facebook group. • Return/change registration details for one of the office keys 	
5	<p>Final submitted budget to Clubs Funding See Google Drive>Finance>Clubs Funding-UoA>ESSA2017BudgetRequest Also made available on the closed Facebook group</p>	Lana Thain
6	<p>Leadership and services award Everyone is informed. Resources available in Facebook group and Google Drive.</p>	Lana Thain
7	<p>Tai Tokerau / Manukau campuses As we are the Education and Social Work student association, ESSA would like to reach out to Tai Tokerau and Manukau campuses. Lana Thain met Lindsay Laing (Tai Tokerau campus director) who is looking forward to collaborating with ESSA to create communication and opportunities for our students. He suggested reaching out to the Equity Committee to request funding for travel expenses to Whangarei. Lana Thain and Nic Mason have completed an ESG funding application for travel costs (mileage) 0.72/km for two trips to Tai Tokerau/Manukau campuses. Nic Mason will submit on behalf of ESSA. Also applied for one trip in budget request with clubs funding if the application is denied.</p>	Lana Thain
8	<p>Flag design All present members agreed on the ESSA logo as the design. Flag colour - signature green.</p> <p>ACTION: Lana Thain - design the flag and put it on the facebook page for exec to comment on before submitting to the company and pay for it.</p>	Lana Thain
9	<p>Social:</p> <ul style="list-style-type: none"> • Orientation week (6th March, 2017) NB: This date correlates with the Tai Tokerau event. Ideas: photo booth (from Faculty Comms/Helen) - good for sign ups/social media engagement. Suggestion: popcorn and hotdogs. • Easter egg hunt We have requested \$200 for chocolate eggs in the Budget Request with Clubs Funding. • Shape of the year Abbey Suyker is not present therefore social events will be discussed at a later meeting. 	Abbey Suyker
10	<p>General business</p>	Open floor



	<p>ESG funding request for academic regalia declined.</p> <p>Suggestion: look into sponsorship from food trucks</p> <p>Round the bays - look into whether the faculty have a staff/student team.</p> <p>Social event idea: Movie on the grass and bean bags. Ask Faculty Comms whether they have the equipment, ESSA run the event.</p> <p>T- shirts: \$17,hoodie: \$50</p> <ul style="list-style-type: none"> ● Put in the money after christmas ● Green T-shirt with white logo or vice versa ● Use Facebook group to circulate/vote on T-shirt designs 	
	<p><u>ACTION:</u></p> <p>Sandra Chan/Communications:</p> <ul style="list-style-type: none"> ● Email Faculty Comms about whether there is an existing Round the Bays team. ● Email Faculty Comms about Movie on the grass event - ask whether they have the equipment, ESSA would like to run the event. <p>Lana Thain:</p> <ul style="list-style-type: none"> ● Float some ideas on the facebook page. 	
	<p>Meeting closed 7:20pm</p>	