

Executive meeting Minutes.

Date:	Thursday 12th May 2016
Time:	6pm-8pm
Place:	N block student space N331
Minute taker/ time keeper:	Josh Jeffrey- Secretary
Called by: Simon Elliott Meeting type: Executive Monthly Meeting.	

Attendees- Georgia Drumm, Simon Elliott ,Kathryn Franklin , Becky Hawker, Yi Xin Heng, Jonathan Ilaua, Josh Jeffrey, Mary Namala , Keshia Pereira, Claire Skelton, Montana Taogaga, Lana Thain, Rebekah Buist

Item	Description	Responsible
1	Simon welcomed the group. Members introduced themselves and stated their positions. Georgia Drumm- Social officer Simon Elliott – President. Kathryn Franklin - Vice Communication Becky Hawker Vice President Yi Xin Heng- Communications Officer Jonathan Ilaua - Sports Officer Josh Jeffrey- Secretary Mary Namala - Equity Officer A Keshia Pereira Treasurer Claire Skelton Welfare Officer Montana Taogaga Equity Officer B Lana Thain Vice President Rebekah Buist Vice Social Officer	President-Simon.
2	Ratify voting Vice Social Officer (Rebekah Buist) - Ratified the Executives vote to bring in Rebekah Buist as Vice Social Officer.	President-Simon.
	Apologies – Ratifying financial proposals - Motion for April pub quiz purchases- Motion Ratified. - Motion of approval 2- Purchase of table cloths for stein-motion ratified. - Financial proposal for SGM- Motion ratified. - Catering for exec meeting- Motion ratified.	Secretary-Josh. Claire-Welfare officer.
4	Email contact list. - Main email essa.uni.info@gmail.com - welfare.essa@gmail.com – Welfare.	Welfare officer-Claire.

	<ul style="list-style-type: none"> - sports.essa@gmail.com – Sports. - All passwords emails held in black folder in office. - For secretary there is a “White list” of names that need to be categorized and placed on Mailchimp. The names and contact info of all ESSA members are on our google drive account under “admin” - There are 3 AUSA grants we can direct people to if they are in need of financial support. These are in our website under the welfare section. They are also on our wall in the ESSA office. - All passwords for emails are in the folder in admin on google drive (main email). - Main email is shared by everyone, check once every day or two, depending on role. - If you think you are best to deal with an email then open it and have a read. If you decide it is not for you then mark it as unread so that the person best suited to attend to the email can deal with it. Once you are finished with an email file it in one of the labels on the side. If there is an open email presumably someone is working on it and so leave it alone. 	
5	<p>Discussion of the Social Sub committee</p> <ul style="list-style-type: none"> - The Social subcommittee Facebook page being deleted, a start over is wanted. - Recruitment of New individuals for Sub-committee will begin. - Interview process for these individuals will be semi-formal 	Social Officer - Georgia
6	<p>Finance meeting</p> <ul style="list-style-type: none"> - To get to google drive 1) Go to ESSA’s main email 2) click the 3 by 3 square 3) there is an option to get to google drive. - Keisha is emailing notes after this meeting. - If you spend money on behalf of ESSA you need a receipt to get refunded. - Difference between financial budget and proposal discussed. A proposal is when you are applying to spend money on behalf of ESSA. A budget is what you are going to spend money on. - On budgets categorize specific items (i.e. categories food and stationary equipment needed. - Process to get paid back for spending on behalf of ESSA: submit proposal first, if done on email you need it ratified at next executive meeting, research item, get full approval, collect <u>legible</u> receipt and place in the receipt envelope. Then a refund will be processed by Keisha. - We will have people given approved spending where they don’t need to submit a financial proposal as we are approving them at this meeting. There are some that need provisional approval meaning 	/ Treasurer / Keisha.

	<p>confirmation is needed at a later stage by Simon, Lana or Becky (President, Vice Presidents). If you are approved to spend the money without further confirmation this is full approval.</p> <ul style="list-style-type: none"> - Receipts go in brown envelope in the 2nd draw down in the desk in ESSA office. - Payback dates are needed for refund. Put a date you wish to be paid on (generally a month out from date from initial purchase, as a courtesy.). - have members provisionally approve *- Simon, Lana or Becky (President, Vice Presidents) 	
7	<p>Finance/ Financial report</p> <p>Everyone should receive a finance email following the first exec meeting. This email outlines everything you need to know about processes and where to find the appropriate forms and documents. If you are unsure of anything or need a question answered please ask Keshia.</p> <ul style="list-style-type: none"> - Go to: https://drive.google.com/drive/folders/0B_TKRZxx50kpU0JNVGE1UIFFYWc Report is in this folder 	Treasurer Keisha
8	<p>Discussion Vice Social Officer role</p> <p>Item resolved in point 3 of agenda</p>	Social Officer - Georgia
9	<p>Incorporated society.</p> <p>ESSA is officially an incoportated society as such we need to send them our SGM minutes, change when our annual general meeting will be and send them our new consitution. Claire Skelton will do this.</p>	Welfare officer- Claire.
10	<p>Essa website and Facebook</p> <ul style="list-style-type: none"> - Events, should be well organised in advance. - Send all information you want to be sent to members through communications, this is especially so for mass emails but includes posters etc. - For deadlines, give Exec members at least one week notice to complete tasks. - No communications within ESSA after 10pm or before 8am as a courtesy (unless urgent) 	President- Simon
11	<p>Essa Roster.</p> <ul style="list-style-type: none"> - There is a table of availability for times for office hours, practicum dates, availability etc. - Secretary will put up roster every two weeks. This Roster will be placed on Facebook, on the Weebly site and on the wall and door of the office. - All should access roster (google drive, admin folder) if they 	Welfare officer- Claire.

	wish to change something. - Email secretary (Josh) on the ESSA email if availability changes, or if there is a day of office duty that cannot be attended.	
12	University Grant Budget	President-Simon

Item approved	Amount	Person/ people approved	Full or partial approval
AGM Catering	\$200	Secretary (Josh)	Partial – (P or VP)
Executive monthly meeting catering	\$35 per meeting	Secretary (Josh)	Full
Eftpos machine	\$34.5 per month until November	Treasurer	Full
Gas Bottle	\$80	Social	Full
Laminating sheets	\$100	Secretary	Full
A4 Printing paper	\$16.50	Secretary	Full
General Printing budget	\$100	All Exec members	Partial – Tresurer
Printer ink	\$180	Secretary	Full
Sport equipment purchase	\$150	Sport	Partial – P/VP
Gazebo	\$200	Sport	Partial – P/VP
Folding tables	\$60	Social	Partial – P/VP
Mascot (Doggies)	\$150	Sport	Partial – P/VP
Speaker(s)	\$300	Communications	Partial – P/VP
Welfare Budget	\$100	Welfare	Partial – P/VP
Gifts for supporters	\$100	Secretary	Partial – P/VP
Office supplies	\$100	Secretary	Full
Sign/banner	\$100	Communications	Partial – P/VP

Travel expenses	\$180	All Exec members	Partial – Treasurer \$10 per trip will be allocated to the person who applies. They must receive written approval prior to making the trip to receive this money.
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13	<p>Student rep</p> <ul style="list-style-type: none"> - There are two levels of SSCC meetings. The ITE (Initial Teacher Education) SSCC (Student Staff Consultative Committee) meetings which we chair and is a chance to get feedback from students to staff. From this meeting representatives (Including us) attend the Faculty SSCC meetings. We are also assisting to set up Social Work SSCC meetings so all students in our faculty get a chance to voice their concerns or feedback with staff. 	Simon-President.
14	<p>Mailchimp</p> <p>Resolved in item 4 of agenda</p>	Welfare officer-Claire.
15	<p>AT stickers</p> <ul style="list-style-type: none"> - Students can now get AT HOP discount stickers mailed out to them. They need to send their full name, student ID number and postal address to retail@auckland.ac.nz 	President-Simon
16	<p>Succession folders</p> <ul style="list-style-type: none"> - Idea that there is a folder and timeline made by all Exec members of all important contacts and listing what needs to be done and when. This will be passed onto the person who is elected to your position at the AGM 	Simon
17	<p>First aid</p> <p>There is a level 1 first aid course available. \$85.10 per person. Need a max of 20 people. 3rd years and those in the ECE course are prioritised for this as it is a course requirement. We are looking at doing 2 sessions for this.</p>	Social officer-Georgia.
18	<p>Bloodbank</p> <ul style="list-style-type: none"> - Essa is hosting a blood bank 2nd September. Helen Pengelly is assisting with this, including advertising to staff. The room that this is being held in is B113. Running from 10:30-4 pm. The Blood bank organisation is providing a promotional poster. A “What is your blood type” event is being held on the Tuesday and Wednesday of that week (The 30/31st of August). 	Welfare officer-Claire.
19	<p>Sanitary items</p> <ul style="list-style-type: none"> - AUSA is giving us free sanitary items which will be placed in 4 	Welfare officer

	main female toilets.	Claire
20	<p>Clothes bank</p> <ul style="list-style-type: none"> - Are clothes returned or not to ESSA or not? - Options: - We could trial the “return” method? - We could “suggest” the return of clothing items? - Voted in that people can keep clothes but they are encouraged to donate the clothes back when they have finished with them 	President-Simon
21	<p>Lockers</p> <ul style="list-style-type: none"> - We officially have control of the lockers located in G block. A contract for this will be drawn up at a later time. 	President-Simon
22	<p>Discussion on Free Bread</p> <ul style="list-style-type: none"> - We need a plan for having a consistent time to collect bread- Montana (Equity officer B) suggested she may be available for this. - Is there a better way to display the bread we are receiving? The “black bag” approach does not look appetising. - Suggestion that if needed we could send times of availability to Becky for the collection of bread. - There was a request to make a register of students who are regularly using welfare supplies, so we can mass email those students regularly using welfare services when new supplies come in. 	Becky Hawker Vice President
23	<p>Feedback/ forward from SGM</p> <ul style="list-style-type: none"> - Idea suggested by Simon of having a “Ranking voting system” Push this issue to another ESSA meeting 2-3 meetings before the next ESSA election. - Access to Gmail- The link to the minutes and constitution will be sent out by comms each month. 	Welfare officer- Claire
24	<p>General business concerns. Next Friday- Pink Shirt day.</p> <ul style="list-style-type: none"> - Thinking about having dance party rave as a LGBT event - Considering making safe place for LGBT students. - A student email will be sent out on this. - During office hours any time a payment is taken by an Exec member a green receipt must be used. - For those who want to have more information on ESSA they should be directed to sign up so customised emails can be sent to them. - Next meeting for Exec is in June. Possibly after the 15th or in between break the uni breaks. 27th is when university starts again. A poll will be done to determine the best meeting time. 	Open floor.