

ESSA Executive monthly meeting Minutes

Meeting Details:

Date: Thursday 16th June, 2016

Time: 12.30pm - 2pm

Location: N Block Student Space (N335) at Epsom University of Auckland Campus

Called By: Lana Thain

Meeting Type: Executive Monthly Meeting

Time Keeper: Lana Thain

Minutes: Yi Xin

Attending: Lana Thain, Claire Skelton, Josh Jeffrey, Georgia Drumm, Jonathan Fotu Ilaua, Yi Xin Heng, Kathy Franklin

Apologies: Montana Taogaga, Simon Elliott, Rebekah Buist, Kesh Pereira, Becky Hawker

Number	Items
1	<p>Financial: Lana Thain</p> <p>Having only one approved person to spend budgeted funds is an issue for the rest of the semester; students leave to go on placement.</p> <ul style="list-style-type: none">- Welfare budget - Welfare and equity officers.- Eftpos machine - Treasurer and P/VP- Executive Monthly catering - Secretary and P/ VP- Catering for monthly exec meeting, laminating paper, A4 printing paper, printer ink, office supplies, gifts for supporters - Secretary and P/ VP.- All present members agreed on ratification.- See https://docs.google.com/document/d/18AYkejo8AnrYe6aHTUKJJr048l8bMXAqXBf9D2iDEx0/edit for changes to people approved to spend ESSA budget.- Kesh (Treasurer) will be contacting Julia Hohl to follow up after not yet receiving funding
2	<p>Ratify Minutes: Josh Jeffrey</p> <ul style="list-style-type: none">- Minutes from Executive Monthly Meeting 12/05/16 ratified by all members present.
3	<p>Lockers: Lana Thain</p> <ul style="list-style-type: none">- EESA has been given permission to hire 144 lockers upstairs in floors 4, 5, 6.- We could buy padlocks and distribute keys, but this is expensive.- If we allow students to buy their own locks this will need more monitoring.

	<p>(i.e. spreadsheet of available lockers and names, regular checks of lockers).</p> <ul style="list-style-type: none"> - <u>To check:</u> Do the lockers have numbers on them? - It was suggested that we could mark out the lockers that have been rented with stickers. Putting a pin in this idea as stickers require funding that ESSA has not applied for. - On google docs there is a draft of terms and conditions of locker use. Locker contract and form is on google docs. (Find form at: https://docs.google.com/document/d/1cyAK6Mxv7510aIKIYsgA9nF0jjzXPMbBiOEYUNmnFBQ/edit) - This document will be finalised before the 18th of July. - Locker rules as described in the above terms and conditions are in effect from the 18th of September, this will need to be advertised - newsletter and posters on the lockers. - Locker regulations will be enforced Friday, 22nd of July onwards. - The \$20 paid by students for renting lockers covers until 19th of November. - The final decision made was to allow students to buy their own padlocks and monitor the locker use with the use of spreadsheets. We can change this if the system if it becomes problematic. This decision was ratified by members present.
<p>4</p>	<p>Clothing Bank: Claire Skelton.</p> <ul style="list-style-type: none"> - The current receipt system is ineffective, therefore a form has been made that will assist with tracking what items (aka ESSA assets/donated goods) are being taken by students. - An inventory will be completed before Monday 18th July, 2016. - The forms will be held in the red file box on the desk which will take effect from Monday 18th July, 2016. - Donated clothes needs to be added to our inventory, forms also found in red file box on the desk. - The present ESSA Exec member agreed that students don't have to give clothes back, but it is suggested.
<p>5</p>	<p>ESSA in university/faculty website: Lana Thain</p> <ul style="list-style-type: none"> - ETSSA is still present on the AUSA page, and the Faculty page. ETTSA needs to be removed as this association is no longer in existence in the university. - Communications officers to respond to email from Samantha Perry from Marketing for the Faculty, to add ESSA online.
<p>6</p>	<p>University Challenge: Lana Thain.</p> <ul style="list-style-type: none"> - Contact: Amy Edwards, events co-ordinator. See email (Events>University Challenge) for more information. - Each faculty association assembles a team of 4 members to participate in general knowledge quiz. - The first event will be 19th September. The final would be the 28th September. - Competing for a \$500 prize for their association.

	<ul style="list-style-type: none"> - Social Officers to manage this event alongside communications officers. - Communications to advertise through newsletter/Facebook - Reach out to PGSA members through Mohammad.
7	<p>AUSA call to support divestment from Fossil Fuel companies: Lana Thain</p> <ul style="list-style-type: none"> - AUSA President, Will Matthew's called on ESSA to support the Fossil Free UoA movement. See email for more information (General Business). - All present ESSA Executive members voted to support the Fossil Free UoA movement. - Vice President (Lana) to respond via email and attach ESSA logo.
8	<p>First Aid course: Claire Skelton/Georgia Drumm.</p> <ul style="list-style-type: none"> - The First Aid course that is happening at the university is a first aid course covering infant and adults, and how to assist individuals with diabetes. We are advertising this as a first level course. - Wednesday the 7th September and Thursday 8th September. - Run by "Action for Survival". - 18 people have paid so far. We have received \$1170. The total cost of the course is \$2,219.50. - ESSA will pay for this before the workshops. Claire to make a budget for the next meeting. - Hard copy certificates will be sent to ESSA to distribute to participants.
9	<p>Social events: Georgia Drumm</p> <p>Quiz: Wednesday 14th september</p> <ul style="list-style-type: none"> - Social officers will approach bowling club to enquire about possible discount on venue. - Social officers and subcommittee to consider possible catering options. - Suggestions: BYO food, include price of food in sale of tickets, ESSA purchases food and distributes at the event. Talk to the bowling club to find out if this is possible. <p>Comedy Night: Friday 28th October, .</p> <ul style="list-style-type: none"> - Auckland University comedy club - ESSA may have to pay for transport for the comedy club to get to Epsom. - We should include a discount for premium members, showing the benefits of being premium members. - The layout/logistics behind the comedy night will be discussed at the next social meeting. - Social officer to stay in contact Comedy Club <p>Fitness classes</p> <ul style="list-style-type: none"> - Social officer to contact Raymond re regular booking of the barn on campus in the evenings.

10	<p>Sport: Jonothan Fotu Ilaua</p> <ul style="list-style-type: none"> - Social futsal: Interfaculty sports leader (Julia) will scout out players to compete in interfaculty tournament. - Social netball games will also be organised later in the semester. - Mascot has been selected, Vice President (Lana) gave full approval for the purchasing of a Mascot outfit by Jonathan. - Sports officer will continue looking for a Gazebo for ESSA to purchase online. - Ki O Rahi: sports officer has talked to Rochelle about equipment, wants to get Huarahi Maori students involved in the game.
11	<p>Succession plan</p> <ul style="list-style-type: none"> - Each Executive member should continuously update their succession plan found in Google Drive>Exec Roles.
12	<p>Seminar: Lana Thain Suggestions:</p> <ul style="list-style-type: none"> - Workshop for primary students on behaviour management ie PB4L. - Principals/Employers - Reach out to class reps from SW/HS to get more ideas - Heather Skelton would be willing to run a workshop on what ECE employers are looking for. - Claire has possible contact with John Hattie or a representative.
13	<p>General business: Discussion open to executive team.</p> <ul style="list-style-type: none"> - There is a form in google drive for comms support ie posters, Facebook posts, Newsletter items. Find the form in Google Drive>Communications>Comms request forms>ESSA_Comms_RequestforCommsSupport.docx - Free bread: ESSA exec member to contact Victor at the start of the week every three weeks during the second semester. Equity with the support of Vice President (Lana) to take this up while Welfare/Vice President (Becky) are on Practicum. - Advertise via Facebook when bread is available - Sanitary items are not arriving until next semester.

Meeting closed at 2:22