

## **Education and Social Work Student Association Minutes**

### **Executive Members Meeting**

**25<sup>th</sup> of January 2016; 3:30pm – 4:30pm; A Block 201 (Student Common Room)**

**Attending:** Simon Elliott, Tahina Fuata, Mary Namala, Claire Skelton, Georgia Drumm, Lauren Bailey.

**Apologies:** Julia Li, Keshia Pereira, Amy Botha, Lana Thain, Becky Hawker & Jahmal Beckmannflay

#### **1. Welfare – Mary**

- We need someone in the office during the week to oversee the food parcels and the forms for emergency funding. Normally people email in first if they need emergency funding. We just have them fill out a form and we give it to the AUSA worker.
- Office hours between 10-2 Monday to Friday. Everyone needs to send Claire times they are available to work in the office.
- An AUSA representative will most likely come once a week, guessing this will be on Wednesday but it is not confirmed.
- Emergency funding can be applied online thus we all need to know how to access the website to show people.
- There will be electronic boards around the campus next year that we have access to. We can use these boards to advertise welfare programmes for students such as food parcels.

#### **2. Constitution – Claire**

- Everyone agrees with the objectives presented in the constitution.
- Discussing the wording of 4.1 to ensure every student in the faculty of education is represented, including foundation, post graduate etc.
- Point 9.1 and 9.2 - Need to sign up to be an incorporated society to ensure the executive members do not become financially responsible for any debt received throughout the year.
- Point 10.5 – Not exceeding 15 executive members.
- Point 11.3 – Meeting at least once a month to conduct business.
- Point 11.4/11.5 – At least 3 members need to be present within the meeting for decisions to be made. President has overruling vote.
- Point 17.5 – We need to appoint two returning offices who have responsibility for counting votes and reporting the results to the president. Possibly Michael, a lecturer? President needs to nominate 2 members at an AGM. If someone disagrees with a RO they must find a replacement.

- Point 20.1 – Requirements for AGM. Secretary must give a week's notice for an AGM or SGM. All motions must be received 4 days prior to AGM or SGM. The Quorum for the AGM must have 10% of the members of the association.
- Point 24.5 – No spending without approval of the committee beforehand.
- Put in that we can have different levels of membership.
- Cut out University of Auckland in our name.

### 3. Sport – Tahina

- Waka Ama – It is coming up, the first training is next week with Sugar at Takuranga beach. No sports point are given at this event. Jahmal and Simon are leading the team. The contest is the 12<sup>th</sup> of March, we will be encouraging people to come and support.
- Equipment – we are trying to get equipment from the city campus university, mostly for faculty sports, we are also wanting to see if we can loan the equipment out to students.
- How IFT (interfaculty) works – There are nine faculties. There is a roaster for the year planned out that has all of the different sports that the faculties can get involved in. Different colours represent different sports. The first competitive sport worth points is indoor netball. At the end of the competition you get points which helps rank the teams. The less points you have the better. We have 3 general meetings with the people who organise IFT that help us organise it within our own faculty and gives us advice. We have already got more people involved this year. It is our job in ESSA to promote faculty sports, we can promote it and help people be aware of events and how to join the team. IFT is all free. There is a manager for each team.

### 4. Financial – Simon

- We have set up a bank account with ANZ.
- There are two types of bank accounts, one where we pay \$5 a month and one where we pay \$3 per transaction. We are on the \$3 per transaction one because we cannot afford the \$5 a month one now. Depending on how many transactions we make we will most likely change over to the \$5 a month one later on.
- Due to the fact that we need two signatories for a financial transaction we cannot access funds online.
- We are waiting to hear from AUSA, Overseas teaching and the Gym accounts team about funding.
- Gym - While we are waiting to hear from the Gym if we get money from last year, we do get \$20 for each person who signs up for the gym this year. It is \$70 gym membership. We are looking into having a card to access the gym so that we can give people a tour.

### 5. Communication – Simon

- Email addresses – We don't get a University email address. So we will use a g-mail account. I am thinking that we will have more than one, a main one, one for the President and Welfare. I will have a talk with the head of the Arts Student association and see how many email addresses they have.
- We have been put in the University diaries.
- Website – The University does give free websites for clubs however due to the transfer to canvas and the changes the university is making the websites are not working. Thus we are not going to set up a website and will just have a Facebook page.
- Online sign up system – Have students sign up with paper sign up during O-week but also wanting an online signup sheet. This needs further research in how we can make this work.
- See if we can get a link on Canvas and/or Student Services for signup.
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- Promo brochures/ poster

## 6. Logo – Everyone

- Current designs– Most people like the logo with the people in a pyramid on top of a book.
- Changes suggestions –
  - Ø Include Faculty and school colours, need to look up what the official ones are (ask Michael) but the graduation colours are Green for education, Yellow for social work and Brown for Post grad.
  - Ø In our faculty we have five schools so we need to somehow incorporate the five different schools. Have five people on top of the book.
  - Ø Have ESSA the same width as the book.

## 7. O week – Simon

- 18<sup>th</sup> of January is Postgrads Orientation day.
- 22<sup>nd</sup>-26<sup>th</sup> of February is everyone else's, Simon will be there to promote ESSA and speak to the new students.
- BBQ and beats is on the 29<sup>th</sup> of February from 11:30-1:30. We will have a stall during the day with a signup sheet
- Discussed ways of attracting students to stall – having a photo frame, with our label on it, that people can stand behind and we take photos of them in it, then tag them on Facebook. Can have a costume box and have a reward for most creative photo (Possibility a gift card)
- Claire can go around first week lectures to talk to students about ESSA.

## 8. Misc. - Simon

- Membership options and privileges – Thinking about having a five-dollar membership option where they get more discounts (such as gym) or go to events for free. Also having a free version. The more members that we have the more funding we get.

- Everyone's contact details to Claire so that she can create contact detail list.
- Student space(s) – Students spaces there should be more spaces this year.
- Our office still going to be in N block.
- Campus Gym – Wont include access to pool.
- Great Easter egg hunt – need to talk with pervious organizer with how it worked.
- Lauren will look into a way of sending mass emails.
- Possible set up a good doc account that we can all access that will have excel version for student's information.
- Need to look up more on how to get maxx stickers and ESSA stickers (mac Stickers).
- AUSA – During O Week they are having a stein party that we can promote.