

ESSA Executive monthly meeting Agenda

Meeting Details:

Date: 28-09-16

Time: 3:00pm

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

Called By: Simon Elliott

Meeting Type: Executive monthly meeting

Time Keeper: Claire Skelton

Minutes: Josh Jeffrey

Attending: Claire Skelton, Josh Jeffrey, Simon Elliott, Yi Xin Heng, Keisha Pereira, Lana Thain.

Apologies: Mary Namala, Georgia Drumm, Rebekah Buist, Kathy Franklin, Jonathan Ilaua

Number	Items
1	Ratify Minutes: Josh Jeffrey Minutes ratified.
2	Simon Elliott: Paid website/ email address. Simon suggested having a paid website / email address. Advantages are that it would appear in descriptions in search engines, and mail sent would be less likely to go spam. The executive could stick with Weebly and simply upgrade, we will look into options for this Decision: The Executive will apply for faculty clubs funding by 21 st of October
3	Claire Skelton: Welfare. Claire suggested buying new clothing racks. Claire suggested two options. The executive could get two lighter clothing racks, or 1 heavy duty rack. We have up to \$175 to spend on this. Members present agreed to spend up to \$175 on the heavy duty rack. Claire approved for the spending of \$175 on clothing items/ welfare clothing bank. Motion passed by executive present.
4	Simon Elliott: Membership levels. We have both free and premium membership currently; premium membership was not taken up by many members during this year. Simon suggested just having free membership, and doing away with premium membership. Motion passed by executive present.
5	Simon Elliott: Stickers The stickers previously reserved for Premium members will now be given to our regular members.

	Motion passed by executive present.
6	<p>Simon Elliott: Student rep system.</p> <p>Simon wanted us to be more involved in the recruitment of student reps. Yi suggested we could incentivise this role, and offer training. In the social work paper certificates are given to class representatives. Yi suggested that the class rep position could be advertised as a way to get recognition on the cv and towards service awards. Could use the class rep system to seek out talent for the exec, and use it for the mentorship.</p> <p>Contact class reps from this year to ask them to promote ESSA’s executive election and to seek out potential candidates for exec team next year. Send specialised emails, using names</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Action: Simon</p> <p>Contact FYE mentors through Michael Willimott to spread the word about the election and the need for Candidates.</p> </div> <p>and personal details to ask people to consider running.</p>
7	<p>Simon Elliott: Constitution</p> <p>Suggested Changes:</p> <p>8.1- Members and Privacy- Changing from “Must” include to “may” include. Change wording from degree to program.</p> <p>11.5 – Voting things at meetings- Change- Executive vote of members present at the meeting.</p> <p>13.1, iii- Send record to provide hours of availability.</p> <p>Changing various font sizes. Various punctuation.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Action: Josh</p> <p>Make a draft constitution with the above changes</p> </div>
8	<p>Lana Thain: Succession information</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Action: All executive members.</p> <p>Each executive role must update their succession folder by the AGM (October the 13th)</p> </div>
9	<p>Lana Thain: Executive roles for 2017</p> <p>President Vice president (2) Treasurer (Vice president to take over when treasurer unavailable)</p>

	<p>Social officer (2) – Still in contact with interfaculty sport, still have a strong relationship. Communications (2) Welfare Proposed: student rep officer <input type="checkbox"/> To be conformed after discussions with AUSA. Equity officer A Equity officer B Secretary</p>
<p>10</p>	<ul style="list-style-type: none"> • Other Business: Open to executive team <p>Yi suggested there were five things the executive could do to help support AUSA's call for the University to Divest its tocks in fossil fuels:</p> <ul style="list-style-type: none"> • Publicise the UOA Fossil Free group in our ESSA News letter • Get members to sign UOA's fossil free petition • Publicise events for UOA Fossil Free • Open letters • Students doing petitioning of lecturers <div data-bbox="331 869 1551 976" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Action: Social</p> <p>Advertise that towels can be used for mats in relation to yogalates.</p> </div> <div data-bbox="331 1021 1551 1128" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Action- Becky Hawker.</p> <p>Print UOA fossil free petition For members to sign at ESSA AGM.</p> </div> <p>Office visibility- A sign or board may help to make the office more visible. This will be included in next year's budget.</p> <p>Executive member approved for the spending of up to \$410 on a laminator and pockets.</p> <div data-bbox="331 1361 1551 1487" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Action: All Executive members</p> <p>Everyone should look at the role description for their role, and if needed make any changes (bolded and underlined) then send to Simon on Facebook</p> </div>

Meeting ended 4:18pm.