

ESSA Executive monthly meeting Minutes

Meeting Details:

Date: Tuesday, 2nd August, 2016

Time: 5.30pm – 7.06pm

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

Called By: Lana Thain

Meeting Type: Executive Monthly Meeting

Time Keeper: Yi Xin Heng

Minutes: Yi Xin Heng

Attending: Jonathan Fotu Ilaua, Lana Thain, Mary Namala, Rebekah Buist, Yi Xin Heng

Apologies: Becky Hawker, Claire Skelton, Georgia Drumm, Josh Jeffrey, Kathy Franklin, Kesh Pereira, Simon Elliott

	Items
1	Financial: Lana Thain Clubs funding has been approved, but not received. Follow up with Julia Hohl has not aided progress. Will Matthews, President of AUSA, is chasing this up on ESSA's behalf as he sits on the committee that approves clubs funding. The Budget Request put in by ESSA can be accessed via ESSA's Google drive Finance folder: https://drive.google.com/file/d/0B_TKRZxx50kpZTdLN2I4MIFvSWc/view?usp=sharing
2	Ratify Minutes: Lana Thain Minutes from Executive Monthly Meeting 16/06/16 ratified by all members present.
3	Change in ESSA Executive Team: Lana Thain Due to personal circumstances, Montana Taogaga has resigned from ESSA's Executive Committee as Equity Officer. Mary Namala is now the only ESSA Executive member handling the portfolio of Equity Officer. Mary Namala is also taking over the portfolio of Welfare Officer, which was previously handled by Claire Skelton who is on practicum. Montana Taogaga's resignation has been put into writing and Simon Elliot, President of ESSA has been informed.
4	Report from ITE SSCC and SW SSCC: Lana Thain/ Rebekah Buist/ Yi Xin Heng <u>ITE SSCC</u> - 28th July - chaired by Fiona Eil <ul style="list-style-type: none">• Kirsten Locke has agreed to have an ESSA representative present at the Teaching and Learning Quality Committee meetings. There will be some confidentiality situations where the representative will have to step out of the room. Lana to contact Fiona Eil to start this process.• Update on the B.Ed Teaching programme, being developed for the 2018

	<p>academic year. Fiona will be contacting ESSA to obtain assistance in setting up a consultation group to raise suggestions for the programme. It is emphasized that the nature of this consultation group would be a constructive one, instead of one that raises up complaints. The restructuring of the teaching programme is influenced by the upcoming teacher education interdisciplinary review consultation. It was stated that it would be more cost-effective to review a course that is more relevant to the times.</p> <ul style="list-style-type: none"> ● Lana Thain raised that “ETTSA” instead of “ESSA” was still recognized as the student association for students in the Faculty of Education and Social Work, in the handbook for students of the Masters programme. Fiona Ell will pass the request for the name change to the programme leaders. ● Minutes of the ITE SSCC meeting on 2nd August can be accessed here: https://drive.google.com/open?id=0B_TKRZxx50kpRkJHd000am9Jbi1XbjE2Y2JuRU9VcG91TFNN <p>SWSSCC - Thursday 28th Jul - chaired by Lana Thain</p> <ul style="list-style-type: none"> ● Minutes of the SW SSCC meeting on 28th July can be accessed here: https://drive.google.com/file/d/0B_TKRZxx50kpbHlxYXZLMDFWaTQ/view?usp=sharing
<p>5</p>	<p>Report from SCG Meeting: Lana Thain</p> <ul style="list-style-type: none"> ● The Student Consultative Group will be making their recommendations around the Student Services Levy 15th August. ● The Vice Chancellor explained the financial implications of spending the Student Services Levy in different areas. ● It was noted that there were only 14 students from the Faculty of Education & Social Work who filled up the survey. ● A presentation by Information Technology (IT) staff on Canvas was made and they sought feedback on whether Canvas was effective and better than the previous learning platform, CECIL. It was noted that there were still improvements to be made in accessing the course feedback survey via Canvas. Notably, the online course feedback was to be done in Week 9 and 10.
<p>6</p>	<p>Lockers: Lana Thain</p> <ul style="list-style-type: none"> - Lockers have been numbered from 1-48 on each level (4/5/6/) of N Block. - ESSA Executive members are to check that lockers that have not been hired, they should not have padlocks and items placed in them. Should they be occupied, ESSA Executive members are to distribute a preprinted note in the locker asking them to contact ESSA. - All items in lockers that were previously occupied have been placed at A Block reception. Should students have any queries, they can email John Finlay & Michael Willimot.
<p>7</p>	<p>Update from Communications: Yi Xin Heng</p> <ul style="list-style-type: none"> - Reminder for ESSA Executive members to fill in the Communications Request form and email it to Communications should there be any requests for publicity .

	<ul style="list-style-type: none"> - Reminder for ESSA Executive members that they could give a shout out for further publicity, if the response to their event has not been satisfactory. In the case of University Challenge, Yi Xin Heng and Kathy Franklin will attempt to publicize it by posting sample quiz questions on the Facebook page - The Trivia Night and Blood Bank will be publicized in the next ESSA newsletter in mid-August - Publicize the Blood Bank by obtaining collaterals from NZ Blood Service, online publicity, and speeches at the start of lectures - Lana Thain suggested that Communication Officers could reach out to class representatives and ask them to publicizing in their own lectures. The contact details of class representatives for ITE and Social Work & Human Services can be found in Google drive
<p>8</p>	<p>Update from Social Committee: Rebekah Buist</p> <p><u>Trivia Night - 'Let's Get Quizzical!'</u></p> <ul style="list-style-type: none"> - Wednesday, 14th September at Mt Eden Bowls Club, from 6.30pm – 8.30pm. Participants are to bring their own food. - Questions will be on topics such as general knowledge, logos, celebrities, movies and television, history and geography. There will be 5 rounds of 10 questions. - There will be a maximum of 80 people with 6 per team and it would cost \$5 per person; first 10 Premium Members to register get free entry. - The hiring cost is \$200. <p><u>Comedy Night</u></p> <ul style="list-style-type: none"> - 26th October, Wednesday at Shadows Bar, 7.30-9.30pm in collaboration with the UoA Comedy Club. - There will be a 30 minutes open mic after the act - The cost would be \$5 per person, first 10 Premium Members to register get free entry. <p><u>Social sports: Yoga-lates</u></p> <ul style="list-style-type: none"> - 6th, 13th, 20th, 27th October, 4pm in G2 Dance Studio, 45-55 minutes long and conducted by an instructor from the University Sports and Recreation Centre. Participants are to bring their own yoga mat or towel. - \$5 per person per class. For premium members, it would cost \$2 for the first class. - Participants can pre-register/prepay for as many classes as they like - The overall cost that ESSA is paying for these lessons is \$250 - There is a need for an ESSA Executive member who would be present at all 4 Yoga-lates classes to attend a Health & Safety session <p><u>University Challenge</u></p> <ul style="list-style-type: none"> - There has only been 2 sign ups so far - The University Challenge has been publicized to all cohort Facebook pages and via the ESSA Newsletter & Facebook page - Communications Officers will be doing weekly teaser questions on Facebook page to get people interested in signing up for the University Challenge - Pool play is held on 14th September, Wednesday and the finals on 28th September, Wednesday

	<ul style="list-style-type: none"> - ESSA Executive members are to actively promote the University Challenge to their cohort mates. This would also be publicized to the student representatives when they are gathered for a briefing for the Blood Bank
9	<p>Update on Sports: Jonathan Fotu Illaua</p> <ul style="list-style-type: none"> - Doggie Futsal did not attract the numbers as expected, though it has become a training session for the inter-faculty tournament. - It is noted that Ki o Rahi tournament will be organized in the next 2 weeks. Rochai Taiaroa has commented that we do not need specialised equipment. - There are rugby and netball inter-faculty tournaments upcoming
10	<p>Any Other Business</p> <p><u>Availability of ESSA Executive members</u></p> <ul style="list-style-type: none"> • Lana Thain will be overseas from 22nd August to 9th September, 2016 <p><u>Experience Day 2016</u></p> <ul style="list-style-type: none"> • Jonathan Fotu Illaua is on duty to represent ESSA at Experience Day 2016 on Epsom campus. • In preparation, Yi Xin Heng, will print out previous posters and consolidate some materials that Jonathan Fotu Illaua could use for publicity <p><u>AUSA's recognition of "ETTSA"</u></p> <ul style="list-style-type: none"> • "ETTSA" is still being recognized in AUSA's Student Diary and AUSA's Constitution. There is a need to remind AUSA to change it to "ESSA" <p><u>Equity meeting</u></p> <ul style="list-style-type: none"> • Mary Namala attended the Equity meeting, where it was shared that a video was to be made about inclusiveness on campus. It was raised during the meeting, however, that the Equity committee would not want to stereotype persons with disabilities via the video (i.e. being necessarily confined to a wheelchair), which will ironically result in exclusion • Mary Namala will be attending a follow up meeting on 11th August 2016 <p><u>Running for AUSA Elections</u></p> <ul style="list-style-type: none"> • Yi Xin Heng will be running for the portfolio of International Students' Officer in the upcoming AUSA elections. This will be for the 2017 academic year. If successful, Yi Xin Heng will take note that she cannot run for the ESSA Executive Committee elections at the end of Semester 2 • It is noted that any publicity surrounding AUSA Elections will be done by Kathy Franklin, instead of Yi Xin Heng, to avoid any potential conflict of interest <p><u>ESSA Elections</u></p> <ul style="list-style-type: none"> • It was noted that ESSA will need to hold another round of elections nearing the end of Semester 2. Subsequent Executive Meetings will discuss ESSA's goals, three year plan and the restructuring of ESSA Executive Committee in preparation for the upcoming elections <p><u>Suggestion for ESSA branded clothing for Exec</u></p> <ul style="list-style-type: none"> • There was a suggestion raised that the ESSA Executive Committee could possibly have a T-Shirt or hoodie

Meeting closed at 7.06pm.

Actions to be taken:

No.	Owner	Actions taken
1.	Lana Thain	<ul style="list-style-type: none">• Email Fiona Ell to initiate process of having an ESSA representative at the Teaching and Learning Quality Committee meetings• Find an ESSA Executive Committee member who is available to be a representative in and attend Teaching and Learning Quality Committee meetings• Email AUSA to inform that about the need for name change from “ETTSA” to “ESSA” in the Student Diary and AUSA’s Constitution.• Follow up with Will Matthews from AUSA• Obtain feedback on usefulness of electronic boards placed outside classrooms of A and H Block
2.	Communications (Yi Xin Heng & Kathy Franklin)	<ul style="list-style-type: none">• Ensure that the Student Services Levy survey is given maximum publicity by circulating it on Facebook groups• Publicize University Challenge by posting teaser quiz questions on the Facebook page• Organize a gathering of class representatives to publicize the Blood Bank, University Challenge and other initiatives. The contact details of class representatives for ITE and Social Work & Human Services can be found in Google drive