

# ESSA Executive Meeting Minutes

## Meeting Information:

**Date:** Thursday 3<sup>rd</sup> March 2016

**Time:** 12:30pm – 2pm

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

**Called By:** Claire Skelton

**Meeting Type:** Executive Monthly Meeting.

**Time Keeper:** Claire Skelton

**Note Taker:** Claire Skelton.

**Attending:** Simon Elliott, Jahmal Beckmannflay, Claire Skelton, Georgia Drumm, Becky Hawker, Lauren Bailey, Julia, Li, Keshia Pereira, and Lana Thain.

**Apologies:** Mary Namala.

**Special Guests:** Angela Spavin

## Items:

### 1. Incorporated society: Claire

- Executive members plus five registered members of ESSA signed incorporated society registration form which *Faculty of Education and Social Work* Staff Angela Spavin witnessed.

### 2. Office and Folder: Claire and Simon

- Simon showed Executive Members around ESSA office in N block Student space.
- Pointed out that there will be an office roster on the door, the folder and on the wall.
- Showed ESSA draw (second draw down) that has business cards, ESSA signup sheets, eftpos machine, money tin and ESSA stickers.
- The ESSA stickers are for Premium members only, it cost \$5 to be a premium member and the sticker goes on their ID card. People who wish to be Premium members and are already ESSA members just make sure to note down their name and how they paid. Members can pay by Eftpos (further information under finance).
- Showed AUSA draw (third draw down) that has AUSA money tin, AUSA stickers and signup sheets.
- In the top draw is the programme calendar that has all the dates for all the programme in the faculty practicum and holidays.
- A AUSA staff member should be coming on Wednesday starting in March. They do not do ESSA business.
- Talked about food parcels – Each student can receive three food parcels a semester. Food Parcels are provided by AUSA. They need to fill out an AUSA food parcel form and then be given a food parcel. An AUSA staff member, will collect food parcel forms on Wednesday.

- We have two hardship grants (AUSA and University of Auckland) and a book grant (AUSA & UBS) that we can tell students about. If students are wanting to apply give them a business card that has our website on it and show them the welfare section on our website as the link will be on the website.
- Showed the space on the wall where a Welfare protocol sign will go. These protocols are what we follow.
- We hand out AUSA diary's. They are a \$1 and the money goes in the AUSA tin. Need to be an AUSA member to get one so often they have to fill out a form as well.
- Angela Spavin who is in the office next to ESSA can open up the office for us if needed. However, she is not here on Friday's so whoever is on office shift needs office key.
- We assume we have a storage space but we might not.
- Parents are allowed to breastfeed in our office. Our key to our office also opens up Angela's office. We have been given permission to open up the office if Angela isn't there for parents to breastfeed or pump.
- N block student space shuts at 5pm everyday so if you are in the office already you can get out but you cannot get back in.
- Julia, Jahmal, Lauren left after office tourer.
- Black office folder which will be kept in the bottom blue draw has a copy of the Constitution, Membership, Agenda and Minutes, Emails that need to be ratified at the next meeting, lectures contact information and other helpful contacts. Claire is in charge of this folder and is the only one who can take the folder out of the office. She will put it in the office once membership is sorted.
- We have four emails. A sports email, welfare email, our main email (essa.uni.info@gmail.com) and then Simon has an email educationandsocialwork@gmail.com that he used to sort things out prior to March. Try to use our main email for any ESSA business.
- Emailing system for main email. If an email is for you open it, read it and once you have dealt with it file it away. If you have opened an email and realise it is not for you then mark it as unread. If an email is open but not filed away from the inbox then someone else is working on it.

### **3. Ratify Budget Decisions and Minutes: Claire**

- Ratify Minutes of last meeting – Approved by all executive members' present
- Ratify Sticker budget motion. – Approved by all executive members' present
- Ratify Incorporated society budget motion – approved by all executive members present.
- Ratify brownie budget – approved by all executive members present.

### **4. Recap Orientation, BBQ & Beats: Simon**

- BBQ and Beats got postponed due to rain. We did brownies instead and that was very well received.
- At the BBQ and Beats we are thinking of doing lollipop pops with costumes to get people to sign up. Becky will look at lollipop prices and Lana will buy them.
- For BBQ and Beats we also have to do AUSA sign ups.

## **5. Lectures and Student Rep: Claire, Lana and Simon.**

- Talking at the lectures so far have gone well works better if it at the end of the lecture and posting up the sign up on their facebook page.
- We have had roughly 370 sign ups so far.
- Times for compulsory lectures will be in helpful contacts.
- We will provide ASUA the necessary programmes for Student reps so that they can do it. We might have to be involved by emailing lecturers to get class reps or talking in lecture about Student Reps.

## **6. Finances: Simon**

- Discussed the general finances of ESSA -- roughly Executive members will spend \$600 once we have done our BBQ.
- BNZ payclip – Our Eftpos machine works through a BNZ payclip app on the phone. So far it only works on Kesh's phone but looking into having a phone for ESSA office.
- What you have to do -- have to make sure blue tooth is on then click BNZ pay clip (There is a blue light that flashes). The first time you use it you need to make sure that the number is the same on phone and eftpos machine. Put in the person's name and the amount. When you do this then you press the green tick click ok, swipe the card and they put in their pin. We can Email or save a receipt once that is done.
- We need to make sure we can charge the phone and that the phone will be in ESSA draw with the tin.
- You can look up the transaction history on the phone. It should show up for everyone that has made a transaction with us.
- Kesh needs to look at Treasurer courses provided by the university particularly for what to do with transitions.
- Cash payments – so far idea is to put them in receipt book.
- Kesh will create an accounts book that has transactions and information on anything we have spent money on.
- How we are going to collect money – Eftpos machine, Cash, receipt book.

## **7. AUSA: Simon**

- See Office and Folder.

## **8. Representation at meetings: Simon**

- Discussed our roles with ITE SSCC and SCG – This is where all student reps meet, one of us and one of the social work representative. From there ITE SSCC student rep go to the SSCC and talk to faculty staff members. The SCG is the one with the whole university. This is with staff members and students. We will also have a representative there. Simon is going to ITE SSCC and SSCC, Lana is going to SCG

## **9. Welfare: Simon**

- See Office and Folder.

## **10. AGM: Simon**

- Date AGM – Was going to be 6<sup>th</sup> of April however we are going to postpone this for the 4<sup>th</sup> of May so that we can talk about finances at our AGM as we will have funding then.
- Want to host this in A block student space (A 201).
- We can apply to cater our AGM.
- Hopefully have Michael Willmott and Angela Spavin as our Return officers.

## **11. BBQ: Georgia**

- BBQ changed to the 14<sup>th</sup> of March 2016.
- Lauren and Lana make posters.
- Sign up and money next to BBQ must go through before they get sausage.
- Purpose of BBQ is to promote Premium membership.
- Sell sausages for \$2 and \$1 drinks. Give them Premium members one sausage and a drink possibly two sausages.
- Kesh roughly thinks \$130 catering for 250. Further budgeting will be done closer to the time.
- Simon cleans the BBQ.
- Georgia gets sausages, Kesh gets drinks, onions and sauces, Lana gets drinks, Becky gets gas for BBQ.

## **12. Upcoming Social Events: Simon/Georgia.**

- Discussed and agreed upon social sub-committee. Georgia will run it and needs to meet people who are interested.
- Simon will get chocolate eggs for Easter Egg hunt with voucher from Kmart. Poster Lauren.

## **Pub quiz**

- Decided to have it on the 5<sup>th</sup> of April.
- Lana will ask Julius from second year to be quiz master.
- Premium members discounted entry.
- Teams that dress up discounted snacks.
- Reminder that University money can't be used to buy alcohol. If we are selling drink's we need a licence manager on site and water and snacks need to be available.
- Thought about doing it in drama rooms but decided that first preference is bowling club followed by rugby club. Becky will contact Bowling club to see if it is possible to have it there.
- Discussed different ways we could host it, Georgia and Becky will look into can you believe it orange book quiz's to see if questions are good. If not we will create our own.
- Discussed different themes for pub quiz but preferable idea for now is that the teams decided a theme for themselves and dress up as that theme.

**Pub crawl**

- BPE students are having a pub crawl. Discuss with them how they planned event and where they went and do something similar.
- They sell tickets for \$25. We are allowing them to sell their tickets through us.

**Stein**

- 16<sup>th</sup> of April. Waiting to hear back from co-organisers about more plans.

**13. General business**

- Amy and Tahina resigned from Executive teams.
- Julia has stepped down from Vice President and is taking up sport officer as she is doing faculty sport.
- Change finance section of the constitution so that two signatures are need to get cash out. These changes can be made because the Consitution is not official until our first AGM.
- We don't have electronic boards around campus.
- Netball and Cricket trials are coming up.

**Officially finished 2:15.**