

## ESSA Executive monthly meeting Agenda

### Meeting Details:

Date: 08/09/16

Time: 5: 30pm

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, Rebekah Buist, Georgia Drumm, Yi Xin Heng, Mary Namala.

Apologies: Kathryn Franklin, Becky Hawker, Jonathan Ilua, Keshia Pereira, Lana Thain

| Number | Items   |
|--------|---|
| 1      | <b>Ratify Minutes: Josh Jeffrey</b> <ul style="list-style-type: none"><li>• Ratify minutes from 2/08/2016</li><li>• Motion passed</li></ul>   |
| 2      | <ul style="list-style-type: none"><li>• <b>Resignation of Montana Taogaga: Simon Elliott</b></li><li>• Resignation of Montana Taogaga accepted by present executive members</li></ul>   |
| 3      | <ul style="list-style-type: none"><li>• <b>Control of ESSA Assets- Simon Elliott</b></li><li>• For ease of management it would be beneficial to have one person in charge of particular ESSA assets rather than having to get approval from half the exec team for each use</li><li>• Use of the ESSA assets, speaker and mascot may be granted by any of the presidential three for use internal and external to ESSA if it is for the benefit of ESSA, its members or the University of Auckland.</li><li>• If you wish to use an item you will need to get approval from one of the presidential 3.</li><li>• ESSA has been given a control of a movie ticket from the University of Auckland to give away at our Quiz night</li></ul> |
| 4      | <ul style="list-style-type: none"><li>• <b>Preparations for the AGM: Simon Elliott</b></li><li>• Date for AGM- The date of the AGM will be Thursday 13<sup>th</sup> of October from 12pm-1pm. The exec will need to check if any constitutional changes need to be made before then</li><br/><li>• Preparation needed for the AGM:</li><br/><br/><li>• It was decided by the present exec that a ranking system will be used for voting at the AGM.</li></ul>   |
| 5      | <ul style="list-style-type: none"><li>• <b>Seminars- Simon Elliott</b></li><li>• There is \$900 dollars from the university for ESSA to spend on seminars.</li></ul>  |

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|                 | <ul style="list-style-type: none"> <li>• Yi suggested she could talk to her social work contacts; some may wish to run a seminar.</li> <li>• Simon suggested we assist the University in running a CV and Careers workshop. Assisting the University in this way will help us with publicity.</li> <li>• Yi has suggested we should attend the event and have input (via email) if we are putting funding into this workshop.</li> <li>• The present exec ratified the decision to use the seminar budget to work with the faculty to provide a careers seminar.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><b>Action: Simon (President)</b></p> <ul style="list-style-type: none"> <li>• Follow up with Rachel Russel about working together on the seminars</li> </ul> </div> |
| <p><b>6</b></p> | <ul style="list-style-type: none"> <li>• <b>Budget for first aid training course: Claire Skelton</b></li> <li>- 38 people have paid for the first aid course.</li> <li>- The course cost \$2219.50</li> <li>- There should be \$250 profit from it.</li> <li>- Any spare money can go where ESSA sees fit.</li> <li>- Executive team present gave approval to pay Action for Survival (who ran the course) \$2470.00</li> <li>- Executive team present gave approval to Claire Skelton's first aid financial proposal</li> <li>- There may be some money left over from this first aid course. Claire has asked that this money remains untouched until Action for Survival is paid in the unlikely event of a shortfall.</li> </ul>  |
| <p><b>7</b></p> | <p><b>Budget Proposal: Simon Elliott</b></p> <ul style="list-style-type: none"> <li>• Approval for the spending of \$220 on the Quiz night by all exec member's present.</li> <li>• 20 dollars to be paid to Claire Skelton by the end of October 2016 for the purchase of 2 boxes of Rose chocolates at 10 dollars each as a gift for supporters. (Treasurer)</li> </ul>   |
| <p><b>8</b></p> | <ul style="list-style-type: none"> <li>• <b>Other Business: Open to executive team</b></li> <li>• Josh raised the possibility of doing publicity of our office hours. Most were happy with the way office hours were currently running so a decision was made not to publicise our hours at this time.</li> </ul>   |

Meeting ended 6: 25pm