

# CONFIRMED MINUTES

## BOARD MEETING #4



At the **Board Meeting # 6** on **10 Apr 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Tira Ahu Pae
<b>Date:</b>	Tuesday, 11 March 2025
<b>Time:</b>	12:00 pm to 1:30 pm (NZDT)
<b>Location:</b>	Online, via Microsoft Teams
<b>Board Members:</b>	Hennessey Wilson (Chair), Anushika Prasad, Chiavanni Le'Mon, Flynn O'Hallahan, Micah Geiringer, Ripeka Paapu, Shayne Sullivan
<b>Attendees:</b>	James Collings
<b>Apologies:</b>	Caroline Ryan

### 1. Opening Meeting

#### 1.1 Confirm Minutes

**Board meeting #3 13 Feb 2025**, the minutes were confirmed as presented.

Motion to confirm - Hennessey

Seconder - Shayne

#### 1.2 Interest Register

### 2. Major Decisions and Discussions

#### 2.1 SLA Draft



##### SLA

Accept the SLA in its updated form and approve James to have delegated authority to sign on behalf of the board.

<b>Decision Date:</b>	11 Mar 2025
<b>Mover:</b>	Caroline Ryan
<b>Seconder:</b>	Hennessey Wilson
<b>Outcome:</b>	Approved

## 2.2 Governance committee discussion and decision making

Hennessey discussed having someone like Noor on the receiving end of all applications.

## 2.3 Election and Appointment updates

Hennessey provided an update on the Elections and appointments.

## 2.4 Events across the cohorts

Hennessey provided an update of the events planned to promote elections.

## 2.5 Update to IT Policy



### Update to IT Policy

I want to propose an update to the [IT policy](#). This is to formalise what I have put in place with the Kaihapai and Pacific Services staff to simplify operations. I have not issued these staff Te Tira Ahu Pae devices. On talking with the staff that worked the role last year, they are spending the majority of their time delivering events and having a device that is needed for 1-2 hours a week is a burden when they already have a device. They would still be required to store all documents in Teams as per the IT Policy.

In our current IT policy under "Standard Operating Procedures":

Current wording:

1. *Device Allocation*

C. *Other Te Tira Ahu Pae student representatives will be allocated online software licences to be used on their own computing devices (BYOD).*

I propose we update the wording in the IT policy as follows:

1. *Device Allocation*

C. *Other Te Tira Ahu Pae student representatives, **Kaihapai and Pacific Services staff** will be allocated online software licences to be used on their own computing devices (BYOD).*

**8 Supported:** Anushika Prasad , Caroline Ryan , Chiavanni Le'Mon , Flynn O'Hallahan , Hennessey Wilson , Micah Geiringer , Ripeka Paapu , Shayne Sullivan

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 11 Mar 2025

**Outcome:** Approved

Flynn and Micah did not vote via board pro on this motion. When closing the motion the system automatically recorded their vote in support.

## 2.6 Living Wage Accreditation



### Living Wage

Motion to increase these two staff to living wage.

**Decision Date:** 11 Mar 2025

**Mover:** Hennessey Wilson

**Seconded:** Caroline Ryan  
**Outcome:** Approved

### 3. Actions from Previous Meetings

### 4. Management Reports

### 5. Other Business

#### 5.1 Staffing update

James provided an update on Staffing.

All Kaihapai and Pasifika services positions have been filled and have commenced.

We received a resignation from the advocacy team. Our Manawatū advocate role has been advertised on Seek.

#### 5.2 NDSA TMA NZISA ATSA, the acronym update

Hennessey provided a brief update on where all the national associations were at.

#### 5.3 Property Update and Discussion

James provided an update on 30 Morris and the remediations required to be able to rent it again. We are placing an insurance claim and will be making a claim via the tenancy tribunal.

General discussion around rent rates not being at market value. This is not delivering value to students due to around 50% of the portfolio having non students as tenants. Discussed ideas to get better return on assets while delivering greater value for students. James to come back to the board in a future meeting with a proposal to address these concerns.

### 6. Close Meeting

#### 6.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

## Approved decisions made between meetings



### 30 Morris Renovation

30 Morris will shortly be vacant. It requires renovations prior to being rented out again.

With the approved \$100K budget on properties capital expenditure, already allocated \$72K for 9 showers over 5 properties:

After that is spent, Capex balance would be down to \$27K. Estimated cost for 30 Morris is 36K so for 30 Morris renovation will exceed budget by \$9K.

quotes are as follow:

Description	Supplier	Quotes
Bathroom 2	The Flooring Room	9,431.75
Interior Painting	Ellis Decorating Ltd	12,420.00
Curtains	Magic Property	4,760.00
Carpet	The Flooring Room	9,233.09
		<b>35,844.84</b>

I am seeking board approval for a separate capex approval just for 30 Morris renovation of up to 40K. This allows the remaining capex balance (\$27K) remains available for other urgent capital repairs.

MUSA has cash reserves available to cover this expenditure (last year we paid down the mortgages by 100K with excess reserves).

Motion:

That the board approve the GM to spend up to 40K completing renovations at 30 Morris, this is in addition to the already budgeted capital expenditure for properties for 2025.

**5 Supported:** Anushika Prasad , Caroline Ryan , Flynn O'Hallahan , Hennessey Wilson , Micah Geiringer

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 4 Mar 2025

**Outcome:** Approved

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_