

# CONFIRMED MINUTES

## BOARD MEETING #9



At the **Board Meeting #10** on **8 May 2025** these minutes were **confirmed as presented**.

|                       |   |
|-----------------------|---|
| <b>Name:</b>          | Te Tira Ahu Pae   |
| <b>Date:</b>          | Thursday, 1 May 2025  |
| <b>Time:</b>          | 1:00 pm to 2:00 pm (NZST)   |
| <b>Location:</b>      | Online, via Microsoft Teams   |
| <b>Board Members:</b> | Caroline Ryan, Keezia Broughton, Matthew Rope, Peyton Joe, Ripeka Paapu, Mary Ieremia-Allan |
| <b>Attendees:</b>     | Caitlin Payne, GM Email, James Collings   |
| <b>Guests/Notes:</b>  | Takunda Mabonga   |

### 1. Opening Meeting

#### 1.1 Confirm Minutes

**Board Meeting # 6 10 Apr 2025**, the minutes were confirmed as presented.

Ripeka to chair the meeting.



#### To confirm the minutes

Minutes are accepted.

**Decision Date:** 1 May 2025

**Outcome:** Approved

#### 1.2 Interest Register

#### 1.3 Consultation: Vice-Chancellor role

Ripeka and Peyton attended the meeting yesterday (30/04/25). Ripeka will send out QR code and Google Form to complete if wanting to attend or provide feedback.

Q: Is this something anyone wants to participate in?

A: Caroline would like to participate, and Eloise would also be interested.

## 2. Major Decisions and Discussions

### 2.1 Pasifika team update

James noted that per the Constitution, for the second Pasifika rep, it goes to a fono which is voted on by the students to make the person a Board Member. This is made my a body external to this Board.

### 2.2 Change of hours for Pasifika co-presidents from 18.75hrs to 20hrs



#### Change of hours for Pasifika co-presidents from 18.75hrs to 20hrs

Mary and Caroline (Pasifika co-presidents) would like to change their hours of work per week from 18.75 hours (each) to 20 hours (each) to match the Vice Presidents, who are on 20 hours per week.

The roles were initially established for 18.75 hours each as a full-time President works 37.5 hours a week, so that was split in half. We have 37.5 hours allocated for the President role in the approved budget.

Motion to improve the increase in hours for Pasifika Co-Presidents from 18.75 hours per week to 20 hours per week.

**4 Supported:** Matthew Rope , Peyton Joe , Ripeka Paapu ,  
Keezia Broughton - Unable to vote on device.

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 1 May 2025

**Outcome:** Approved

### 2.3 Pasifika Pāmamao role

Motion to be passed regarding appointing Elva to the Pasifika Pāmamao role.

Ripeka has asked that this motion be passed and has asked that Board Members vote on appointing Elva to this role.



#### Pasifika Pāmamao role

Elva Opuu is interested in taking on the Pasifika Pāmamao role. To do this she would need to resign from her current role.

In the election Elva won both the Pasifika Pāmamao and Distance General role.

To discuss.

If this is agreed, then we will need to pass a motion.

When we have a vacancy, the constitution allows us to run an appointment process to fill it. We will need to agree on details so we can commence with advertising the Distance Student Rep role for appointment.

**6 Supported:** Caroline Ryan , Mary Ieremia-Allan , Peyton Joe , Ripeka Paapu ,  
Keezia Broughton - No access to boardpro today. ,  
Matthew Rope - If she is keen, would absolutely rather someone who is passionate about their role and keen to engage in it (which it sounds like!)

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 1 May 2025

**Outcome:** Approved

Caroline queried if this role needs to be advertised.

Ripeka also asked if this would be endorsed by Pasifika co-presidents, which has been confirmed.

Alhanis is seeking to clarify if it is easier to have applicants apply from the General Distance role instead of Pasifika; however, James and Caroline advised that this request came from Elva as they queried if Elva would prefer to take a Pasifika role instead.

## 2.4 Manawatū Campus VP vacancy

Ripeka noted that the interview would be with four panel members, with at least one independent from Te Tira Ahu Pae.

GM

Independent Person (e.g. Massey staff or community member) - possibly someone from Janine Dean's team who works with students, or Janine.

Possibly two reps from the cohort, preferably with experience with representation and the VP. Eleanor has been suggested as one of the reps. Brooke has been endorsed as an option for this, having been based on the Manawatū campus.

Alhanis questioned if there's a specific Massey staff member who should be present. Ripeka discussed that this person should be from Manawatū, as this is where the role will be.

## 2.5 Charity services

Mathew seeking clarity on what Charity Services are - James advised that Te Tira Ahu Pae is a registered charity, and Board Members need to be listed on the banking because of this.



### Request template for required information

Caroline asked if a template would be sent out to ensure that all the correct information can be collated. James advised that we can request this.

**Due Date:** 8 May 2025

**Owner:** James Collings

## 2.6 Cohort spending

Voting to approve the baseline of \$1000 and allowing further negotiations at a later meeting.



### Cohort spending

I have had a request for rep cohorts to have access to spend money on activities etc.

To clarify the existing arrangements:

The Māori reps can work with the Kaihapai staff who have an approved budget.

The Pasifika reps can work with the Pasifika Services staff who have an approved budget.

The Distance reps can work with the Clubs and Events team, this team are already providing some events in the distance space and will have an additional staff member dedicated to distance in the future. They have approved budget to support these events.

Rainbow and Disability reps do not currently have access.

Last year Rainbow was given access to spend some funding, between May-December they spent just under \$1,000 (plus \$550 on event tickets for a Rainbow event).

I cannot find any Disability expenditure in the accounts.

I propose that the board approve the Rainbow and Disability cohorts to have up to \$1,000 per cohort to spend. This expenditure will be facilitated by working with Caitlin our Senior Administrator who will have a Te Tira Ahu Pae credit card, in the future they would work with the Rep Manager.

**6 Supported:** Caroline Ryan , Mary Ieremia-Allan , Peyton Joe , Ripeka Paapu

Keezia Broughton - Does not have access to board pro today. ,

Matthew Rope - Under proviso of further discussion in the next board meeting as to adjusting amount.

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 1 May 2025

**Outcome:** Approved

Reps discussed how this would affect them.

- Alhanis advised that this was based on last year and has asked that Rainbow and Disability are not included in this proposal. This would be a drop in funding from last year. There was a difficulty in accessing funds from last year. Alhanis has asked that this be reconsidered before it is approved. The \$1000 would be spent across four people, which Alhanis said is difficult across all campuses.
- Eloise has requested that they have autonomy over how these funds are spent, not necessarily on events, but on what will benefit them (such as spaces around Te Tira Ahu Pae). Eloise said that they are happy to show where the funds have been spent on the learners.
- Eleanor discussed getting funding on the Manawatū campus, but was advised that there was no funding and had to go through other processes to get the funding.
- Carlee advised that the funding wasn't fully used, as it would be accumulated and carried over into 2025. Asked for further discussion on the matter.

James advised that finances that are not spent are used to reduce the deficit from the year prior and are generally not carried over unless specifically asked. The finance team advised that this request did not come through to have the funds carried over for 2025.

James asked that further discussions be deferred to another meeting to prepare information, but voted to grant \$1000 for the time being (to be voted by the Board). This will be an ongoing discussion for other meetings, possibly in next week's meeting.

Caroline advised that proposals should be created for further discussions.

## 2.7 General/Distance President

The Board will need to decide how the vacancy is filled - go back to the list to consider more interviews, or go back to the market. This could be a panel decision. Mathew advised that we could go back to the list, as a lot of work has already been done in this area. If no one is interested, then this could be re-advertised. Takunda agreed in the Teams chat.

International students are restricted to 20 hours a week. Applicants now down to three who were previously contacted - one has withdrawn, and two have already been interviewed. James suggested that the panel could look at this group before going out to the market.



### **Manawatū VP Vacancy - Finalise the panel**

Brooke and Alhanis have been put forward by Ripeka due to previous experience.

Quynh also suggested, as previously VP.

Keisha from Student Experience was put forward by Ripeka due to their experience for the independent Massey staff. Mathew seconds this.

Alhanis in the Teams chat advised Keisha as the independent Massey staff, James as the GM, Alhanis as Distance and Disability, and Brooke as VP Distance.

**Due Date:** 8 May 2025

**Owner:** James Collings

## **3. Board Annual Work Plan**

### **3.1 AGM**

Ripeka wanted to clarify that this was 21 days, not 21 working days.

Alhanis advised that 50 signatures are required to call a meeting.

James clarified that Te Tira Ahu Pae and MUSA both have reports produced, audited and signed for the last financial year, which are ready for presentation at the AGM.

## **4. Actions from Previous Meetings**

## **5. Management Reports**

## **6. Other Business**

### **6.1 Board Meeting #10**

Another Board Meeting will be organised for next week. Ripeka has asked for this to be sent out earlier for the observers.

James advised that Caitlin (Senior Admin) will notify Kara and create the meeting.

## **7. Close Meeting**

### **7.1 Close the meeting**

**Next meeting:** Board Meeting #10 - 8 May 2025, 12:30 pm

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

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