

# CONFIRMED MINUTES

## BOARD MEETING #24



At the **Board Meeting #25** on **12 Dec 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Tira Ahu Pae
<b>Date:</b>	Tuesday, 2 December 2025
<b>Time:</b>	11:00 am to 12:00 pm (NZDT)
<b>Location:</b>	Online, via Microsoft Teams
<b>Board Members:</b>	Caroline Ryan, Chiavanni Le'Mon, Mary Jeremia-Allan, Mathew Rope, Peyton Joe, Ripeka Paapu, Takunda Mabonga
<b>Attendees:</b>	Caitlin Payne, GM Email, James Collings

### 1. Opening Meeting

#### 1.1 Confirm Minutes

No minutes to confirm in this meeting.

#### 1.2 Apologies

#### 1.3 Interest Register

### 2. Major Decisions and Discussions

#### 2.1 Travel Policy

James advised there were a couple things removed and edited. We have added GM approval for international travel, rather than removing it completely. We have also added rental car sections back in. Part of the rationale for removing the rental cars was the difficulties in booking due to needing a credit card when picking up the rental car, so we are going to set up a corporate rental account. Ripeka recommends Cross Country Rentals. James noted we may need two companies.

James advised on Page 4, we added additional text on personal car usage. These are the rates for reimbursement by IRD and take into account wear and tear.

Ripeka to pass a motion to confirm the Travel Policy amendments.



#### Travel Policy

In 2023, the Board ratified the Travel Policy - Staff and Travel Policy - Student Representatives. These documents are currently stored in the "Everyone" Teams site under **Policy & Procedure Documents**. However, they have not

been updated for two years. Following the feedback we received in Friday's Board Meeting, we have further amended the Travel Policy documents.

**Motion:** That the Board approves the amended Travel Policy - Staff and Travel Policy - Student Representatives and which will be stored in Microsoft Teams, under the "Everyone" site after ratification.

7 Supported

0 Opposed

0 Abstained

**Decision Date:** 2 Dec 2025

**Outcome:** Approved

## 2.2 Privacy and Information Management Policy

James advised we have another policy that will remain in place, and this is on top of it. We will go away and work on the other one, and turn it into an operational policy. We will come back to the next Board meeting with the other one being adapted.

Mary asked under 4.4 with consent, do we have a proper procedure for gaining consent, as this could become blurred with word of mouth? James advised that the new website needs the user to give consent. We hold information in our employment database. The other document details Advocacy and Hardship applications to gain consent, such as sharing the Student ID.

Caroline asked if you run an event and have a photographer, but the student doesn't want the photos shared, how do they get out of it? James advised that at other events, we have signage up, and they can come to TTAP and say they don't want their photos shared. James advised that Massey gain signed consent from students to use their photos, as this is their policy.

Ripeka advised that at noho, she gains consent for taking photos upon registration, but she further asks for consent.

The document we bring to the next meeting can have elaboration on explicit consent.

Ripeka to pass a motion to ratify the Privacy and Information Management Policy.



### Privacy and Information Management Policy

We have recently identified a gap in policy and have been working to develop a Privacy and Information Management Policy. Te Tira Ahu Pae respects the privacy of individuals and complies with the Privacy Act 2020. This policy ensures personal, organisational, and student information is managed safely, legally, and respectfully.

**Motion:** That the Board approve ratifying the Privacy and Information Management Policy. Upon ratification, the policy will be stored in Microsoft Teams under the "Everyone" site to ensure accessibility for all.

7 Supported

0 Opposed

0 Abstained

**Decision Date:** 2 Dec 2025

**Outcome:** Approved

## 2.3 Bullying, Harassment and Discrimination Prevention Policy

James advised that now that we have an HR Manager, we have a better process and pathway for managing complaints well and setting expectations to keep everyone safe.

Ripeka to pass a motion to ratify Bullying, Harassment & Discrimination Prevention Policy.



## Bullying, Harassment and Discrimination Prevention Policy

We have recently identified a gap in policy and have been working to develop a Bullying, Harassment and Discrimination Prevention Policy. Te Tira Ahu Pae is committed to maintaining a safe, respectful, inclusive, and mana-enhancing environment, free from bullying, harassment, sexual harm, discrimination, or behaviour that undermines safety and dignity.

This policy includes clear procedures outlining step-by-step processes for kaimahi, managers, and the People & Culture team to ensure consistency and compliance.

**Motion:** That the Board approve ratifying the Bullying, Harassment and Discrimination Prevention Policy. Upon ratification, the policy will be stored in Microsoft Teams under the “Everyone” site to ensure accessibility for all.

7 Supported

0 Opposed

0 Abstained

**Decision Date:** 2 Dec 2025

**Outcome:** Approved

## 2.4 Finance Manual

James noted that this was covered last meeting and we had changes made to page 40.

We have taken what was in the Prize Policy manual [found in the 2025 Representation Handbook] and have added it to the Finance Manual.

James advised there will be a separate discussion for the Māori Association, as there will be times they want to adopt TTAP policies and procedures, but other times have them changed or completely rewritten.

Caroline asked if this prize register is separate from the one that goes to Ryan. Caitlin confirmed that she will be managing a separate register.

Ripeka asked with the statement on a case-by-case statement, who assesses this. James advised that this would be by Rep Manager or equivalent.

Caroline noted she didn't know that GST gets taken out of fundraising and wonders if it should be noted. James recognised that as we are GST registered, we need to take it out, unless it is for a Club. James advised we claim back on GST.

Ripeka to pass a motion to ratify the amendments to Finance Manual.



## Prize Determination & Fundraising, + GST

Determination on how many prizes can be won by one person.

Fundraising assessment by Rep Manager or equivalent, and include GST is taken out.

**Due Date:** 12 Dec 2025

**Owner:** Caitlin Payne



## Finance Manual

In 2024, the Board ratified the latest amendments to the Finance Manual. As part of our annual process, we have conducted a review to ensure the document remains current.

**Motion:** That the Board ratifies the amendments made to the Finance Manual, which will be stored in Microsoft Teams, under the "Everyone" site after ratification.

7 Supported  
0 Opposed  
0 Abstained

**Decision Date:** 2 Dec 2025  
**Outcome:** Approved

## 2.5 Funding Report

This report is a summary on the funds that have been spent. \$17k had been spent.

We had 27 requests come through, most for General. The campuses were well split.

Manawatū had a big percentage as there were cross-cohort events.

Ripeka asked Chiavanni if there was anything she would've done differently about the promotion. Chiavanni expected more to be spent as the common theme was everyone being wary of the tight budget. Chiavanni's time was quite restricted and would've held more meetings with the VPs. This will be something for the Rep Manager to work on, including a training session on proposals for funding and reporting on the spending.

Caroline thanked Chiavanni for the initiative and flexible in helping the cohorts. She hasn't seen a report on how the budget was spent and the benefits for the campuses before. Caroline noted she might want to adjust the lunch in the cohorts, as Massey Pacific and Co-Lab have met with students in the Cook Islands, but this is the first TTAP event.

Mary also asked if there is a risk for future engagements that there is a risk that we might not spend it all. Chiavanni recognised that this is a risk, but she also ensured full autonomy for the VPs. Due to being pushed to watch the budget, it may have contributed to people not spending the budget available.

Mat noted that this budget was only for the past 4 months and not the full year, so this could explain why the budget wasn't fully spent.

## 3. Actions from Previous Meetings

### 3.1 Action List

Due Date	Action Title	Owner(s)
25 Jul 2025	MUSA Constitution <b>Status:</b> Not Started	James Collings
12 Dec 2025	Credit Card Use Flowchart <b>Status:</b> Completed on 9 Dec 2025	Caitlin Payne
12 Dec 2025	Revised Travel Policy <b>Status:</b> Completed on 3 Dec 2025	Caitlin Payne
12 Dec 2025	Policy Templates <b>Status:</b> Not Started	Caitlin Payne
12 Dec 2025	Harm Minimisation Plan <b>Status:</b> Completed on 2 Dec 2025	Caitlin Payne, James Collings
12 Dec 2025	Hyperlinks in Policy <b>Status:</b> Not Started	Caitlin Payne, James Collings

## 4. Other Business

### 4.1 Any Other Business

James noted within the Pasifika space, Telson and Ferina will return.

Auckland and Distance have gaps.

There are 20 hours available for Presidents, but there are gaps with Auckland and Distance, so do Caroline and Mary take on additional duties and hours in these spaces.

Ripeka asked that this be put in a flying motion.

## 5. Close Meeting

### 5.1 Close the meeting

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

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

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