

# CONFIRMED MINUTES

## BOARD MEETING #11



At the **Board Meeting #12** on **6 Jun 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Tira Ahu Pae
<b>Date:</b>	Friday, 23 May 2025
<b>Time:</b>	12:30 pm to 1:30 pm (NZST)
<b>Location:</b>	Online, via Microsoft Teams
<b>Board Members:</b>	Caroline Ryan, Keezia Broughton, Mary Ieremia-Allan, Mathew Rope, Peyton Joe, Ripeka Paapu
<b>Attendees:</b>	Caitlin Payne, GM Email, James Collings, Takunda Mabonga

### 1. Opening Meeting

#### 1.1 Confirm Minutes

**Board Meeting #10 8 May 2025**, the minutes were confirmed as presented.

#### 1.2 Interest Register

### 2. Major Decisions and Discussions

#### 2.1 April 2025 Finance Reporting

If anyone wants to meet with James regarding the documents, he is happy to do so.

There is a surplus in the Actual vs Budget as this is based on the plan being carried out, such as the phasing of employment and work around annual leave. The balance sheet shows the assets.

It would be good to put together a Finance Committee once the General President and VP are on the Board.

#### 2.2 Audit Action Plan

These were what were identified as issues in the audit. We have already discussed the leave policy, which is being actioned (leave 2 weeks for the end of the year).

Journals not being authorised are handled by the Finance Team. These are manual journals that have not been signed off, so the Chair of the Board will sign them off going forward.

The GM credit card was not being authorised, so this will be escalated to the Chair of the Board to oversee.

The MUSA shop delegation issue is being handled so that the person handling the cash is not the same person who receives the cash to limit fraud.

We also had an issue regarding nil book value that was carried over from 2018. A lot of these have now been identified in the fixed assets register.

Statement of Service Performance - with Radio Control, we couldn't verify the audience/number of listeners, as well as issues with the recording of events, so that we can record on stats.

The Chair of the Board will also sign off on MUSA journals.

## 2.3 Board Motion for Club Affiliation



### Board Motion for Club Affiliation

Board to confirm the affiliation to Te Tira Ahu Pae of the 64 listed clubs (attached). Affiliation is to be ongoing, provided a compliant affiliation application is provided to Te Tira Ahu Pae by the renewal date of 30 April each year, and providing no recommendation has been received that they be disaffiliated.

**6 Supported:** Caroline Ryan , Keezia Broughton , Mary Ieremia-Allan , Mathew Rope , Peyton Joe , Ripeka Paapu

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 23 May 2025

**Outcome:** Approved

James advised that a callout was put out this month for people to do their affiliations and they received just over 80 responses which are being worked through. These are the 64 that have been processed at this stage. We are on track to have more affiliated clubs than last year.

Caroline asked how many clubs there were last year and if this has increased. James advised that last year, there were around 78 clubs and this time there have been over 80 come through. There was a big growth in Wellington, which was the biggest growth area.



### Clubs Summary Per Campus

James advised that he will ask Ryan will provide a summary on the clubs on each campus and where there has been movement by next Board meeting.

**Due Date:** 29 May 2025

**Owner:** James Collings

## 2.4 SJS General Meeting

The Board will need to select someone from the Board to attend the meeting and liaise on TTAP's behalf. This gives someone an opportunity to collaborate with students from other universities.

Alhanis advised that we don't have to pay for this service (such as affiliation fees).

## 2.5 SJS Q3 Report

James advised that Student Job Search's financial year is different from ours, and attached is the Q3 update during this period.

## 2.6 Appointment - Vote on Panel Recommendations

Vote will be moved to Board meeting Part Two.

As in the constitution, the Board approves or declines the recommendations.

Brooke, on behalf of the panel, advised that this was a unanimous decision for Chiavanni.

Ripeka asked if Alex is a Massive reporter. This is a conflict of interest, and they have been advised that they will no longer be able to report if they are a rep.

Peyton asked if there was a legal dispute from April in the past regarding a member. James advised that due to an ongoing grievance, we cannot discriminate against the appointment of new members.



### **Appointment - Vote on Panel Recommendations**

According to the Rep Policy Manual, part 5, the appointments procedures:

The board approves or rejects the recommended applicant.

Note the panel for the Distance General Rep role is yet to interview applicants, awaiting shortlisting from 2 panel members.

Motion:

The board moves to accept the panel's recommendation on the below candidates:

#### **General/Distance President**

The Panel recommends the appointment of Chiavanni Le'Mon to General/Distance President

#### **Manawatū VP**

The Panel recommends the appointment of Alejandro Macius to Manawatū VP

**0 Supported:**

**0 Opposed:**

**6 Abstained:** Peyton Joe ,

Caroline Ryan - Vote abstain in part 1 meeting. Vote to be held in part 2. ,

Keezia Broughton - Vote abstain in part 1 meeting. Vote to be held in part 2. ,

Mary Ieremia-Allan - Vote abstain in part 1 meeting. Vote to be held in part 2. ,

Mathew Rope - Vote abstain in part 1 meeting. Vote to be held in part 2. ,

Ripeka Paapu - Vote abstain in part 1 meeting. Vote to be held in part 2.

**Decision Date:** 23 May 2025

**Mover:** James Collings

**Outcome:** Not Approved

## **3. Other Business**

### **3.1 Staffing Update**

The Clubs and Events team had a resignation, so the position was offered to the previous runner-up, but they've decided to stick with the role they've got now so the role was re-advertised. The interviews have been completed, and someone has now been appointed for this role.

For the Distance Community Coordinator, James advised that we've had an interview today already (23/05/2025) and there's another interview later today, so that role is going well. There's been a really good turnout in terms of applications for the role.

For the Rep Manager role, we're still receiving applicants as the location was changed to Wellington to try to increase the number of applicants, but the number of applicants has remained quite low. This will be left open a bit longer to see how many more applicants we will get before moving to interviews.

Ripeka asked for clarification about the Distance Community Coordinator. James advised that this role is a hybrid role as an engagement coordinator and is more under Clubs' and Events. This person is in charge of supporting the distance reps and students and setting up regional groups across the country to meet other students. This adds extra support to the distance reps for planning distance events. The reps do not report to the Distance Community Coordinator, but they will work together.

Caroline thinks this will be great for the reps by providing extra support and allowing the reps to focus on representation.

Alhanis advised that they have spoken to Ryan regarding this and are confused on how this will work for the General Distance reps. Alhanis would like a wider discussion on an interim plan for the transition period with the Distance Community Coordinator and how this would work.

Caroline asked if there could be an exception where the limit is different for distance events, so they can offer something more enticing to students. James advised that some limits were put in place due to the prizes from one event last year. James is happy for the limit to change to accommodate the needs of distance students. There will need to be a middle ground on how this is done.

Carlee mentioned that incentives need to be in place for students to attend distance events.

Caroline advised that distance students were hit with the increase in cost of living, so prizes last year were to help contribute towards this, which received positive feedback from students. The on-campus students' needs are met with food and advised that the same should be in place for distance students. Caroline asked if an official meeting with Ryan could be put in place so that guidelines could be put in writing.

James advised that this is not saying no to more money, but approval needs to be granted.



### **Organise Meeting for Discussion on Distance Community Coordinator**

Brooke would have liked more communication regarding this and would like a facilitated meeting with James, Ryan, the Presidents, and the Distance group.

**Due Date:** 30 May 2025

**Owner:** Caitlin Payne

## **3.2 Official shut down period for MUSA and Te Tira Ahu Pae**

Ripeka's concern is that there needs to be a plan for O-Week before everyone goes on leave. Kaihāpai were not onboard until mid-February this year, and Ripeka doesn't want this to happen again.

Mathew agrees that a plan should be put in place as it sets up the reps well for next year.

James advised that Massey's shutdown period is shorter than this. There is normally a handful of staff who return earlier than the 15th. However, this is a mechanism for staff to get their leave down. Staff will not be asked to take leave without pay if they don't have enough leave, but this will be worked through on a case-by-case basis.

Caroline asked if, because of Summer School, there are reps on board to support students over this time. James advised that there is a strong case for Distance reps, in particular, to work over Summer School.



### **Official shut down period for MUSA and Te Tira Ahu Pae**

Each year Te Tira Ahu Pae has a shut-down period. This occurs December-January and our offices are closed.

This provides an opportunity for staff to take leave during the quietest time on campus.

For 2025 It has been suggested that we do this for 4 weeks from 18th December returning 15th January 2026.

This would allow for 4 days of leave in 2025 and 8 days of leave in 2026.

To discuss and then make decision. We need to book the auditors to attend the stocktake on the final business day of the year.

**6 Supported:** Caroline Ryan , Keezia Broughton , Mary Ieremia-Allan , Mathew Rope , Peyton Joe , Ripeka Paapu

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 23 May 2025

**Outcome:** Approved

### 3.3 Rep Restructure

There is a flowchart on how the review and restructuring will be done. An external consultation (not yet decided - Janine has reached out on the rep's behalf) will be the best course of action. There will be a committee of 10 members who will oversee the consultation process and plans for the restructuring process. The Board will need to decide how the 10 members will be determined, such as if people apply, and the type of representation we want to see. There will be one person per cohort. This will also be alongside Massey staff members. The consultation will involve all students. Feedback will be collated, and the committee will work based on this. A final report will then go to the Board to approve, and then the students will vote on the best representation structure for them. This will be a paid opportunity as well.

This will need to be done before August.

Caroline asked if a timeline could be created for when things would need to be done. Alhanis advised that the committee needs to be put in place, and then it will be the responsibility of the committee to put together a timeline. Alhanis will ask Janine if there is a rough plan.



#### Add a Flying Motion for Rep Restructure

Add a flying motion for the Rep Restructure to send the documents out to the Board.

**Due Date:** 26 May 2025

**Owners:** Caitlin Payne, James Collings



#### Organise a Meeting for Rep Restructure

Organise a time for Monday (26/05/2025) to discuss the content that will be received by email.

**Due Date:** 26 May 2025

**Owner:** Caitlin Payne

## 4. Close Meeting

### 4.1 Close the meeting

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

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

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