

# AGENDA

## BOARD MEETING #3



<b>Name:</b>	Te Tira Ahu Pae
<b>Date:</b>	Tuesday, 24 March 2026
<b>Time:</b>	12:00 pm to 1:00 pm (NZDT)
<b>Location:</b>	Online, via Microsoft Teams <a href="https://teams.microsoft.com/meet/47212284344035?p=bPxsocic4HxVuyydPV">https://teams.microsoft.com/meet/47212284344035?p=bPxsocic4HxVuyydPV</a>
<b>Board Members:</b>	Caroline Ryan, Chiavanni Le'Mon, Mary Ieremia-Allan, Mathew Rope, Peyton Joe, Ripeka Paapu, Takunda Mabonga
<b>Attendees:</b>	GM Email, Marlon Hepi
<b>Apologies:</b>	Caitlin Payne

### 1. Opening Meeting

#### 1.1 Confirm Minutes

##### For Noting

No minutes to confirm in this week's Board Meeting.

#### 1.2 Apologies

##### For Noting

Caitlin has put in her apologies for today's meeting.

#### 1.3 Interest Register

##### For Noting

Any interests to register for 2026.

### 2. Major Decisions and Discussions

#### 2.1 Approval for Secretary for MUSA, to Act on Behalf of the Association

##### For Decision

As part of MUSA's reregistration process, the updated Constitution must be submitted through the Incorporated Societies website. This requires an authorised representative to complete and lodge the information on MUSA's behalf.

Caitlin Payne, as Secretary for MUSA, is seeking approval from the Te Tira Ahu Pae Board, which oversees MUSA, to act as the authorised representative for this purpose. If approved, a formal letter of authority will be provided to the Board for signature.

**Motion:** That the Te Tira Ahu Pae Board authorises Caitlin Payne, Secretary of MUSA, to act on behalf of MUSA for the purposes of reregistering MUSA as an Incorporated Society.

## 2.2 Board SRC Calendar

Marlon Hepi

### For Decision

Following the adoption of the new constitution, it is important to establish a clear rhythm of governance and student engagement activities for the year ahead. This calendar has been developed to ensure alignment between the election process, student representation, and governance oversight, while maintaining compliance with SLA requirements. Establishing these dates early supports effective planning and ensures that student voice continues to inform the organisation's direction.

**Motion:** That the Board support the establishment of this cadence to guide governance, representation, and student engagement activities for 2026.

Supporting Documents:

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2.2.a BP - Board - SR Calendar 2026.docx

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## 2.3 Organisational Reporting Structure

Marlon Hepi

### For Decision

This paper provides a progress update on the Organisational Reporting Framework project. The aim is to confirm momentum, highlight early wins, and outline upcoming deliverables as we continue to build a robust, integrated reporting system for Te Tira Ahu Pae and the Māori Student Association.

**Motion:** That the Board endorse the continued development of reporting templates and training materials and support the project team in maintaining reporting alignment across departments.

Supporting Documents:

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2.3.a Organisational Reporting Structure Feb 2026.pdf

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## 2.4 Representation Consultations & Expense Reimbursement Policy

Marlon Hepi

### For Decision

The Representation Consultations & Expense Reimbursement Policy establishes the mandatory standards, approval requirements, and operating procedures governing all Representation-led consultations and any associated expenditure. Its purpose is to ensure that all consultation activities are evidence-driven, student-centred, financially responsible, and compliant with organisational, contractual, and privacy obligations. This policy defines how student representatives plan, deliver, and report consultations, and sets clear rules for expense preapproval, documentation, and reimbursement.

This policy exists to protect the integrity of Representation data, ensure value for money, strengthen accountability, and support accurate operational reporting for TTAP and SLA funding arrangements. It provides the framework under which consultations must be designed, approved, and evaluated, and establishes the authorising environment for all spending linked to Representation activities.

No financial planning, budgeting, or approval of representation-related expenditure may take place

until this policy is fully operational and in effect.

Once operational, the policy ensures that all consultations are:

- properly scoped and approved through the Representation Manager
- supported by high-quality data collection
- compliant with privacy and ethical standards
- financially controlled under the one-up approval principle, and
- aligned with organisational strategy and funding requirements.

**Motion:** That the Board discuss and ratify the *Representation Consultations & Expense Reimbursement Policy*.

Supporting Documents:

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2.4.a Representation Consultations & Expense Reimbursement Policy 1 (1).docx

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## 2.5 Community Rep Group Appointments Guidelines 2026

### For Decision

The *Community Representative Group Appointments Guidelines 2026* set out best-practice principles and recommendations to support fair, transparent, and equitable appointment processes for Student Representatives serving on Community Representative Groups (CRGs) within Te Tira Ahu Pae. The Guidelines focus specifically on appointment processes and consistency of practice across groups.

Te Tira Ahu Pae currently recognises three Community Representative Groups, each with four Student Representatives:

- Pasifika Community Representative Group
- Rainbow and Takatāpui Advisory Group (RĀTĀ) Community Representatives
- Disability at Massey (DaM)

Community Representatives receive the same training, support, and access to resources as other Te Tira Ahu Pae Student Representatives and are held to comparable accountability standards. In addition, Community Representatives may hold specific responsibilities to ensure they effectively represent and advocate for their respective student communities.

**Motion:** That the Board discusses and approves the *Community Representative Group Appointments Guidelines 2026*.

Supporting Documents:

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2.5.a Community Representative Group appointments guidelines for approval March 2026.pdf

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## 2.6 Massive Charter - Board Rep

### For Decision

The Massive Magazine Charter 2026 (attached) states that the Massive Magazine Board must include one student representative appointed by the Te Tira Ahu Pae Board.

The Board to discuss and confirm the appointment of a student representative to sit on the Massive Magazine Board.

Supporting Documents:

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2.6.a Charter for Massive Magazine 2026 Final.pdf

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## 2.7 General Elections Enrolment and Voting Campaign

### For Discussion

At a recent Aotearoa Tertiary Students' Association meeting, the importance of encouraging student enrolment and participation in the upcoming General Election was discussed. Victoria University of Wellington Students' Association (VUWSA) is leading a national campaign titled "*Show Up or Shut Up*", which has gained support from several local and national students' associations.

As part of the campaign, VUWSA is producing a series of short videos promoting voter enrolment and is running a friendly competition between participating associations, measuring engagement through QR code scans and completed physical enrolment forms. VUWSA has reportedly facilitated several hundred enrolments to date.

Te Tira Ahu Pae has been invited to participate in the campaign. The Presidents and Manawhakahaere may also receive direct correspondence from the VUWSA President regarding this initiative.

Matters for Discussion:

- Whether Te Tira Ahu Pae wishes to participate in the "*Show Up or Shut Up*" national voter enrolment campaign and associated inter-association competition.
- Whether Te Tira Ahu Pae supports representation in a campaign video (e.g. by the President or another representative) on behalf of the Association.
- Whether the Board approves the use of a black-and-white version of the Te Tira Ahu Pae logo for campaign materials.
- Whether Massey University will be hosting on-campus voting booths during the election period, and if so, how this may align with the campaign.

## 3. Management Reports

### 3.1 Management Updates

#### For Noting

Any updates from Marlon.

## 4. Actions from Previous Meetings

### 4.1 Action List

#### For Noting

Supporting Documents:

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4.1.a Action List

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## 5. Other Business

### 5.1 Any Other Business

#### For Discussion

Floor is open to all attending.

## 6. Close Meeting

### 6.1 Close the meeting

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