

CONFIRMED MINUTES

BOARD MEETING #3



At the **Board Meeting #4** on **28 Apr 2026** these minutes were **confirmed as presented**.

Name:	Te Tira Ahu Pae
Date:	Tuesday, 24 March 2026
Time:	12:00 pm to 1:00 pm (NZDT)
Location:	Online, via Microsoft Teams
Board Members:	Caroline Ryan, Chiavanni Le'Mon, Mary Ieremia-Allan, Mathew Rope, Peyton Joe, Ripeka Paapu, Takunda Mabonga
Attendees:	GM Email, Marlon Hepi
Apologies:	Caitlin Payne

1. Opening Meeting

1.1 Confirm Minutes

1.2 Apologies

1.3 Interest Register

No interests to register.

2. Major Decisions and Discussions

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



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

Ripeka to move a motion that Te Tira Ahu Pae Board authorises Caitlin Payne, secretary of MUSA, to act on behalf of MUSA for the purpose of reregistering as an incorporated society.

All Board members approved this motion via Microsoft Teams.

Decision Date:	24 Mar 2026
Mover:	Ripeka Paapu
Seconder:	Mathew Rope
Outcome:	Approved

2.2 Board SRC Calendar

Eloise asked via the chat if this has been checked that this doesn't conflict with kai and talanoa, or kai and kōrero.

Marlon advised that he can't answer that as the document was written by two people in his team. This document indicates the dates that have been locked in, and it pitches a whole year's calendar for the Board to consider.

Alhanis asked, as these have been pitched for a Wednesday, is there a set time for them? Marlon is unsure if there is a set time, as the paper talks about dates only.

Ripeka noted that the times can be confirmed at a later time, and as Ana (Māori Association GM) is one of the authors, she assumes that kai and talanoa and hui a whānau are a high priority and high consideration.

Caroline asked if there is some room for dates relevant to community groups e.g., international dates could help with consultation themes (including language weeks for Pasifika and dates relevant for Disability and Rainbow) that could help support consultation.

Marlon thinks its a great idea and will take it away to expand on.

Chiavanni just wanted to confirm that there is room for adaptability, as we will have new students and new Board members.

Marlon confirmed that in principle, the answer is yes, but we would at least like to have a starting point of locked-in dates to get a rhythm running. From a comms perspective, these dates are useful to get the information out to the cohorts.

Mary noted she would be happy to move forward with the vote if there is the ability to maintain flexibility with the dates.



Board SRC Calendar

Ripeka to pass a motion that the Board support the establishment of this cadence and to guide governance representation and student engagement activities for 2026.

All Board members approved this motion via Microsoft Teams.

Decision Date: 24 Mar 2026
Mover: Ripeka Paapu
Seconded: Mathew Rope
Outcome: Approved

2.3 Organisational Reporting Structure

Alhanis' issue is with the table of reporting. This was brought to the restructuring group, and what we presented to the students, our models, our reduction in the pay rate and the number of hours for the representatives, is reflected by a monthly reporting system at the SRC for that transparency and group accountability process, and that there was no weekly reporting built into that and that was supposed to be removed.

Mary noted that from the history of reporting with the reps, its really difficult to track a lot of work being done, particularly in the Pasifika community, when the workload fluctuates. Mary's concern with this timing is when we're expecting reps to report each week, as long as we know that the data is going to be skewed with how reps are able to contribute each week, e.g., language week is heavy for Pasifika with events, and if we're expecting reps to still show up with a 10 hour workload, it might induce more stress.

Ripeka agrees, as that was her experience in the Māori cohort 2023-2025.

Chiavanni would also like the templates to be distributed so that reps can see the complexity of the reporting required or expected. In 2024, they moved from monthly reporting to no reporting because it was difficult for reps to understand the template at the time. It would also be helpful for

the new reps coming on board to understand what is expected of them to report more effectively within the timeframes.

Ripeka asked Sean, with the fluctuation in reporting, if he sees there being an issue as the Rep Manager. Sean confirmed it is pretty expected, and the whole purpose of weekly reporting is to capture the fluctuation, and it helps him know what the reps are doing with their hours and planning. Ripeka asked if this makes his role and workload easier to manage if he is getting information weekly? Sean advised the weekly reporting was not meant to be a huge burden on people and more like a situation report. Weekly reporting allows him to pull themes out of reports and put it in a report for SRC. If he has to read through 21 monthly reports before the SRC, it would be a daunting task.

To provide context, Ripeka advised that she provided a monthly report to Marlon that is over a page. This isn't looking for 4 pages of information on a weekly basis. This report would be a paragraph or an email. Sean confirmed this is what he is looking for.

Alhanis was confused as the SRC was designed to serve this purpose. Alhanis' understanding was the Rep Manager isn't bringing points from the students to the council - the students are bringing their feedback to a shared space and that's where the manager picks up if there is nothing to report. This was part of the full restructure purpose with the external advisors, and they deemed that it would not be a viable system for us going forward. Alhanis advised if the Board approves the motion, remove her name from the document, as it is going against what was put forward and shared with students. Marlon asked Alhanis if this was discussed in the project meetings, and Alhanis confirmed this was raised multiple times, and it was advised that this feedback would be taken on board during those meetings.

Ripeka wanted to clarify if this was just about the rep weekly reporting. Alhanis confirmed that in the original discussion, as rep pay and hours were cut, it would not be fair to ask them to take on admin burden.

Caroline suggested that based on these conversations, further discussions take place outside of the Board.

The document is being tabled until weekly reporting is further clarified, and will be sent out in a flying motion.

2.4 Representation Consultations & Expense Reimbursement Policy

Ripeka noted that Sean was the brains behind this kaupapa and direct questions to Sean.

Alhanis' feedback is not to abbreviate Te Tira Ahu Pae in our policies.

Mary's question is directed to Distance Reps and Presidents in that space - non-allowable spend (1.9 in the document) includes cash equivalence. Does this remove the ability to use gift cards in the Distance space that are usually needed for a lot of consultations? Sean noted that above, it says modest thank you tokens, which are essentially gift cards, which was part of the Finance Policy accepted by the Board last year.

Caroline's asked in 1.10, if we consider the work hours allocated to student reps, some of those responsibilities include drafting proposals. Have templates been created for this for those who are new to the workplace, and are there themes they can cover? Is there any flexibility in calling them consultations and how we promote them - students would be more inclined to attend an event rather than a consultation. Consultation can be part of an event. Sean advised this is an internal policy only - the Clubs and Events team put on events for the sake of being social. We can have those elements but it needs to be a consultation, as you need to be working with your student base and consulting with people who have elected or appointed you. Sean has a template, which he worked with two of the student reps on, which is being shared.

Caroline noted that with the Clubs and Events staff putting on events, we don't have an events person for Pasifika Distance, and wondered how it would work. Sean advised running consultations as Distance is the same process, and then we can look at whether staff are needed to help out. Sean noted that confusion between events and consultations is the reason the two have been divided.

Ayla thinks it would be helpful to not only have a template for the application side, but also another template afterwards for feedback for quantitative and qualitative data, so reps are giving the same information pre and post consultation. Ayla would also like more clarity around what consultation is, and have more collaboration with the Distance Events person. Distance reps can't just grab students walking past - there needs to be more structure and planning to be able to do a pop-up. Sean noted that consultation can be creative and they're not limited in what you're trying to achieve. It just needs an objective that is being met under the SLA. This policy is purely about the funding side of things.

Louise asked for a consultation, what would the turnaround time look like for a meeting to discuss whether or not it's worth putting in a proposal to have a timeline, and how long will the pre-consultation be with Distance reps?

Marlon believes this needs to be put in a booklet that covers what everyone has raised. The initial conversation is critical for both parties, and then another conversation post-consultation.

Sean noted that if this policy is adopted, we'll be doing a one-hour Q&A with all reps on the policy, but this can't be planned as it hasn't been approved yet. It will also be incorporated into the training of any new reps that come on. The proposal is submitted 10 business days in advance, make an appointment with the Rep Manager, sit down and have a conversation, and divvy up the workload. Louise wanted to clarify if the turnaround time would be 3 weeks. Sean noted the main purpose of the 10 days is the financial side, as it also needs to go through Finance. The timeline depends on the complexity of the event, as some can be done well within two weeks. It can be internally accelerated if required.

Chiavanni noted that a lot of these questions are coming in from the Distance space and more work needs to be done to incorporate the complexities of the Distance space. For them, it is easier to hold engagement sessions similar to last year, and those sessions are what are used to find some kaupapa to move forward and help as student reps. The policy works great for campus reps, but not necessarily Distance reps.

Mary asked if the Board is in a position to be making a decision today, as the agenda point is for decision. If discussions can be had before the Board meeting, everyone will come well-informed, ready for a decision.

The policy to be tabled for further discussions.

2.5 Community Rep Group Appointments Guidelines 2026

Eloise advised this document is intended to make sure community rep groups have clear guidance on their expectations and operational things that they should consider when making appointments. It covers how you go about the application process, who sits on a panel, how conflicts of interest are recorded and managed, questions you want to ask people, and interview processes. It also discusses the Privacy Act 2020 and obligations of managing appointments in relation to questions you can ask and how information is retained and protected.

Mary thanked Eloise for leading this, to help Pasifika get their own structures and systems in place. There are no concerns about this document from a Pasifika standpoint.

Chiavanni found this document easy to understand and is happy to support this.

Eloise is happy for this to be published on the website and take accountability for what is expected of the community groups.



Community Rep Group Appointments Guidelines 2026

Ripeka to pass a motion that the Board discusses and approves the support the Community Representative Group Appointment Guidelines for 2026.

All Board members approved this motion via Microsoft Teams.

Decision Date: 24 Mar 2026
Mover: Ripeka Paapu
Second: Chiavanni Le'Mon

Outcome: Approved

2.6 Massive Charter - Board Rep

Marlon noted that this motion is not to change the Charter that the Board already passed, but that one student rep is to be appointed by TTAP for the Massive Board.

Chiavanni noted that on the SSF committee, Ayla represented TTAP well in terms of Massive Magazine and the questions that were asked due to what Massive brought last year in 2025 and thought Ayla would be a great rep to sit on the governance of the Massive Charter.

Alhanis asked if the seat for the student is paid or unpaid, and does it sit under our Boards and Committees? Do we want to appoint someone now or wait until our election process is finished? Ripeka believes it is appropriate to wait to avoid double-handling, but thinks it would be responsible for the Presidents to put forward anyone from their cohort who is appropriate for the kaupapa.

Marlon will get back to Alhanis about whether there is remuneration for the role.

Ripeka asked that the Charter be updated to have the ingoa of the Māori Students' Association.

2.7 General Elections Enrolment and Voting Campaign

Eloise advised that this is intended to be a national campaign. They've currently got AUTSA, University of Technology, University of Auckland, VUSA, NDSA, the New Zealand International Students' Association, Lincoln University, and Waikato University. NDSA discussed the name of the campaign and acknowledged that there are barriers to enrolling and partaking in general elections. In terms of a politically charged concern that Princess raised in an email, NDSA is really particular about making sure they remain non-partisan, so it's a necessity of the campaign that there is no mention of who to vote for. This is just an attempt to do public good in terms of ensuring students are involved in democracy. Eloise encourages TTAP having someone who is involved in discussions whenever they come up.

Ripeka asked if Eloise remembers when TTAP supported the Free Palestine movement and then retracted the support. Ripeka doesn't want us to be another clickbait article, and based on the wording alone, doesn't think it would be in the best interest of TTAP to put their name to something so brash. If there is the potential to cause further reputation damage with our stakeholders or image, Ripeka doesn't think it would be a wise decision.

Mary believes that the only reason TTAP withdrew the Free Palestine statement was a concern was raised about "from the river to the sea". Mary doesn't think the same logic would apply to this situation as it is non-partisan; however, agrees with Ripeka that it is very charged.

Eloise advised NDSA has mixed feelings on the name and doesn't know that the name alone would be sufficient for NDSA not to participate, but it is a consideration and recommends the Board pass their feedback on to the other Presidents.

Mary noted that she will abstain from this motion (voting on if Te Tira Ahu Pae joins the campaign) as Pasifika have a huge history of not voting, and where she is standing with this personally. Mary asked if anyone else would be happy to step in and refile a video if Eloise's is not accepted, as she does not feel the most confident representing TTAP if the Board passes the motion.

Takunda noted that he is happy to do it, but Alhanis asked with him running in the elections, is it a conflict? Ripeka noted that he is still a current Board member and has to do his job.



General Elections Enrolment and Voting Campaign

Ripeka to move a motion that Te Tira Ahu Pae approves joining the national campaign "*Show Up or Shut Up*" intended at improving enrolments in general elections.

Board members attending - Takunda Mabonga, Mary Ieremia-Allan, Peyton Joe, Ripeka Paapu and Caroline Ryan abstained from the motion.

NOTE: Mathew Rope and Chiavanni Le'Mon were not present for this motion.

Decision Date: 24 Mar 2026
Mover: Ripeka Paapu
Outcome: Not Approved

3. Management Reports

3.1 Management Updates

No updates - Marlon was not present at this stage of the meeting.

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner(s)
12 Dec 2025	Policy Templates Status: Completed on 11 Mar 2026	Caitlin Payne
12 Dec 2025	Hyperlinks in Policy Status: Not Started	Caitlin Payne

5. Other Business

5.1 Any Other Business

No other business.

6. Close Meeting

6.1 Close the meeting

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

Approved decisions made between meetings



Election Process Assurance - Option One: Interim Panel

That the Board approve the recommended interim panel, as presented in *Election Process Assurance - Board paper Feb2026*.

5 Supported: Caroline Ryan , Mary Ieremia-Allan , Mathew Rope , Peyton Joe , Ripeka Paapu

0 Opposed:

0 Abstained:

Decision Date: 25 Feb 2026

Outcome: Approved



Te Tira Ahu Pae SGM Chair

The board moves for Alhanis Jacobsen to Chair the 2026 Te Tira Ahu Pae SGM on February 26th. This decision is to ensure the restructure implementation team can directly answer questions relating to the constitutional changes, as

well as acknowledging the overlapping schedules of availability within our Board.

5 Supported: Chiavanni Le'Mon , Mathew Rope , Peyton Joe , Ripeka Paapu , Takunda Mabonga

0 Opposed:

1 Abstained: Mary Ieremia-Allan

Decision Date: 25 Feb 2026

Outcome: Approved



Approval for Caitlin Payne, Secretary for TTAP, to Act on Behalf of the Association

As part of the reregistration process for Te Tira Ahu Pae, we are required to log in to the Incorporated Societies website and provide the updated Constitution. As the Secretary for Te Tira Ahu Pae, I am seeking approval to receive permission to action this on Te Tira Ahu Pae's behalf.

Motion: That Caitlin Payne, Secretary for Te Tira Ahu Pae, received authority to act on behalf of Te Tira Ahu Pae, for the purpose of reregistering as an Incorporated Society.

4 Supported: Caroline Ryan , Chiavanni Le'Mon , Ripeka Paapu , Takunda Mabonga

0 Opposed:

0 Abstained:

Decision Date: 16 Mar 2026

Outcome: Approved

Signature: _____

Date: _____