

Te Tira Ahu Pae Board Meeting

Friday 26th January 2024 1:00PM, Via Teams.

Wes moves that HW be appointed Chair of todays meeting all in favour.

CT opened with karakia.

Attached:

Policies for Student Representative procedures...?

PART I MINUTES

Policies:

Board meeting observer - Policy

Be able for reps to observe board processes. Not a lot of feedback from board to repsRa has put in a lot of work – take as they are. Take ithem in mind of rep manager and reps. Point C was from Rep Manager. What was discussed that reps can sit in – allow all staff to attend too. Rep Manager sit down with reps – not comfortable for the rep manager to be making these decisions.

Have specific people to invite to speak to them e.g Event Manager

WC: through GM for questions and input. Open to all public. Good one for first.

HW: Observers can apply to observe.

Skip over this one until

Exec Invoicing

HW - what do you feel about this?

FO: like how its laid out. Feel like we're heading in the wrong direction – micromanaging. Concerned about the committee and the reports

WC: context – accountability, regarding last year

HW: can we untangle the reporting from invoicing? Go through weekly – need to provide this for the MU reporting.

Attaching them to the % of what the reps receive is a step too far, it could be honorium,



FO: think VPs need to have more to do with the reos to make sure they are doing their work.

HW: don't think it will motivate them by threats. Thinks subcommittee is too far. The invoicing and reporting will cut down on work at for the ¼ ly reports.

FO: thinks that the subcommittee is a step too far.

WC:

CT: is it sustainable? Having a subcommittee?

WP: is it sustainable? Follow up

HW: likes the idea of the reports but not the subcommittee. RT has all of the info available. Don't link to invoicing.

WC: push for reporting, need checks and balances. Pastoral care, accountability.

HW: keen to support the form. Reporting subcommittee rather than invoicing. Can we accept the reporting templates? Yes to reporting and RT going through the reports. Have reps create own invoices.

WC: last resort to deduct invoice. Should be output rather than input, tied to deliverbales.

HW: yes to office forms, no to invoicing subcommittee, no to taking % off invoice. In the meantime – untangle invoicing from reporting – ask why rep isn't doing their work?

WC: can approve the reporting but not the rest.

Motion: that the board approves the reporting templates but not the link to invoicing. All in favour.

Campus President meetings Policy:

CT: Came out of last year, VPs got lumped with General.

HW: makes more sense to be called Campus President.

FO: good to have template for minutes.

Motion: the board approves the campus president policy – all in favour.

Cohort meeting policy:

Motion: the board approves the cohort president policy – all in favour.

Student consultation policy:



HW: reps will just do it themselves. This could stop reps doing anything. Let reps know the event team have their plans, if you need their help they need prior warning.

WC: there should be regular things happening so this is outside the box.

CT: agrees there should be regular events.

FO: what does the fee structure mean? If we have the plan at the start this makes sense.

WP: some is pen and paper, some people might not want to put their names on the paper. 4b helps this.

HW: lets get general cohort events planned.

Motion: the board approves the student consultation policy – all in favour.

Exec Leave Policy:

WC: legally don't need this. Can be added to the rep handbook.

HW: don't need this policy. If the staff are off, take the day off.

Motion: do not need a policy – add to handbook that must tell VP and President when and why need to take leave. If abused, pay may be deducted.

Recording Exec meetings:

CT: it's fair to share the responsibility. Always pushed onto President, unfair.

FO: good skill for people to have.

Motion: the board approves the Recording of Exec Meetings policy – all in favour.

HW: after training will sit down to discuss why we chose to accept the policies and not.

Disability @ Massey

WC: would like pay Eloise for the work she is doing

Motion: the board approves for Eloise Fleming to be contracted to provide disability support for D@M until such a time as reps are appointed – up to 40 hours per week. All in favour.



General Managers Report

January - February 2024

The start of 2024 was very full on with recruitment for the Editor and Designer of Massive, Kaihpai and Pasifika Services positions; rep training; O Week planning and execution and day to day operations.

It is great to see more collaboration across the operational departments and the reps being more involved with the staff around events. There are still larges challenges in this area regarding communication, understanding of who's responsible for what and how we all work together effectively and professionally. There is still a lack of understanding of the boundaries between who does what and the importance of processes, such as uploading receipts.

I will be travelling to the \bar{O} tehā campus the week of 8 – 12 April. I will spend some time with the staff and reps to help build the relationships and understanding between each other.

Changes in staff:

- Editor of Massive Sammy Carter
- Designer of Massive Bella Maresca
- Kaihāpai ō Manawatahi Redemption Te Wiki
- Kaihāpai ō Kokiri Ngātahi Emily Lyall
- Kaihāpai ō Te Waka Caleb Monk (Returned from last year)
- Pukeahu Student Advocate Ezra Seiuli resigned (moved to Melborne)
- Manawatū Student Advocate Noor Fatima has transferred to Pukeahu
- Currently recruiting to replace Noor in Manawatū
- Interviews being scheduled for Manawatū Pasifika Services Satff member

This year, I have asked all department managers to supply a brief update of their departments to share with the board.

Design, Kara Glasgow Keene:

January and February have been incredibly busy months for design! The main projects have been creating promotional graphics for O-Week and signage for all three physical campuses. Challenges have included a high workload, last minute event changes/additions (and a lack of comms around event these changes). Also juggling finishing off the campus signage, including a very tight deadline for the Manawatū campus signage during an already busy Week Zero. Succusses include increasing our visibility and brand recognition with consistent design and signage, and completing a large number of promotional graphics. For O-Week alone I have created 20 original social media post graphics, 9 original social media story graphics and 7 original posters. These numbers do not include minor variations across similar designs.



Events, David Roper:

During January to February, extensive efforts were invested in planning and organizing the Orientation program slated for all campuses, including Distance. This period was marked by the assembly of program components and the proactive resolution of potential issues, all aimed at crafting a dynamic and enjoyable series of events that would bring life to the campuses and bring a sense of connection to the university and student association.

Massive Magazine, Editor Sammy Carter:

January and February saw a large recruitment process for Massive. I hired 10 staff members (8 writers and 2 illustrators). Our first issue 'Fresh' was published on February 26th. Feedback was very positive, with all physical copies picked up by the middle of the week.

Communications & Marketing, Cecilia Li:

In the beginning of the year, the majority of our work was around the orientation in February. Internally, I have worked with representation, events, and advocacy teams to get information out on social media such as introducing student reps, announcing orientation events, and encouraging students to sign up for class reps and advocacy webinars. For the email marketing, I drafted a letter to go out to all the Massey students on campus and passed to Wendy for review. Externally, I have worked with external parties to sign contracts for advertising on three campuses. Besides this, I have worked with Massey teams to advertise their orientation events on social media.

General Operations, Jacqueline Adams:

Operations Manager visited Wellington office. Set up IT environment for Massive Magazine and student reps. Organised events fridge for the campus office. Initial conversations with Janine Dean re campus spaces and Te Tira Ahu Pae leases with MU. Operational team absolutely need a private meeting room, particularly for advocacy cases. Janine Dean provided access to the "pie-warmer" office for this purpose. Currently occupied by campus VP. Would like an office to be dedicated to staff meetings so that it can be equipped with an extra screen.

Stage 1 of rebranding exercise completed on 3 physical campuses.

Clubs

- Work completed on 2024 procedures and processes for affiliations and grants including forms and associated flows, and updating website.
- Work progressing Clubs' workshop series.
- 14 February Clubs' Grant workshop (online).
- 28 March very successful clubs' days on each physical campus. (Club coordinators do a lot of work in preparation for this.)



Club Grants Awarded Jan/ Feb

		Number of	Number of
Row Labels	Sum of Approved amount	Applications	Clubs
AKL	\$3,991	7	6
WLG	\$111	1	1
Grand Total	\$4,102	8	7

Advocacy

Achievements

Meet the Advocates

An online Meet the Advocates was held in week 0- 21st Feb. This provided the opportunity for students to engage with the advocacy team and find out what services are offered.

Al Seminar

29 Feb the advocacy service held an online seminar of the 3 Ai's- Artificial Intelligence, Academic Integrity and Avoiding Investigation. There were approx. 194 attendees. Additional to this a number of teaching staff streamed the presentation to their class, so the number of students that viewed the seminar is probably much higher. There were a number of senior staff members from each college in attendance who were able to field questions during the Q&A. Feedback following the seminar has been extremely positive- both by students and colleges.

Challenges

Advocacy service planning has been a little difficult due to staff changes and positions being vacant. Recruitment process underway. Additionally, a clear advocacy budget has not been available, and this has made operational service planning difficult.

Projects

- CRM project is underway with MSL UK. Work has been undertaken in a development environment.
- Class Reps new promo video. 2024 courses loaded to platform.
- Period poverty high use of sanitary products placed in key bathrooms.
- Advocacy Review underway initial meetings, survey developed for student consultation. 29 responses received between 20 and 29 Feb. (Current number is 241).

Hardship Grants	Jan	Feb
# of students that have applied for financial support	4	7
Funding total declined (\$)	0	0
Auckland	\$150	
Manawatū	\$150	
Wellington		\$150
Distance	\$300	\$900
Funding Total approved	\$600	\$1,050



Case Type	Jan	Feb	Grand Total
Academic	8	12	20
Closed	3	1	4
Dropped	1		1
Open	2	10	12
Pending	2	1	3
Academic/Welfare	2	4	6
Closed	2		2
Open		4	4
Welfare	5	8	13
Closed	4	7	11
Dropped	1		1
Open		1	1
Hardship	4	9	13
Closed	4	9	13
Grand Total	19	33	52

NB: Number of hardship cases differs between 2 tables as Hardship \$ are recorded on payment date and Case type number is when the application is received. 2 of the 13 hardship applications did not get paid until March.

Finance, Rosetina Crockett:

For Te Tira Ahu Pae, we have processed 98 line items in January, 93 line items in February from actual invoices. And for credit card transactions, we have reconciled 82 in January and 215 in February. A lot of focus on setting up entire associations' payroll profiles in February. Grateful to have SLT Admin's assistance to create every single Massive and Student Reps contractors' profile in Xero and chasing up missing information like Tax Code. Established 4-weekly payroll for all contractors (excludes International Students and Presidents). Have issues with not receiving credit card receipts in a timely manner.

For MUSA Business Units, processed 224 line items in January, 351 line items in February from actual invoices. Several issues with students not paying correct weekly rental as there were 19 units that had rent increase from 29 January straight after retainer period.

(12) Proposal to pay non-President reps a 20-hour bonus

In recognition of hours works during training and O Week, I propose to give all non-president reps a one off 20hour bonus, available to be claimed in their next invoice. This would mean tapping into reserves and comes with a warning that reps do not get paid for overtime and are responsible for managing their workload so as not to go over their hours.



Use of Reserves Proposal

Increase in hours for Vice President Pāmamao to full-time

Tēnā koutou Chair and Te Tira Ahu Pae Board,

I'd like to submit the following proposal for your consideration regarding an increase in allocated hours to the Vice President Pāmamao – Distance role, to be drawn from reserves.

Proposal Summary

This proposal recommends Te Tira Ahu Pae draws funding from reserves totalling approximately \$16 380 to fund the transition of the Vice President Pāmamao role to full time hours. This increase is proposed as a temporary measure up until the 31st December this year, pending a review of the resources allocated to the Distance Campus. While this is a salary, the temporary nature of the increase warrants the use of reserves as unless the board determines otherwise at the end of the year, this will not be a recurring expense.

Cost to Reserves

Currently the role sits at 20 hours a week, which the proposed full-time hours would increase to 37.5 hours in line with the Presidents.

At a rate of \$26 and with an added 17.5 hours per week, there would be an additional monthly cost of \$1820. As the hours would change as soon as the proposal was accepted and with 9 months remaining, the estimated cost would be \$16 380. It is however acknowledged that this number may be slightly different due to there not being exactly 4 weeks in a month.

The alternative to this proposal is to hire a separate clubs & events coordinator for the distance space, however based on other salaries of staff we already employ, even a part time member would cost ~\$30 000. This would take extra time and require another recruiting process as well, which may incur further costs.

Furthermore, funding in reserves was already allocated to the Manapou Tiriti role, which is no longer being funded. This amount could be allocated from some of the funds earmarked to that.

Background

Speaking as the current Vice President Pāmamao, I admit I have been continuously and substantially exceeding my contracted hours since the beginning of February. I've identified the issue arises from a lack of Te Tira Ahu Pae staff operating within the Distance space, namely no Distance clubs/events coordinator or Pasifika & Māori support staff. This means the responsibility falls upon me to fulfil their roles by coordinating the rollout of both clubs and events. It has become apparent that I'll have to take a much more hands on approach supporting Pasifika & Māori events this year as well.

Not providing these services is simply not an option. Distance engagement is specifically mentioned in our MoU with Massey, with key attention placed on creating a sense of belonging amongst students. To create that sense of belonging we must host regular events, we must assist with the introduction of clubs, and we must engage all distance students no matter what cohort they belong to.

*



The question remains, whose responsibility is this? We involve Kelly with distance engagement, in which she does a fantastic job. However, she has minimal hours assigned to this and there is a call to have her refocus on advocacy work. Ryan has been a fantastic help, but we cannot expect an Oteha based coordinator to manage Distance on top of an already busy schedule. The work has been falling to me, and I am happy to continue it for this year, provided I am resourced sufficiently.

There are other factors also involved which make the distance space unique in this area. We have a facebook group that requires moderation, and a stream page that will require time and effort to revitalise the space for students. We haven't yet broken through in the distance space, and persistence is required to figure out how to improve our offerings, as internal strategies cannot be applied.

It is acknowledged that the added responsibilities would blur the line between representation and operations for this role. I do not propose the added responsibilities stay with this role forever, however a temporary fix does need to be applied, otherwise the campus will stagnate as it has in the past.

Conclusion

Massey is refocusing on distance study, cutting internal courses and looking to the future. Te Tira Ahu Pae has a responsibility to refocus as well. While it should remain the role of internal student reps to fight against course cuts and try keep internal offerings available, it is of equal importance that the Distance Campus is provided with extra resources to future proof and ensure Distance study is an appealing avenue for students. As it stands, we still have a lot of work to do. Until we sit down with Massey and somehow organise extra resourcing for the distance space, reserves should be allocated in the interim to ensure we can adequately honour our MoU and ensure distance students are correctly catered to.

(14) Consideration for branded T-Shirts

From: Jacqueline Adams <om@tetiraahupae.ac.nz>

Sent: Thursday, March 21, 2024 11:29 AM

To: Arapera Taiapa-Johnson (SLT Admin) <slt.admin@tetiraahupae.ac.nz>

Subject: FW: Branded T-Shirts (potentially for board agenda)

See below. This originated following a chat from me to Kara and Cecilia.

Tuesday 3:19 pm

Hi - anything in the pipeline for branded t-shirts for us? Would be great for our workshops and events. There was \$4k in the Feb budget for clothing.

Tuesday

Ngā mihi nui,

Jacqueline

From: Wendy Carr < gm@tetiraahupae.ac.nz > Sent: Tuesday, March 19, 2024 5:20 PM

To: Cecilia Li (Communications) < communications@tetiraahupae.ac.nz>

Cc: Kara Glasgow-Keene (Designer) < design@tetiraahupae.ac.nz>; Jacqueline Adams

<om@tetiraahupae.ac.nz>
Subject: Re: Branded T-Shirts

Hi Cecilia,

We will be having a board meeting next week. I will bring it up there as to t-shirts and get back to you.

Thanks

Ngā mihi nui,

Wendy Carr (she/her)

General Manager

Te Tira Ahu Pae — Massey's Student Association Level One, Student Services Building, Massey University, Palmerston North

M: 027 5111 022 | DDI: (06) 951 9072



From: Cecilia Li (Communications) < communications@tetiraahupae.ac.nz>

Sent: Tuesday, March 19, 2024 4:04 PM
To: Wendy Carr <gm@tetiraahupae.ac.nz>

Cc: Kara Glasgow-Keene (Designer) < design@tetiraahupae.ac.nz >; Jacqueline Adams

<om@tetiraahupae.ac.nz>
Subject: Branded T-Shirts

Hi Wendy,

Hope you are well.

At the moment, Jacqueline mentioned that we have \$4k Feb budget for clothing and some of the budget can be used for the workshops and events.

Would you like us to make a start on the Branded T-shirts or would you like us to hold for a while?

Kind Regards,

Cecilia

Cecilia Li (she/her)

Communication and Marketing Coordinator

Te Tira Ahu Pae — Massey University Students Association Federation Level 2, Student Central, Massey University Auckland Campus, Gate 1, 151 Dairy Flat Highway, Albany, 0632

Private Bag 102904, NSMC, Auckland, 0745

Ext: 43070 | DDI: (09) 213 6070





Board Meeting Observer Attendance Guidelines

Definition of Board Meeting Observer: A Board Meeting Observer is an individual who is not a member of the Board but is permitted to attend Board meetings to observe proceedings without participating in discussions or having voting rights.

Observers may be allowed to attend the Part I of Te Tira Ahu Pae Board's meeting. Internal Members Including (Staff and Executives) have ex-officio Observer Rights, attendance is optional.

Observers will be provided with an agenda and relevant documents 1 week in advance of the meeting.

Attendees must understand and adhere to the Code of Conduct throughout the board meeting.

Code of Conduct

- a. Observers are expected to maintain the highest standards of professionalism and conduct themselves in a manner that does not disrupt or interfere with the proceedings of the Board meeting.
- **b.** Observers must remain muted and 'camera off' for the entirety unless requested by the board.
- **c.** Observers must submit questions, statements, or agenda items at least one week prior to the meeting by emailing Slt.admin@tetiraahupae.ac.nz
- d. Observers may submit questions or statements to the Representation Manager.
 - i.—The Representation Manager is also an observer but has the right to forward statements or questions to the Chairperson via the chat.
 - ii.—The Representation Manager will ensure that the question or statement is relevant to the discussion.
 - iii.—The Representation Manager may answer the guestion if it is appropriate.
 - iv.—The Representation Manager must ensure that questions add to the conversation and do not disrupt the discussion.
 - v.—The Chairperson is not required to raise the statement or acknowledge the guestion.

Please contact the Representation Manager if you have any questions.

If you'd like to submit an agenda item for the board, please submit this to Slt.admin@tetiraahupae.ac.nz (The board reserves the right to choose all agenda items)

Westpac banking for clubs - Update

Change of advice from Westpac

I received an email from Westpac yesterday providing the status of the registration of the Te Tira Ahu Pae Board with Westpac. This email also suggested that we follow a different process to the one previously communicated to us.

I have had lengthly telephone conversations with Westpac to ensure that they fully understand our situation as their suggestion was essentially what we had initially requested.

Has Te Tira Ahu Pae reregistered as an Incorporated Society under the 2022 act? This is something that all historical incorporated societies are required to do. Once we are registered (if we are not already) under the 2022 act, we will not be required to affix a common seal to meeting minutes.

Financials required by Westpac

Westpac has identified that the most recent financials posted to the Charities register are for 2022. To progress the opening of a bank account for Te Tira Ahu Pae they require a signed Profit and Loss report for the past 12 months. This can be directly from Xero if audited financials are not yet available.

Westpac will check the board members on the minutes with the board members listed on the Charities register, so this should be updated as soon as possible now that a full board is on board.

Motion required for board meeting minutes

Westpac have recommended 3 people be named as the beneficial owners of these accounts. Beneficial owners can open accounts and can authorise changes in signatories. ALL beneficial owners must sign, it is not a case of any 2 to sign. If we add a fourth beneficial owner, all 4 will need to sign each change.

The motion below has been provided by Westpac and should be included in the meeting minutes. Usually this would include Wendy (GM) and Rose (Finance) but this would require them to be signing documentation for every club when it opens or changes signatories for a club. We could add Lucas Iles to this list but that will mean that all 4 owners need to sign for each change. But you can change this at the board meeting.

"That the Te Tira Ahu Pae Board delegates effective control of the Westpac bank accounts for the management of finances for student clubs affiliated to Te Tira Ahu Pae to Jacqueline Adams – Operations Manager, Catherine McLean – Clubs' and Events Coordinator Manawatū, Ryan Olivier – Clubs' and Events Coordinator Auckland."

To avoid any misuderstanding from the minutes, I would also provide a space for each of the beneficial owners to sign by the motion.

The minutes must be signed by the Board Chair and another person of control.

Jacqueline Adams
Operations Manager
22/27/03/2024

Chairman report on Massey University cuts.

Proposed Changes Summary: Science cuts

Discontinuation: Massey University has discontinued the Bachelor of Engineering with Honours program across both its Auckland and Manawatū campuses. Alongside this, all associated postgraduate programs in Engineering, such as the Master of Engineering (ME), the Master of Engineering Studies (MEngSt), and PhD qualifications in Engineering, have also been cut. Additionally, the university plans to stop offering the Graduate Diploma in Logistics and Supply Chain Management (GradDipL&SCM), the Master of Supply Chain Management (MSCM), the Postgraduate Diploma in Supply Chain Management (PGDipSCM), as well as the Master of Quality Systems (MQS) and Postgraduate Diploma in Quality Systems (PGDipQS).

Furthermore, Massey University is discontinuing certain specializations within the Bachelor of Food Technology with Honours, including those at the Auckland campus and specific specializations at the Manawatū campus. Correspondingly, associated postgraduate programs in Food Technology at the Auckland campus, including the Master of Food Technology (MFoodTech) and PhD offerings, have also been ceased.

Similarly, the Plant Science specialization within the Bachelor of Science (BSc) program is earmarked for discontinuation. All postgraduate qualifications related to Plant Science, such as the Post Graduate Diploma in Science and Technology (PGDipScTech) Plant Breeding specialization, the Master of Science (MSc) Plant Breeding specialization, and the PhD in Plant Science-related research, have also been cut. Additionally, specializations within the Bachelor of Science qualification, including Molecular Cell Biology, Ecology and Conservation, and Zoology, at the Auckland campus, along with associated postgraduate programs, have been discontinued.

Additional Proposals and Concerns: Massey University has reduced staffing numbers in natural sciences and food advanced technology areas by 60%, leading

to the loss of over 100 jobs. The University has halted engineering and plant science courses, while the Massey Genome Service and Manawatū Microscopy and Imaging Centre are also slated for closure. These cuts follow more than 200 job losses in July 2023.

These proposed changes have drawn criticism from various quarters, with concerns raised about decades of underfunding in tertiary education and over-reliance on international students. Moreover, the COVID-19 pandemic has highlighted failures in government funding for healthcare and education, with Massey University seen as a focal point where these failures intersect. Criticism has also been directed at the university's decision to cut programs such as nursing and social work at a time when societal vulnerability is heightened.

There is a prevailing sense that the ramifications of these proposed cuts will be felt for years to come. Organizations have expressed frustration at what they perceive as Massey University's lack of consultation and transparency in decision-making processes. Calls have been made to halt the proposed cuts and improve communication and collaboration between the university and its stakeholders.

Humanities cuts

Massey released a proposal for change for the humanities in November 2023 projecting job losses of up to 40 academic staff which represents more than 25% of Masseys humanities and social science staff.

Due to lower-than-expected enrolments during December and January, these cuts were increased to include the axing of 54 permanent humanities teachers.

Massey has indicated this will not affect course enrolments in the Humanities, however, it will affect location specific enrolments. Due to the size of the layoffs many more students who were studying internally will find their courses only available online, thereby being forced into moving campus or becoming unwilling hybrid-delivery students.

Academic staff have noted that they believe the cuts were purposely made over summer school where campuses were empty, therefore resistance and even engagement in the process becomes more difficult.

College of Health Cuts

Massey has closed the Auckland school of nursing to new enrolments, existing enrolments will be taught out on the Albany campus. The College of Health avoided harsher cuts to courses by moving many qualifications either online or to a hybrid learning model, however, this has led to discontent from internal students who know have to do the majority of their studies by distance.

Massey also cut the doctorate of social work, within the College of Health in early 2023.

CoCA cuts and Business school cuts

So far, we have heard that voluntary redundancies are being offered at the Business school, but no further word on cuts to these colleges yet.