

## (2) Previous meeting minutes for confirmation



# Te Tira Ahu Pae Board Meeting

Meeting Minutes, Thursday 28 March 2024.

**Attendees:** Wendy Carr (General Manager, WC), Hennessey Wilson (General/Distance President, HW), Cameron Taylor (Manawhakahaere, CT), Wesley Peters (Pasifika Co-President, WP), Flynn O'Hallahan (Vice-President Pāmamao, FO), Shayne Sullivan (Kaiwhakahaere o Te Waka o Ngā Ākonga Māori, SS), Te Kakenga Kawiti-Bishara (Kaiwhakahaere o Pāmamao, TK), Micah Geiringer (Kaiwhakahaere o Manawatahi, MG), Anushika Prasad (Pasifika Student Rep Manawatū, AP), Arapera Taiapa-Johnson (SLT Administrator, ATJ).

**Present:** Wendy Carr (WC), Cameron Taylor (CT), Flynn O'Hallahan (FO), Anushika Prasad (AP), Hennessey Wilson (HW), Wesley Peters (WP), Micah Geiringer (MG), Te Kakenga Kawiti-Bishara (TK), Arapera Taiapa-Johnson (ATJ)

**Apologies:** Shayne Sullivan (SS)

**PART I of the Meeting opened at 9:34am by TK with a karakia.**

### MOTION(S) TO MOVE:

#### **1. MOTION TO ACCEPT NEW BOARD MEMBERS**

**WC:** Welcoming new board members to the meeting. Before starting the meeting, we need to move the motions to accept all new board members, HW as chair and ATJ as secretary to the board. Need to list all board members to the motion as each Board Member needs to be on the Charities Registers, to register to the banking accounts et cetera. With FO located overseas, he cannot be named as a beneficiary for the bank accounts, therefore cannot be listed on the Charities register, so will not be listed in the motion below.

**Motion:** To appoint, in accordance with the Constitution of Te Tira Ahu Pae, Section 11.2;

Hennessey Wilson,

*Hennesseywilson*

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Hennessey Wilson

Cameron McCausland-Taylor,

X *Cameron*

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Cameron McCausland-Taylor

Wesley Peters,

X *Wesley Peters*



Wesley Peters

Shayne Sullivan,

X Shayne Sullivan

Shayne Sullivan

Micah Geiringer,

X 

Micah Geiringer

Te Kakenga Kawiti-Bishara,

X 

Te Kakenga Kawiti-Bishara

and Anushika Prasad,

X 

Anushika Prasad

As Board Members, in accordance with Te Tira Ahu Pae Board Policy.

Motion moved by **WC**, seconded by **FO**.

Consensus achieved.

## 2. MOTION TO ELECT HENNESSEY WILSON AS CHAIR OF TE TIRA AHU PAE BOARD

**WC:** Explained the role of Chair, is delegated to one of the cohort Presidents, and between the Presidents they've decided among each other which portfolio to have. WP is the Treasurer for this year, CT is the Media Liaison for this year. Sosefina Filo (SF) is also a staff member therefore cannot sit on the Board, which leaves HW to be the Board's chair.

**Motion:** To elect, in accordance with the Constitution of Te Tira Ahu Pae, Section 11.3; Sub-section (b); Hennessey Wilson of the General/Distance President role, as Chairperson of Te Tira Ahu Pae Board, in accordance with Te Tira Ahu Pae Board Policy, and the consensus and support of the cohort Presidents.

Motion moved by **WC**, seconded by **WP**.

Consensus achieved.



**FO:** Asked if we need a deputy chair for the board?

**WC:** Not a requirement, but it's a good idea to implement. For any reason HW cannot attend or chair the meeting, it's good to pre-agree on the deputy chair who can chair the meetings instead.

**HW:** Agrees, mentions that if, for any reason, HW lost the role, the chair role will be handed over to either WP or CT.

**WC:** Asked the Board if they'd like to nominate either CT or WP, asked CT and WP if they'd like to nominate themselves.

**CT:** Nominates to be Deputy-Chair of the Board.

**Motion:** To nominate Cameron Taylor-McCausland of the Manawhakahaere role, as Deputy-Chair of Te Tira Ahu Pae Board for 2024.

Motion moved by **HW**, seconded by **FO**. Consensus achieved.

### 3. MOTION TO APPOINT ARAPERA TAIAPA-JOHNSON AS SECRETARY TO TE TIRA AHU PAE BOARD

**HW:** Explained the role of secretary will handle on the delegation of the General Manager, such as taking meeting minutes, setting up the agendas, et cetera.

**Motion:** To appoint Arapera Taiapa-Johnson of the Administrative Coordinator role, as Secretary of Te Tira Ahu Pae Board, to handle the Board's administrative tasks, at the General Manager's delegation.

Motion moved by **HW**, seconded by **WP**.  
Consensus achieved.

### 4. MOTION TO ACCEPT LATE NOTICE OF THIS BOARD MEETING

**Motion:** For all current Board Members to accept the late notice of the board meeting, held on Thursday 28<sup>th</sup> March 2024, with all agenda items outlined below.

Motion moved by **HW**, seconded by **FO**.  
Consensus achieved.

## FOR BUSINESS:

### 5. APOLOGIES

**HW:** One apology from SS, who is in class during this meeting.

### 6. CONFIRMATION OF THE PREVIOUS BOARD MEETING MINUTES, 26TH JANUARY 2024

**WC:** Only members who attended the previous meeting can approve (FO, WP, CT, HW)

**HW:** Presents previous minutes, explained briefly it was a small emergency board meeting to pass several policies for representation procedures. Some weren't approved (Observer Board Policy), which is presented again today (Agenda Item #16), which will be discussed later. Invoicing system changed, seems to be in a good place right now, and implemented the reporting system as well.

**WC:** Agenda item regarding Massive needs to be in a separate PART II document, due to discussions around individual's salaries, which needs to be recorded in a confidential setting. Ask ATJ to create a PART II document with the outlined agenda item of concern.



**Confirmation** to accept the minutes from the meeting held on 26<sup>th</sup> January 2024, with the amendments outlined in '7. Matters Arising' to be moved into a separate PART II document. Consensus achieved.

## 7. MATTERS ARISING

**WC:** Agenda item regarding Massive Magazine, discusses individual's salaries, needs to be in a separate PART II document, recorded in a confidential setting.

## 8. CORRESPONDENCE

**WC:** Explains the overview of this agenda item. It's a general, standing item if any members request to submit any correspondents to share with the Board, submissions will be sent to ATJ to collate in the agenda. Nothing to report for this meeting.

## 9. DISCLOSURE OF INTERESTS

**FO:** Discloses interest regarding Agenda Item #18, as the agenda relates directly to his position as VP-Distance and will excuse himself during this time of the meeting.

**WC:** Discloses the interest of WP, who is sitting temporarily in the caretaker position for the Manawatū Pasifika services role, until we formally appoint someone. Tentatively have interviews set up next week, so hopefully we'll find someone to fill the role. Technically WP is a staff member as well, if any agenda items arise relating to the Manawatū Pasifika services role, he'll need to step out during that discussion time.

## FOR DECISION:

### 10. FINANCIAL REPORT

**WC:** Presents the TTAP financial report in its current state.

- Apologises for being away the past couple of weeks and will work on a system to appropriately format future financial reports to easily view the main values.
- For missing areas in the current report, the following will be prepared for the next Board meeting:
  - Actual spends vs. budget values for March 2024 from each department.
  - A full budget review for the rest of 2024.
  - Discussions around areas to save, reallocate to a different department or reduce the actual forecast deficit.
- TTAP P & L Sheet from Jan-Feb 2024:
  - Income: Everything seems to be on track so far, slight low in Advertising in February.
  - Reserves: approved last year out of the budget, to be added into the budget for extra items, such as SLT Admin & Manapou Tiriti salaries and the branded signages on campus.
  - Expenses: format is portioning the budget throughout the year; therefore, uses of expenses vary during the year. Can explain the fluctuations of the expenses based on months.
  - Club grants: since semester has yet to start, no club grants were submitted in Jan-Feb. Grants have been submitted this month so we'll expect a large uptake in club grants.
  - Hardship grants: small amount has been expensed to hardship expenses.
  - O-Week: a large amount of this expense will come through in March.

**HW:** Asks WC to elaborate on the travel expenses (JAN Actual total \$10,040.46)

**WC:** States the expenses from the travel budget is from the student rep training, which cost a lot.

- States that the current format of the budget of portioned throughout the year, the budget will even out. But it'll mean that there isn't much funding left in the budget for rep travel.
- Expenses included travel to Wellington, accommodation (invoicing marae) and food for seven days.

**HW:** Asks about stationery budget, why there was a large uptake in Jan, very little in Feb?

**WC:** States expenses in the stationery budget were from the wall planners and postages of wall planners to distance students. Will look if some invoices were submitted in Dec-2023.

**MG:** Asks if any funding from the NZUSA budget will be spent this year?

**HW:** States a brief overview of NZUSA funding, all universities who are members of NZUSA are putting their fees expenses on hold, until an agreement is achieved to structure NZUSA's membership funding processes. But until then, the funding for NZUSA will remain in the general pool budget.

**WC:** States the forecast for the budget is a loss this year of approximately \$300,000.00.

- Will work with WP to figure out key line items in the budget to amend and prepare for review.
- States last year we didn't have a budget to reference as TTAP started in March 2023.
- Spends from Jan-Feb were low due to no students around, and March shows a huge portion of spends as the semester and O-Week started, new staff were onboarding, etc.
- Currently at a \$92,095.08 profit in Jan and \$89,530.08 profit in Feb, March will have a better profit forecast.

**WC:** Presents the TTAP Balance sheet:

- Reported issues of not receiving the SLA invoices on time this month, Finance Manager has raised the matter to Janine Dean.
- Assets are typical; IT equipment, office furniture, company vehicles (three owned).
- Liabilities – All of the listed club liabilities do not belong to TTAP but are club grants and funds, we're looking after the funds on their behalf, looking into establishing a process for clubs to look after their own bank accounts.
- Currently the total equity sits at \$930,270.48 as of the end of Feb 2024.

**HW:** Confirming that the figures presented are separate from the MUSA assets. **WC** agrees.

**WC:** Presents the MUSA financial report, P&L Sheet:

- Radio control receive the Grant income which comes from the SLA contract and receive funding from NZ On Air for their income.
- Shop sales income: from MUSA shop. Little to no spends in Dec 2023 – Jan 2024, as no students were around.

**WC** states the inefficient format to report on financials and wants to amend the financial report format.

- Rental properties: forecast with the old rents for each property, with some had a slight increase (\$5 per room in each property), but the overall rental rate is still slightly below market rate.
- Operating expenses are based on the Radio Control, MUSA Shop, and Rental Properties:
  - o Large purchases from shop in Feb (\$48,143.17) to stock up and prepare for the new semester.
  - o Other expenses were made to get work done to clean up properties when tenants moved out.

**MG:** Confirming that the shop is currently operating at a loss? **WC** agrees, stating there was small loss last year. Currently the rental properties are subsidising the shop, and all are earmarked together to only benefit Manawatū students.



**MG:** Asks if we know which company is managing the properties, a property manager? **WC** states Ray White is our rental company, there was a recent turnover of property managers, previously we had Sam last year, now we have Richard as the current property manager. States we have 30 properties.

- The prediction for the forecast in March is it'll even out the profits and loss for the previous 2 months.

**WC:** Presents MUSA financial report, Balance sheet:

- In Dec-2023 we paid \$100,000 off the mortgage, so funds have gone down, but overall good.
- Properties values are \$7,238,270.47 stating the value is an estimate of how much our properties are valued at. **WC** States if we want to revalue the properties, we'll need to get a registered valuations completed, this goes to the Council and then the rates increase. We're at just book value now, but we'll need to decide if we want to move forward with the revaluation. Especially if we want to look at selling properties, or remortgage to buy more properties.

**MG:** Believed were informed that the lease for TTAP Manawatū offices are running out in the next couple of years, and asking if this also includes the MUSA shop, or is this a separate situation? **WC** states that leases with all offices/building is a current project, as the businesses and associations prior to the amalgamation had independent, separate agreements with Massey. Status of offices and building:

- Lease for the Manawatū office expires at the end of 2025 or 2026.
- Unsure if the Albany offices have current lease agreement.
- Lease for Wellington office is paid by the Massey SaGe budget.
- Expired leases for rooms/buildings include Kāingaru (K2) on the Manawatū campus before the amalgamation it costed the association \$10 per year to have the space.
- Currently no student association space (for Māori students) on the Albany or Wellington campus, the current Māori spaces on those campuses are owned by Te Rau Tauawhi (TRT), under Massey University.
- Unsure who is responsible for the Fale spaces (for Pasifika students) on all campuses, but it's generally shared between the student associations and Pasifika Student Support (PSS), under Massey University.
- Current project with Janine Dean (JD, Massey University) and Jacqueline Adams, Operations Manager (JA) to consolidate all spaces.

**WC:** States other fixed assets – properties' appliances (ovens, washing machines, dishwashers, etc.) **WC:** Equity – total is currently sitting at \$2,952,931.87 for MUSA, most of it coming from properties.

**HW:** States the recognition that we haven't spent much of the assets on Manawatū students to benefit them, keen to plan consultations in the future to see how these assets could be used.

**MG:** States there's currently a project plan underway to consult with Manawatū students to receive actual feedback and generate a database to see where these students want us to use these funds.

**WC:** States only the times when we are at a profit is the time to consult with students on how to spend the profited funds. Also stated the accounts practice of depreciation on all assets, we've readjusted the depreciation down to a lower level because the previous associations set their depreciation quite high, this was done from advice from our accountants.

**Motion:** That Te Tira Ahu Pae Board approve the Financial Report for Te Tira Ahu Pae and MUSA from December 2023 to February 2024.

Motion moved by **HW**, seconded by **MG**.

Consensus achieved.

## 11. GENERAL MANAGER / OPERATIONS REPORT

**WC:** Take the document as read, opening floor to members for questions.

**HW:** asked to have an overview of the report and who's involved.

**CT:** States they can't find the report. **WC** apologises, states that board members are supposed to receive the agenda items + supporting documents at least 1 week prior to each meeting.

**WC:** States the purpose of providing a GM & operations report. This year, WC has asked the leads of each department to send a short paragraph snapshotting their happenings over the last month. Onboarded new recruited staff, and change in staff at the beginning of the year.

**WC** States there's confusion on who the budget holders are, so is planning to meet with departments to discuss the matter. States that only staff who are budget holders can see the budget for their managed departments. For JA, who manages clubs and advocacy can see the budgets from those departments.

- Free period product project – CT & Noor Fatima (NF) leading the project, high demand on each campus, but need a sustainable plan to not use all funds.

**CT:** Caroline Ryan (CR) holds the Wellbeing portfolio and is also working on the project, have received enquiries from a period company, still in discussion whether to go ahead with this company.

**FO:** States they had a discussion with CR regarding the campaign, NF approached CR as she moved from the Manawatū campus, but there was no one specifically managing the campaign. Izza Atif (IA) and Ramairoa Tawera (RT) were looped in the conversation for RT to bring up the topic at the advocacy review on who's responsible to manage the campaign.

**WC:** Agrees with FO, and states that all the period product stock is in Manawatū and is couriered to the other campuses for re-stock of these items. WC will overlook the period product stock until a new Advocacy staff member is recruited.

**MG:** Asks if there is a Privacy Policy the advocacy department follow and is it available on our website? **WC** States we have a privacy policy, but it's not available on our website. Currently working on amending old policies to prepare for the board to review, approve, and/or amend further and these will be loaded on our website.

**Motion:** That Te Tira Ahu Pae Board approve the General Manager's report from December 2023 to February 2024.

Motion moved by **HW**, second by **WP**.

Consensus achieved.

## 12. PROPOSAL TO PAY NON-PRESIDENT REPRESENTATIVES A ONE-OFF 20-HOUR BONUS, IN RECOGNITION OF HOURS WORKED DURING TRAINING AND O-WEEK

**HW:** States they would like members in the board to have robust discussions, expecting all members to engage and contribute to the conversation of each agenda item in these board meetings. Trying to steer away from ticking yes/no on decisions as chair and reminds members to turn on their microphone & camera if they'd like to comment.

**HW:** States the proposal came from a group complaint, submitted to HW by the general student representatives during their first cohort meeting. Overall, it was miscommunication for the reps' pay and time worked during the rep training.

- From the operations side, they understood to pay the reps their contracted hours with the reps going on mandatory leave for one week after the training, to make up from the time at training.
- From the reps' side, they were under the impression of being paid the hours of the total duration (8-hours per day) of the 7-day rep training.

**HW** states the complaints were varied from some reps stated they worked 70 hours total so should be paid those hours. While other reps stated they're OK with not getting the extra pay and/or the usual contracted pay.

**HW** opens the floor for discussion, with the following main factors for consideration:



- We didn't properly communicate that the reps wouldn't be paid above their contracted working hours for the week of rep training, even though the training was time intensive.
- We didn't properly communicate outlined in the reps' contract; it states you do not get paid any overtime if you work over your contracted hours.
- If the proposal is approved, who (which rep) receives the bonus pay.

**HW** states with the budget being restrictive this year, any payment made outside of their contracted pay will come out of reserves. The reserve funding is finite and cannot afford to do this further.

**HW** states their opinion to reach a middle point to resolve the complaint, to recognise the work during rep training and O-Week and pay a one-off 20-hour bonus. Following this, to clearly communicate with reps as stated in their contract, any overtime work will not be paid, but are paid the full contracted hours regardless on output work. Recognises that three Kaiwhakahaere didn't attend the rep training but did work with Kaihāpai throughout O-Week to facilitate Māori events.

**MG**: States from experience and speaking on the wider issue of the 10-hour/week boundary isn't set well enough for reps to fully understand. Stating some reps are scheduled in meetings taking up to 12 hours total per week with the expectation that the rep will attend every meeting. Recommends developing a better system to enforce working only the contracted hours, especially considering many students who are recruited as student reps have little to no experience working in a professional environment, thus have no resources to be able to set those boundaries.

**MG**: States personally the 20-hour bonus to pay reps isn't enough. If reps are stating they have worked up to 70-hours in a week, and considering all the issues raised, that's potentially an issue for the Employment Court, and it's within the reps' right to request getting paid for all those hours and it's up to the organisation to move forward to set clear expectations for contracted hours, payment limitations, to lessen this risk in the future.

**HW**: States on the flip side, we still pay contracted reps during the end semester breaks until their contract ends, so there's also the expectation that during these times at the end of each semester, with exams and final assignments to consider, the reps won't work or work very little. So, overtime, the pay again working hours does even out.

**HW**: States based on last year, the reps were elected, recruited and trained (only for a weekend) at the end of April. Comparing to this year, with most of the reps elected and recruited at the end of last year, the reps attending the 7-day training in January, a small amount of downtime and working through O-Week. Acknowledging it was a full first couple of months for the reps.

**FO**: States if the motion is passed, we can't choose specific people to receive the bonus pay, as it'll raise more issues than it solves, it's fair to give the bonus pay to at least all 10-hour contracted reps. Understands the arising matter of miscommunication to reps regarding their pay during training and O-Week. O-Week does get busy but agrees with HW about the pay again working hours evening out during the year. Which comes down to setting expectations as MG stated, which I am trying to achieve in the distance space, of sending communication expectations to students that they can't get a hold of the reps throughout the weekdays as they're not full-time reps, therefore students can expect a response by the end of the day or so, not within 5 minutes after sending a message, in hopes it lightens the load off reps when it comes to the boundaries of having time to respond to students. Agrees with the 20-hour bonus pay, doesn't think it should be more than a one-off bonus pay as we can't afford this year to do it further supports the proposal in its current state.

**HW**: States if the motion is passed, it'll cost around \$15,000 out of reserves to pay the bonus. Wanted the clarify the section in the proposal "... to give all non-president reps a one off 20hour bonus" includes campus vice-presidents as well. Therefore, all reps except the cohort presidents will receive the bonus pay.

**WC**: Agrees with all the statements members have said, and states that the matter sources from the Constitution, as it states what and the time of when reps start and finish, can only work 44 weeks in a year. If we wanted to hold another



week-long training with the expectation of paying all reps the full duration, it's a matter of where to get the funds to facilitate it? Also supporting HW statement of working less during semester breaks which evens out the pay against working hours during the year, to also communicate to reps clearly, they can apply for leave and still receive their full pay during those times.

**CT:** States to her understanding, reps are still expected to work during the semester breaks just not to the full extent. **WC** agrees, the work reps are expected to complete is generally board or committee meetings and completing other administrative work, people might take between 2-5 hours to complete these. Therefore, no student consultation or engagement events during these periods.

**HW:** Agrees with WC, and acknowledging to let reps know that O-Week are the busiest times of the year, and the remainder of the year generally slows down in workload and align more with the rep's contracted hours.

**WC:** States reps need to be aware on their limited hours. The discussion needs to be led by VPs and Presidents on how many hours reps are expected to do based on attend meetings, Massey Board/Committee meetings, policy reviews, student consultations, and other areas that are outlined in their contract, therefore having an overview on the expected hours that rep is supposed to work. Also deciding if any outstanding meetings can be simple email tasks or message notifications instead. And acknowledging and considering the rep's study timetable.

**MG:** States from a financial perspective, considering if this motion is passed and a lot of funds will be taken to pay the bonus, there may need to be a discussion around who attended the training and O-Week to receive the bonus pay. For me, who didn't start until after O-Week, it's unfair if I accept the bonus pay for those hours.

**HW:** Consulted with CT and acknowledges the Kaiwhakahaere's working hours, who sit on the board and facilitate events with Kaihāpai takes up a lot of their contracted hours already. States if the motion was passed, it wouldn't make a difference whether we pay all reps or decide which rep receives a bonus pay.

**WC:** States to MG that they have worked their training hours, even though they were recruited late MG is currently attending training sessions with RT to catch up on what's going on in the association on top of training for the role.

**HW:** Asks members to come into agreement with the motion.

**TK:** State they support the discussions stated so far. Main concern is the paragraph wording of the motion. At the current state, it says why the reps need the bonus pay, but wanting to know how to deliver the warning future expectations that rep's might be paid overtime, and to be aware of sticking to their contracted hours as they won't be paid any more overtime pay after this bonus. Also considering how much funding is taken for this motion is a lot, especially given the circumstance we're currently in.

**HW:** States they'd like to prepare a comparison of university associations for work expectations and contracted hours to see the difference in the way we're structured compared to other universities. Stating other associations have honoraria contract reps 10-hour week for \$3,000 over the course of a year, whereas for our reps are contracted 10-hour week for around \$11,500 for a year, have moved from the honorary to the contract for reps to receive living wage. **WC:** States will work on amending the contractor template for future recruitment, to clearly outline working expectations, especially around training and O-Week, and stating quiet periods of semester breaks.

**FO:** Recommends preparing the list of working expectations by the next election period.

**Motion:** That Te Tira Ahu Pae Board approve the proposal to pay non-President Representatives a one-off 20-hour bonus, in recognition of hours worked during training and O-Week, with the funding coming out of reserves.

Motion moved by **HW**, seconded by **MG**,

7 in favour,

1 oppose vote, **TK**, No  
abstention, Motion  
carried.



### 13. PROPOSAL TO INCREASE ALLOCATED HOURS FOR THE VICE-PRESIDENT PĀMAMAO ROLE TO FULL-TIME, TO BE DRAWN FROM RESERVES UNTIL THE 31ST OF DECEMBER 2024.

**Chair asks FO to step out of the meeting during the discussion of this agenda item.**

**HW:** States the overview of the proposal, currently the VP Distance role is 20-hour a week and proposed to increase the role's hours to full-time (37.5 hours a week), adding 17.5 hours at living wage of \$26.00. States from their perspective, it's a reflection on the lack of resources given to the distance campus, and now with more than 60% of students being distance, yet have the least amount of student reps, and even less staff dedicated to this space. Kelly Hall (KH) is the only staff working for distance, but will be going on parental leave soon, so FO has been delegated all clubs & events work on top of their own rep work, stating he's worked between 40-50 hours per week to keep up with the demand.

Acknowledging the shift in representing students is majority in the distance space now. Would like to hire a distance staff but aren't in a financial position to do so, thus the proposal hopes to provide more resources and support to the distance campus. But also recognising that the extra time only lasts until the end of the year, so we'd need to have a discussion on a long-term solution to further resource to the distance campus.

**HW** opens the floor for discussion.

**MG:** Supports the proposal and motion as it is a step in the right direction to support distance students. Only concern is the VP Distance role will need to be updated and reviewed if the motion is passed. WC agrees and will amend contract.

**WC:** Acknowledges FO work done so far to the distance community. Also acknowledging the lack of support & engagement for distance community due to the amalgamation process of the previous associations. Hence the Advocacy review currently in progress to amend areas where more support is handed to distance, and wants to review Clubs & Events afterwards, as they've raised the matter of the lack of support for clubs & events in the distance space. None of the current clubs & events' roles focus on the distance campus, but Ryan Olivier (RO) has taken up that role.

**TK:** States the general consensus from all distance reps, who support FO with the motion. States due to the lack of staff in the distance space for services, FO has been handling these roles. States in their role they don't have a Kaihāpai like the campus-based reps, so FO has filled that role to support as well.

**WC:** States the Board will have a discussion/work on the Strategic plan, which will be presented at the AGM. Touch base on the amalgamation process which lacked the consideration for support and services in the distance space, therefore isn't currently a reflection of the student body we represent and requesting to Massey for more funding in order to properly fund for services and support on the distance campus.

**Motion:** That Te Tira Ahu Pae Board approve the proposal to increase allocated hours for the Vice-President Pāmamao – Distance role to full time until the 31<sup>st</sup> December 2024.

Motion moved by **HW**, seconded by **TK**.

Consensus achieved.

**FO returns for the remainder of the meeting.**

### 14. CONSIDERATION TO PURCHASE BRANDED T-SHIRTS FOR WORKSHOPS AND EVENTS, TO BE DRAWN FROM THE LEFTOVER FEBRUARY CLOTHING BUDGET. DECIDE WHETHER THE T-SHIRTS CAN BE KEPT OR POOLED AS OFFICE STOCK. DECIDE WHETHER THIS BECOMES A UNIFORM THAT IS COMPULSORY AT CONSULTATIONS AND EVENTS.

**WC:** States this agenda item isn't as important for this meeting considering the large agenda, and can wait, but it's up to the Chair.



**HW:** States the proposal in this agenda, and states merchandise clothing is expensive when purchasing different items, but t-shirts are one of the cheaper items. States previous associations had branded t-shirts mainly to wear during events to easily identify someone from the association. Acknowledges that some may think it's too corporate, opening the floor for discussion.

**MG:** States they disagree with the proposal from a financial standpoint. States that we're operating on a \$300,000 deficit, and considering concerns raised by students that we're quite distant with the student body it may make us appear corporate. Would rather relate and connect to students, informing them that we do represent them and we're students as well, giving reps the opportunity to identify themselves in their own way.

**HW:** States we are a new association, coming from 10 autonomous associations to one, therefore students don't know who we are. So, the shirts help in advertising Te Tira Ahu Pae for students to familiarise the association. There is a budget already in place to purchase clothing merchandise.

**CT:** States they don't support the proposal either. Stating the Māori cohort fundraise throughout the year to attend the annual Te Huinga Tauria conference, they receive their own merch there so no need for another merch item.

**FO:** States they agree with both MG & HW statements. On one hand, agree with increasing visibility via branded shirts to wear during events to show the reps are on campus and engaged. But also agrees we have had backlash for being corporate and the shirts may further enforce that image.

**WC:** States from a staff's perspective, they wanted shirts because of the legacy from the previous associations. The shirts were an easy way to be identified during larger events, thus easily approachable for questions or queries from students. Suggests another way to be identifiable during campus events is wearing lanyards with nametags. **The**

**Chair states to put this agenda item on hold until the next board meeting for a decision.**

## **15. CONSIDERATION TO OPEN A TERM INVESTMENT ACCOUNT FOR TE TIRA AHU PAE RESERVES**

**WC:** States we currently have money in our bank accounts and interest rates have increased, so it's a good time to open investment accounts. RC has put a recommendation forward to invest up to \$300,000 into term deposit and can negotiate with the bank manager to receive special rates. Presents the supporting document with the table of figures we can deposit, summarising if we invest \$300,000 - \$400,000 over several different types of accounts we can earn almost \$20,000 a year off the money that's just sitting in the accounts. States they delegated this task to JA & RC, as they have achieved similar deposits while in the previous association. Open the floor for questions.

**FO:** States they trust the statements in the supporting document of this proposal, and trusts JA & RC judgement on rates to deposit investments, as they're familiar with investment accounts.

**HW:** States it can be beneficial for us to earn a little more funding using investment accounts with the funds not in used in our bank accounts. And if need be, we can always get a hold of the funds.

**WP:** States it's important for us to have several investment areas outside of relying on property investments, especially considering the country is currently under a recession. State's it is a good back up plan to gain interest.

**MG:** States it doesn't seem to be a high-risk investment, therefore supports the proposal.

**AP:** States they also agree on the proposal, it's good have long-term investment accounts for the future.

**HW:** States that Te Tira Ahu Pae do not own the properties the way MUSA does in terms of money in the bank, which is generally used to pay down mortgages. A good way for Te Tira Ahu Pae to earn more money.

**WC:** States it's also a good way to recuperate losses that we're projecting as well.

**Motion:** That Te Tira Ahu Pae Board approve, on the recommendation of the Finance Manager, to allocate no more than \$300,000.00 of reserves into term investment accounts.

Motion moved by **HW**, seconded by **WP**.



Consensus achieved.

#### 16. PROPOSAL TO APPROVE THE BOARD OBSERVER ATTENDANCE GUIDELINES POLICY

**HW:** Provides a brief overview of the policy. This was one of the many policies presented at the last Board meeting for approval, but the main issue raised from members is the Representation Manager being delegated all the agenda request from general members. The policy outlines who can attend the (part I) Board meeting for observation and provides a general guideline for observers to adhere to when attending a Board meeting. The delegation to collate agenda requests is now handed to the Administrator (ATJ). Open the floor for questions.

**FO:** States they agree with the amendments, it makes more sense for ATJ, who is already on the board as Secretary, to handle all new agenda requests and observers to attend board meetings.

**MG:** States they agree with the amendments as well, asking what is the process to publish meeting minutes/recording to the website or another public platform?

**HW:** States there isn't a current place for the public to access board meeting minutes, and the recordings are only used for ATJ to aid in writing minutes. After the minutes are approved the recordings are destroyed.

**WC:** States there needs to be a place for the public to access the meetings minutes, there's just little progress to run this. However, will work on setting a system this year to have the minutes published to our website.

**WC:** States with ATJ collating the agenda for each board meeting, but the Chair (Board) has the rights to choose all agenda items, therefore the Chair reviews the agenda prior to sending a final copy.

**Motion:** That Te Tira Ahu Pae Board approve the Board Meeting Observer Attendance Guidelines Policy.

Motion moved by **HW**, seconded by **MG**.

Consensus achieved.


**CT:** States they are weary of time and is asking if we are continuing with the board agenda as is or going through important agenda items first to pass motions before the end of the scheduled meeting time.

**WC:** States there are some items that can be sent via email for voting. States operationally agenda item #19 can be put on hold until the next board meeting but would like to have agenda item #20 approved today.

#### 20. PROPOSAL TO UPDATE BANKING ACCOUNTS FOR WESTPAC – CHANGING BENEFICIAL OWNERS

**WC:** States an overview of this proposal will only affect club bank accounts. With KiwiBank as our main banking account, we decided to go with Westpac for club banking because MUSA previously used Westpac for club banking, when we approached KiwiBank to setup club banking they said they couldn't do it. We've also approached other banks, but Westpac is the only bank that can setup this process. The hope is the club grants are taken out of liabilities and the clubs can manage their own accounts. The beneficial owners will be JA, Catherine McLean (CM) and RO, who will be overseeing the club accounts, and removing WC and RC off the club accounts.

**Motion:** That Te Tira Ahu Pae Board approve, and delegate effective control of the Westpac bank accounts for the management of finances for student clubs affiliated to Te Tira Ahu Pae; to Jacqueline Adams of the Operations Manager role,

  
Jacqueline Adams  
Operations Manager



to Catherine McLean of the Manawatū Clubs' and Events Coordinator role,

X **CMcLean**

Catherine McLean  
Manawatū Clubs' and Events Coordinator

and to Ryan Olivier of the Ōteihā Clubs' and Events Coordinator role.

X **R. Olivier**

Ryan Olivier  
Ōteihā Clubs' and Events Coordinator

Motion moved by **HW**, seconded by **CT**. Consensus achieved.

**HW**: Suggested to put agenda items #17 & #18 on hold until the next board meeting.

**WC**: Recommends that all board members read over agenda items #17 & #18, and provide feedback to the Chair regarding these items, and include all members in the email conversation so everyone can see the discussion. Then we can vote on the motions before the next board meeting via email.

**WP**: States the expectation of Board members to read over the agenda and supporting documents prior to each board meeting, to save time on presenting and explaining each agenda item and documentations. As the general assumption during meetings is all board members have read and understood the agenda.

**HW**: Acknowledges that this is the first full board meeting this year, and the content of the agenda items is a sum of two months' worth of meeting agenda items.

**WC**: Suggested to move into Part II of the meeting to discuss the remaining important matters, any items that isn't discussed in today's meeting will be moved to the next meeting.

**PART I of the meeting ended at 11:22am by HW.**

**Meeting ended at 11:51AM by TK with a karakia.**

#### **ACTIONS / MATTERS ARISING**

| <b>ACTION ITEM</b>  | <b>AGENDA #</b> | <b>DELEGATION</b>          |
|---|-----------------|----------------------------|
| 24.01.26 meeting minutes: relocate Massive Magazine agenda into a PART II document        | 6               | ATJ                        |
| Signing the minutes (after confirmation), motion to be board members                      | 1               | HW, CT, WP, SS, TK, MG, AP |
| Signing the minutes (after confirmation), motion to update club accounts beneficial owner | 20              | JA, CM, RO                 |
| Actuals vs. budgets for March 2024 from each department ready for next board meeting      | 10              | WC, WP                     |

|  |    |            |
|--|----|------------|
| Dec-2023 printing/stationery/postage budget – see if any outstanding invoices for wall planners were submitted   | 10 | WC         |
| Discuss with MG the MUSA business units  | 10 | WC         |
| Discuss with Izza period product campaign (stocks in office) until MTU advocate is recruited   | 11 | WC         |
| Prepare the Privacy Policy for board review  | 11 | WC         |
| Set system of expectation of general work w/ hours. Expectations on training & O week work w/ hours. Work timeline for the year, setting work boundaries (by next elections) | 12 | WC, RT, HW |
| Gather info from other student associations to compare working outcomes of our reps and what other universities are doing.   | 12 | HW         |
| Review contractor template to better reflect working expectations  | 12 | WC, RT     |
| Review distance staff/rep/resources for distance community   | 13 | WC, RT, FO |
| Update & review VP Distance JD/contract & email members when amendments are ready for review   | 13 | GM, RT     |
| Get strategic plan ready by AGM  | 13 | WC         |
| Observer policy – create request/attending procedure & rules around attending. guideline around what to send as an agenda  | 16 | ATJ        |
| Process to upload minutes (after confirmation) to website for public access  | 16 | ATJ        |

**Agenda item(s) moved to the next meeting:**

- FOR DECISION:
  - MOU Between The National Disabled Students' Association (NDSA) And Te Tira Ahu Pae
  - MOU Between The New Zealand International Students' Association (NZISA) And Te Tira Ahu Pae
  - Proposal To Replace Wellington Campus Vehicle - FOR DISCUSSION:
    - Update On Massey University's Course Cuts
    - NZUSA Update – NZ University General Committee
    - Update On Advocacy Review



# TE TIRA AHU PAE HEI HĀPAI WHAKAMANA

## Club Affiliation Procedure

March 2024

### Purpose

To provide a procedural framework that allows clubs, societies, and cultural groups (Clubs) to become affiliated to Te Tira Ahu Pae (the Association).

### Principles

The system is fair and equitable, upholds Ngā tikanga katoa rite tahi – equality, equity, equal outcomes, access, and participation.

### Objectives

1. To support the development of Clubs at Massey University, providing students with access to extracurricular activities and opportunities.
2. To define the rules that Clubs must follow to gain and maintain affiliation to the Association.
3. To define the services that the Association supplies to affiliated Clubs.

### Responsibility

1. Responsibility for the Clubs' service provided by the Association to Clubs sits with the Clubs' and Events Coordinators operating under the management of the Operations Manager.
2. The Association will be responsible for considering fully completed Club affiliation applications and any situations where a recommendation to disaffiliate an affiliated Club has been received.
3. Club committee members are responsible for the proper running of their Club and adhering to the rules of this policy.
4. Student club members are responsible for adhering to the Massey University Code of Student Conduct.

### Standard Operating Procedures

#### 1. Conditions of Affiliation

- 1.1. Clubs must have a minimum of 6 currently enrolled Massey University student members to apply for affiliation with the Association, with a committee consisting of at least a President, Treasurer, and Secretary.
- 1.2. Currently enrolled Massey University Students must make up at least 60% of the club membership.
- 1.3. A Club committee must be elected by student Club members and is to be responsible for the operation of the Club.
- 1.4. All new clubs must follow the Association's model constitution or must seek approval for the use of any other constitution. A Club may not change their Constitution without the Association's approval.
- 1.5. Clubs should not duplicate activities of already established clubs.



- 1.6. Clubs will not be affiliated should their principal aims include any breach of Association policy or University regulation or statute, illegal activities, or anything that may be deemed unsuitable, or which may bring the Association or the University into disrepute.
- 1.7. Affiliated clubs must be represented by at least one club student committee member at each Association Annual General Meeting. Students may only represent one club.

## 2. Club Affiliation

- 2.1. Clubs may apply for affiliation to the Association by completing the application process on the Association's website.
- 2.2. Affiliated clubs must supply updated documents annually by 30 April of each calendar year or may be considered for disaffiliation by the Association.
- 2.3. The Association may accept or decline an application for affiliation but must provide a valid reason for declining an application from a Massey University student-led club.
- 2.4. Where appropriate, the Association shall seek advice from the relevant Massey University department/s for consideration of affiliation.
- 2.5. Upon affiliation a club becomes a **Supporting Member** of Te Tira Ahu Pae.

## 3. Disaffiliation

- 3.1. If a Club is unable to form a Club Committee or meet membership minimums, the Club can be recommended for disaffiliation and winding up processes will take effect.
- 3.2. The decision for the Association to take action to disaffiliate a club must be agreed on by the Board. The Association may suspend Club activities until a decision is made.
- 3.3. Clubs opting to disaffiliate may be asked to return assets purchased with Club Grant funds and will lose access to Association services provided to affiliated clubs.

## 4. Board Process

- 4.1. Section 9 of the Te Tira Ahu Pae constitution identifies groups, clubs, or societies to be eligible for **Supporting Member** status, which must be applied for in writing and considered by the Board.
- 4.2. The board will consider an application from a club for affiliation:
  - The first time the club applies for affiliation to Te Tira Ahu Pae
  - Any subsequent affiliation application if affiliation has lapsed for more than 6 months and the club has been disaffiliated.
  - Clubs that continuously maintain their affiliation will not be required to be annually reviewed by the board unless operational staff have concerns regarding their affiliation status.
- 4.3. Operational management will provide to board meetings:
  - A list of clubs seeking affiliation together with their recommendations.
  - The summary affiliation document provided by each club seeking affiliation.
- 4.4. The board will provide affiliation outcomes to operational management with the corresponding motion number.
- 4.5. Operational staff will communicate affiliation outcomes to the individual clubs.

## Recommendations to the Board for Club Affiliations

| Campus     | Club name                   | Student members | Non-student Members | Total members | Operational advice to the Te Tira Ahu Pae Board  |
|------------|-----------------------------|-----------------|---------------------|---------------|--|
| Auckland   | MUA Sri Lankan Association  | 84              | 6                   | 90            | Presented to Board meeting all affiliation requirements  |
| Manawatū   | MUM Basketball Club         | 10              | 2                   | 12            | Presented to Board meeting all affiliation requirements  |
| Manawatū   | MUM Nepalese Students' Club | 8               | 7                   | 15            | That special consideration be made to affiliate this club below the 60% current student threshold. Combining current student membership (8) with alumni (5) shows MU membership at 86%. This is a new club on the Manawatū campus and support of this club will provide opportunities for both Nepalese students and the wider student body to learn about Nepalese culture. |
| Manawatū   | MUM Pickleball Club         | 12              | 3                   | 15            | Presented to Board meeting all affiliation requirements  |
| Wellington | MUW BSA Film Club           | 42              | 0                   | 42            | Presented to Board meeting all affiliation requirements  |
| Wellington | MUW Cheerios and Chinwag    | 9               | 3                   | 12            | Presented to Board meeting all affiliation requirements  |
| Wellington | MUW Climbing Club           | 132             | 0                   | 132           | Presented to Board meeting all affiliation requirements  |



## Club Affiliation Form

### Club Details

Group Name: MUA Sri Lankan Association  
Club Email: srilankanassociation@akl.muclubs.ac.nz  
Club Account Number: N/A  
Group Type: Cultural

### CSCG Aims and Objectives

**Biography:** The Sri Lankan Association of Massey University Albany is a club that caters not only to Sri Lankan students but also includes Sri Lankan lecturers at Massey University. It serves as a platform for both students and lecturers to connect, share experiences, and promote Sri Lankan culture and academic collaboration within the university community.

1.Fostering Community: To create a strong sense of community among Sri Lankan lecturers and students at Massey University's Albany Campus, promoting a supportive and inclusive environment.

2.Organizing Cultural Events: To arrange cultural events and activities that celebrate Sri Lankan heritage, helping members connect with their roots in order to enhance their physical, mental and spiritual wellness. Further, to share their culture with the broader university community.

3.Academic and Social Support: To provide comprehensive support to Sri Lankan students in their academic pursuits and social integration, ensuring they have the resources and assistance they need while studying abroad.

### Club Contact Information

Name: Ranindu de Silva  
Contact Phone: +64 20 4003 0763  
Email Address: ranindudesilva@gmail.com

### Membership Information

MU Student Members: 84  
Public Members: 6  
Membership Fee (MU): 0  
Membership Fee (Public): 0  
External Affiliations: No



# TE TIRA AHU PAE HEI HĀPAI WHAKAMANA

## Social Media

| Facebook  | Instagram   | Discord | Website | Other                                  |
|---|---|---------|---------|--|
| <a href="https://www.facebook.com/MUASrilankanAssociation">https://www.facebook.com/MUASrilankanAssociation</a> | <a href="https://www.instagram.com/mua.sla?utm_source=ig_web_button_share_sheet&amp;igsh=ZDNlZDc0MzIxNw==">https://www.instagram.com/mua.sla?utm_source=ig_web_button_share_sheet&amp;igsh=ZDNlZDc0MzIxNw==</a> |         |         | srilankanassociation@akl.muclubs.ac.nz |

## Group Committee Members

| Title          | Name                | Email                        | Contact Number  | Student ID |
|----------------|---------------------|------------------------------|-----------------|------------|
| President      | Ranmini Wethasinghe | ranmini2022@gmail.com        | 223283023       | 22010673   |
| Vice-President | Ranindu de Silva    | ranindudesilva@gmail.com     | 02040030763     | 21019170   |
| Secretary      | Navina Karunaratne  | navikarunarathne23@gmail.com | 022 046 9037    | 22011278   |
| Treasurer      | Nisali Bethmage     | nisalisr@gmail.com           | +64 22 193 1900 | 22013456   |

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# TE TIRA AHU PAE

## HEI HĀPAI WHAKAMANA

### Club Affiliation Form

#### Club Details

Group Name: MUM Basketball Club  
Club Email: basketball@mtu.muclubs.ac.nz  
Club Account Number: N/A  
Group Type: Sports

#### CSCG Aims and Objectives

Biography: Massey University Manawātū basketball club has three teams that play in the local competition. The Mumba Stags, Hinds and Bucks. During the off-season we provide opportunities to play and get better at basketball.

1. - Providing opportunity for basketball players to play in organised competition.
2. - Give players access to time on court with coaching to improve.
3. - Have fun while playing basketball

#### Club Contact Information

Name: Matt Foss  
Contact Phone: 0272784953  
Email Address: mattfossnz@gmail.com

#### Membership Information

MU Student Members: 10  
Public Members: 2  
Membership Fee (MU): 0  
Membership Fee (Public): 0  
External Affiliations: Basketball Manawātū

#### Social Media

| Facebook                                    | Instagram         | Discord | Website | Other                        |
|---|-------------------|---------|---------|------------------------------|
| MUMBA<br>Massey<br>University<br>Basketball | massey.basketball |         |         | masseybasketballpn@gmail.com |

#### Group Committee Members

| Title     | Name        | Email                        | Contact Number | Student ID |
|-----------|-------------|------------------------------|----------------|------------|
| President | Matt Foss   | masseybasketballpn@gmail.com | 0272789453     | 23003889   |
| Secretary | Jack Grieve | jackggrieve@gmail.com        | 021379225      | 21003588   |
| Treasurer | Josh Paine  | joshjpaine@gmail.com         | 0212171207     | 22006017   |

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**NOTES** - JA: Updated membership from 18/4 to 10/2 as per membership list.



# TE TIRA AHU PAE

## HEI HĀPAI WHAKAMANA

### Club Affiliation Form

#### Club Details

Group Name: MUM Nepalese Student's Club  
Club Email: nepalesestudents@mtu.muclubs.ac.nz  
Club Account Number: NA  
Group Type: Cultural

#### CSCG Aims and Objectives

**Biography:** Massey University Manawatu Nepalese Student's club is a cultural club of Nepalese students at Massey University and Nepalese community at Palmerston North. This club intends to share and celebrate Nepalese culture with the diverse group of Massey University and Palmerston North.

1. To celebrate Nepalese festivals and occasions to have a homely environment for those students and members who are away from their families and home.
2. To provide social and necessary support to the students for maintaining their composed study period.
3. To share Nepalese culture with the diverse group of Massey University and Palmerston North.

#### Club Contact Information

Name: Deny Shrestha  
Contact Phone: 0225256674  
Email Address: denykumarshrestha@gmail.com

#### Membership Information

MU Student Members: 8  
Alumni Members: 5  
Public Members: 2  
Membership Fee (MU): 0  
Membership Fee (Public): 0  
External Affiliations: No

#### Social Media

| Facebook | Instagram | Discord | Website | Other                              |
|----------|-----------|---------|---------|------------------------------------|
|          |           |         |         | nepalesestudents@mtu.muclubs.ac.nz |



# TE TIRA AHU PAE

## HEI HĀPAI WHAKAMANA

### Group Committee Members

| Title          | Name           | Email                        | Contact Number | Student ID |
|----------------|----------------|------------------------------|----------------|------------|
| President      | Deny Shrestha  | D.kumarshrestha@massey.ac.nz | 0225256674     | 20017290   |
| Vice-President | Ashmita Pandey | apandey@massey.ac.nz         | 0223220615     | 20005860   |
| Secretary      | Krishna Pant   | kpant@massey.ac.nz           | 0273303076     | 19030009   |
| Treasurer      | Sara Chapagai  | sara.chapagai@gmail.com      | 0224711992     | 15107235   |

This submission was automatically generated on 1/27/2024 9:00:57 AM.

### NOTES/Recommendation

#### Membership

|                  |    |     |
|------------------|----|-----|
| Current          | 8  | 53% |
| Alumni           | 5  | 33% |
| Community Member | 2  | 13% |
| Total            | 15 |     |

That special consideration be made to affiliate this club below the 60% current student threshold. Combining with alumni shows MU membership at 86%. This is a new club on the Manawatū campus and support of this club will provide opportunities for both Nepalese students and the wider student body to learn about Nepalese culture.





# TE TIRA AHU PAE

## HEI HĀPAI WHAKAMANA

### Club Affiliation Form

#### Club Details

Group Name: MUM Pickleball Club  
Club Email: pickleball@mtu.muclubs.ac.nz  
Club Account Number: n/a  
Group Type: Sports

#### CSCG Aims and Objectives

**Biography:** We get together to play the weirdly named but 'highly contagious' sport of pickleball that combines elements of tennis, badminton, and ping-pong, which has attracted millions of devotees around the globe. It's fun and social, but also can be highly competitive.

1. To have fun
2. To promote fitness in an easily accessible sport
3. To develop skills in pickleball among players of all abilities

#### Club Contact Information

Name: Incke Conradie  
Contact Phone: 022 454 0140  
Email Address: inckec@gmail.com

#### Membership Information

MU Student Members: 12  
Public Members: 3  
Membership Fee (MU): 10  
Membership Fee (Public): 30  
External Affiliations: No

#### Social Media

| Facebook | Instagram  | Discord | Website | Other                      |
|----------|--|---------|---------|----------------------------|
|          | Currently being set up by club member Uma Donosevich |         |         | r.a.scheyvens@massey.ac.nz |



# TE TIRA AHU PAE

## HEI HĀPAI WHAKAMANA

### Group Committee Members

| Title          | Name             | Email                      | Contact Number | Student ID |
|----------------|------------------|----------------------------|----------------|------------|
| President      | Sam Sherburd     | 6nicnac9@gmail.com         | 021 081 28465  | 24005754   |
| Vice-President | n/a              |                            |                |            |
| Secretary      | Regina Scheyvens | r.a.scheyvens@massey.ac.nz | 021 217 9481   | 33007      |
| Treasurer      | Incke Conradie   | inckec@gmail.com           | 022 454 0140   | 24001331   |

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## Club Affiliation Form

### Club Details

Group Name: MUW BSA Film Club  
Club Email: bsafilm@wlg.muclubs.ac.nz  
Club Account Number: N/A  
Group Type: Social

### CSCG Aims and Objectives

**Biography:** We are a group of cinema lovers who spend our time together either watching, analysing, or discussing films through group screenings and guest speakers.

1. To create a community around the enjoyment of film and cinema
2. To create a network within the Bachelor of Screen Arts to further opportunities in the industry
3. To expand peoples media knowledge

### Club Contact Information

Name: Max Woolf  
Contact Phone: +64 21 025 17064  
Email Address: Maxjwoolfnz@gmail.com

### Membership Information

MU Student Members: 42  
Public Members: 0  
Membership Fee (MU): 0  
Membership Fee (Public): 0  
External Affiliations: No

### Social Media

| Facebook | Instagram    | Discord | Website | Other                     |
|----------|--------------|---------|---------|---------------------------|
|          | bsa_filmclub |         |         | bsafilm@wlg.muclubs.ac.nz |



# TE TIRA AHU PAE

## HEI HĀPAI WHAKAMANA

### Group Committee Members

| Title          | Name          | Email                         | Contact Number   | Student ID |
|----------------|---------------|-------------------------------|------------------|------------|
| President      | Max Woolf     | 24000115@massey.ac.nz         | +64 21 025 17064 | 24000115   |
| Vice-President | Adam Gregory  | 24002314@massey.ac.nz         | 0226831916       | 24002314   |
| Secretary      | Adam Gregory  | 24002314@massey.ac.nz         | 0226831916       | 24002314   |
| Treasurer      | Nick Etchells | Nicholas.etchells01@gmail.com | 0272135755       | 24010209   |

This submission was automatically generated on 3/20/2024 8:55:00 AM.

### Notes

Affiliation application stated student members as 62 and public members as 93. This has been updated to reflect membership list provided of 42 students.



# TE TIRA AHU PAE

## HEI HĀPAI WHAKAMANA

### Club Affiliation Form

#### Club Details

Group Name: MUW Cheerios and Chinwag  
Club Email: chinwags@wlg.muclubs.ac.nz  
Club Account Number: N/A  
Group Type: Social

#### CSCG Aims and Objectives

Biography: A series of networking opportunities for Women and gender diverse folk in the music industry

1. Provide a safe space for women and gender diverse folk in the music industry
2. offer valuable networks and/or experiences to those our music cohort, potentially leading to career opportunities
- 3.

#### Club Contact Information

Name: Ursula Scott  
Contact Phone: 0221747769  
Email Address: Backpockettalent@gmail.com

#### Membership Information

MU Student Members: 9  
Alumni: 1  
Public Members: 2  
Membership Fee (MU): 0  
Membership Fee (Public): 0  
External Affiliations: No

#### Social Media

| Facebook | Instagram             | Discord | Website | Other                      |
|----------|-----------------------|---------|---------|----------------------------|
| N/A atm  | cheerios_and_chinwags | n/a     | n/a atm | chinwags@wlg.muclubs.ac.nz |



# TE TIRA AHU PAE

## HEI HĀPAI WHAKAMANA

### Group Committee Members

| Title          | Name                       | Email                      | Contact Number | Student ID |
|----------------|----------------------------|----------------------------|----------------|------------|
| President      | Ursula Scott               | Backpockettalent@gmail.com | 0221747769     | 24000114   |
| Vice-President |                            |                            |                |            |
| Secretary      | Caitlin Campbell           | 444caitlinrose@gmail.com   | N/A            | 23009309   |
| Treasurer      | Katarina (Kat) O'Callaghan | katjade77@gmail.com        | N/A            | 23014570   |

This submission was automatically generated on 4/19/2024 12:49:42 AM.

### Notes

Affiliation application stated 8 students and 11 public members. Updated to reflect membership list.



# TE TIRA AHU PAE

## HEI HĀPAI WHAKAMANA

### Club Affiliation Form

#### Club Details

Group Name: MUW  
Club Email: climbing@wlg.muclubs.ac.nz  
Club Account Number: 06-0606-0877413-00  
Group Type: Sports

#### CSCG Aims and Objectives

**Biography:** Check out our university climbing club! We meet up every week for indoor climbing sessions as well as organising epic outdoor trips. We foster a supportive community where climbers of all abilities are welcome to give it a go. Whether you are a seasoned climber or a complete beginner, we're here to keep everyone stoked on climbing!

1. - make climbing accessible and cheap for university students
2. - get students moving and active as it can be a fun and easy way to do physical exercise while still being social
3. - weekly sessions aim to provide a space for people to engage with the climbing community and become apart of something and feel as though they belong

#### Club Contact Information

Name: Dana Kuchler  
Contact Phone: 02041117066  
Email Address: danakuchler23@gmail.com

#### Membership Information

MU Student Members: 132  
Public Members: 0  
Membership Fee (MU): 0  
Membership Fee (Public): 0  
External Affiliations: We receive discounted rates from HangDog and Faultline climbing gym

#### Social Media

| Facebook                   | Instagram            | Discord | Website | Other                      |
|----------------------------|----------------------|---------|---------|----------------------------|
| MCC - Massey Climbing Club | massey_climbing_club |         |         | climbing@wlg.muclubs.ac.nz |





# TE TIRA AHU PAE

## HEI HĀPAI WHAKAMANA

### Group Committee Members

| Title          | Name              | Email                   | Contact Number | Student ID |
|----------------|-------------------|-------------------------|----------------|------------|
| President      | Dana Kuchler      | danakuchler23@gmail.com | 02041117066    | 22005204   |
| Vice-President | Ruby Aitken       | ruby.aitken24@gmail.com | 02108863161    | 21019644   |
| Secretary      | Ruby Aitken       | ruby.aitken24@gmail.com | 02108863161    | 21019644   |
| Treasurer      | Michelle Marshall | miichelleem2@gmail.com  | 0226878169     | 22006446   |

This submission was automatically generated on 2/1/2024 7:13:23 AM.

### Notes

Membership updated to 132 after clubs' day. Application originally said 57. Climbing trips  
March attendees 13 – 27 per session.

**From:** Jacqueline Adams <om@tetiraahupae.ac.nz>  
**Sent:** Friday, April 26, 2024 3:20 PM  
**To:** Arapera Taiapa-Johnson (SLT Admin) <slt.admin@tetiraahupae.ac.nz>  
**Cc:** Wendy Carr <gm@tetiraahupae.ac.nz>  
**Subject:** Club Affiliations for consideration at board meeting 3 May 24

Hi Arapera

Please request that the Te Tira Ahu Pae Board consider the attached affiliation applications from our clubs. These applications have been reviewed by operational staff and are put forward as recommendations. These are the applications that have been received to date that are compliant. The clubs' team anticipate a very busy week or 2 processing the balance of applications which are due by 30 April. Feedback from the board regarding information supplied to them for their consideration would be appreciated. (i.e. is this sufficient for them to be making a decision, would the info be more useful presented in a different way.)

Supporting documents:

- Club Affiliation Procedure
- Affiliation summary

Motion: "That the Te Tira Ahu Pae board confirm the affiliation to Te Tira Ahu Pae of the below listed clubs. 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.

- MUA Sri Lankan Association
- MUM Basketball Club
- MUM Nepalese Student's Club
- MUM Pickleball Club
- MUW BSA Film Club
- MUW Cheerios and Chinwag
- MUW Climbing Club."

Ngā mihi nui,

**Jacqueline Adams**  
**Operations Manager**

Te Tira Ahu Pae — Massey's Student Association

Physical/Courier Address: Level 2, Student Central, Massey University Auckland Campus, Gate 1, 151 Dairy Flat Highway, Albany, 0632

Private Bag 102904, NSMC, Auckland, 0745

DDI: (09) 213 6073 | M: 021 0398 708



## **Memorandum of Understanding (MOU) Between the National Disabled Students' Association and Te Tira Ahu Pae**

### **National Disabled Student Association**

NDSA is a non-partisan, pans impairment, national representative body for the voices of ākongā with disabilities across Aotearoa New Zealand. NDSA was formed in 2021, motivated by the barriers ākongā with disabilities face accessing tertiary education. Our vision is quality, inclusive and accessible education in New Zealand's education system.

To realise this ambition NDSA champions the voices of ākongā with disabilities in the codesign of educational policy from an institutional to a national level. All while upholding the disability movement's mantra of “nothing about us without us”. NDSA is also one of the few established youth leadership opportunities for people with disabilities. In this endeavour, we are a member-led organisation, composed of member ākongā with disabilities, representatives and associations forming a network across the motu (country). NDSA works in solidarity with the New Zealand Union of Student Associations, Te Mana Ākongā and the New Zealand International Students' Association as part of the National Student Movement. Additionally, NDSA partners with government agencies, NGO's and experts in the field of education.

NDSA defines disability as per the social model of disability; Disabled or Disability means a diverse and complex phenomenon, which reflects the interaction between an individual's impairment and the barriers of their environment. This includes, but is not limited to:

- physical impairment;
- mental health and psychological conditions;
- learning and/or sensory forms;;
- neurodiversity;
- chronic illness;
- and individuals within the Deaf community.

### **Te Tira Ahu Pae**

Te Tira Ahu Pae is the Massey University student's association run by students, for students. We provide both representation and student services to Massey University students ensuring equivalent and equitable services are delivered to everyone. Te Tira Ahu Pae is a registered charity, and we are independent from the University.

# **Memorandum of Understanding (MOU) Between the National Disabled Students' Association and Te Tira Ahu Pae**

The services we deliver include: Student Representation, advocacy clubs and societies, events, media - Radio Control and Massive Magazine.

We are a single association at Massey University's four campuses in Pāmamao – Distance, Ōteihā - Auckland, Manawatū - Palmerston North and Pukeahu - Wellington. In the new structure, we have a total 23 student reps on the Te Tira Ahu Pae Student Executive with additional student reps in our alliance groups, Disability at Massey (DaM) and the Rainbow and Takatāpui Advisory Group - (RĀTĀ).

## **Purpose**

The purpose of this Memorandum of Understanding (MoU) is to agree on and achieve shared objectives between the NDSA and Te Tira Ahu Pae.

The shared objectives of NDSA and Te Tira Ahu Pae is as follows:

- To ensure the continued strength of the relationship between NDSA, Te Tira Ahu Pae and Disability at Massey
- To improve accessibility within the student union for ākongā with disabilities
- To ensure all parties continue to have autonomy
- To ensure all representatives of each party have autonomy

We understand the importance and influence a strong and diverse student voice has on institutional discussions relating to matters and policies that affect the tertiary student community.

This MoU will empower the voices of ākongā with disabilities to meaningfully contribute to institutional discussions about tertiary education and students.

To achieve these objectives, NDSA and Te Tira Ahu Pae agree to the responsibilities set out in this MoU.

## **Values**

The values of both organisations are the foundation of this MoU.

# **Memorandum of Understanding (MOU) Between the National Disabled Students' Association and Te Tira Ahu Pae**

Both NDSA and Te Tira Ahu Pae recognise and acknowledge the shared and unique values that define our organisations.

This agreement is also based on the values of:

- Partnership
- Autonomy
- Accountability
- Respecting dignity of either party
- Transparency
- Adaption
- Intersectionality
- Reciprocity

## **Aims**

This MoU aims to:

- Improve the outcomes of ākonga with disabilities at Massey University
- Develop a proper funding model to ensure funding of NDSA is not solely based on fluctuating funding rates from organisations such as NZUSA or grants
- Furthermore, to develop an independent funding framework for best practice that would be shared with other associations and unions
- Ensure the longevity of the partnership between Te Tira Ahu Pae and NDSA
- Ensure the continuity of support for Disability at Massey

## **MoU Parties**

This MoU is between the:

National Disabled Students Association (NDSA)



# **Memorandum of Understanding (MOU) Between the National Disabled Students' Association and Te Tira Ahu Pae**

AND

Te Tira Ahu Pae



## **Responsibilities**

Te Tira Ahu Pae will:

- Ensure that the principles of Te Tiriti o Waitangi are upheld
- Endeavour to continue their partnership with Disability at Massey
- Improve accessibility and inclusion for ākonga with disabilities at Massey University
- Provide a handover to executives, including information about this MOU and its obligations
- Support this MOU by having a representative attend each other's events when appropriate
- Undertake joint activities from time to time, such as conferences and events, that support the purpose of this agreement.
- Share information about relevant initiatives and campaigns to encourage a diverse and inclusive student voice
- Review this MOU at least once a year, normally at the start of the respective Presidents term
- Find staff to support Disability at Massey regarding finding new Disability Reps

National Disabled Students Association will:

- Ensure that the principles of Te Tiriti o Waitangi are upheld

## **Memorandum of Understanding (MOU) Between the National Disabled Students' Association and Te Tira Ahu Pae**

- That Te Tira Ahu Pae is supported adequately in continuing a long-term relationship with Disability at Massey
- Ensure that Disability at Massey and Te Tira Ahu Pae have access to information and resources to make events and other university related opportunities accessible to ākonga with disabilities
- Provide a handover to executives, including information about this MOU and its obligations
- Support this MOU by having a representative attend each other's events when appropriate
- Undertake joint activities from time to time, such as conferences and events, that support the purpose of this agreement.
- Share information about relevant initiatives and campaigns to encourage a diverse and inclusive student voice
- Review this MOU at least once a year, normally at the start of the respective Presidents term
- Support Te Tira Ahu Pae and Disability at Massey at finding new Disability Reps until paid staff can be found to support in this space.

### **Operationalisation**

The operationalisation of this MOU is set out in a schedule decided by both NDSA and Te Tira Ahu Pae. An annual schedule of activities will be agreed between Te Tira Ahu Pae and NDSA. This will normally include the activities set out in the schedule. This MOU will be reviewed annually by the executives of both Te Tira Ahu Pae and NDSA to ensure that it continues to meet the needs of both parties. Should it be determined that any part of it is not meeting the needs of either parties, then formal meetings between the parties are needed to reconfigure the agreement.

Signed by:

Hennessey Wilson

Name

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# **Memorandum of Understanding (MOU) Between the National Disabled Students' Association and Te Tira Ahu Pae**

General President

Executive Role

Te Tira Ahu Pae

National Disabled Students Association



# Memorandum of Understanding



Between

The New Zealand International Students' Association

And

[association]

---

## *I Purpose*

The purpose of this Memorandum of Understanding (MoU) is to agree and achieve shared objectives between the International Students' Association Incorporated (NZISA) and [association].

NZISA and [association] share an objective of having an authentic, enduring, diverse, and effective international student voice that contributes to the welfare of international students in the New Zealand tertiary education sector.

The overarching objective in this MoU is to accept [ASSOCIATION] as a Full Member of NZISA and the NZISA Representative Council, and to grant NZISA the mandate to represent international students at [institution].

## *II Context*

NZISA is the national student voice for international students in tertiary education. It is the national peak student representative organisation for international students studying at universities, institutes of technology and polytechnics, and private training establishments. It represents the interest of students through research,

campaigns and lobbying; and provides support to institution-based students' associations.

[ASSOCIATION] is the [association]. The purpose of the [representative] at [ASSOCIATION] are; [role description] to nurture an environment where cultural diversity is encouraged and enhance the belongingness of international students to the University through cultural events. The position is also there to ensure that the international students at the University are receiving efficient academic and social support, and to represent their voices to the University.

### ***III Aims***

- Recognise NZISA as the primary national representative body for international students in New Zealand.
- Recognise [ASSOCIATION] as the primary regional representative body for international university students at [institution].
- Enhance the international student voice at the national level.
- Ensure the continued relationship between NZISA and [ASSOCIATION].

### ***IV Organisations***

This MoU is between

- NZISA
- [ASSOCIATION]

### ***V Responsibilities***

NZISA will:

- Advocate and represent [ASSOCIATION] at a national level, to consider the problems and challenges [ASSOCIATION] faces when discussing international student strategies with government agencies; and
- Represent [ASSOCIATION] and International Students studying at [institution] in their best and in accord with the views of the [ASSOCIATION] constitution; and

- Consult [ASSOCIATION] on issues arising out of the [region]; and
- Facilitate a discussion between the [ASSOCIATION] [representative] and other International Student representative bodies; and
- Grant [ASSOCIATION] the status of Full Member of NZISA; and
- Grant the [ASSOCIATION] [representative] one (1) vote in the NZISA Representative Council; and
- Uphold the International Student Wellbeing Strategy, as long as it is deemed to be beneficial for international students by a majority vote of the NZISA Representative Council; and
- Inform [ASSOCIATION] of any changes within the NZISA Executive; and
- Provide subsidised tickets to NZISA's National Conference; and
- Involve the [ASSOCIATION] [representative] and international students studying at [institution] in national campaigns conducted by NZISA.

[ASSOCIATION] will:

- Grant NZISA the mandate to represent [ASSOCIATION] and International Students studying at [institution] at the national level; and
- Present a united front, uphold and support decision reached by the NZISA executive, and decision reached by a majority at the NZISA representative council regarding national policy decisions. The [ASSOCIATION] [representative] reserves the right to represent international students at the [institution] on regional policy issues; and
- Have the [representative] present at all mandatory meetings of the NZISA Representative Council; and
- Share experiences, issues, and challenges that international students at [institution] face; and
- Submit an end of semester report to the NZISA Secretary; and
  - The report is to be submitted within two weeks of the conclusion of Semester One and Semester Two; and
  - This report should include [ASSOCIATION]'s [representative] activities, events, statistical data gathered, survey data gathered, and an outline of issues present or anticipated to be present in the future.

- Pay the annual membership fee as determined between the sitting president of NZISA and the [ASSOCIATION] President; and
  - The annual membership fee will be outlined in Schedule I of the Memorandum.
- Support NZISA in social media campaigns by sharing and promoting research, events, and successes of the international student community; and
- Inform NZISA of any changes within the [ASSOCIATION] executive; and
- Amend the International Representative handover document at the nearest possible date to include a clause on the relationship between NZISA and [ASSOCIATION].

## ***VI Duration***

- This MoU shall come into effect on the date of signing by the authorised officials from both [ASSOCIATION] and NZISA and shall renew automatically in full force and effect until terminated by either party. The MoU shall renew each calendar year on [date of signing].
- The annual membership fee shall be payable upon the 20th calendar day of the month following the date of renewal.
- Each party shall be entitled to terminate this MoU for any reason by giving twelve (12) months' written notice to the other party.

## ***VII Confidentiality***

- Each party shall maintain the confidentiality of the information belonging or relating to the other party, its finance and business affairs which are not available in the public domain.
- This includes any classified discussions arising out of meetings between NZISA and any government ministries, wherein stated in the communication.
- Confidentiality around a particular subject matter is waived by express consent from both parties.

## ***Schedule I: Annual Membership Fee***

The NZISA annual membership fee has been set by the Executive at \$0.80 (eighty cents) per full cost international students attending [institution]. This is the set rate for 2023 as determined by the current NZISA National Executive. Should the rate change, three (3) months' notice will be given by NZISA to the [ASSOCIATION] President and the International Representative.

The fee will be based on the number of international students that attended [institution] in the previous year of when the membership fee is due. The number of students is supplied by the [ASSOCIATION] International Representative annually. The membership fee is to be paid by the 20th day of the month following signing of the memorandum. An invoice will be supplied by the NZISA Treasurer to the [ASSOCIATION] Accounts Administrator outlining the membership fee and its calculation.

Signed on \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_ by;

---

Vikram Selvaraj  
National President  
NZISA

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[name]  
[representative]  
[ASSOCIATION]

---

[name]  
[representative]  
[ASSOCIATION]

## 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 Manawātū 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 Manawātū 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 Massey's 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.

## Te Tira Ahu Pae Board – Timeline for 2024

| OUTSTANDING TASKS   | DELEGATION | DUE DATE                  |
|---|------------|---------------------------|
| Submit availability (at least 2hr) to attend the Board meeting (Mon-Fri, 9am-5pm) for Semester 1. To meet during the <b>last week of every month</b> .<br><a href="https://www.when2meet.com/?24308824-UDV9P">https://www.when2meet.com/?24308824-UDV9P</a> | Everyone   | Before next board meeting |
| Decide on Board Meeting dates   | Everyone   | Before next board meeting |
| Decide on a day (2 or 1-Week prior) for people to submit agenda items   | GM, Chair  | Before next board meeting |
| decide on a day to release meeting's agenda (board members need at least 5 working days prior to the meeting)   | GM, Chair  | Before next board meeting |
| Decide on a day to review & publish minutes (due for review 5 working days after the meeting)   | GM, Chair  | Before next board meeting |
| (If Subcommittee plans are implemented) decide when reviews are released & due date for feedback  | GM, Chair  | Before next board meeting |
| Decide when to submit operations / GM report  | GM, Chair  | Before next board meeting |
| Set up all agreed key dates in the calendar sheet   | Secretary  | Before next board meeting |

Key re-occurring tasks to be included in the calendar timeline:

| <u>KEY ACTIVITIES</u>                     | <u>AGREED DATE/TIME</u> |
|---|-------------------------|
| Agenda Items due                          |                         |
| Collate Agenda for Chair + GM             |                         |
| Publish Agenda to Board                   |                         |
| Board Meeting                             |                         |
| Minutes released                          |                         |
| Subcommittee review dates (if applicable) |                         |
| GM report dates                           |                         |

Calendar sheet: DRAFT - Board timeline.xlsx

- The timeline of outstanding board tasks will be colour-coded over time based on the key items listed above.
- Completed timeline calendar will be published in Teams.

2024

|         |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| JANUARY |    |    |    |    |    |    |
| Mo      | Tu | We | Th | Fr | Sa | Su |
| 1       | 2  | 3  | 4  | 5  | 6  | 7  |
| 8       | 9  | 10 | 11 | 12 | 13 | 14 |
| 15      | 16 | 17 | 18 | 19 | 20 | 21 |
| 22      | 23 | 24 | 25 | 26 | 27 | 28 |
| 29      | 30 | 31 | 1  | 2  | 3  | 4  |
| 5       | 6  | 7  | 8  | 9  | 10 | 11 |

|       |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| MARCH |    |    |    |    |    |    |
| Mo    | Tu | We | Th | Fr | Sa | Su |
| 26    | 27 | 28 | 29 | 1  | 2  | 3  |
| 4     | 5  | 6  | 7  | 8  | 9  | 10 |
| 11    | 12 | 13 | 14 | 15 | 16 | 17 |
| 18    | 19 | 20 | 21 | 22 | 23 | 24 |
| 25    | 26 | 27 | 28 | 29 | 30 | 31 |
| 1     | 2  | 3  | 4  | 5  | 6  | 7  |

|     |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| MAY |    |    |    |    |    |    |
| Mo  | Tu | We | Th | Fr | Sa | Su |
| 29  | 30 | 1  | 2  | 3  | 4  | 5  |
| 6   | 7  | 8  | 9  | 10 | 11 | 12 |
| 13  | 14 | 15 | 16 | 17 | 18 | 19 |
| 20  | 21 | 22 | 23 | 24 | 25 | 26 |
| 27  | 28 | 29 | 30 | 31 | 1  | 2  |
| 3   | 4  | 5  | 6  | 7  | 8  | 9  |

|      |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| JULY |    |    |    |    |    |    |
| Mo   | Tu | We | Th | Fr | Sa | Su |
| 1    | 2  | 3  | 4  | 5  | 6  | 7  |
| 8    | 9  | 10 | 11 | 12 | 13 | 14 |
| 15   | 16 | 17 | 18 | 19 | 20 | 21 |
| 22   | 23 | 24 | 25 | 26 | 27 | 28 |
| 29   | 30 | 31 | 1  | 2  | 3  | 4  |
| 5    | 6  | 7  | 8  | 9  | 10 | 11 |

|           |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| SEPTEMBER |    |    |    |    |    |    |
| Mo        | Tu | We | Th | Fr | Sa | Su |
| 26        | 27 | 28 | 29 | 30 | 31 | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        | 1  | 2  | 3  | 4  | 5  | 6  |

|          |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| NOVEMBER |    |    |    |    |    |    |
| Mo       | Tu | We | Th | Fr | Sa | Su |
| 28       | 29 | 30 | 31 | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |

|          |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| FEBRUARY |    |    |    |    |    |    |
| Mo       | Tu | We | Th | Fr | Sa | Su |
| 29       | 30 | 31 | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |

|       |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| APRIL |    |    |    |    |    |    |
| Mo    | Tu | We | Th | Fr | Sa | Su |
| 1     | 2  | 3  | 4  | 5  | 6  | 7  |
| 8     | 9  | 10 | 11 | 12 | 13 | 14 |
| 15    | 16 | 17 | 18 | 19 | 20 | 21 |
| 22    | 23 | 24 | 25 | 26 | 27 | 28 |
| 29    | 30 | 1  | 2  | 3  | 4  | 5  |
| 6     | 7  | 8  | 9  | 10 | 11 | 12 |

|      |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| JUNE |    |    |    |    |    |    |
| Mo   | Tu | We | Th | Fr | Sa | Su |
| 27   | 28 | 29 | 30 | 31 | 1  | 2  |
| 3    | 4  | 5  | 6  | 7  | 8  | 9  |
| 10   | 11 | 12 | 13 | 14 | 15 | 16 |
| 17   | 18 | 19 | 20 | 21 | 22 | 23 |
| 24   | 25 | 26 | 27 | 28 | 29 | 30 |
| 1    | 2  | 3  | 4  | 5  | 6  | 7  |

|        |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| AUGUST |    |    |    |    |    |    |
| Mo     | Tu | We | Th | Fr | Sa | Su |
| 29     | 30 | 31 | 1  | 2  | 3  | 4  |
| 5      | 6  | 7  | 8  | 9  | 10 | 11 |
| 12     | 13 | 14 | 15 | 16 | 17 | 18 |
| 19     | 20 | 21 | 22 | 23 | 24 | 25 |
| 26     | 27 | 28 | 29 | 30 | 31 | 1  |
| 2      | 3  | 4  | 5  | 6  | 7  | 8  |

|         |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| OCTOBER |    |    |    |    |    |    |
| Mo      | Tu | We | Th | Fr | Sa | Su |
| 30      | 1  | 2  | 3  | 4  | 5  | 6  |
| 7       | 8  | 9  | 10 | 11 | 12 | 13 |
| 14      | 15 | 16 | 17 | 18 | 19 | 20 |
| 21      | 22 | 23 | 24 | 25 | 26 | 27 |
| 28      | 29 | 30 | 31 | 1  | 2  | 3  |
| 4       | 5  | 6  | 7  | 8  | 9  | 10 |

|          |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| DECEMBER |    |    |    |    |    |    |
| Mo       | Tu | We | Th | Fr | Sa | Su |
| 25       | 26 | 27 | 28 | 29 | 30 | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 | 1  | 2  | 3  | 4  | 5  |

TE TIRA AHU PAE BOARD MEETING TIMELINE

|                               |                      |
|-------------------------------|----------------------|
| KEY ACTIVITIES                |                      |
| Agenda Items due              |                      |
| Collate Agenda for Chair + GM | Public Holidays (NZ) |
| Publish Agenda to Board       |                      |
| Board Meeting                 |                      |
| Minutes released              |                      |
| Subcommittee review dates     |                      |
| GM report dates               |                      |

|   |  |
|---|--|
| Agreed date/time for Agenda Items due         | Agreed date/time for Board Meeting       |
| Agreed date/time to send Agenda to Chair + GM | Agreed date/time to release minutes      |
| Agreed date/time to Publish Agenda to Board   | Agreed date/time for Subcommittee review |
| Agreed date/time for GM report due dates      |  |

| Monday | Tuesday | Wednesday        | Thursday                      | Friday                    | Saturday | Sunday |
|--------|---------|------------------|-------------------------------|---------------------------|----------|--------|
| 26     | 27      | 28               | 29                            | 01                        | 02       | 03     |
| 04     | 05      | 06               | 07                            | 08                        | 09       | 10     |
|        |         |                  |                               |                           |          |        |
| 11     | 12      | 13               | 14                            | 15                        | 16       | 17     |
|        |         |                  |                               |                           |          |        |
| 18     | 19      | 20               | 21                            | 22                        | 23       | 24     |
|        |         | Agenda Items due | Collate Agenda for Chair + GM | Publish Agenda to Members |          |        |
| 25     | 26      | 27               | 28                            | 29                        | 30       | 31     |
|        |         |                  | Board Meeting                 |                           |          |        |
| 01     | 02      | 03               | 04                            | 05                        | 06       | 07     |

|                               |
|-------------------------------|
| Agenda Items due              |
| Collate Agenda for Chair + GM |
| Publish Agenda to Board       |
| Board Meeting                 |
| Minutes released              |
| Subcommittee review dates     |
| GM report dates               |

| Monday | Tuesday | Wednesday | Thursday         | Friday | Saturday | Sunday |
|--------|---------|-----------|------------------|--------|----------|--------|
| 01     | 02      | 03        | 04               | 05     | 06       | 07     |
|        |         |           | Minutes released |        |          |        |
| 08     | 09      | 10        | 11               | 12     | 13       | 14     |
|        |         |           |                  |        |          |        |
| 15     | 16      | 17        | 18               | 19     | 20       | 21     |
|        |         |           |                  |        |          |        |
| 22     | 23      | 24        | 25               | 26     | 27       | 28     |
|        |         |           |                  |        |          |        |
| 29     | 30      | 01        | 02               | 03     | 04       | 05     |
|        |         |           |                  |        |          |        |
| 06     | 07      | 08        | 09               | 10     | 11       | 12     |
|        |         |           |                  |        |          |        |

|                               |
|-------------------------------|
| Agenda Items due              |
| Collate Agenda for Chair + GM |
| Publish Agenda to Board       |
| Board Meeting                 |
| Minutes released              |
| Subcommittee review dates     |
| GM report dates               |

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 29     | 30      | 01        | 02       | 03     | 04       | 05     |
| 06     | 07      | 08        | 09       | 10     | 11       | 12     |
| 13     | 14      | 15        | 16       | 17     | 18       | 19     |
| 20     | 21      | 22        | 23       | 24     | 25       | 26     |
| 27     | 28      | 29        | 30       | 31     | 01       | 02     |
| 03     | 04      | 05        | 06       | 07     | 08       | 09     |

|                               |
|-------------------------------|
| Agenda Items due              |
| Collate Agenda for Chair + GM |
| Publish Agenda to Board       |
| Board Meeting                 |
| Minutes released              |
| Subcommittee review dates     |
| GM report dates               |

2024

JUNE

CALENDAR YEAR

PIPIRI

MONDAY

FIRST DAY OF WEEK

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 27     | 28      | 29        | 30       | 31     | 01       | 02     |
| 03     | 04      | 05        | 06       | 07     | 08       | 09     |
| 10     | 11      | 12        | 13       | 14     | 15       | 16     |
| 17     | 18      | 19        | 20       | 21     | 22       | 23     |
| 24     | 25      | 26        | 27       | 28     | 29       | 30     |
| 01     | 02      | 03        | 04       | 05     | 06       | 07     |

|                               |
|-------------------------------|
| Agenda Items due              |
| Collate Agenda for Chair + GM |
| Publish Agenda to Board       |
| Board Meeting                 |
| Minutes released              |
| Subcommittee review dates     |
| GM report dates               |

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 01     | 02      | 03        | 04       | 05     | 06       | 07     |
| 08     | 09      | 10        | 11       | 12     | 13       | 14     |
| 15     | 16      | 17        | 18       | 19     | 20       | 21     |
| 22     | 23      | 24        | 25       | 26     | 27       | 28     |
| 29     | 30      | 31        | 01       | 02     | 03       | 04     |
| 05     | 06      | 07        | 08       | 09     | 10       | 11     |

|                               |
|-------------------------------|
| Agenda Items due              |
| Collate Agenda for Chair + GM |
| Publish Agenda to Board       |
| Board Meeting                 |
| Minutes released              |
| Subcommittee review dates     |
| GM report dates               |



2024

AUGUST

CALENDAR YEAR

HERI-TURI-KŌKĀ

MONDAY

FIRST DAY OF WEEK

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 29     | 30      | 31        | 01       | 02     | 03       | 04     |
| 05     | 06      | 07        | 08       | 09     | 10       | 11     |
| 12     | 13      | 14        | 15       | 16     | 17       | 18     |
| 19     | 20      | 21        | 22       | 23     | 24       | 25     |
| 26     | 27      | 28        | 29       | 30     | 31       | 01     |
| 02     | 03      | 04        | 05       | 06     | 07       | 08     |

|                               |
|-------------------------------|
| Agenda Items due              |
| Collate Agenda for Chair + GM |
| Publish Agenda to Board       |
| Board Meeting                 |
| Minutes released              |
| Subcommittee review dates     |
| GM report dates               |

2024

SEPTEMBER

CALENDAR YEAR

MAHURU

MONDAY

FIRST DAY OF WEEK

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 26     | 27      | 28        | 29       | 30     | 31       | 01     |
| 02     | 03      | 04        | 05       | 06     | 07       | 08     |
| 09     | 10      | 11        | 12       | 13     | 14       | 15     |
| 16     | 17      | 18        | 19       | 20     | 21       | 22     |
| 23     | 24      | 25        | 26       | 27     | 28       | 29     |
| 30     | 01      | 02        | 03       | 04     | 05       | 06     |

|                               |
|-------------------------------|
| Agenda Items due              |
| Collate Agenda for Chair + GM |
| Publish Agenda to Board       |
| Board Meeting                 |
| Minutes released              |
| Subcommittee review dates     |
| GM report dates               |

2024

OCTOBER

CALENDAR YEAR

WHIRINGA-Ā-NUKU

MONDAY

FIRST DAY OF WEEK

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 30     | 01      | 02        | 03       | 04     | 05       | 06     |
| 07     | 08      | 09        | 10       | 11     | 12       | 13     |
| 14     | 15      | 16        | 17       | 18     | 19       | 20     |
| 21     | 22      | 23        | 24       | 25     | 26       | 27     |
| 28     | 29      | 30        | 31       | 01     | 02       | 03     |
| 04     | 05      | 06        | 07       | 08     | 09       | 10     |

|                               |
|-------------------------------|
| Agenda Items due              |
| Collate Agenda for Chair + GM |
| Publish Agenda to Board       |
| Board Meeting                 |
| Minutes released              |
| Subcommittee review dates     |
| GM report dates               |

2024

NOVEMBER

CALENDAR YEAR

WHIRINGA-Ā-RANGI

MONDAY

FIRST DAY OF WEEK

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 28     | 29      | 30        | 31       | 01     | 02       | 03     |
| 04     | 05      | 06        | 07       | 08     | 09       | 10     |
| 11     | 12      | 13        | 14       | 15     | 16       | 17     |
| 18     | 19      | 20        | 21       | 22     | 23       | 24     |
| 25     | 26      | 27        | 28       | 29     | 30       | 01     |
| 02     | 03      | 04        | 05       | 06     | 07       | 08     |

|                               |
|-------------------------------|
| Agenda Items due              |
| Collate Agenda for Chair + GM |
| Publish Agenda to Board       |
| Board Meeting                 |
| Minutes released              |
| Subcommittee review dates     |
| GM report dates               |

2024

DECEMBER

CALENDAR YEAR

HAKIHEA

MONDAY

FIRST DAY OF WEEK

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 25     | 26      | 27        | 28       | 29     | 30       | 01     |
| 02     | 03      | 04        | 05       | 06     | 07       | 08     |
| 09     | 10      | 11        | 12       | 13     | 14       | 15     |
| 16     | 17      | 18        | 19       | 20     | 21       | 22     |
| 23     | 24      | 25        | 26       | 27     | 28       | 29     |
| 30     | 31      | 01        | 02       | 03     | 04       | 05     |

|                               |
|-------------------------------|
| Agenda Items due              |
| Collate Agenda for Chair + GM |
| Publish Agenda to Board       |
| Board Meeting                 |
| Minutes released              |
| Subcommittee review dates     |
| GM report dates               |



# TE TIRA AHU PAE HEI HĀPAI WHAKAMANA

## HE TONO TĒNEI KI TE PŌARI MATUA O TE TIRA AHU PAE REQUEST TO THE TIRA AHU PAE BOARD TO DIRECT THE MANAWHAKAHAERE

*E te Māngai, e ngā Ānahera Pono, e te Tokotoru Tapu, nei rā te reo rāhiri o tō koutou rahi e tuku ana i te reo  
īnoi ki a koe e kimi ana i te awhina me te māramatanga i roto i ngā mahi, āianeī, āke nei, āe.*

Kia ora, Chairperson and members of the Te Tira Ahu Pae Board.

Te Tari Māori O Te Tira Ahu Pae (Māori Cohort) would like to extend a mihi to you all as we look to find solutions for a situation we as a cohort are facing under the Te Tira Ahu Pae association.

We hope this tono (request) finds you all well.

### HE HOROPAKI MĀ TE KAUPAPA (TOPIC OF INTEREST/CONTEXT)

A meeting consisting of Cameron Taylor (Manawhakahaere), Ruby Vidgen (Kaiwhakahaere O Kōkiri Ngātahi), Micah Geiringer (Kaiwhakahaere O Manawatahi) and Te Kakenga Kawiti-Bishara (Kaiwhakahaere O Pāmamao) took place on Friday 12 April 2024 in Newlands, Wellington, during the Te Mana Ākonga Hui Kaiārahi. From this initial conversation arose some **major** concerns for the irrelevant workload and unrealistic expectations on Cameron, Manawhakahaere (Māori Te Tira Ahu Pae President).

We as a cohort, consisting of four Kaiwhakahaere, including Shayne Sullivan (Kaiwhakahaere O Te Waka O Ngā Ākonga Māori), have noticed ongoing mental and social burnout from Cameron, who we know is struggling to meet work and personal expectations. Cameron, is not to be blamed for this, nor is the Board or any other representative in Te Tira Ahu Pae.

We as the Māori cohort also know (through personal experiences) the excessive toll these roles are having on Māori representatives and Cameron’s situation is no different to what other Tumuaki/Māori Presidents nationwide are faring too.

The cohort wish to outline below some of the actions we wish to take.

We want to express that we are not negatively thinking and ask for a totally positive process. By utilizing the ‘tono’ process we can navigate this in a safe, Māori led forum with 50/50 outcomes.

Ngā mihi nui.

## NGĀ TURE WHAKAPŪMAU - POLICIES

What we hope to achieve with this is the objectives of Policy 08 of the Representation Manual

### Objectives

1. To provide guidance that enables Tino Rangatiratanga to be upheld while a board of governance is in place.
2. To outline accountabilities and responsibilities for achieving student representation outcomes.

Specifically, through Strategy 3:

- Student Representatives on the Executive create annual work plans to establish the priorities and outcomes they want to achieve during their term, while working towards the associations strategic goals outlined in the strategic plan. They can do this individually or by cohort.

This document contains comprehensive plans for the rest of Semester One/the year 2024 from each of the Māori cohort reps. By using the areas of direction bullet-pointed below, as well as the plans set out below, our aim is to achieve the objectives of this policy.

- More capacity for Cameron to help with admin tasks such as reporting, requesting funding, formal structures, and more
- More time for one-on-one hui/group hui with Cameron to flesh things out such as our strategic goals, our consultation plan, event plans, etc
- Extra capacity to oversee more collaborative kaupapa cross-campus, as well as give guidance and support in national campaigns such as the unpaid placements movement, Toitū Te Tiriti both in the university context and outside, etc
- Developing policies/tikanga specific to the Māori cohort, as we don't have any of these set in place currently
- Greater flexibility to be reactive when things come up, allowing her the ability to sit down and go through with us whatever needs to be done

By directing the Manawhakahaere to these specific areas above Te Tari Māori O Te Tira Ahu Pae will achieve the outcomes outlined below. As we have no Kaihāpai in the Pāmamao space, Cameron will also be able to use the areas of direction outlined to channel more time and efforts into giving extra support to Te Kakenga in his role.

# TE TARI MĀORI O TE TIRA AHU PAE EVENT PLANS

## TE WAKA O NGĀ ĀKONGA MĀORI

### Event Plan 2024 Te Waka o Ngā Ākonga Māori

#### Ngā Kaimahi:

Shayne Sullivan – Kaiwhakahaere o Te Waka o Ngā Ākonga Māori

Caleb Monk – Kaihāpai o Te Waka o Ngā Ākonga Māori

Weekly Events

Ad hoc Events

Mātauranga Workshops

Hui a Marama

Māori + Pasifika Events

Special Events

#### Semester One:

##### Week Seven (22<sup>nd</sup>-26<sup>th</sup> April):

- Wednesday 24<sup>th</sup>

- Kai and Kōrero, budget of \$250

- Bowling night, budget of \$350

##### Week Eight (29<sup>th</sup> April - 3<sup>rd</sup> May):

- Wednesday 1<sup>st</sup> May

- April Hui a Marama, budget of \$250 – Shayne will lead while Caleb takes minutes

##### Week Nine (6<sup>th</sup>-10<sup>th</sup> May):

- Wednesday 8<sup>th</sup> May

- Kai and Kōrero, budget of \$250

##### Week Ten (13<sup>th</sup>-17<sup>th</sup> May):

- Wednesday 15<sup>th</sup> May

- Kai and Kōrero, budget of \$250

- Thursday 16<sup>th</sup> May

- Movie night, budget of \$350 – this event is, at the moment, only a possibility. Please read below in the notes as to why this is.

##### Week Eleven (20<sup>th</sup>-24<sup>th</sup> May):

- Wednesday 22<sup>nd</sup> May

- Monthly combined Kai and Kōrero + Talanoa, budget of \$500

- Mātauranga Workshop 1: Raranga. Budget of up to \$100 but it is likely that we will not need all of this, if any. One of our taura has offered to teach the weaving workshop and the only material we need is harakeke which she and Caleb can harvest before the workshop.

##### Week Twelve (27<sup>th</sup>-31<sup>st</sup> May):

- Wednesday 29<sup>th</sup> May

- May Hui a Marama, budget of \$250 – Shayne will lead while Caleb takes minutes

- Friday 31<sup>st</sup> May



## **- BYO + Farewell**

### Notes:

- Caleb is on leave for the majority of week nine and the entirety of week ten. Because of this they have decided to only hold our weekly kai and korero and *potentially* an easy to manage movie night as Shayne will have to run the event alone.
- The April Hui a Marama will take place on May 1<sup>st</sup> but only because of the calendar.
- The combined Kai and Kōrero/Talanoa budget will be half Māori, half Pasifika but this has to be discussed more in depth about with the Pasifika cohort.
- Still need to contact Emily from Kokiri about roughly how much money it cost Kokiri to host their BYO. This will be a semester break up event but also a farewell for Cambell who works in the Ōtehā Te Rau Tauawhi as he will be leaving before semester two commences.
- **Still need to figure out fundraising opportunities that'll work effectively considering the demographic of students on our campus. Catherine suggested a bubble tea stall which is a great idea, I just don't know the logistics of this.**

## **Semester Two:**

### **Week One (15<sup>th</sup>-19<sup>th</sup> July): Re O-Week**

- Wednesday 17<sup>th</sup> July
  - **Kai and Kōrero, budget of \$250**
- Thursday 18<sup>th</sup> July
  - **Kahoot with Prizes,** budget for this is not yet known, will depend on what the prizes will be.
- Saturday 13<sup>th</sup> July
  - Matariki/Multicultural Ball/Dance - Please see notes below.

### **Week Two (22<sup>nd</sup>-26<sup>th</sup> July):**

- Wednesday 24<sup>th</sup> July
  - **Monthly combined Kai and Kōrero + Talanoa, budget of \$500**
  - **Mātauranga Workshop 2: Maramataka. Budget of \$100 but can use more considering the first workshop probably won't need the \$100 in budget.**

### **Week Three (29<sup>th</sup> July - 2<sup>nd</sup> August):**

- Wednesday 31<sup>st</sup> July
  - **July Hui a Marama, budget of \$250** – Shayne will lead while Caleb takes minutes
- Friday 2<sup>nd</sup> August
  - **Escape room, budget of \$450**

### **Week Four (5<sup>th</sup>-9<sup>th</sup> August):**

- Wednesday 7<sup>th</sup> August
  - **August Hui a Marama, budget of \$250** – Shayne will lead while Caleb takes minutes

### **Week Five (12<sup>th</sup>-16<sup>th</sup> August):**

- Wednesday 14<sup>th</sup> August
  - **Kai and Kōrero, budget of \$250**
- Friday 16<sup>th</sup> August
  - **Karaoke + Mini Golf**

### **Week Six (19<sup>th</sup>-23<sup>rd</sup> August):**

- Wednesday 21<sup>st</sup> August
  - **Monthly combined Kai and Kōrero + Talanoa, budget of \$500**
  - **Mātauranga Workshop 3: Whakapapa, budget for this workshop will be up to \$100.**

**Break Week One (26<sup>th</sup>-30<sup>th</sup> August):**

- No Events

**Break Week Two (2<sup>nd</sup>-6<sup>th</sup> September):**

- Wednesday 4<sup>th</sup> September
  - Study noho (ish), budget of \$375

**Week Seven (9<sup>th</sup>-13<sup>th</sup> September):**

- Wednesday 11<sup>th</sup> September
  - September Hui a Marama, budget of \$250 – Shayne will lead while Caleb will take minutes

**Week Eight (16<sup>th</sup>-20<sup>th</sup> September): Te Wiki o Te Reo Māori**

- Prize box competition that will run a few days of this week
- Wednesday 18<sup>th</sup> September
  - Kai and Kōrero, budget of \$250 (boil up and fry bread or hangi)
  - Mātauranga Workshop 4: Tikanga, budget for this will be up to \$100.

**Week Nine (23<sup>rd</sup>-27<sup>th</sup> September):**

- Wednesday 25<sup>th</sup> September
  - Final monthly combined Kai and Kōrero + Talanoa, budget of \$500
- Thursday 26<sup>th</sup> September
  - Bowling night, budget of \$350

**Week Ten (30<sup>th</sup> September – 4<sup>th</sup> October):**

- Wednesday 2<sup>nd</sup> October
  - Kai and Kōrero, budget of \$250
- Thursday 3<sup>rd</sup> October
  - Sip and paint evening – budget unknown.

**Week Eleven (7<sup>th</sup>-11<sup>th</sup> October):**

- Wednesday 9<sup>th</sup> October
  - October Hui a Marama, budget of \$250 – Shayne will lead while Caleb will take minutes

**Week Twelve (14<sup>th</sup>-18<sup>th</sup> October):**

- Wednesday 16<sup>th</sup> October
  - Kai and Kōrero, budget of \$250
- Friday 18<sup>th</sup> October
  - Quiz night and end of year break up - budget for this is unknown as of yet.

**Notes:**

- I originally had an idea for a Matariki themed ball, however after speaking to Ryan, it may not be possible with the Te Waka budget alone. We briefly discussed the idea of recruiting other cultural clubs on the Albany campus and seeing if they'd be interested in putting money into the event from their budgets and making it a "multicultural ball". This is definitely still up in the air considering I still haven't gotten into contact with these clubs, however it is something I'd love to spearhead.
- Need to speak to Cameron about who she used last year in her distance maramataka workshop and whether or not they will be able to take this workshop too.
- Budget of the karaoke and mini golf night will depend on whether or not we can get a deal through a taurira like we did last year.
- Content for the mātauranga workshops in semester two are subject to change.

- Study noho is labelled as “ish” because the Ōteihā campus doesn’t have anywhere for the tauira to actually sleep, so it’ll just be a day event as opposed to the other campuses having spaces for tauira to stay the night. Also, this event will have to be cancelled if Te Huinga Tauira 2024 goes ahead, as this event will likely be held during the break and Shayne and I will likely both have to attend.
- The sip and paint event is something I wanted to run last year but didn’t even begin to know how. I will contact Micah and Redemption as they ran an event like this already this year and see how they worked around the alcohol aspect of the event. I also need to figure out where on campus has a liquor license and if we can book that space out. Also, if this idea could be used as a fundraising opportunity, I would be keen to move it forward to Week 3 and change the escape room event to week ten.

## KŌKIRI NGĀTAHI

### Hui-a-whanau

Gallery trip, Movie night, Games night, Party bus, Sports day

### Mātauranga

Wā Reo Māori, Wā Raranga, Kōwhaiwhai drawing

### Kapa Haka

| Sunday                 | Monday                              | Tuesday            | Wednesday                                    | Thursday   | Friday                         | Saturday |
|------------------------|-------------------------------------|--------------------|--|--|--------------------------------|----------|
| week 6                 | 15/4<br>Karakia                     | 16/4<br>Graduation | 17/4<br>Kai and<br>korero                    | 18/4<br>Art gallery trip<br>5pm Waiata<br>Kava night | 19/4                           | 20/4     |
| week 7                 | 22/4<br>Karakia<br>Hui-a-<br>marama | 23/4               | 24/4<br>Kai and<br>korero<br>Board<br>games  | 25/4<br>Waiata                                       | 26/4                           | 27/4     |
| Week 8                 | 29/4<br>Karakia<br>Hui-a-<br>marama | 30/4               | 1/5<br>Kai and<br>korero<br>Study<br>evening | 2/5<br>Waiata<br>Kava night                          | 3/5                            | 4/5      |
| Week 9                 | 6/5<br>Karakia                      | 7/5                | 8/5<br>Kai and<br>korero                     | 9/5<br>Kowhaiwhai<br>drawing<br>Waiata               | 10/5                           | 11/5     |
| Week 10<br>Waka<br>ama | 13/5<br>Karakia<br>Hui-a-<br>marama | 14/5               | 15/5<br>Kai and<br>korero                    | 16/5<br>Waiata<br>Kava night                         | 17/5<br>Game<br>night          | 18/5     |
| Week 11                | 20/5<br>Karakia                     | 21/5               | 22/5<br>Kai and<br>korero                    | 23/5<br>Waiata                                       | 24/5<br>Study<br>Noho<br>\$500 | 25/5     |
| Week 12                | 27/5<br>Karakia                     | 28/5               | 29/5   | 30/5<br>Waiata                                       | 31/5                           |          |

|  |              |  |                |            |                  |  |
|--|--------------|--|----------------|------------|------------------|--|
|  | Hui-a-marama |  | Kai and korero | Kava night | Party bus \$1800 |  |
|--|--------------|--|----------------|------------|------------------|--|

MANAWATAHI

# SEM I PART II

08 APRIL 2024

## Kaimahi

Micah and Red

## Notes

There are a lot of events. So we should create a visual calendar for us to see these a bit better. We will continue with our ongoing weekly catch ups to make sure we are on track.

## Dated Events

### Graduation - 30th April (\$600)

- This is two separate events. The ceremony and the 'afterparty'.
- ~~Confirm we will be in attendance and reserve seats - MG~~
- ~~Organise 'afterparty' - RW~~
- Put information on instagram - RW

### Hui-a-whānau - 1st May (\$350)

- Our third hui-a-whānau
- Purchase kai - RW
- Cook kai and give notices - RW/MG
- Confirm notices - MG/RW

### Hui-a-mārama - 7th May (\$150)

- First hui-a-mārama for this part of the semester.
- Create agenda - MG
- ≠ Confirm event time - MG/RW
- ≠ Confirm kai - RW/MG

- € Create and put up posters - MG

### **Hui-a-whānau - 8th May (\$350)**

- Our fourth hui-a-whānau
- Purchase kai - RW
- Cook kai and give notices - RW/MG
- Confirm notices - MG/RW

### **Hui-a-whānau - 15th May (\$350)**

- Our fifth hui-a-whānau. We will have a korero from TupuToa.
- Purchase kai - RW
- Cook kai and give notices - RW/MG
- Confirm notices - MG/RW
- ~~Confirm attendance of TupuToa - MG~~
- Share posters from TupuToa - MG

### **Matauranga - 21st May (\$250 excl supplies)**

- Ripeka may be interested in a matauranga session where we can learn some toi.
- ~~Reach out to Ripeka - RW~~
- ~~Confirm event time - MG/RW~~
- Confirm what supplies are needed - RWMontl
- € Create and put up posters - MG/RW
- € Put up information on socials - RW

### **Hui-a-whānau - 22nd May (\$350)**

- Our sixth hui-a-whānau
- Purchase kai - RW
- Cook kai and give notices - RW/MG
- Confirm notices - MG/RW

### **Hui-a-whānau - 29th May (\$350)**

- Our seventh hui-a-whānau
- Purchase kai - RW
- Cook kai and give notices - RW/MG
- Confirm notices - MG/RW

### **Study Noho - 5th/7th June (\$600)**

- This will be during study break, we are looking to have one or two nights of staying on campus.
- Confirm event dates and times - MG/RW
- Confirm kai - MG/RW
- Confirm itinerary - MG/RW
- Have hui to decide upon if we want guest speakers etc - MG/RW

## Other Projects

### Sports Noho - May (TBC) (\$600)

- ✗ ~~Have hui with other cohort members - MG/RW~~
- ✗ ~~Confirm plans and dates - RW~~

### Consultation (\$350)

- ✗ ~~Create consultation plan - MG~~
- ✗ ~~Create and put up posters - MG~~
- ✗ ~~Put consultation information on socials - MG~~
- ✗ ~~Host consultation sessions - MG~~

### Budget

- ✗ ~~Create rough budget for this sem - MG/RW~~
- ✗ ~~Have hui with Ra and Arapera to review draft budget - RW/MG~~
- ✗ ~~Confirm budget - MG/RW~~

### Minecraft Night - TBC (\$200)

- The best event we will ever host. Minecraft night will ideally be hosted in a computer lab, everyone can jump on the same realm/server and we can have a fun night of mining and crafting. Potentially we will have a short break for kai before or during the event.
- There are a few hiccups we will need to overcome, such as students needing to have purchased minecraft already to play, and booking out a computer lab.
- Confirm event time and details - RW

## PĀMAMAO

- Pāmamao socials rebranded/revamped w/c 22 April, utilizing the Pāmamao Te Huinga Tauria merchandise logo colour (this document's background colour).
- Instagram username still masseymaori.distance but renamed the account **name** to:  
Te Tira Ahu Pae – Pāmamao. Can't change this until 14 days.
- Advertising for Pāmamao events coming under Kaiwhakahaere jurisdiction.
- Pāmamao social media content getting revamp, utilizing Kaiwhakahaere journalism and media expertise to drive a new, fresh and professionally edited campaign.
- Pāmamao socials will not look at all similar to other campus' content but am happy to share content with other Kaiwhakahaere.
- Tailoring the Pāmamao brand to more the distance space, utilizing different social media content tools rather than trying to follow lead from other campus'.

- Kahoot is a “hoot”. Kaiwhakahaere hosted first Pāmamao kahoot night on Friday night from the Gold Coast. A few students hiccupped themselves over the time differences but 5 students made it and were totally invested in the game. Small talk was gathered with a bit of consultation interest coming through as well. Future events are in the works, as per the tri-weekly event rotation with Distance Vice President and General/Pasifika cohort representatives.
- Kaiwhakahaere has at the time of this report sent one of the three prizes to recipients from Friday night’s Kahoot.
- With Te Huinga Tauira talks still in limbo, kapa haka has taken a back step, though interest is high.
- A tono is currently in the process of being made to deliver to Te Tira Ahu Pae Board Meeting #2. More information contact Kaiwhakahaere Te Kakenga.

**From:** Cameron Taylor (Manawhakahaere) <[manawhakahaere@tetiraahupae.ac.nz](mailto:manawhakahaere@tetiraahupae.ac.nz)>  
**Sent:** Friday, April 26, 2024 1:56 PM  
**To:** Arapera Taiapa-Johnson (SLT Admin) <[slt.admin@tetiraahupae.ac.nz](mailto:slt.admin@tetiraahupae.ac.nz)>; Te Kakenga Kawiti-Bishara (Kaiwhakahaere o Pāmamao) <[pamamao@tetiraahupae.ac.nz](mailto:pamamao@tetiraahupae.ac.nz)>; Ruby Vidgen (Kaiwhakahaere o Kōkiri Ngātahi) <[kokiringatahi@tetiraahupae.ac.nz](mailto:kokiringatahi@tetiraahupae.ac.nz)>; Micah Geiringer (Kaiwhakahaere o Manawatahi) <[Manawatahi@tetiraahupae.ac.nz](mailto:Manawatahi@tetiraahupae.ac.nz)>; Shayne Sullivan (Kaiwhakahaere o Te Waka Ngā Akonga Māori) <[tewakaongaakongamaori@tetiraahupae.ac.nz](mailto:tewakaongaakongamaori@tetiraahupae.ac.nz)>; Emily Lyall (Kaihāpai o Kōkiri Ngātahi) <[kn.kaihapai@tetiraahupae.ac.nz](mailto:kn.kaihapai@tetiraahupae.ac.nz)>; Redemption Te Wiki (Kaihāpai o Manawatahi) <[m1.kaihapai@tetiraahupae.ac.nz](mailto:m1.kaihapai@tetiraahupae.ac.nz)>; Caleb Monk (Kaihāpai o Te Waka o Ngā Ākonga Māori) <[tw.kaihapai@tetiraahupae.ac.nz](mailto:tw.kaihapai@tetiraahupae.ac.nz)>; Ramairoa Tawera (Representation Manager) <[representation@tetiraahupae.ac.nz](mailto:representation@tetiraahupae.ac.nz)>  
**Subject:** Re: Tono to the Board - agenda item ready

Kia ora Arapera,

Here is the updated agenda item and the motion below:

**Motion: To accept the tono and the recommendation included**

Ngā mihi nui,

**Cameron McCausland-Taylor (she/her)**

Ngāti Awa, Ngāpuhi, Te Arawa, Waitaha

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#### **Manawhakahaere**

Te Tira Ahu Pae

Level C, Block 9 (Student Services Trust Building), Massey University, 63 Wallace Street, Wellington, 6021

M: 0278347553

Office Hours Monday – Friday, 9am – 4:30pm



**TE TIRA AHU PAE**  
**HEI HĀPAI WHAKAMANA**

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**From:** Arapera Taiapa-Johnson (SLT Admin) <[slt.admin@tetiraahupae.ac.nz](mailto:slt.admin@tetiraahupae.ac.nz)>  
**Sent:** 26 April 2024 09:23  
**To:** Te Kakenga Kawiti-Bishara (Kaiwhakahaere o Pāmamao) <[pamamao@tetiraahupae.ac.nz](mailto:pamamao@tetiraahupae.ac.nz)>; Ruby Vidgen (Kaiwhakahaere o Kōkiri Ngātahi) <[kokiringatahi@tetiraahupae.ac.nz](mailto:kokiringatahi@tetiraahupae.ac.nz)>; Micah Geiringer (Kaiwhakahaere o Manawatahi) <[Manawatahi@tetiraahupae.ac.nz](mailto:Manawatahi@tetiraahupae.ac.nz)>; Shayne Sullivan (Kaiwhakahaere o Te Waka Ngā Akonga Māori) <[tewakaongaakongamaori@tetiraahupae.ac.nz](mailto:tewakaongaakongamaori@tetiraahupae.ac.nz)>; Emily Lyall (Kaihāpai o Kōkiri Ngātahi) <[kn.kaihapai@tetiraahupae.ac.nz](mailto:kn.kaihapai@tetiraahupae.ac.nz)>; Redemption Te Wiki (Kaihāpai o Manawatahi) <[m1.kaihapai@tetiraahupae.ac.nz](mailto:m1.kaihapai@tetiraahupae.ac.nz)>; Caleb Monk (Kaihāpai o Te Waka o Ngā Ākonga Māori) <[tw.kaihapai@tetiraahupae.ac.nz](mailto:tw.kaihapai@tetiraahupae.ac.nz)>; Ramairoa Tawera (Representation Manager) <[representation@tetiraahupae.ac.nz](mailto:representation@tetiraahupae.ac.nz)>; Cameron Taylor (Manawhakahaere)



<[manawhakahaere@tetiraahupae.ac.nz](mailto:manawhakahaere@tetiraahupae.ac.nz)>

**Subject:** Re: Tono to the Board - agenda item ready

Morena TeKakenga, otirā ngā tauira māngai Māori.

He mihi mahana tēnei ki a koutou, te tari Māori o Te Tira Ahu Pae, mo te tuku mai i tō koutou tono ki te Poari. Thank you for sending in your agenda request. I will add it in the agenda and discuss with the Chair & GM to finalise this month's board meeting agenda.

Nāku noa,

**Arapera Taiapa-Johnson (Ngati Kahungunu, Ngati Porou)**  
**Administrative Coordinator**



**TE TIRA AHU PAE**  
**HEI HĀPAI WHAKAMANA**

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**From:** Te Kakenga Kawiti-Bishara (Kaiwhakahaere ō Pāmamao) <[pamamao@tetiraahupae.ac.nz](mailto:pamamao@tetiraahupae.ac.nz)>

**Sent:** Friday, 26 April 2024 9:15 am

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**Subject:** Tono to the Board - agenda item ready

Tēnā tatou,

I have gone through, proofread and formalized this tono. It looks ready to me, the rest of the kaupapa can be explained briefly on the meeting.

Remember we have to hand this agenda item today by 3pm for Arapera to add to the agenda for the meeting, so if there are any more things you want to add, let's get it in by 3pm.

E mihi ana,  
Te Kakenga.