

# Te Tira Ahu Pae Board Part I Meeting

Minutes, Friday 3rd May 2024, 1:00pm.

**Attendees:** Wendy Carr (General Manager, WC), Hennessey Wilson (General/Distance, 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), Micah Geiringer (Kaiwhakahaere o Manawatahi, MG), Anushika Prasad (Pasifika Student Rep Manawatū), Arapera Taiapa-Johnson (Board Secretary, ATJ).

**Present:** Wendy Carr (General Manager, WC), Hennessey Wilson (General/Distance, HW), Cameron Taylor (Manawhakahaere, CT), Flynn O'Hallahan (Vice-President Pāmamao, FO), Shayne Sullivan (Kaiwhakahaere o Te Waka o Ngā Ākonga Māori, SS), Micah Geiringer (Kaiwhakahaere o Manawatahi, MG), Anushika Prasad (Pasifika Student Rep Manawatū), Arapera Taiapa-Johnson (Board Secretary, ATJ).

**Observer:** Josh (non-member).

**Apologies:** Wesley Peters (Pasifika Co-President, WP).

**Meeting opened at 1:07pm by CT with a karakia.**

## FOR BUSINESS

### 1. APOLOGIES

**HW** states an apology from WP, on bereavement leave.

### 2. CONFIRMATION OF PREVIOUS MEETING MINUTES – 28<sup>TH</sup> MARCH 2024

**WC** states minutes are taken as read. Requests for signatures to begin Charities Registers process. Any amendment requests will need to be done as soon as possible.

**MG** request to amend agenda #12, typo for "President" is missing an "E".

**HW** request to include numbering in the Action Points list to organise action points based on the agenda the matter raised.

**Confirmation** to accept the minutes from Part I of the Board Meeting held on Thursday 28th March 2024. *[With amendments outlined.]*

Moved by **HW**, consensus achieved.

**Action point(s)** delegated to **ATJ**:

- Amend agenda #12 – typo for "President", missing an "e".
- Amend action point list to include an agenda number column.
- After amending minutes, send to members for signing.

### 3. MATTERS ARISING

No matters raised.

#### 4. DISCLOSURE OF INTEREST

**Cameron Taylor (Manawhakahaere)** discloses interest for Agenda Item #13, as it discusses their role deliverables. Notified on 26 April 2024.

**CT** request the Māori reps in this meeting to excuse themselves during the discussion of agenda #13.

**WC** states they are unable to vote due to not reaching quorum due to **WP** being absent.

**HW** states the Māori reps can be excused during the discussion period but doesn't need to be absent for the vote of the motion. As this could lead an example to implement a similar plan for the remaining cohorts.

**MG** states they're unsure if a motion needs to be passed by all members, or if **CT** [who disclosed their interest] needs to step out of the meeting when discussing motion, or if the cohort members who voted in favour of the motion to step out during the discussion.

**WC** states in the Representation Manual and Board Manual policies, all representative cohorts need to prepare and present a consultation plan, approved by the cohort [and line manager (**RT**)], for the Board to ratify plans. States General & Pasifika cohort will need to prepare a consultation plan as well by the next board meeting. States it is a general procedure each cohort is expected to complete, but due to the workload at the beginning of the year, this plan has been postponed.

**HW** states the absence of the Māori cohort is the only one that'll create quorum issues regarding voting in motion. States there are only 2 Pasifika members and 2 General members in this board, so those cohort to be excused won't create a quorum issue.

**HW** advised to discuss this agenda item in today's meeting, but can ratify the plans for another time, and to go ahead with the plans outlined. Once **WP** returns the Board can decide to ratify the plans.

Asked **CT** if this suggestion is good?

**CT** states only concern is the accountability factor for Kaiwhakahaere to uphold their roles when their proposal hasn't been ratified by the Board.

**WC** states to discuss the agenda item when we reach the time for discussion.

Action point(s) delegated to WP, AP:

- Prepare a Pasifika student Consultation plan for Semester 2

Action point(s) delegated to HW, FO:

- Prepare a General/Distance student Consultation plan for Semester 2

#### 5. CORRESPONDENCE

No correspondence stated.

### FOR DECISION

#### 6. FINANCIAL REPORT - TTAP & MUSA. 2024 REVIEW BUDGET FOR TE TIRA AHU PAE

Report summary:

**WC** states they provided an entire overview of the financials versus budget report for 2024, which includes the March financial report.

Te Tira Ahu Pae's financial report; **balance sheet** as of the 31st of March 2024:

- Total equity = \$915,696.53

- Bank account (KiwiBank - TTAP Inc.) = \$849,991.99
  - **WC** states the account is at a lower rate than usual due to delay from MU to authorise our payment. Received two invoices in April.

**WC** opens floor for questions regarding balance sheet, none were asked.

Te Tira Ahu Pae financial report; profit & loss as of the 31st of March 2024; **Overall:**

- Originally forecasted to approximately \$300,000.00 loss this year for Te Tira Ahu Pae.
- At the end of March, tracked a \$28,956.00 loss but currently sitting at a \$162,468.55 profit.

Te Tira Ahu Pae financial report; profit & loss as of the 31st of March 2024; **Admin:**

- When MU invoice is processed (under admin), the sum is divided among the different departments. Key areas to focus include:
  - Staff/Contractor salaries
  - Mandatory funded areas of representation and services deliverables to students to adhere to our agreement in our contract with MU.
- Areas for review:
  - Clothing = \$4,000.00. Discussed at the last board meeting (28.03.24), consensus to leave funding, but remain unspent until decision is reached.
  - Student Job Search (SJS) = \$18,312.00 (budgeted for 2024), \$17,913.00 (remaining). Was budgeted due to plans from 2023. Review for reallocation.
- Other comments on this area of the p&l:
  - Repair & Maintenance = \$10,310.33 Jan-Mar Diff loss. Signage branding fees approved to come out of reserves.

**1:27pm: Observer attended the board meeting. Josh (non-member).**

**MG** stated they invited Josh to this Board meeting and provided them the meeting link and agenda for part I of this meeting.

Te Tira Ahu Pae financial report; profit & loss as of the 31st of March 2024; **Advocacy:**

- Hardship grant = \$4,800.00 Jan-Mar actual total. Expected very little expenses from Jan-Feb as not many students were around, expense is now starting to pick up.
- Areas for potential review:
  - Class Reps = \$17,117.05 remaining. Budget was proposed last year by Advocacy and approved by the Board. Advised to invest at least \$1,000 to cover training sessions on each (x3) campus twice a year.
  - Other Advocacy = \$21,868.99 remaining. Budget was proposed last year by Advocacy and approved by the Board.

**WC** presents the MUSA financial report; balance sheet as of 31st of March 2024.

- States for the 'Observer' the MUSA Business Units include the MUSA Shop, the 30 rental properties, and Radio Control.
- Total Equity = \$3,007,754.12

**WC** presents the MUSA financial report; profit & loss sheets (Overall + sheet for each unit) as of 31st of March 2024.

- MUSA Shop: Tracking at a higher loss than anticipated, (\$27,024.96 Jan-Mar actual total), as it's routine during this time of year to do a mass re-stock shop item, and general preparation to the new semester. States as the accounts for the shop was transferred half-way through last year, there was no clear reference to set a proper annual budget.
- Overall: March shows an overall good financial report.

**WC** states one note for the Finance Subcommittee to consider is when anticipating the rental income from last year for the budget, there is a slight increase in rent (\$5 per room).

**MG** asked if the Finance Subcommittee will be overlooking the MUSA financials as well? **WC** agrees.

#### Discussion:

**WC** states each tab has a comment explaining why we're currently sitting at a high profit and loss. Have spread the expenses across the year, but some expenses are expected to be processed later in the year.

**MG** asked considering the overall forecasted loss for this year, are there any plans to minimise this, such as a committee or is this the Treasurer's responsibility?

**WC** states there needs to be a Finance Subcommittee, with **WP** absent we'll need to establish this when **WP** returns, before the next meeting. States in the Representation Manual, the cohort presidents sit on the Finance and Policy Subcommittee, and one or two other Board members can sit in these Committee(s) as well. The Finance Subcommittee will begin reviewing the budget, areas to save funding. And review the financial report every 2-weeks prior to each Board meeting with **WC** and **RC**, with the report sent to the remaining board 1-week prior to each Board meeting.

**HW** States to **ATJ** to add an action item to set up a Finance Subcommittee.

- 3 cohort presidents as members, need 1 more member.
- Message individual members for expression of interest to join committee.
- Set up meeting with **WP** to discuss the subcommittee.
- (When **WP** returns) start reviewing budget for areas to save in each department.

**WC** states we received the same amount of funding each autonomous association received, into one lump-sum payment. The funding from each association was inequitable, therefore the current funding doesn't reflect the equitable service and representation we're supposed to deliver to students.

Negotiation period with MU is expected to start within the next two months, so can provide more information once an update is received. Outlined key points reported to MU regarding areas of lack of funding against the services and representation delivered (according to our contracts) to students, forecasted at the current rate after a loss of 2 years the funding will be insufficient.

**WC** state's the main purpose of the review is to set the rest of the year's budget in place so the financials can be reviewed every month. Reason the budget is reviewed now is the motion passed on the **15.12.2023 board meeting**; "**Motion (agenda #5): The Board accepts the budget for Te Tira Ahu Pae and MUSA for 2024, to be reviewed after the first quarter (31st March 2024). Motion moved by WC, seconded by HW, consensus achieved.**"

**WC** states Te Tira Ahu Pae started as an organisation as of the 1st of March 2023, therefore didn't have a proper 1st quarter financial report to compare to when creating a budget plan for the entire year.

**WC** opens floor for questions regarding the Admin Department budget review.

**MG** states due to the confidentiality nature of this discussion [relates to the SLA & MOU Contracts], request this discussion be put into part II of this meeting to properly review the legalities outlined in our contracts. **WC** agrees.

**WC** states under our contract with MU, we're required to have a relationship with SJS, no mention to pay any fees, but we are invoiced \$1.00 per FTEs of students who registered to SJS. States even if we don't pay, we still require providing the SJS service to students. States SJS provides a report of the number of students using their service, roughly half are registered in SJS.

**HW** agrees, stating SJS do receive funding from third parties, so there's no need for paying membership.

**FO** states there's no point in committing to a fee if it doesn't change the nature of the relationship between TTAP and SJS, and it doesn't change the delivery of this service.

**WC** states the dollar figure for SJS came from the value (unsure where it was from) of EFTs last year at MU, which was somewhere between 15,000 and 15,500. This year the EFTs are sitting at 14,000, so the calculated SJS fee should be down to around \$14,000 today rather than the initial \$18,000 originally budgeted. Stated during the COVID-19 period all fees to SJS were put on hold, last year SJS reintroduced the fees per EFTs of registered students.

**HW** states currently two other students' associations have also stopped paying fees to SJS.

**MG** states considering the forecasted loss we're expecting and the fact SJS is government funded, there's no reason to continue funding SJS with the limited resources we have.

**WC** asked the board on a decision regarding the clothing budget. Advised to leave the funding but don't spend until a consensus is reached to utilise.

**WC** presents Advocacy department p&l sheet, states areas for review include "Class Reps" and "Other Advocacy". States funding in these areas come from the previous associations' legacy events.

**WC** states regarding Class Reps, we need to start establishing a relationship between the student reps and the Class Reps to better engaged with them. States it's a good idea to invest money into Class Reps but unsure on the figure amount to set. Opens floor for questions on the Advocacy budget review.

**HW** asked out of the remaining "Class Reps" and "Other Advocacy" funding what amount is required to deliver the essential services from these areas? **WC** states for Class Reps, who are based on 3 campuses, attend training twice a year, so the \$868.61 spent from Jan-Mar covered training on 3 campuses (just under \$300 for each training session on each campus). With the second training expecting to start in Semester 2, there needs to be at least \$1,000 in the budget to cover training. Also advised to invest some funding for an end-of-year appreciation night to celebrate all the volunteers & workers.

**FO** asked how much was spent last year for appreciation night and were these events well-attended?

**WC** states the events were well attended, last year the 3 campuses hosted a combined clubs & class rep appreciation night. States last year the Board decided to cut the "Lecturer of the Year" award.

**HW** advised to set \$1,000 to cover costs for training each semester, \$1,000 for each campus (= \$3,000) to host an appreciation night event. Total = \$5,000 in Class Rep budget, cutting around \$13,000 from the initial \$18,000 budget. Open floor for discussion around this recommendation.

**CT** states they're weary of time for this meeting, noticing we're only on agenda item #6, as the Board went over time at the last meeting.

**MG** states they suggest establishing a Finance Subcommittee (at another time, not today) to discuss the budget review in-depth, as there isn't enough time to make a Board decision on this.

**WC** state they'd like to confirm with the Board if they're happy with the Finance Subcommittee to review the budget in-detail, board agrees.

**WC** states what they need from the Board is to discuss and approve the financial report for March 2024. Opens Overall TTAP p&l; States ran at a profit in Jan-Feb as many students weren't around, March shows huge uptake as O-Week and Semester 1 started as predicted.

**Motion:** That Te Tira Ahu Pae Board accepts the 2024 reviewed budget for Te Tira Ahu Pae. **Outcome:**

- Set up Finance Subcommittee to review budget.
- Once subcommittee reaches consensus on budget review, vote will be sent via email chain to approve motion, within the next couple of weeks (week 13th May).
- Approve motion before next board meeting.

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

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

Consensus achieved.

**Action point(s)** delegated to **ATJ** (*Start process when WP returns to work*)

- Need cohort presidents, 1 board member to establish this subcommittee.
- Board members to email ATJ for expression of interest for subcommittee.
- Set a meeting some time next week (week of 6th May 2024) to begin review of budget.
  - Review 2024 Budget (TTAP)
    - Admin: clothing, SJS
    - Advocacy: Class reps, Other advocacy
  - Review 2024 Budget (MUSA)
    - Overall: Rental rate increase (\$5 per room)

**Action point(s)** delegated to **WC**:

- Provide an update regarding negotiation period with MU of MOU & SLA contract for funding. (when update is received).

## 7. GENERAL MANAGER'S OPERATIONS REPORT

**WC** states rather than supplying the general report from each Operational department, they've provided the quarterly SLA & MOU reports that were sent to MU. States considering **MG** statement to move discussions around SLA & MOU contracts into Part II, this discussion may need to be moved as well. Open floor for recommendations.

**MG** moves a motion to move this agenda item into Part II of the meeting. **HW** agrees.

**Motion:** That this agenda item be moved into Part II of this meeting.

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

Consensus achieved.

## 8. SETTING A DATE FOR THE 2024 AGM

**HW** states the board will need to reach a consensus to set a date and time to run the AGM. This needs to be done before Semester 1 ends (last day = 21/06/2024) and to be announced to the public 2 weeks prior to the AGM date.

**CT** asked if there are any current options for dates?

**MG** states it's outlined somewhere in TTAP's Constitution to give a notice period after the AGM date is set. Technically doesn't state the AGM needs to be held by the last day of lectures, so potentially may be

able to run during exams. Only conflict is reaching quorum during this time, suggests discussing the matter more in Part II.

**HW** states we need 50 members to reach quorum to run AGM, doesn't want to run the AGM during exams. Ideally, it'll be held on to week 10.

**CT** states we're currently in week 8 of the semester, which means we'd need to announce the date today if we want the meeting to be on the Friday of week 10. Suggests running the AGM in weeks 11 or 12.

**MG** suggests again to move this discussion into Part II due to nature of the discussion, **HW** agrees.

**Motion:** That this agenda item be moved into Part II of this meeting.

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

Consensus achieved.

### **9. APPROVING CLUB AFFILIATIONS FOR 2024**

**WC** states as part of the [TTAP Constitution or Policy Manual] clubs need to reaffiliate. Stipulated by MU for us to provide funding (e.g. club grants etc.) to student clubs. Clubs need to provide the following:

- Memberships list
- Confirmation of % current students (70% sport clubs, 60% other clubs)
- Confirmation of AGM procession
- List of Committee members (President, Secretary, Treasurer) and voting outcomes (vote by students only)
- Given until 30th April for clubs to apply for reaffiliation.

**WC** states clubs can apply for reaffiliation now but needs to be a set expectation to submit their forms. The current list of clubs in the motion are the clubs who submitted their application by the outlined due date. Since the due date the remaining clubs have submitted their paperwork, so another motion to ratify the reaffiliation of those clubs will be sent via chain email. Open floor for questions.

**FO** wanted to confirm that the list of clubs in the motion isn't all the MU student-led clubs. **WC** agrees, states there's around 90 clubs in total.

**Motion:** That 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."

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

**Action point(s)** delegated to **WC**:



- Collate the remaining clubs needing reaffiliation & send the list of clubs as a chain email to pass the motion for Board members.

#### 10. MOU BETWEEN NDSA AND TE TIRA AHU PAE

**HW** states this item was in the agenda in the last meeting, so taking the agenda and supporting document(s) as read. Along with agenda item #11 (MOU with NZISA). States the agreement in the MOU with NDSA is agreeing to be members under NDSA. The MOU outlines the context of NDSA and TTAP, the relationship expectation between the 2 groups. States other students' associations have signed the MOU under NDSA, and there's no fees when we become members. States with the Alliance Partnership with Disability at Massey, currently in the process of recruiting reps, after discussion with the general cohort they'd like to provide a membership fee. Proposed to the Board along with agreeing to sign the MOU, to also provide an annual \$4,000 membership fee. States if this motion is passed the disability student rep (when appointed) can sit on their Committee as TTAP as well. Open floor for discussion.

**FO** states they'd rather fund the MOU with NDSA than the funds for clothing, which is the same figure.

**HW** agrees.

**MG** agrees, stating they're happy to reallocate some of the SJS funds into this membership fee.

**WC** states the wider context of conversations we've budgeted around \$40,000 to cover NZUSA membership fees, which isn't happening this year.

**HW** states NDSA is down at least \$3,000 as this was the figure NZUSA paid in membership.

**Motion:** That Te Tira Ahu Pae Board accepts the membership with the National Disabled Students' Association (NDSA), in accordance with NDSA's Memorandum of Understanding...

**Motion amended by Chair:** "... to pay an annual membership fee of \$4,000.00."

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

**Action point(s)** delegated to **HW**:

- Prepare this MOU agreement for signing to confirm membership.

#### 11. MOU BETWEEN NZISA AND TE TIRA AHU PAE

**HW** states the agreement with NZISA comes with a compulsory membership fee, based on the number of enrolled International Students, at \$0.80 per student. Currently have around 3,000 students, so our fee right now would be around \$2,400. States a partnership with NZISA gives **Wang (Blair) Fangshu** [International student rep] an opportunity to sit on their committee to discuss matters regarding international students at MU.

**WC** states they're taking the supporting document for this agenda item as read. Opens floor for discussion.

**MG** asked if the figure to determine the membership fee also includes the Singapore-based students as well? **WC** states they have asked MU, who is still under negotiation to establish a Singapore-based branch, if the campus will be providing pastoral care and student representation but discussion is still on-going. States technically wouldn't be considered as international students as the campus is based at their homeland.



**HW** agrees, stating we'd need to base the membership fees on the number of international students studying in New Zealand. States the importance of agreeing to this MOU to better reflect the resources of support we can provide to international students at MU at all physical campuses.

**Motion:** That Te Tira Ahu Pae Board accepts the membership with New Zealand International Students' Association (NZISA), in accordance with NZISA's Memorandum of Understanding.

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

**Action point(s)** delegated to **HW**:

- Prepare this MOU agreement for signing to confirm membership.

## 12. SIGNING MUSA 2022 FINANCIAL REPORT

**WC** states due to the messy process of shutting down all 9 previous students' associations, MUSA was the longest to finalise its audit. Conflicted issues from auditors receiving the audits of all previous associations. States MUSA's 2022 audit came back with outlined recommendations, we can table this report at the AGM (even though it is a year late).

**WC** states the TTAP 2023 audit is underway, but highly doubt it'll be completed by the time AGM starts. But recommends presenting the draft report to AGM, then hold a separate *SGM to present the final audit report and confirm the audit*. Asking the Board for signatories to sign the MUSA 2022 financial report. States with the process of signing the new Board members on the Charities Registers, **WC** and **RT** (Treasurer of MUSAF in 2022, Manawhakahaere + Chair in 2023) are listed as well. Can either get **WC** & **RT** to sign as current registers or wait until all Board members are registered for 2 members to sign. Open floor for discussion to decide who will sign the report.

**CT** states they don't see any issues with **WC** and **RT** signing the MUSA report.

**WC** states the recommendation they received when signing the report is to have the Treasure and GM sign the report. We can have 3 signatories to include the Chair, but really only need 2.

**HW** agrees with **CT**.

*2 signatories to sign the 2022 MUSA Financial Report:*

1. Wendy Carr - General Manager
2. Ramairoa Tawera - Manapou Tiriti/Representation Manager

**Motion:** That Te Tira Ahu Pae Board accepts **Ramairoa Tawera** and **Wendy Carr** signing the MUSA 2022 Financial Report on behalf of the 2022 MUSA Executives to start the 2023 audit for Te Tira Ahu Pae.

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

**Action point(s)** delegated to **WC**:

- Send 2022 MUSA financial report to **RT** for signing and Cc **RC** to notify when reports are signed.

## 13. HE TONO NĀ TE TARI MĀORI O TE TIRA AHU PAE – MOVED TO THE DISCUSSION SECTION OF THIS MEETING.

### FOR DISCUSSION

**2:00pm:** Observer **Josh** (non-member) left the meeting.

## 14. UPDATE ON COURSE CUTS AT MASSEY

**HW** states an update regarding course cuts at MU. No proposal for change, still have the same information given last year.

- There will be an update from MU on the deficit change by the end of the following week (week of 6th May). Last reported in February stating it was going to be a \$30 million deficit ended up being \$25 million last year, ended up blowing out to \$50 million.
- Have been running cut forums to raise awareness around course cuts to students, stating we think based on the experience with course cuts last year there may be other courses, such as sciences and humanities, may get cut this year.
- Raising point to be aware of any updates from MU regarding any course cuts, especially considering MU is at a worst deficit this year. Will provide an update to the Board when news from MU is published.

Action point(s) delegated to HW:

- When notified by MU regarding any major course cuts changes, to notify the Board.

#### **15. UPDATE ON NZUSA: NZ UNIVERSITY GENERAL COMMITTEE**

**HW** states an update from NZUSA and their operational status:

- In a difficult financial situation, currently cannot afford to elect a President and/or Vice-President, therefore the association is "frozen" now.
- Students' Association Members under NZUSA previously paid a membership fee. Now only MU, Victoria, Otago, and Lincoln Universities are the remaining members of NZUSA, funding has slowly decreased over time to the point the funding has almost collapsed.
- TTAP used to pay a \$45,000 annual fee, but this year we've decided to put our funding on hold until further notice.
- **SF**, **WP**, and **CT** have been a part of this conversation, an on-going process to understand NZUSA's future.
- Have been trying to properly fund the Māori Association (Te Mana Ākonga), **WP** has been working with Pasifika Association (Taura Pasifika) to revive the group.
- Now [as approved by the Board today] can provide NDSA & NZISA proper funding as members as well.
- NZ University General Committee consists of all general presidents from other associations to discuss matters relating to university course cuts.
- States there is now a University Advisory group coming out of government and have signed a letter request for students to have a position in this group.

**HW** states any future updates regarding NZUSA's status will be provided to the Board.

Action point(s) delegated to HW:

- When notified, update the Board regarding NZUSA, NZ University General Committee, and University Advisory group (from government).

#### **16. DISCUSSION AROUND AGM CONTENT (MOVED TO PART II OF THIS MEETING)**

#### **17. BOARD TIMELINE PLAN**

**WC** states we need to reach a consensus to set future board meetings. Asks the Board if the last Friday of the month at 1pm suit everyone? States the meeting dates can be reviewed in Semester 2 to consider changes in timetables for members.

**MG** states the outlined date is fine. Suggests extending the meeting time, but also considers that these meetings are already long, has observed given the number of agenda items to cover in these meetings we don't have enough time to properly discuss and decide [when applicable] on each item.

**CT** states with the Finance subcommittee and Policy subcommittee in progress to setup, it may cut down on discussion time during the meetings.

**TK** states we may need an adjudicator to keep track of time, ensuring the Board doesn't go over time during discussion periods.

**HW** states since the Board's main role is to govern over the association, the Board will, at times, have difficult discussions to reach a consensus or vote from all members.

**WC** states they support members statements, stating the Board comprising of 8 members from different backgrounds and experience, it's important to hear all those different perspectives and the voices of the varying groups of student representation via the Board members. Therefore, expecting a "round table" discussion during these meetings.

**MG** states the importance for members to speak during the Board, as they're supposed to bring the students and student reps' voices from their cohort to contribute to the meeting. Stating if members aren't contributing to the conversation, they will get feedback on this.

**WC** states the cultural sensitivity factor regarding some members, stating for some members and within their own cultures they will not contribute unless asked. Some members may respect processes and feel it may be rude to put their hand up. States it's **HW** job as Chair to direct certain questions to certain members, depending on the discussion topic, ensuring everyone is contributing to the conversations at hand.

**HW** asked the Board if they'd like him to directly ask questions to specific members during discussions?

**TK & CT** agree.

**CT** states from **WC**, in some cultures people tend to only speak when asked to rather than just jumping in the conversation.

**HW** states with the student reps only contracted to work 10 hr/w, so it's important to be time-efficient during these meetings.

The Board reached consensus that Board meetings for semester 1 will be held on the last Friday of every month from 1pm.

Action point(s) delegated to ATJ:

- Finish the Board Timeline sheet until July, meetings set for the last Friday at 1pm.
- Set 2 separate meeting links for Part I & Part II of every meeting for 1 hour each.
- Review by **WC & HW** before sharing to the wider team.

## **18. GENERAL BUSINESS**

No general business stated.

**CT** states with agenda item #13 the aim is to get the plans approved by the Board for reps to hold each other accountable. So, moving into Part II of this meeting, asking the Board how we can share our plans with the public, because we'd also like our students to hold the reps accountable too.

**HW** suggest the discussion for this item can be done in Part II of this meeting, but the consultation plans can be public information.

**WC** states we never agreed as a Board that this item will be moved to Part II of the meeting, only agreed to discuss this item later, to decide how we'd approach discussing and deciding.

**CT** states they're unsure if they must leave the meeting, as there is a part in the supporting document containing sensitive information about them. States this proposal was sent by the Kaiwhakahaere and aid in collating and formalised the proposal.

**WC** asked **SS** or **TK** of their opinion. **TK** states when the time to discuss agenda #13 arrived, they were going to speak on the tono/proposal, and then leave during the ratification process. **CT** asked **SS** and **MG** for their opinion.

**MG** states the fact if the Māori reps leave the meeting there isn't quorum to make a vote (unless the Board wants a Māori rep still present), states this agenda may be 2 items for decision; 1. Consultation plan (no conflict of interest we can ratify); 2. tono from the cohort (sensitive topic the cohort may need to step out for).

**HW** states given the statements from the Māori rep members; we can discuss agenda item #13 today. Asked for a brief explanation of the agenda.

### 13. HE TONO NĀ TE TARI MĀORI O TE TIRA AHU PAE

**TK**: States a tono is a request for some actions regarding the kaupapa outlined in the consultation plans. the Kaiwhakahaere met (*except SS but discussed with him later*) during Te Mana Ākonga's Kaiārahi Hui. In this hui each association were separated to discuss outstanding topics, Māori reps went away from the meeting table and reached a unanimous thought around **CT**, as they noticed a lack in their presence due to their huge workload causing stress and burnout. Reached the conclusion to propose to the Board to take **CT** back to prioritising their reps for wānanga (discussion meeting) about our plan and implementing the plans each rep submitted. The tono outlines timings for **CT** to meet with each rep to formalise their plans and provide support for the cohort, to hold **CT** accountable, but for **CT** to hold the reps accountable. States the document also contains a snapshot from Policy #8 in the Representation Manual which the reps actioning their Tino Rangatiratanga and Mana Motuhake, in the Board space, with this proposal. Stating that as this will be made public, the hope is everyone is being held accountable.

**HW** asked if this request is temporary or planned out for the rest of the year? **CT** states it initially started as a temporary request, but the document can be implemented into a work plan. States if you remove the temporary aspect in this plan, the document outlines a work plan and objectives for the cohort to focus on.

**MG** states they weren't present during the meeting **TK** stated and asked if this proposal was passed as a cohort or put forward specifically by **CT** or **TK**? **TK** and **CT** state it was a cohort decision.

**SS** states it's important to acknowledge **CT** is doing a great job, the proposal is really asking to give **CT** the capacity to do more of that great job with us as Māori reps, without adding extra pressure to **CT**. Supporting all statements.

**CT** states we did look at the document as a cohort and have asked for any final amendments before sending it to be added in the agenda. As we had to submit this 1 week in advance of the meeting.

**MG** states the importance of upholding Te Tiriti, concerns around the time of the meeting as the Board can't vote on this motion if the Māori reps step out, stating we haven't reached Part II of the meeting. States concerns around this proposal is larger than the Māori cohort, weary from other cohort presidents if they step out of certain roles who will pick up the workload, as it's outlined in the SLA the role deliverables.

**CT** states they had a discussion with **WC** outlining all meetings attendance and outstanding tasks and figuring out which areas to prioritise and which areas to delegate to other executives or staff. Requests to all members to review their workload, states this is a wider association issue. **TK** and **WC** agree and elaborates.

**WC** states a challenge based on the nature of this proposal, states they, **RT**, campus-based **VP**, **CT** will be holding cohort accountable for the outlined plans.

**HW** asked **AP** for their opinion. **AP** states they support the proposal, and it's a good example for other cohort presidents to progress in a similar plan with their cohort.

**HW** states they support the proposal from the Māori. Weary on putting off or lessening opportunities with MU, states they won't drop out of any MU board and/or committee meetings. States they hope to reinvest in attending as many MU meetings as possible, discussed with **RT** and **Aniva Feau (AF)** as they fought to have student rep seat in several MU meetings and would like to continue the legacy and relationship with MU. States **WP & SF** may be experiencing similar frustrations.

**FO** states although it's important to attend MU meetings, need to review if these meetings have any beneficial output. States from last year while progressing in MU policy reviews was very time consuming, weary on limited working hours for 10 hr/w reps. **WC** states it's outlined in our MOU to review policies. **FO** agrees, states there may need to be a conversation with MU ensuring these policies are implemented, and our time is used efficiently.

**MG** states a suggestion to resolve the long-term issue around workload and time constraints is negotiating with MU around the agreements of the MOU and SLA to receive more funding and support. **WC** agrees but won't happen until next year.

**Motion:** That Te Tira Ahu Pae Board accept the tono and the recommendation included.

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

- For = 7
- Against = 0
- Abstain = 1 (**MG**)

Motion passed.

**Part I of this meeting ended at 2:39pm.**

### ACTIONS / MATTERS ARISING

#	AGENDA	ACTION ITEM	DELEGATION	STATUS
1	2	Amend agenda #12 – typo for “President”, missing a “e”.	ATJ	
2	2	Amend action point list to include an agenda number column	ATJ	
3	2	After amending minutes, send to members for signing.	ATJ	
4	4	Prepare a Pasifika student Consultation plan for Semester 2	WP, AP	
5	4	Prepare a General/Distance student Consultation plan for Semester 2	HW, FO	
6	6	Gather member’s interest to join Finance Subcommittee & set a meeting time to review Budget.	ATJ	
7	6	Provide an update to the Board on negotiation period with MU of MOU & SLA contract for funding	WC	
8	9	Collate the remaining clubs needing reaffiliation & send the list of clubs as a chain email to pass the motion for Board members.	WC	
9	10	Prepare NDSA’s MOU agreement for signing to confirm membership.	HW	
10	11	Prepare NZISA’s MOU agreement for signing to confirm membership.	HW	
11	12	Send 2022 MUSA financial report to <b>RT</b> for signing and Cc <b>RC</b> to notify when reports are signed.	WC	
12	14	Notify the Board when notified by MU regarding any major course cuts changes.	HW	
13	15	When notified, update the Board regarding NZUSA, NZ University General Committee, and University Advisory group (from government).	HW	
14	17	Finalise Board Timeline plan for <b>WC</b> & <b>HW</b> to review.	ATJ	