

## 2. Confirmation of the previous meeting minutes



# 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	



# **Board Meeting Observer Attendance**

## **Guideline – Policy**

**Ratified by Te Tira Ahu Pae Board**

**Ratified Date: 28.03.2024, 31.05.2024**

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

Observers may be allowed to attend the Part I of Te Tira Ahu Pae Board meeting.

Internal members including (Staff and Executives) have Ex-Officio Observer Rights, attendance is optional.

Observers will need to contact the Board Secretary to be provided with an agenda and relevant documents 1 week in advance of the meeting.

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

### **Code of Conduct**

- a.** Observers are expected to maintain the highest standards of professionalism and conduct themselves in a manner that does not disrupt or interfere with the proceedings of the Board meeting.
- b.** Observers must remain muted and 'camera off' for the entirety unless requested by the board.
- c.** Observers may submit questions, statements, or agenda items at least one week prior to the meeting by emailing the Board Secretary.

**If you'd like to submit an agenda item for the Board, please submit this to the Board Secretary at [slt.admin@tetiraahupae.ac.nz](mailto:slt.admin@tetiraahupae.ac.nz) (The Board reserves the right to choose all agenda items).**



# TE TIRA AHU PAE



## HEI HĀPAI WHAKAMANA

## Finance Policy Manual

**RATIFIED**

**Amendments approved 15 December 2023**

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*Introduction*

This finance manual was developed to ensure consistency, accountability, and transparency in the operations of Te Tira Ahu Pae

The Finance Manual details the procedures involved to achieve **financial sustainability through the provision of plans and policy.**

<b>Outcome</b>	<b>Strategy</b>
Budgeting and Cashflow is managed	<ul style="list-style-type: none"><li>• GM manages budgeting and cash-flow</li><li>• Monthly and annual budgets are prepared</li><li>• Monthly financial reports prepared</li><li>• Annual budget approved by Board and reviewed monthly by GM/Treasurer.</li><li>• External auditor appointed-ensure annual audit and annual report are completed within 5 months.</li><li>• Plan for a 5% surplus on ongoing basis</li></ul>
Appropriate financial policies and procedures are in place.	<ul style="list-style-type: none"><li>• Updated and reviewed regularly by the board.</li><li>• Staff are trained and informed on accounting policies and procedures, reporting requirements, guidelines for expenditure control and approved authority for financial transactions.</li><li>• Standard accounting procedures are used.</li><li>• Monthly accounts are produced.</li><li>• Annual accounts are produced.</li><li>• Ensure sufficient cash reserves are held to cover three months operating expenses.</li></ul>

This manual is intended to be a living document and will need to be monitored and amended over time to ensure its relevance to Te Tira Ahu Pae

This manual is reviewed and updated if appropriate by the Treasurer (on behalf of the board). This manual is also part of the induction for all new GMs to ensure they are informed and understand matters of accounting policy and procedures and guidelines for expenditure control and approval authority for financial transactions.

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*Finance Staff*

The day-to-day running of the accounts is handled by the Finance Manager and Finance Administrator in conjunction with the GM and appointed board members that have authorisation to approve payments.

The following personnel are the authorised signatories of Te Tira Ahu Pae.

Two (2) signatories are required to authorise all transactions and payments, including those made online.

Board Member: Cameron Taylor – Manawhakahaere

Board Member: TBC in 2024

Manapou Tiriti: Ramairoa Tawera

Finance Manager: Man Ting Wong

General Manager: Wendy Carr

The following users and access rights apply to Te Tira Ahu Pae online banking.

Board Member: Cameron Taylor [full admin & authorisation rights]

Board Member: TBC in 2024 [full admin & authorisation rights]

Manapou Tiriti: Ramairoa Tawera [full admin & authorisation rights]

Finance Manager: Man Ting Wong [full admin & authorisation rights]

General Manager: Wendy Carr [full admin & authorisation rights]

Finance Administrator: Cindy Chanci [administration access, no authorisation capability]

Finance Administrator: Pania Parlato [administration access, no authorisation capability] (Parental Cover for Cindy Chanci)

Te Tira Ahu Pae credit cards are issued to the following staff and board members:

1. Wendy Carr [GM]
2. Jacqueline Adams [Operations Manager]
3. Jacalyn Clare [Representation Manager]
4. David Roper [Event Manager]
5. Christine Murphy [Shop Manager]
6. Michael Tile Vamaua [Radio Manager]
7. Ramairoa Tawera [Manapou Tiriti]
8. Andrew Steele [General / Distance President]
9. Cameron Taylor [Manawhakahaere]
10. Sosefina Filo Masoe [Pasifika Co-President]
11. Wesley Peters [Pasifika Co-President]
12. Ryan Olivier [Clubs & Events Coordinator – Ōteihā]
13. Catherine McLean [Clubs & Events Coordinator – Manawatū]
14. Lucas Iles [Clubs & Events Coordinator – Pukeahu]

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The end of month financial reports are prepared by the GM, and then circulated to Board, usually by email. The GM and the finance subcommittee discuss any issues arising from the accounts at the finance subcommittee meeting held 1 week before the board meeting.

At the monthly meeting of the board, the financial reports for the prior month and any other accounting matters raised by the finance subcommittee are presented to the board by the GM for discussion and approval.

#### *Data Security*

##### **a) Computer System**

As part of the overall IT policy the accounts package used is Xero.

Access to the accounting software will be granted as follows:

<b>Position</b>	<b>Access Level</b>
General Manager	Full Access
Treasurer	Full Access
Finance Manager	Full Access
Finance Administrator	Full Access
Chairperson & Authorised Signatories	View Only
Board Members	View Only
Operations Manager	View Only and Approve leave
Representation Manager	View Only and Approve leave
Event Manager	View Only and Approve leave
Manapou Tiriti	View Only and Approve leave
Radio Control Manager	Approve leave only
Shop Manager	Approve leave only

Password protection is used.

##### **b) Hard copies of financial information**

All confidential information or financially sensitive information kept at the Association should be securely locked away. The Treasurer, GM, Finance Manager and the Board should be the only ones who have access to this information.

Any cash that is held on the premises shall be kept in a locked box and stored in a locked filing cabinet.

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**Reporting**

<b>Responsibility</b>	<b>Roles</b>
Treasurer	<ul style="list-style-type: none"> <li>Recommend to Board, policies and procedures which could be effective within the Association.</li> <li>Recommend improvements in day-to-day accounting systems.</li> <li>Liaise with GM in the preparation of the annual budget.</li> <li>Assist the board to monitor compliance with approved financial policies and procedures.</li> <li>Report any identified non-compliance to Finance and Audit sub-committee and take necessary action to ensure compliance.</li> <li>Ensure financial record keeping is in accordance with accepted accounting practice.</li> <li>Monitor the financial performance, position and cashflows of the Association.</li> </ul>
GM	<ul style="list-style-type: none"> <li>Prepare draft Financial Policies and Procedures for approval by the Board.</li> <li>Report to Board on the Association's compliance with the policies and procedures. Monitor any actions required for compliance.</li> <li>Preparation of annual Budget and presentation to the Board for approval.</li> <li>Present monthly accounts to the Board with an explanation of budget variances. Monitor any action required.</li> <li>Ensure timely preparation of Monthly Accounts, which consist of a consolidated profit and loss statement/balance sheet/commentary.</li> <li>Provide monthly commentary to board members which will include details of all payments over \$5,000 during the month.</li> <li>Report to the Board on material budget variances. Any variance greater than 20% requires a note of explanation.</li> <li>Ensure timely preparation of Accounts Receivable and Payable for the Monthly Accounts.</li> </ul>
Board Members	<ul style="list-style-type: none"> <li>Authorise financial policies and procedures which comply with legislative requirements.</li> <li>Ensure accountability, security of funds, honesty and integrity and ultimately accuracy of the financial statements.</li> <li>Monitor the Association's compliance with the approved policies and procedures.</li> <li>Ensure the timely preparation and authorisation of an attainable annual budget.</li> <li>The budget must ensure that the Association complies with legislative requirements and can be deemed to be a "going concern".</li> <li>Monitor the monthly and annual financial accounts for Budget v Actual.</li> <li>Ensure the accurate and timely preparation of the Associations Annual Financial Statements. Ensure the compliance with any points raised in the Auditor's Management Letter.</li> <li>Ensure the establishment and monitoring of internal controls (i.e.,</li> </ul>

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	<p>Financial procedures)</p> <ul style="list-style-type: none"><li>• Approve the delegation of authority to collect, commit and disburse Association funds.</li><li>• Review and approval of strategic plans or other long-term plans for the Association.</li><li>• Approval of the annual budget for the Association.</li></ul>
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**Audit of Annual Accounts**

<b>Responsibility</b>	<b>Roles</b>
Chair/GM/ Treasurer	<ul style="list-style-type: none"><li>• Annual Accounts preparation</li><li>• Preparation for Audit</li><li>• Authorisation of Audit Engagement Letter</li><li>• Liaising with Auditors during Audit process</li><li>• Finalisation of Annual Accounts</li><li>• Major Issues</li></ul>
Board Members	<ul style="list-style-type: none"><li>• Ratification of Annual Accounts for and at Annual General Meeting</li><li>• Auditor Appointment</li></ul>

*Auditing of Accounts*

The Association's year-end is 31 December each year. The audit of the financial statements should be completed within five months of year end.



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## **Financial Delegations**

### **Policy**

- The delegations are all subject to the overriding constraint that the Board Members are required to approve the annual budget.
- The expenditure approval process must be adhered to, to ensure the appropriate delegate is responsible for each expenditure item.

### **Explanations**

This section has been designed to provide an explanation as to why the specific delegations above have been suggested.

The philosophy underlying the actual delegation levels set has been to balance Te Tira Ahu Pae Board Members desire for transaction level control against the GM's need to be able to make decisions and act on those decisions without having reference to the Board Members for day-to-day operational spending.

The relative significance of each transaction stream has been considered in terms of:

- Dollars
- Whether it directly impacts an operational aspects of the Association
- Reputation
- Public interest.

The section below provides an explanation for the delegations and the judgements made in setting levels of authority.

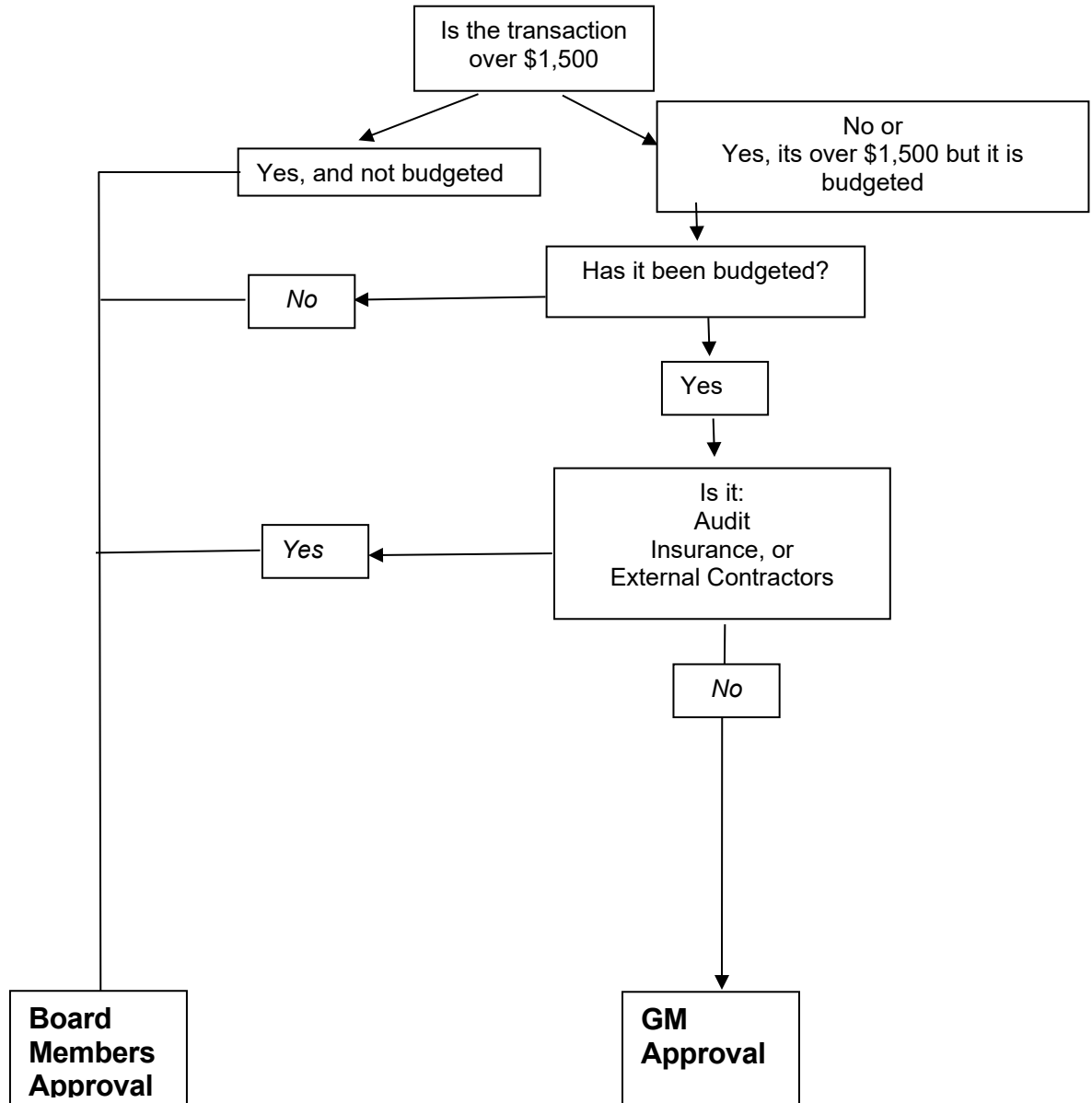
The levels established in the delegations for particular transaction types have been selected so that routine costs can be approved by the person responsible for incurring the cost. Only where the cost is unusual due to its size or nature, or where the type of expenditure could present a risk to Te Tira Ahu Pae, its Board Members or GM from a reputation perspective, is the Board Members required to approve the cost.

The aim was to ensure that the selected level provided adequate coverage of the year-to-date transactions so that the GM/Treasurer could approve routine charges.

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**Operating & Capital Expenditure Approval Process**



\*Note entertainment expenditure also requires pre-approval using the one up principle.

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**Financial Delegations**

**Table of Financial Delegations per Expenditure Category**

<b>Expenditure Category</b>	<b>Authority By Position and \$ Levels</b>	<b>Commentary</b>
<b>Wages</b> <ul style="list-style-type: none"> <li>Establishment of a position</li> <li>Employment of staff</li> <li>Dis-establishment of a position</li> <li>Training</li> </ul>	Board Members GM / Board Members Board Members GM within budget	<p>Board Members should approve establishment numbers. GM should approve the employment of all new staff, and sign employment contract on behalf of the Association. Any redundancy payments, or payments on leaving the Association other than final pay require Board Members approval.</p> <p>Staff on salary are paid by direct credit set up by Finance Manager from written instruction/confirmation from GM.</p> <p>Any changes to employee salary rates require written confirmation by GM or Chairperson. Salary changes must be included in board papers prepared by the GM.</p> <p>Changes to GM salary require written confirmation from the Chairperson.</p>
<b>Audit Fees</b>	Board	The appointment of the Auditors is agreed in an annual engagement letter issued to the GM. The fee should be approved by the Board annually.
<b>Operating Expenditure (within budget)</b>	GM if < \$1,500 Board if > \$1,500	The annual budget which is approved by Board Members has amounts allocated for operating expenditure that is delegated to the GM to spend accordingly. Any expenditure outside of the allocated budget requires board approval.
<b>Capital Expenditure (within budget)</b>	GM if < \$1,500 Board if > \$1,500	All capital expenditure purchases should be reported to the board.
<b>Travel</b> <ul style="list-style-type: none"> <li>Domestic</li> </ul>	GM if budgeted and <\$1,500 Board Members if unbudgeted or >\$1,500 Board Members	<p>This expenditure description is used to record all costs associated with travel (taxis, meals, accommodation whilst travelling).</p> <p>All international travel must be approved by Board Members.</p>

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• International		
<b>Expenditure Category</b>	<b>Authority By Position and \$ Levels</b>	<b>Commentary</b>
Insurance <ul style="list-style-type: none"> <li>Type and extent of cover</li> <li>Selection of underwriter</li> <li>Payment of invoice</li> </ul>	GM	Type and extent of cover should be determined by the Audit & Finance Sub Committees recommendation to the Board Members. Selection of underwriter should be based upon competitive tender process, or through broker.  Payment of invoice – annual premium payment should be routine.
External Contractors <ul style="list-style-type: none"> <li>Legal</li> <li>Financial</li> <li>HR</li> <li>Other</li> </ul>	Board	Contractors may be used by Te Tira Ahu Pae to provide specific expertise. The cost of each engagement is variable depending on the nature of the work and the length of the assignment. The Board Members should be involved in the decision to bring external resource into Te Tira Ahu Pae to fulfil its operating goals.
Entertainment	“One up” principle	All entertainment expenses must be preapproved by the person ‘one up’ from the claimant (e.g. the Chair approves the GMs’ entertainment).
Investments (if any)	Board	The GM will manage the amount and term of the investments with a view to optimum cashflow and revenue generation from interest.
Debtor Write-offs/Issue Credit Notes.	GM/Treasurer	All write off of debt is approved by the Treasurer and must be reported to the board.
Ability to open and close bank account in the name of Te Tira Ahu Pae	Two authorised signatories	Opening and closing of bank accounts must be reported to the board.
Annual Leave <ul style="list-style-type: none"> <li>Staff</li> <li>GM</li> </ul>	GM Chairperson of Board	
Payments from bank account	Must be authorised by two account signatories	See banking policy.

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**Banking**

**Policy**

To ensure that any cash paid to Te Tira Ahu Pae are deposited into the bank account, and payments from the bank account are controlled and correctly recorded in the general ledger.

**Procedures**

<b>Procedure</b>	<b>Responsibility</b>
All payments from the bank account (except by debit or credit card) must require two signatories to be released.	2 signatories
All receipts (cash) should be banked into the main cheque account within 5 working days of having been received.	GM, Finance Manager or Finance Administrator
All receipts (cash) will be stored in a locked drawer until they are deposited with the bank.	GM, Finance Manager or Finance Administrator
All documentation received with receipts should be filed with reference to the date of banking.	GM, Finance Manager or Finance Administrator
Reconciliation of bank account is completed prior to preparation of the monthly accounts	GM, Finance Manager or Finance Administrator

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**Purchasing Goods and Services**

**Policy**

To ensure all goods and services ordered on behalf of Te Tira Ahu Pae are properly authorised.

If staff fail to follow this procedure, then Te Tira Ahu Pae is deemed not responsible for the purchase.

**Procedure**

<b>Procedure</b>	<b>Responsibility</b>
A minimum of two quotes should be obtained for selection and approval (where applicable)	GM
Purchases for services or ongoing supply of goods should be subject to a written contract.	GM
Only the appropriate delegated authority can authorise purchases.	All
Once approval has been confirmed payment procedures must be followed.	GM
Check that the product arrives at Te Tira Ahu Pae and is as requested.	Managers
Sign the authorisation protocol stamped on the invoice or add approval note to transaction in Xero.	Delegated Authority

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## **Payments**

### **Policy**

To ensure that all invoices for goods and services are:

- Paid by the due date.
- Authorised payments i.e. approved & budgeted.
- Supported by documentary evidence.

### **Procedures**

Only the appropriate Delegated Authority can authorise spending. A staff member who requests spending/who initiated the expense must sign off the invoice and return the invoice to the Delegated Authority.

The Finance Manager prepares a list of payees for payment and administers the online payment. Two bank signatories may release the payment online.

<b><i>Procedure</i></b>	<b><i>Responsibility</i></b>
All invoices requiring payment should be sent to the Finance Manager after authorisation.  <i>Payment will only be made on invoice. Where supplier statements are received, these statements should be reconciled to invoices received.</i>	All staff
All invoices must be promptly entered into Xero. The invoice should also be attached to the transaction.	Finance Manager / Finance Administrator
Processing and Payment of accounts are to be made once a month before the 20 <sup>th</sup> of each month.  Copies of documentation (such as invoices and purchase approval) should be provided to the signatory before payments are authorised.	Finance Manager / Finance Administrator
Account will be coded in Xero as per the delegated Managers instruction.	Finance Manager / Finance Administrator
All documentary evidence is filed alphabetically according to supplier's name.	Finance Manager / Finance Administrator

## **Invoicing**



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**Policy**

To ensure that all debtors are accounted for.

**Procedure**

<b>Procedure</b>	<b>Responsibility</b>
Invoices are computer generated on Xero.	Finance Manager / Finance Administrator
All credit notes issued must be authorised by the GM / Treasurer.	GM / Treasurer

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**Debt Recovery**

**Policy**

Te Tira Ahu Pae policy is to recover as much outstanding debt in a fair and equitable way, while preparing for the event of unrecoverable debt.

**Procedures**

<b>Procedure</b>	<b>Responsibility</b>
Payments for outstanding debtors should be received by the 20 <sup>th</sup> of the following month unless special arrangements have been agreed to between the Finance Manager and the debtor.	Finance Manager / Finance Administrator
If payment has not been received a reminder should be issued.	Finance Manager / Finance Administrator
For any debt outstanding for 12 months the amount should be included as a doubtful debt for that financial year.	GM / Treasurer
For any debt outstanding for 12 months and recovery is unlikely the amount should be written off.	Treasurer

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## **Expense Claims**

### **Policy**

To ensure that all expense claims are approved and paid correctly.

Expense claims may be submitted for reimbursement of expenditure incurred on behalf of Te Tira Ahu Pae.

Expense claims may be approved in accordance with the “one up” principle. In addition to this, Te Tira Ahu Pae should avoid a situation where the person receiving the benefit of the expenditure is approving payment.

In all cases, approval for expense claims should be given by a more senior person (“one-up” principle) than the submitting employee or officer. Where no more senior positions exist, there must not be a reciprocal arrangement for approving sensitive expenditure (i.e., a person approving expenditure having their own expenditure approved by the person whose expenditure they are approving). In such a case, three people are required (A approves B; B approves C; C approves A).

For Te Tira Ahu Pae, the following approval chains are required:

<b>Expense Claimant</b>	<b>Approver</b>
Staff & Student Representatives	GM
GM	Chairperson
Board Members	Chairperson
Chairperson	Treasurer
Treasurer	Secretary

### **Procedures**

<b>Procedure</b>	<b>Responsibility</b>
An “expense claim” form must be completed at the end of each month Receipts and/or invoices must be provided and attached to the “expense claim” form and uploaded into Xero. In all possible cases the invoice/receipt must be a GST invoice/receipt, and full narration of the reason for the expenditure detailed.	Finance Manager / Finance Administrator
All expense claims must be approved and signed by the GM or approver as above. The GM's expenses must be approved and by the Chairman in Xero.	GM  Chairman
The approved reimbursement is then given to the Finance Manager / Finance Administrator who will process the expense claim in the same way as an invoice, an authorised signatory will then counter-authorise the payment online.	GM  Treasurer

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**Salaries**

**Policy**

To ensure that as an employer you perform related financial responsibilities of employing staff.

**Procedures**

<b>Procedure</b>	<b>Responsibility</b>
All new employees must complete an IR330 "Tax code declaration" form when they start working.  All new contractors must complete an IR330C "Tax code declaration" form when they start working.  If an employee or contractor wants to change their tax code they must fill in and give you a new declaration.  <i>The tax code declaration is kept for seven years after the employee ceases employment.</i>  <i>A separate wage and salary record needs to be maintained for each person.</i>	GM or Finance Manager
All salary payments are made direct to each employee's nominated bank account fortnightly.	GM or Finance Manager. (Treasurer for GM)
PAYE returns must be prepared and submitted to the Inland Revenue Department in accordance with the Inland Revenue Departments due dates.	Finance Manager

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**Annual Leave and Holiday Pay Accrual**

**Policy**

To ensure that the liability for holiday pay is fairly reflected in the annual financial statements.

**Procedures**

<b>Procedure</b>	<b>Responsibility</b>
An Annual Leave Register which records employees' annual leave entitlements and leave that has been taken must be kept. The record must be provided to the board as part of board papers.	GM
If an employee wishes to take annual leave they should complete an annual leave request in Xero, stating the number of days they wish to apply for and the period over which the leave will occur.	All staff
The direct line Manager will approve leave forms. The GM will review all leave for each pay run. The Chairman will approve the GMs leave form.	GM Chairman
Every month a leave liability journal will be process to accrue the Annual Leave to the Balance Sheet to recognise Te Tira Ahu Pae's liability for unpaid leave.	Finance Manager / GM
An employee summary of accrued leave is forwarded to the Treasurer on a quarterly basis.	GM

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**Payments of Contractors**

**Policy**

To ensure payments to contractors is treated correctly.

**Procedure**

These service providers fall into one of three categories – employee, contractor with Withholding Tax (WT) or contractor without WT.

Te Tira Ahu Pae will always take WT from contractors and those that hold contracts for services unless a certificate of exemption is provided, or they are a limited liability company.

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**Goods and Services Tax (GST)**

**Policy**

To ensure Goods and Services Tax is correctly claimed, accounted for and returned to the Inland Revenue Department, in relation to the Societies activities.

**Procedures**

<b>Procedure</b>	<b>Responsibility</b>
<p><b>Input Tax</b></p> <p>Where suppliers of goods and services are registered for Goods and Services Tax (GST), in order for GST to be claimed and refunded the following documents must be provided:</p> <p>For supplies between \$50 and \$1,000 (including GST) a simplified tax invoice is acceptable.</p> <p>It must clearly show:</p> <ul style="list-style-type: none"><li>– the words “tax invoice” in a prominent place</li><li>– the name and GST number of the supplier</li><li>– the date the tax invoice was issued</li><li>– a description of the goods and/or services supplied</li><li>– the total amount payable for the supply, and a statement that GST is included</li></ul>	<p>Finance Manager / Finance Administrator</p>



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**Goods and Services Tax Procedures Continued**

<b><i>Procedure</i></b>	<b><i>Responsibility</i></b>
<p><u>Supplies of more than \$1,000</u></p> <p>For supplies of more than \$1,000 (including GST), the tax invoice must clearly show:</p> <ul style="list-style-type: none"><li>– the words “tax invoice” in a prominent place</li><li>– The name (or trade name) and GST number of the supplier</li><li>– The name and address of the recipient of the supply</li><li>– The date the invoice was issued.</li><li>– A description of the goods and/or services supplied.</li><li>– The quantity or volume of the goods and/or services supplied.</li><li>– The quantity or volume of the goods and /or services supplied, for example, litres of petrol.</li></ul> <p>It must have also either:</p> <ul style="list-style-type: none"><li>– The amount, excluding tax, charged for the supply, the GST, and the total amount payable for the supply, or</li><li>– A statement that GST is included in the final price if it has been.</li></ul> <p>If the invoice covers a number of supplies which add up to more than \$1,000, all the details listed above are needed.</p> <p><u>For amounts \$50 or less (including GST)</u></p> <p>No GST tax invoice is required. You will still need to supply a receipt or invoice as proof of purchase e.g. a taxi chit or cash register docket.</p>	<p>Finance Manager / Finance Administrator</p>

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## **Monthly Reconciliations**

### **Policy**

Reconciliations for Bank and other key balance sheet items should be prepared to ensure that reconciling items are reasonable and accurate and that any discrepancies are picked up and corrected in a timely manner.

Relevant monthly reconciliations to be completed (at a minimum) are:

- Bank Account Reconciliations
- Grant Income in advance reconciliations

### **Procedure**

<b>Procedure</b>	<b>Responsibility</b>
All reconciliations (as mentioned above) should be prepared on a monthly basis.	Finance Manager / Finance Administrator
All outstanding items should be cleared the month following.	Finance Manager / Finance Administrator
All reconciliations are documented, retained and filed to provide a clear audit trail.	Finance Manager / Finance Administrator
All reconciliations are reviewed.	GM

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**Accruals**

**Policy**

To ensure that income and expenditure is recorded in the general ledger in the month in which it is incurred, so that monthly financial reports fairly reflect the financial performance and position of Te Tira Ahu Pae

**Procedure**

Material items of expenditure incurred for the month but not paid will be accrued in the general ledger in that month. Expenditure is deemed to be incurred when the goods have been received or the service has been provided.

An item of income & expenditure is material for accrual purposes if it is for \$ 1,000 or more.

<b>Procedure</b>	<b>Responsibility</b>
The GM or appointed Accounts support person will ensure that all accrual adjustments including: <ul style="list-style-type: none"><li>• prepayments</li><li>• depreciation</li><li>• Income in advance</li></ul> has been accounted for.	GM

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**Journals**

**Policy**

To ensure a proper audit trail for manual adjustments to the general ledger.

**Procedures**

<b>Procedure</b>	<b>Responsibility</b>
The Finance Manager is to be responsible for inputting all journals made.  The journals will be clearly narrated, and workpapers provided to support the journals made attached to journal in Xero.	Finance Manager
Journals posted by the Finance Manager shall be reviewed	GM

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**Monthly Financial Statements**

**Policy**

Monthly cash and accrual accounting procedures will be adhered to by Te Tira Ahu Pae to enable the following financial statements to be produced for review by management.

- Statement of Financial Performance (variance report)
- Statement of Financial Position (balance sheet)
- Forecast of Cash Position

**Procedures**

<b>Procedure</b>	<b>Responsibility</b>
Agreed reporting format and standard set.	Treasurer/GM
Monthly financial statements prepared for each monthly Board meeting for adoption by the Board at that meeting.	GM
Review of monthly financial statements prior to board submission	Treasurer & Finance Sub-Committee

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**Budget Preparation and Budget Use**

**Policy**

Robust budgeting systems and procedures are adopted by Te Tira Ahu Pae to enable effective management and monitoring of operational performance.

**Procedures**

<b>Procedure</b>	<b>Responsibility</b>
The GM, in consultation with Finance Manager and the Treasurer, will prepare a draft budget prior to the start of the budgeted period (usually annually).  Budget is prepared on a top-down basis. Subject to Te Tira Ahu Pae holding cash equivalent to three-month normal operating costs, the budget should aim to achieve break-even or surplus.	GM, Finance Manager & Treasurer
The annual budget is then forwarded to the Board for approval at least one month prior to the new financial year. The annual budget is then discussed and approved at the next available Board Members/meeting.	Board Members
Staff are advised of their allocated programme expenditure and other relevant expenditure budgets.	GM
Staff are updated quarterly on actual expenditure v budget	GM

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**Annual Financial Statements**

**Policy**

Annual Financial Statements are prepared in a timely manner and forwarded to the Auditor to complete the audit process.

**Procedures**

<b>Procedure</b>	<b>Responsibility</b>
All final year end entries to be completed in full before being submitted for audit. Including adjustments to ensure the financial statements comply with the Financial Reporting Act.	GM / Finance Manager
A comparison of this year's balances with last year's should be made to detect any obvious erroneous trends.	GM / Finance Manager
A work paper file in support of the draft financial statements will be prepared	GM / Finance Manager
The GM will present the annual financial statements to the Board to seek their approval of the draft accounts, subject to any audit adjustments.	GM
The Board Members will submit the annual audited accounts to the Association's members at the AGM.	Board Members

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**Audit**

**Policy**

To liaise with auditor and complete the audit process as effectively and efficiently as possible.

**Procedures**

<b>Procedure</b>	<b>Responsibility</b>
Confirm terms and engagement of appointment of auditor. (sign letter of engagement)	GM / Chair
Liaise with Auditor on behalf of Te Tira Ahu Pae	GM / Finance Manager
Subsequent adjustments and alterations are made for finalisation and printing of financial statements as part of annual report.	GM / Treasurer
The Chairperson of the Board, and GM and will sign off the annual audited financial statements on behalf of the Te Tira Ahu Pae	GM Chairman



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**Fixed Assets Register**

**Policy**

To ensure that adequate control over fixed assets owned by Te Tira Ahu Pae and the MUSA Business Unit, and that any movements are monitored accurately.

**Procedures**

<b>Procedure</b>	<b>Responsibility</b>
A detailed register of all fixed assets should be maintained. Details should include: <ul style="list-style-type: none"><li>• Date of Purchase</li><li>• Supplier</li><li>• Cost</li><li>• Asset Number</li><li>• Guarantee Details</li><li>• Description of Asset</li><li>• Situation/placement in the Association</li></ul>	Finance Manager
Any additions, deletions or alterations should be recorded in the asset register.	Finance Manager
Any changes in the location of the assets should be recorded in the register.	Finance Manager
The Asset Register should be reviewed at the end of each financial year to ensure that all major fixed assets are accounted for.	GM

The depreciation rate used is calculated as the estimated useful life using the IRD Depreciation rates calculated.

Generally, assets costing <\$1000 are expensed. IRD Fixed Asset threshold is now set at \$1000

All computer software is expensed unless it is purchased in conjunction with new hardware

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**Entertainment**

*Definition:*

***Entertainment encompasses all costs associated with hosting internal and external functions related to Te Tira Ahu Pae business.***

**Purpose of Policy**

- To avoid unbudgeted, unsubstantiated entertainment expenditure
- To ensure Te Tira Ahu Pae adheres to tax legislative requirements.
- To ensure that expenditure relating to entertainment is correctly approved and contained within the appropriate limits.

**Procedures**

<b><i>Procedure</i></b>	<b><i>Responsibility</i></b>
All entertainment costs must be budgeted for and relate to Te Tira Ahu Pae business.	GM
All entertainment costs must be authorised prior to the event, using the 'one up' principle.	GM / Board Members
Any expenditure over budget limits or unauthorised expenditure will be charged to the person responsible.	GM / Board Members / Staff / Student Reps
All source documentation must be provided with all entertainment expenditure.	GM / Board Members / Staff / Student Reps

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**Reserves**

**Policy**

To ensure the financial sustainability of Te Tira Ahu Pae

<b><i>Procedure</i></b>	<b><i>Responsibility</i></b>
Annual discussion with Board Members on what level of reserves are financially sound.	Board

The current level of reserves is to be sufficient to support three months of Te Tira Ahu Pae operating costs.

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## **Use of Credit & Debit Cards**

### **Purpose of Policy**

- To avoid misuse, including personal use
- To avoid unbudgeted, unsubstantiated payments
- To ensure that all expenditure charged on trust credit cards is correctly allocated and authorised.

### **Procedures**

<b><i>Procedure</i></b>	<b><i>Responsibility</i></b>
Every credit or debit card issued must be approved, and approved spending level authorised (in accordance with the approved overall annual budget)	Board
For every credit or debit card issued the delegated individual is completely responsible for its correct use.	Delegated individual card holder
For every credit or debit card issued the delegated individual may add their card details to Apple Pay as a payment method.	Delegated individual card holder
A form signed by the individual cardholder accepting responsibility must be obtained before authorisation of its use.	Finance Manager
Use of Credit or Debit Cards will be for approved operational activities of Te Tira Ahu Pae only. Cards must not be used for personal use.	Individual card holder
When issuing a credit card the issue of whether it is necessary must be considered.	Board
No interest charges and personal expenses are to be incurred by the user e.g. by withdrawing cash, if incurred the user is to reimburse Association.	Delegated individual card holder
All source documentation is required with all credit and debit card transactions; failure to produce this documentation may result in the relevant transactions personally reimbursed by the user.	Individual card holder
Credit card payments are to be made on time to avoid interest charges. In this case payments are made by direct debit.	Finance Manager
Preparation of a reconciliation of credit or debit card expenses must be prepared monthly, alongside supporting documentation and a transaction listing.	Finance Administrator
Review of reconciliation and credit or debit card usage	One up principle (eg if the GM has a credit card, the Chairman shall review and approve transactions)

9. Email from FM requesting amendment to the Finance policy

**From:** Rosetina Crockett (Finance Manager) <Finance@tetiraahupae.ac.nz>  
**Sent:** Friday, May 24, 2024 11:34 AM  
**To:** Wendy Carr <gm@tetiraahupae.ac.nz>; Arapera Taiapa-Johnson (SLT Admin) <slt.admin@tetiraahupae.ac.nz>  
**Subject:** Board Meeting next week

Hi, Wendy and Arapera

Can we please add in the Board Meeting motion for MUSA to adopt TTAP Finance Policy from 1<sup>st</sup> Jan 2024? So that any items in Fixed Assets Registry need to exceed \$1000.

Te Tira Ahu Pae Financial Policies and Procedures Manual	
<b>Fixed Assets Register</b>	
<b>Policy</b>	
To ensure that adequate control over fixed assets owned by Te Tira Ahu Pae, and that any movements are monitored accurately.	
<b>Procedures</b>	
Procedure	Responsibility
A detailed register of all fixed assets should be maintained. Details should include: <ul style="list-style-type: none"><li>• Date of Purchase</li><li>• Supplier</li><li>• Cost</li><li>• Asset Number</li><li>• Guarantee Details</li><li>• Description of Asset</li><li>• Situation/placement in the Association</li></ul>	Finance Manager
Any additions, deletions or alterations should be recorded in the asset register.	Finance Manager
Any changes in the location of the assets should be recorded in the register.	Finance Manager
The Asset Register should be reviewed at the end of each financial year to ensure that all major fixed assets are accounted for.	GM

The depreciation rate used is calculated as the estimated useful life using the IRD Depreciation rates calculated.

Generally, assets costing <\$1000 are expensed. IRD Fixed Asset threshold is now set at \$1000

All computer software is expensed unless it is purchased in conjunction with new hardware

Thanks

**Rosetina Crockett (she/her)**

**Finance Manager**

Te Tira Ahu Pae — Massey University Students Association Federation  
Level C, Student Services Building, Massey University, Wellington  
Level One, Student Services Building, Massey University, Palmerston North  
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  
Office Hours Monday – Thursday, 8:00am – 1:30pm





# 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.

## 10. List of Clubs for Affiliation

Affiliations 2024							
Campus	Club type	Club name	Student	Non-	Total	Operational advice to the Te Tira Ahu Pae Board	Date of Board
Auckland	Social	MUA AMESS	110	4	114	Presented to Board meeting all affiliation requirements	31/05/2024
Auckland	Sports	MUA Badminton Club	231	10	241	Presented to Board meeting all affiliation requirements	31/05/2024
Auckland	Sports	MUA Chess Club	10	0	10	Presented to Board meeting all affiliation requirements	31/05/2024
Auckland	Cultural	MUA Chinese Christian Fellowship	18	20	38	Presented to Board meeting all affiliation requirements	31/05/2024
Auckland	Social	MUA Gardening Club	58	7	65	Presented to Board meeting all affiliation requirements	31/05/2024
Auckland	Sports	MUA Grappling Club	10	9	19	Presented to Board meeting all affiliation requirements	31/05/2024
Auckland	Cultural	MUA Indian Association	71	4	75	Presented to Board meeting all affiliation requirements	31/05/2024
Auckland	Academic	MUA Investment Club	74	9	83	Presented to Board meeting all affiliation requirements	31/05/2024
Auckland	Sports	MUA Massey Ultimate Frisbee Club	22	0	22	Presented to Board meeting all affiliation requirements	31/05/2024
Auckland	Cultural	MUA Tabletop Club	9	0	9	Presented to Board meeting all affiliation requirements	31/05/2024
Auckland	Social	MUA Women in Economics and Finance	57	11	68	Presented to Board meeting all affiliation requirements	31/05/2024
Distance	Social	MU Distance Gaming Club	10	0	10	Presented to Board meeting all affiliation requirements	31/05/2024
Distance	Academic	MUD Distance Programming Club	6	0	6	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Social	MUM African Students' Club	21	0	21	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Sports	MUM Alpine Club	49	9	58	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Social	MUM Anime Society	12	0	12	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Sports	MUM Badminton Club - MUMBC	83	33	116	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Academic	MUM Cloven Hoof Appreciation Club	78	0	78	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Social	MUM DiverseMinds@MasseyManawatū	38	6	44	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Cultural	MUM Fire and Circus	13	9	22	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Sports	MUM Futsal Club	128	0	128	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Sports	MUM Grappling Club	58	1	59	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Sports	MUM Hockey Club	57	30	87	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Social	MUM Horticulture Society	201	0	201	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Social	MUM Hunting and Fishing Club	270	0	270	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Cultural	MUM International Postgraduate and Mature Students' Club	130	0	130	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Cultural	MUM Iranian Students	19	7	26	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Academic	MUM Massey Student Wildlife and Conservation Club (MSWCC)	146	3	149	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Social	MUM Massey University Christian Fellowship (MUCF)	22	0	22	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Cultural	MUM Massey University Equine Club	17	0	17	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Social	MUM Massey Young Farmers Club	103	0	103	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Cultural	MUM Melanesian Islands Students Association	20	0	20	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Sports	MUM Netball Club	130	38	168	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Cultural	MUM Palmerston North Chinese Student and Scholar Association (PNCSSA)	83	5	88	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Social	MUM Photography Club	77	2	79	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Cultural	MUM PPI Palmerston North (Indonesian Student Society)	16	1	17	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Sports	MUM Squash Club	38	0	38	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Cultural	MUM Sri Lankan Association	29	1	30	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Academic	MUM Student Veterinary Business Society	6	0	6	Presented to Board meeting all affiliation requirements	31/05/2024



Manawatū	Academic	MUM Student Veterinary Emergency & Critical Care Society (Massey SVECCS)	17	0	17	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Sports	MUM Surf Snow Skate Club	61	0	61	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Social	MUM Tabletop Society	19	7	26	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Social	MUM Techensoc	33	0	33	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Sports	MUM Ultimate Frisbee Club	45	0	45	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Social	MUM UniQ	7	0	7	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Social	MUM Vision Young Adults	206	2	208	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Social	MUM Viva Choir Club	18	0	18	Presented to Board meeting all affiliation requirements	31/05/2024
Manawatū	Sports	MUM Volleyball Club	86	17	103	Presented to Board meeting all affiliation requirements	31/05/2024
Wellington	Social	(MUWCC) Massey University Wellington Creatives Club	21	0	21	Presented to Board meeting all affiliation requirements	31/05/2024
Wellington	Social	Contrast at MUW	91	0	91	Presented to Board meeting all affiliation requirements	31/05/2024
Wellington	Social	MUW Drama Club	16	0	16	Presented to Board meeting all affiliation requirements	31/05/2024
Wellington	Social	MUW UniQ	17	0	17	Presented to Board meeting all affiliation requirements	31/05/2024

## Affiliations 2024 - Special Consideration

Campus	Club type	Club name	Operational advice to the Te Tira Ahu Pae Board	Date of Board
Auckland	Academic	MUA Academic Toastmasters Club	Present to Board Conditional on supply of asset list by 31 July 24	31/05/2024
Auckland	Cultural	MUA Massey University Muslim Students Association	Present to Board Conditional on attendance at semester 2 clubs' day and supply of compliant membership list by 31 July 24	31/05/2024
Auckland	Social	MUA Aerial Arts	Present to the Board Conditional on holding an SGM and electing a minimum of 2 current students to committee (currently all alumni) by 31 July 24	31/05/2024
Auckland	Social	MUA Chinese student association	Present to Board Conditional on asset register being supplied by 31 July 24	31/05/2024
Auckland	Social	TSCF	Present to Board Conditional on supply of compliant membership list by 31 July 24	31/05/2024
Auckland	Sports	MUA Fencing Federation	Present to Board Conditional on asset register being supplied by 31 July 24	31/05/2024
Auckland	Sports	MUA Table Tennis Club	Present to board Conditional on attendance at semester 2 clubs' day and SGM to be held to elect 2 current students committee - eurrently all alumni. Documents due by 31 July 24	31/05/2024
Manawatū	Academic	MUM Massey University Veterinary Students Association (MUVSA)	Present to Board Conditional on supply of compliant membership list by 31 July 24	31/05/2024
Manawatū	Cultural	MUM Muslim Society	Present to Board Conditional on supply of compliant membership list by 31 July 24	31/05/2024
Manawatū	Sports	MUM Massey University Rugby Football Club	Present to Board under special consideration for the opportunities that are awarded to student members of the club and in recognition of alumni support in club continuity. (Committee is mainly alumni)	31/05/2024

## 10. Email by OM of motion request for club Affiliations

**From:** Jacqueline Adams <om@tetiraahupae.ac.nz>  
**Sent:** Tuesday, May 21, 2024 6:13 PM  
**To:** Arapera Taiapa-Johnson (SLT Admin) <slt.admin@tetiraahupae.ac.nz>  
**Subject:** Club Affiliations for board meeting 31 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. Special considerations are on page 3 of attachment.

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 AMESS
- MUA Badminton Club
- MUA Chess Club
- MUA Chinese Christian Fellowship
- MUA Gardening Club
- MUA Grappling Club
- MUA Indian Association
- MUA Investment Club
- MUA Massey Ultimate Frisbee Club
- MUA Tabletop Club
- MUA Women in Economics and Finance
- MU Distance Gaming Club
- MUD Distance Programming Club
- MUM African Students' Club
- MUM Alpine Club
- MUM Anime Society
- MUM Badminton Club - MUMBC
- MUM Cloven Hoof Appreciation Club
- MUM DiverseMinds@MasseyManawatū
- MUM Fire and Circus
- MUM Futsal Club
- MUM Grappling Club
- MUM Hockey Club
- MUM Horticulture Society
- MUM Hunting and Fishing Club
- MUM International Postgraduate and Mature Students' Club
- MUM Iranian Students
- MUM Massey Student Wildlife and Conservation Club (MSWCC)
- MUM Massey University Christian Fellowship (MUCF)
- MUM Massey University Equine Club
- MUM Massey Young Farmers Club
- MUM Melanesian Islands Students Association
- MUM Netball Club
- MUM Palmerston North Chinese Student and Scholar Association (PNCSSA)

- MUM Photography Club
- MUM PPI Palmerston North (Indonesian Student Society)
- MUM Massey University Rugby Football Club *(Under special consideration for the opportunities that are awarded to student members of the club and in recognition of alumni support in club continuity.)*
- MUM Squash Club
- MUM Sri Lankan Association
- MUM Student Veterinary Business Society
- MUM Student Veterinary Emergency & Critical Care Society (Massey SVECCS)
- MUM Surf Snow Skate Club
- MUM Tabletop Society
- MUM Techensoc
- MUM Ultimate Frisbee Club
- MUM UniQ
- MUM Vision Young Adults
- MUM Viva Choir Club
- MUM Volleyball Club
- (MUWCC) Massey University Wellington Creatives Club
- Contrast at MUW
- MUW Drama Club
- MUW UniQ.”

Motion: “That the Te Tira Ahu Pae board confirm the temporary affiliation to Te Tira Ahu Pae of the below listed clubs until 31 July 24. Provided that the conditions set are met, affiliation is then 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. If the conditions are not met, affiliation will cease as at 31 July 24.

- MUA Academic Toastmasters Club - *Conditional on supply of asset list by 31 July 24*
- MUA Massey University Muslim Students Association - *Conditional on attendance at semester 2 clubs' day and supply of compliant membership list by 31 July 24*
- MUA Aerial Arts - *Conditional on holding an SGM and electing a minimum of 2 current students to committee (currently all alumni) by 31 July 24*
- MUA Chinese student association - *Conditional on asset register being supplied by 31 July 24*
- MUA TSCF - *Conditional on supply of compliant membership list by 31 July 24*
- MUA Fencing Federation - *Conditional on asset register being supplied by 31 July 24*
- MUA Table Tennis Club - *Conditional on attendance at semester 2 clubs' day and SGM to be held to elect 2 current students committee - currently all alumni. Documents due by 31 July 24*
- MUM Massey University Veterinary Students Association (MUVSA) - *Conditional on supply of compliant membership list by 31 July 24*
- MUM Muslim Society - *Conditional on supply of compliant membership list by 31 July 24”*

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

10. Late club affiliation request

**From:** Jacqueline Adams <om@tetiraahupae.ac.nz>  
**Sent:** Thursday, May 30, 2024 3:22 PM  
**To:** Hennessey Wilson (President) <president@tetiraahupae.ac.nz>; Cameron Taylor (Manawhakahaere) <manawhakahaere@tetiraahupae.ac.nz>  
**Cc:** Wendy Carr <gm@tetiraahupae.ac.nz>; Arapera Taiapa-Johnson (SLT Admin) <slt.admin@tetiraahupae.ac.nz>  
**Subject:** Board Meeting - Late affiliations

UPDATED DUE TO NOTIFICATION OF WGTN CLUB THAT HAS COMPLETED PROCESS.

Kia ora Hennessey

Writing to you as board chair to see if you will consider adding 3 clubs to the list that has been submitted for consideration for affiliation.

The clubs are:

- MUM FAMUS (Filipino Association)
- MUM Dance Club
- MUW Earthworms Club

Campus	Club type	Club name	Student members	Non-student Members	Total members	Open
Manawatū	Social	MUM FAMUS	20	9	29	Presented
Manawatū	Social	MUM Dance Club	11		11	Presented
Wellington	Social	MUW Earthworms Club	15		15	Presented

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

## 11. Proposal to increase rep hours

This is a motion to increase the 10hour a week board members to 12.5hours per week.

This is to reflect the extra work that comes along with being a board member. Including the extra subcommittee work. The Chairman would like to set the expectation that all members do the required readings before meetings and contribute to board discussions. however, we do not want to take time away from your cohorts. This is important for 10hour week Māori reps who must sit on the board. We hope to provide the extra time and money required for the board members to feel comfortable and confident that they can undertake their roles on the board.

This would be \$5,000 from reserves.

12. Email request from OM to update beneficiary owners of Westpac club accounts

**From:** Jacqueline Adams <om@tetiraahupae.ac.nz>  
**Sent:** Thursday, May 23, 2024 9:13 AM  
**To:** Arapera Taiapa-Johnson (SLT Admin) <slt.admin@tetiraahupae.ac.nz>  
**Cc:** Wendy Carr <gm@tetiraahupae.ac.nz>  
**Subject:** Banking motion for Board agenda  
**Importance:** High

Hi Arapera

I need a new motion approved by the board at the meeting. We have been instructed that as GM, Wendy must be included as a beneficial owner because she has day-to-day control of the organisation. The bank prefers **wet** signatures when we supply the minutes (that was a new term for me!) If we use electronic signatures, they have to send a bunch of email disclaimers.

“That the Te Tira Ahu Pae Board authorises the establishment of a bank account for Te Tira Ahu Pae with Westpac. Due to the resignation of Catherine McLean, effective control of this account and club accounts opened up under it is now delegated by Te Tira Ahu Pae to Wendy Carr – General Manager, Jacqueline Adams – Operations Manager, Ryan Olivier – Clubs’ and Events Coordinator Auckland, Lucas Iles – Clubs’ and Events Coordinator Wellington.”

Beneficial Owners	Role	Signature
Wendy Carr	General Manager	
Jacqueline Adams	Operations Manager	
Ryan Olivier	Clubs’ and Events Coordinator Auckland	
Lucas Iles	Clubs’ and Events Coordinator Wellington	

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



### 13. Proposal to have Part I Board materials on our website

## Te Tira Ahu Pae Board PART I Meetings– information for the website

### May Board Meeting details for events calendar



- Date: Friday 31<sup>st</sup> May
- Time: 1:00pm – 2:00pm
- Location:
  - Meeting link: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NmMyOGJjMmQtY2I4NS00MDU3LWI3NGItNDBhOWMwMGlzZjMw%40thread.v2/0?context=%7b%22Tid%22%3a%222d6f46d5-4dbc-4a5a-b63e-784efc01b33a%22%2c%22Oid%22%3a%2247eafd8e-7aac-41b3-aa53-0c3c6c3b4a8b%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmMyOGJjMmQtY2I4NS00MDU3LWI3NGItNDBhOWMwMGlzZjMw%40thread.v2/0?context=%7b%22Tid%22%3a%222d6f46d5-4dbc-4a5a-b63e-784efc01b33a%22%2c%22Oid%22%3a%2247eafd8e-7aac-41b3-aa53-0c3c6c3b4a8b%22%7d)
  - Meeting ID: 475 893 521 756
  - Passcode: tGCzzV

## June Board Meeting details for events calendar



- Date: Thursday 27<sup>th</sup> June
- Time: 1:00pm – 2:00pm
- Location (same link):

## July Board Meeting details for events calendar



- Date: Friday 2<sup>nd</sup> August
- Time: 1:00pm – 2:00pm
- Location (same link):

### **Posters via Canva for the website:**

[https://www.canva.com/design/DAGF57TL\\_yU/J9WyVmkSlEyGWZARD9XseA/edit?utm\\_content=DAGF57TL\\_yU&utm\\_campaign=designshare&utm\\_medium=link2&utm\\_source=sharebutton](https://www.canva.com/design/DAGF57TL_yU/J9WyVmkSlEyGWZARD9XseA/edit?utm_content=DAGF57TL_yU&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)

## Meeting minutes, agenda + other documents

<https://www.tetiraahupae.ac.nz/documents-governance>

working with Ra (Rep manager) Kara (Designer) & Cecilia (Comms & Marketing) to develop this page, which will hold all our important documents that can be public, including:

- Constitution
- Internal policies for Te Tira Ahu Pae
- Part I of Board meeting documents



## BOARD PRO – AN OVERVIEW

<https://www.boardpro.com/>

### Helpful links

- **Board Members guide:** [For Board Members | Help Centre - BoardPro](#)
- **Access levels on BoardPro:** [Roles and Permissions Overview | Help Centre - BoardPro](#)
- **Training session schedule (NZ based staff):** [Meet with Raj Theodore \(hubspot.com\)](#)

### Initial setup / training

**31.05.2024** All board members will be sent an invitation email to grant “Board Member” access to BoardPro. Can start viewing the different areas in the platform.

When we purchased the subscription to this platform, part of the package is we have access to **x2 30min training sessions** from members of BoardPro.

1. First training = Admin training to utilise the platform to coordinate meetings & adding users.
  - Likely attend on the week of 4<sup>th</sup> June (study week)
2. Second training = whole board to get an idea on how we can use the platform while in hui.
  - Can send a poll to gauge everyone’s availability, while considering study week & exam periods.

### Access levels for users

BoardPro is an online software program designed to organise and facilitate board or committees for non-profit organisations. With this platform, the Chair + Administrator(s) can grant access to varying users based on their position as a Board member, an internal staff or rep, or an observer who wishes to attend the Board meetings.

**Table 1:** 5 access levels users are assigned when invited to BoardPro.

ACCESS LEVEL NAME	OVERVIEW OF ACCESS	ACCESS DELEGATION
ADMINISTRATOR	Can access all areas in the platform except for “Board Only Folders”, if Board members creates one	Arapera (SLT admin), Wendy (GM)
CHAIR/BOARD OR COMMITTEE SECRETARY	Access to all areas in the platform	Hennessey (Chair)
BOARD/COMMITTEE MEMBER	Only view most areas, can cast a vote during a meeting, (if assigned) sign documents, and submit meeting notes	Board / Committee members
SENIOR EXECUTIVE	manager-level access to the platform, can access most areas (except for “Board Only Folders”)	SLT members
EXECUTIVE/GUEST	only have access to set their own status in the platform, and view meetings, people list and organisation list	Observers; non-members

## Meetings Page

The platform will mainly be used to facilitate Te Tira Ahu Pae Board meetings and the Finance & Policy Subcommittee meetings.

The Meetings List page shows all the board or committee meetings you attend in a timeline order. By selecting an individual meeting from this list, you can view the meeting details, which includes the meeting agenda + it's supporting documents (as a BoardPack), meeting minutes (when reviewed & approved by the Board), and any outstanding action points assigned to you during meetings.

## Before a meeting

When a meeting is set, the Administrator is responsible for collating the agenda + supporting documents, which is then reviewed by the GM & Chair before sharing the final copy to the wider Board. From here, Board members can access a "BoardPack" – an interactive agenda reader that links all supporting documents based on the individual agenda item. As members read through the agenda and its documents, the user can mark individual documents as "read" and take meeting notes that can be submitted to the Chair or Administrator.

## During a meeting

During a meeting, the GM can navigate via the BoardPack to view the agenda and its documentations. When an agenda item includes a motion of vote, each Board Member can vote directly through BoardPro if they vote for, against, or abstain from a given motion. This feature can also be used after meetings, when the Board runs out of time to discuss a given agenda item.

The administrator can write 'live minutes' during a meeting, which also includes collating the casted votes for a given motion, and easily assigned who moved, seconded a given motion, and the outcome. When creating an action point during a meeting, the Administrator can assign to a user, who is then notified via BoardPro with a due date and status bar of their assigned task. If a task requires a signature, there is also a feature to upload your signature in this platform to easily sign a digital signature on the required documentation.

## After / Between meetings

After a meeting is finished, if the Board runs out of time to discuss or decide on a given agenda, the Administrator or Chair can send a "flying minute" – based on a given agenda where the Board needs to vote a motion, each member can send notes and vote on that given agenda. The Administrator or Chair can also send a "between meeting report" – based on a given agenda where the board needs to provide feedback or notes, each member can submit report feedback on that given agenda.

## Documents Page

BoardPro collates all the past meetings documentations into this page in descending order. The governance page contains all legal documents and policies. And the decision registers page lists all motions moved in all listed meetings in descending order.