

# CONFIRMED MINUTES

## BOARD MEETING #23



At the **Board Meeting #25** on **12 Dec 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Tira Ahu Pae
<b>Date:</b>	Friday, 28 November 2025
<b>Time:</b>	12:30 pm to 1:30 pm (NZDT)
<b>Location:</b>	Online, via Microsoft Teams
<b>Board Members:</b>	Caroline Ryan, Mary Ieremia-Allan, Mathew Rope, Peyton Joe, Takunda Mabonga
<b>Attendees:</b>	GM Email, James Collings
<b>Apologies:</b>	Caitlin Payne, Chiavanni Le'Mon, Ripeka Paapu

## 1. Opening Meeting

### 1.1 Confirm Minutes

**Board Meeting #22 31 Oct 2025**, the minutes were confirmed as presented.

Mary to pass a motion to confirm the minutes from Board Meeting #22. Mat seconds this. The Board approved confirming the minutes as presented.

### 1.2 Apologies

We have received apologies from Chiavanni and Ripeka.

### 1.3 Interest Register

## 2. Major Decisions and Discussions

### 2.1 Credit Card Policy, Agreement and Procedure

Mary believes these documents are well-written and cover a lot of areas that have had gaps in the past.

Peyton asked if this applies to the Māori cohort. James advised that we would work with the GM of the Māori Association on how the policies work, as these are TTAP policies. The Māori Association may have slightly different policies, but we will have to work closely on the Credit Card policy, as we will be processing payments and topping up cards. The GM for the Māori Association will be in charge of the budget - the Finance Team won't question the spending but will report back to the GM on what is spent.

Mat asked if there are circumstances where another individual using a card would be appropriate, or if it is a blanket policy saying no, and in the event that something does happen, can we communicate through that? James advised that whoever has a card has signed a declaration and is going to follow the procedure. In certain circumstances, e.g., someone being on leave, we need to explore what this means, but there are other staff on all campuses who have cards. There have also been circumstances where someone who didn't have a card was required to make purchases, so we promptly reimbursed them.

Caroline wondered if the use of a credit card could be put into a flowchart, so it is easier for a rep or whoever has a card to follow where they're supposed to go (with very clear yes or no).



### Credit Card Use Flowchart

Caitlin to create a Credit Card Use flowchart to accompany the procedures document.

**Due Date:** 12 Dec 2025  
**Owner:** Caitlin Payne



### Credit Card Policy, Agreement and Procedure

Te Tira Ahu Pae has been working to create a Credit Card Use Agreement and Credit Card Use Policy to outline the terms and conditions governing the use of a Te Tira Ahu Pae-issued credit card, which is supported by the Credit Card Use Procedure, to ensure that credit cards are used appropriately.

**Motion:** That the Board approve ratifying the Credit Card Use Agreement (2025), Credit Card Policy, and the accompanying Credit Card Use Procedure, which will be stored in Microsoft Teams, under the "Everyone" site after ratification.

**7 Supported:** Caroline Ryan , Chiavanni Le'Mon , Mary Ieremia-Allan , Mathew Rope , Peyton Joe , Ripeka Paapu , Takunda Mabonga

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 28 Nov 2025  
**Outcome:** Approved

## 2.2 Travel Policy

Mary is happy to see this policy has been updated, as she noticed gaps when travelling that weren't helpful in our documentation.

James advised that this document was just a bit of a clean-up.

Mary asked for the travel for reps and staff, it said that for 24 hours, there was \$70.00, and for 12 hours but less than 24 hours, there was \$35.00, and asked if the \$70.00 is for every 24 hours you spend on a work trip. James confirmed and advised that this needs to be considered with the approval for long trips.

Caroline asked for the Airfares section where it says all international travel is prohibited, can we include "unless approved by the General Manager", as we have reps based overseas. James agrees and would like the GM to have the final say.

Peyton asked for clarification on rental cars. James advised this section needs to be rewritten for appropriate use, receiving approval before booking, and using TTAP fleet vehicles when available first.

Caroline asked if we can include a reference to the TTAP Vehicle Use policy, so they know to go to there.

James advised a revised version will be brought to the next Board meeting.



## Revised Travel Policy

The Travel Policy to be revised and brought to the next Board meeting.

**Due Date:** 12 Dec 2025  
**Owner:** Caitlin Payne

## 2.3 Drug and Alcohol Policy

Peyton asked if the harm minimisation plan has always been a thing. James advised that this is new.

James looks at this policy and really feels like it's made for an Association and focuses on staff well-being and support.

Caroline asked who is responsible for the impairment observation log. James believes this is whoever is in charge of the event.

For circumstances like balls, it is good to recognise who the designated sober staff is at events. For reps, it is an opportunity to declare at the beginning if they are there in a personal capacity, vs if they have responsibilities on the night, and what impact this has.

Caroline would like these policies to be put in the same template, so they all look the same.

Mat asked if we need a definition of impairment, or if it is subjective to who is enforcing it. James advised that 4.1 kind of talks about it, but it is a bit of a judgement call. Mat recognises that this may change depending on contexts. James feels okay not defining it, due to the process it sits in.

Mary asked if the harm minimisation plan is referencing a general health and safety plan that is shared amongst Aotearoa, or if this is something that is specifically being developed within TTAP. James noted he will come back to Mary on this.



## Policy Templates

Caitlin to work with Dan to update policies to fit the same templates.

**Due Date:** 12 Dec 2025  
**Owner:** Caitlin Payne



## Harm Minimisation Plan

Caitlin and James to find out from HR what we mean by harm minimisation plan, and if we have a document that we link to for that.

**Due Date:** 12 Dec 2025  
**Owners:** Caitlin Payne, James Collings



## Drug and Alcohol Policy

We have recently identified a gap in policy and have been working to develop a Drug and Alcohol Policy to provide a safe, healthy, and supportive environment for all kaimahi, students, partners, and visitors. This policy includes clear procedures outlining step-by-step processes for kaimahi, managers, and the People & Culture team to ensure consistency and compliance.

**Motion:** That the Board approve ratifying the Drug and Alcohol Policy. Upon ratification, the policy will be stored in Microsoft Teams under the "Everyone" site to ensure accessibility for all.

**7 Supported:** Caroline Ryan , Chiavanni Le'Mon , Mary Ieremia-Allan , Mathew Rope , Peyton Joe , Ripeka Paapu , Takunda Mabonga

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 28 Nov 2025

**Outcome:** Approved

## 2.4 Health, Safety, and Wellbeing Policy

Mary was happy to see the inclusion of cultural well-being in the policy, as this is a topic that causes a lot of unease with these different groups and communities.

Under 4.2 with mental health, Takunda would like to see TTAP participate in the Mental Health Week or something next year, as well as something for reps around exam times. James likes that we will have a Rep Manager on board who can have early kōrero about stress and workload. Caroline would like us to look at next year's calendar and take note of special days (not just tertiary) so we can celebrate community and health events. James acknowledged that we could check with the Events Team and see which of those dates have already been pencilled in and work out if there are further gaps.

Caroline asked that if we had to fill in an incident form, where would it be kept, and could a hyperlink be included in the policy? James advised that we will put this as an action point.



### Hyperlinks in Policy

Caitlin and James to work with Dan to include hyperlinks to other documents that are referenced in the Health, Safety, & Wellbeing Policy.

**Due Date:** 12 Dec 2025  
**Owners:** Caitlin Payne, James Collings



### Health, Safety, and Wellbeing Policy

We have recently identified a gap in policy and have been working to develop a Health, Safety, and Wellbeing Policy to acknowledge Te Tira Ahu Pae's commitment to ensuring the physical, mental, emotional, and cultural wellbeing of kaimahi, students, visitors, partners, and communities.

This policy includes clear procedures outlining step-by-step processes for kaimahi, managers, and the People & Culture team to ensure consistency and compliance.

**Motion:** That the Board approve ratifying the Health, Safety, and Wellbeing Policy. Upon ratification, the policy will be stored in Microsoft Teams under the "Everyone" site to ensure accessibility for all.

**7 Supported:** Caroline Ryan , Chiavanni Le'Mon , Mary Ieremia-Allan , Mathew Rope , Peyton Joe , Ripeka Paapu , Takunda Mabonga

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 28 Nov 2025  
**Outcome:** Approved

## 2.5 Leave and Flexible Working Policy

Ran out of time to discuss in this Board meeting. Flying motion will be sent out for this policy.

## 2.6 Privacy and Information Management Policy

To be discussed in the next Board meeting.

## 2.7 Bullying, Harassment and Discrimination Prevention Policy

To be discussed in the next Board meeting.

## 2.8 Finance Manual

Operational and Capital Expenditure - there is a threshold of what the GM can approve. There is an update on what the GM can approve before it has to come to the Board (non-MUSA property-related).

CPI - there was a misinterpretation of CPI movements when James was on leave this year, as the CPI was applied in September. We've changed the wording to clarify that CPI review of staff salaries is based on the September Quarter published CPI (Consumer Price Index). It is effective from the 1st of September of the following year. The CPI moves into a new budget year.

We took the Prize Policy and added it to the Finance Manual, so they are the same.

The Finance Manual to be brought to the next Board meeting.

## 2.9 Magazine Copyright

James noted that the library is wanting to do something about the first Te Wiki o Te Reo Māori week held at the library, and they found evidence that this was in 1999 thanks to *Chaff* publishing it. They want to have our permission to use the image, which we own the copyright for.



### Magazine Copyright

A librarian from Massey University Library has reached out to us, seeking permission for the use of an image of a page from *Chaff*, the Massey student union newspaper, published in 1999. The student union at the time was MUSA, and they owned the copyright to *Chaff*. The Massey University Library would like to include it in a publication about initiatives at the Library, which aspires to honour Te Tiriti of Waitangi. The event in this issue of *Chaff* is the first recorded celebration of Te Wiki o Te Reo Māori held at the Library.

As the Board make governance decisions for MUSA, I am seeking approval to give the Library permission to use an image of a page from *Chaff*.

**Motion:** That the Board approves the Massey University Library to use an image of a page from *Chaff*, the Massey student union newspaper, published in 1999, which shows the first recorded celebration of Te Wiki o Te Reo Māori held at the Library.

**7 Supported:** Caroline Ryan , Chiavanni Le'Mon , Mary Ieremia-Allan , Mathew Rope , Peyton Joe , Ripeka Paapu , Takunda Mabonga

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 28 Nov 2025

**Mover:** James Collings

**Outcome:** Approved

## 2.10 Engagement with Lawyers for Constitutional Review

In the Finance Policy, the GM required approval before engaging lawyers, so James is coming to the Board seeking approval. We're busy writing constitutions, and we have been recommended to use Parry Field Lawyers as they have assisted other students' associations in their constitutions, as they are constitutional law experts.

The proposal is that we give them the draft constitution, and they review it and give us feedback. We take that feedback on board, and then the constitution is duplicated two more times for the

other two constitutions we need to produce, and then we finalise all three constitutions, send them back for legal review, update them, and then take them to the students.

The timeline is that we get the first constitution through before Christmas, so we have feedback by mid-January, which will allow us to do the rest of the work we need by March.

Mary noted that, if they've been used by other students' associations and people go back to them, she can't see why we wouldn't go with them as well. James confirmed he had three different people recommend them.



### **Engagement with Lawyers for Constitutional Review**

As part of the constitutional review process, we would like to engage with Parry Field Lawyers to conduct a comprehensive review of the draft constitution once it has been prepared and provide feedback.

**Motion:** That the Board approve James to engage with Parry Field Lawyers, to review the draft constitution upon its completion.

**7 Supported:** Caroline Ryan , Chiavanni Le'Mon , Mary Ieremia-Allan , Mathew Rope , Peyton Joe , Ripeka Paapu , Takunda Mabonga

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 28 Nov 2025

**Mover:** James Collings

**Outcome:** Approved

## **2.11 Community Reps**

All four of our Disability reps will be coming back for the 11-week window. Currently, they come under as an alliance group, so they make the decision and inform us.

For the Rainbow reps, James will reach out to them next week to restart the conversation, and then he'll bring it to the next Board meeting.

## **2.12 Vote on Panel Recommendation for Rep Appointment (Early 2026) - President**

This interim period would see Chiavanni coming down from 37.5 hours per week to 20 hours per week, but with the same responsibilities.

Mary wanted to note that the panels were quite conversational and casual, but were also rigorous in terms of discussing the mahi that's been done. She would fully trust the panel's decision that has been made if you didn't have any personal insight into the person.



### **Vote on Panel Recommendation for Rep Appointment (Early 2026) - President**

According to the Rep Policy Manual, Part 5, the appointment procedures, the Board approves or rejects the recommended applicant.

**Motion:** The Board moves to accept the panel's recommendation on the following candidate:

**General/Distance President**

The Panel recommends the appointment of Chiavanni Le'Mon for the role of General/Distance President in early 2026 on 20 hours per week. This is a unanimous recommendation from the panel.

**6 Supported:** Caroline Ryan , Mary Ieremia-Allan , Mathew Rope , Peyton Joe , Ripeka Paapu , Takunda Mabonga

**0 Opposed:**

**1 Abstained:**

Chiavanni Le'Mon - Conflict of interest

**Decision Date:** 28 Nov 2025

**Outcome:** Approved

## **2.13 Vote on Panel Recommendation for Rep Appointment (Early 2026) - Manawatū**

James noted that this was a role that we had two applicants for, but Alex withdrew his application.



### **Vote on Panel Recommendation for Rep Appointment (Early 2026) - Manawatū**

According to the Rep Policy Manual, Part 5, the appointment procedures, the Board approves or rejects the recommended applicant.

**Motion:** The Board moves to accept the panel's recommendation on the following candidate:

**Manawatū Student Rep**

The Panel recommends the appointment of Aditi Kumar for the role of Manawatū Student Rep in early 2026, on 10 hours per week. This is a unanimous recommendation from the panel.

**7 Supported:** Caroline Ryan , Chiavanni Le'Mon , Mary Ieremia-Allan , Mathew Rope , Peyton Joe , Ripeka Paapu , Takunda Mabonga

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 28 Nov 2025

**Outcome:** Approved

## **2.14 Vote on Panel Recommendation for Rep Appointment (Early 2026) - Ōtehā**



### **Vote on Panel Recommendation for Rep Appointment (Early 2026) - Ōtehā**

According to the Rep Policy Manual, Part 5, the appointment procedures, the Board approves or rejects the recommended applicant.

**Motion:** The Board moves to accept the panel's recommendation on the following candidate:

**Ōtehā/Auckland Student Rep**

The Panel recommends the appointment of Nadithi Kalugampitiya for the role of Auckland Student Rep in early 2026, on 10 hours per week. This is a unanimous recommendation from the panel.

**7 Supported:** Caroline Ryan , Chiavanni Le'Mon , Mary Ieremia-Allan , Mathew Rope , Peyton Joe , Ripeka Paapu , Takunda Mabonga

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 28 Nov 2025

**Outcome:** Approved

## **2.15 Vote on Panel Recommendation for Rep Appointment (Early 2026)-International**



### **Vote on Panel Recommendation for Rep Appointment (Early 2026)-International**

According to the Rep Policy Manual, Part 5, the appointment procedures, the Board approves or rejects the recommended applicant.

**Motion:** The Board moves to accept the panel's recommendation on the following candidate:

#### **International Student Rep**

The Panel recommends the appointment of Yan Xuan for the role of International Student Rep in early 2026, on 8 hours per week. This is a unanimous recommendation from the panel.

**7 Supported:** Caroline Ryan , Chiavanni Le'Mon , Mary Ieremia-Allan , Mathew Rope , Peyton Joe , Ripeka Paapu , Takunda Mabonga

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 28 Nov 2025

**Outcome:** Approved

## **2.16 Vote on Panel Recommendation for Rep Appointment (Early 2026) - Postgrad**

James confirmed that there were four panel members, and one abstained. James is unable to provide the context for this.



### **Vote on Panel Recommendation for Rep Appointment (Early 2026) - Postgrad**

According to the Rep Policy Manual, Part 5, the appointment procedures, the Board approves or rejects the recommended applicant.

**Motion:** The Board moves to accept the panel's recommendation on the following candidate:

#### **Postgrad Student Rep**

The Panel recommends the appointment of Kevin Francis for the role of Postgrad Student Rep in early 2026, on 8 hours per week. There was one abstention from the panel.

**6 Supported:** Caroline Ryan , Chiavanni Le'Mon , Mary Ieremia-Allan , Mathew Rope , Ripeka Paapu , Takunda Mabonga

**0 Opposed:**

**1 Abstained:** Peyton Joe

**Decision Date:** 28 Nov 2025

**Outcome:** Approved

## **2.17 Vote on Panel Recommendation for Rep Appointment (Early 2026) - Distance**

James noted that for the Wellington Rep, we don't have anyone that we can appoint to that role. There will be 10 hours available within the model that we are implementing, and we are just trying to loosely work within it. We could use some of those hours here and still fit within the budget. Another option is to put all three of them on 5-7 hours a week to appoint all three.

Takunda noted that for the interim period, there will be internship opportunities for him in Auckland, and he is unsure if he will be able to fly from Wellington to Auckland every weekend and back, which is why there is a Wellington vacancy.

As a Distance student and someone who is familiar with what happens in the Distance space on our pages, Caroline would like to support all three reps to be appointed to support the Distance campus during the first part of the year.

Mary noted that, if the panel wasn't unanimous across all three candidates, it may be a different discussion, but thinks it's a fair point to evenly distribute the hours amongst all three, especially with the feedback we've received about the Distance space being very active throughout Summer School.

Takunda seconds what Caroline noted about them being spread.

Peyton asked if there is a reason why one role is 10 hours, and the other is 5 hours. James advised that this is what came out of the models that were recommended and voted on.

Mat asked if this means that there is no one in Wellington on the ground early next year. James noted that Mary and Ferina are based in Wellington. Mat is happy to have all three reps, and asked if they'd all be 7.5 hours each, or 10, 5, and 5. James recommends we could do 8 hours each.



### Appointment of Three Distance Reps

**Motion:** The Board moves to accept the panel's recommendation on the following candidates:

#### Distance Student Rep

The Panel recommends the appointment of Georgia Naera for the role of Distance Student Rep in early 2026. This is a unanimous recommendation from the panel.

#### Distance Student Rep

The Panel recommends the appointment of Louise Berry for the role of Distance Student Rep in early 2026. This is a unanimous recommendation from the panel.

#### Distance Student Rep

The Panel recommends the appointment of Ayla Brook for the role of Distance Student Rep in early 2026. This is a unanimous recommendation from the panel.

Each of these Distance Student Representatives will be on 8 hours per week.

All Board members attending approved the appointment of Georgia Naera, Louise Berry, and Louise Berry for the role of Distance Student Rep in early 2026 by raising their hands in Microsoft Teams.

**Decision Date:** 28 Nov 2025

**Mover:** Mary Ieremia-Allan

**Outcome:** Approved

## 2.18 Panel Recommendation for Rep Appointment (Early 2026) - Pasifika

As Caroline and Mary would be abstentions, we do not have a quorum for the Pasifika President vote.

Mary noted we didn't have an application from our Auckland Pasifika rep, so we have 10 hours in this space, and Elva is unable to return as she has already completed three years with TTAP, so we also have 10 hours here.

James noted the suggestion was from him about Mary and Caroline taking on additional hours and duties, and this did not come from them.

Mary's preference would be to focus more on presidential things and look after those duties, as well as amping up the Wellington campus.

James confirmed we would be well serviced in Auckland with the International Rep, Postgrad Rep, General Rep, Disability Rep, and Pacific Services staff member.



### **Wellington Pasifika Student Rep**

**Motion:** The Board moves to accept the panel's recommendation on the following candidate:

#### **Wellington Pasifika Student Rep**

The Panel recommends the appointment of Ferina Muavae for the role of Wellington Pasifika Student Rep in early 2026, on 10 hours per week. This is a unanimous recommendation from the panel.

All Board members attending approved the appointment of Ferina Muavae for the role of Wellington Pasifika Student Rep in early 2026 by raising their hands in Microsoft Teams.

**Decision Date:** 28 Nov 2025

**Mover:** Mary Ieremia-Allan

**Outcome:** Approved



### **Manawatū Pasifika Student Rep**

**Motion:** The Board moves to accept the panel's recommendation on the following candidate:

#### **Manawatū Pasifika Student Rep**

The Panel recommends the appointment of Telson Liuvaie for the role of Manawatū Pasifika Student Rep in early 2026, on 10 hours per week. This is a unanimous recommendation from the panel.

All Board members attending approved the appointment of Telson Liuvaie for the role of Manawatū Pasifika Student Rep in early 2026 by raising their hands in Microsoft Teams.

**Decision Date:** 28 Nov 2025

**Mover:** Mary Ieremia-Allan

**Outcome:** Approved

## **2.19 Funding Report**

To be discussed in the next Board meeting.

## **2.20 Helping Students Find Healthier Homes**

There used to be a RateMyFlat that was launched by the OUSA years ago, but it eventually disappeared. They want to work with TTAP as they are relaunching this product to the market. If this goes well, it will become a player in the market in terms of providing commentary in the future on legislation.

Mary and Peyton think it's a great idea.

Peyton asked if this is across Wellington, Manawatū and Auckland. James confirmed this is for the whole country.

James also thinks it's really interesting for us as an organisation that owns property, as we would be able to update the details and encourage residents to use this as a way of providing feedback, which we can use to make sure we're doing a good job.

The Board to discuss putting our logo on their website in the next Board meeting, as RateMyFlat asked this in a discussion with James.

## 2.21 Social Media Political Series

The PSC is looking to do an online media series for the upcoming general elections, where they will do quick, easy snapshots of different parties, different representatives and what they represent, so students can have it in bite-sized pieces, so they know what they align with, what that means, and what the implications might be from different parties that affect their tertiary education.

## 2.22 Politics Sub-Committee Updates

The PSC will be setting up an anonymous survey through Janine and her team to collate better information on student concerns and priorities around the political climate.

PSC also want to do collaborative pieces with Massive Magazine, where Massive would be in charge of the media execution.

## 3. Management Reports

### 3.1 Management Updates

The Rep Manager commences on the 15th of January. The Presidents had a chance to meet the Rep Manager.

Massive Magazine Editor and Massive Magazine Designer both commence on the 15th of January as well.

## 4. Actions from Previous Meetings

### 4.1 Action List

Due Date	Action Title	Owner(s)
25 Jul 2025	MUSA Constitution <b>Status:</b> Not Started	James Collings
5 Nov 2025	Vote on TTAP Vehicle Use Policy and Procedures <b>Status:</b> Completed on 5 Nov 2025	Caitlin Payne
16 Nov 2025	Feedback on the Draft Hardship Policy <b>Status:</b> Completed on 14 Nov 2025	Caitlin Payne

## 5. Other Business

### 5.1 Any Other Business

Nothing further to discuss.

## 6. Close Meeting

### 6.1 Close the meeting

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

**Signature:**\_\_\_\_\_

**Date:**\_\_\_\_\_