

# AGENDA

## BOARD MEETING #13



<b>Name:</b>	Te Tira Ahu Pae
<b>Date:</b>	Thursday, 3 July 2025
<b>Time:</b>	10:00 am to 11:00 am (NZST)
<b>Location:</b>	Online, via Microsoft Teams <a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmFkNWJhY2EtMmNINS00MTNjLWlwMGUtZDkxOTdiY2U1Zml0%40thread.v2/0?context=%7b%22Tid%22%3a%222d6f46d5-4dbc-4a5a-b63e-784efc01b33a%22%2c%22Oid%22%3a%22cf09a452-2137-4eb2-b53b-876f1e9f790e%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmFkNWJhY2EtMmNINS00MTNjLWlwMGUtZDkxOTdiY2U1Zml0%40thread.v2/0?context=%7b%22Tid%22%3a%222d6f46d5-4dbc-4a5a-b63e-784efc01b33a%22%2c%22Oid%22%3a%22cf09a452-2137-4eb2-b53b-876f1e9f790e%22%7d</a>
<b>Board Members:</b>	Caroline Ryan, Chiavanni Le'Mon, Mary Ieremia-Allan, Mathew Rope, Peyton Joe, Ripeka Paapu, Takunda Mabonga
<b>Attendees:</b>	Caitlin Payne, GM Email, James Collings

## 1. Opening Meeting

### 1.1 Confirm Minutes

#### For Noting

Supporting Documents:

1.1.a Minutes : Board Meeting #12 - 6 Jun 2025

### 1.2 Interest Register

#### For Noting

Supporting Documents:

1.2.a Interests Register

## 2. Major Decisions and Discussions

### 2.1 Representation Review

An update on the Representation review and the working group.

### 2.2 MUSA Constitution

James Collings

#### For Discussion

The MUSA Constitution needs updating, it is suggested that this occurs after the rep review is complete and we update both constitutions at the same time.

In the interim we should consider the governance arrangements for MUSA.

The MUSA activities are Manawatū based and mostly operational. I recommend considering how the Manawatū VP could have a voice on this board.

Supporting Documents:

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2.2.a Updated MUSA Constitution 2018.pdf

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## 2.3 Kiwibank Officer Details

James Collings

### For Discussion

For the Charities Register, we need to decide who the Chairperson, Treasurer, and Secretary are, and the other board members will be officers.

Supporting Documents:

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2.3.a Society Officers' Cert.pdf

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## 2.4 Finance Sub-Committee

### For Discussion

We have received the following for May that need to be ratified by the finance sub-committee.

- P&L Actual vs Budget
- Balance Sheet
- Manual Journal summary
- Manual Journal transactions breakdown
- Credit Card transactions

Additional document for Te Tira Ahu Pae:

- Additional P&L Actual vs Budget include payroll vacancy and leave liability in December

Previously, Ripeka as the Chair signed off on these documents as we did not have a finance sub-committee in place. The board to discuss creating a finance sub-committee or have Ripeka sign off on the documents for May on behalf of the board.

Supporting Documents:

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2.4.a TTAP May 2025 P&L Actual vs Budget.pdf

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2.4.b TTAP May 2025 Balance Sheet.pdf

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2.4.c TTAP Manual Journal Summary May 2025.pdf

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2.4.d TTAP Manual Journal Details May 2025.pdf

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2.4.e TTAP Credit Card Transactions May 2025.pdf

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2.4.f Profit and Loss (Actual vs Budget) (Update Budget with Payroll Vacancy and Leave liability) May 2025.xlsx

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2.4.g MUSA May 2025 P&L Actual vs Budget.pdf

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2.4.h MUSA May 2025 Balance Sheet.pdf

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2.4.i MUSA Manual Journal Summary May 2025.pdf

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2.4.j MUSA Manual Journal Details May 2025.pdf

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## 2.5 Extra Hours Worked by Māori Reps

### For Decision

Some of our Māori reps have been working additional hours (20 hrs) due to Hui Kaiarahi. To recognise these reps for the extra hours, it is proposed that they be paid for this time. The motion is for the board to vote on paying these reps for their additional hours.

## 2.6 Politics on Campus

### For Decision

The board to make a decision on how politics should be approached on campus e.g. ReO-Week

## 2.7 Māori Pāmamao Rep Vacancy

James Collings

### For Decision

We currently have one rep vacancy.

This is an elected role however the constitution allows for the use of an appointment process to fill a vacancy.

I ask that we use an appointment process to fill the vacancy. If we do so I recommend we open the vacancy for applications on the 14th of July for 1 week. This will coincide with the start of Semester Two and we can promote this via the student newsletter.

## 3. Actions from Previous Meetings

### 3.1 Action List

#### For Noting

Supporting Documents:

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3.1.a Action List

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## 4. Management Reports

### 4.1 Staffing Update

James Collings

#### For Discussion

We currently have a vacancy for a Manawatū Pasifika Services staff member. We hope to have this filled by the start of semester.

## 5. Other Business

### 5.1 Property - Discharge of Easement

James Collings

#### For Noting

MUSA owns property in McGiffort st. We hold an easement over a neighbouring property at 221 Ferguson st.

This allows us the right of way to run: gas, water drainage, water supply, power, sewage and telephone. This right of way and easement runs up the right-hand side of 221 Ferguson Street and relates to Title WN22D/864 only. The right of way has been fenced off for a number of years.

When the properties were developed in McGiffort st, we ran our utilities through our own property, we are not using the easement and have no need for it.

The owners of 221 Ferguson have been requesting that we discharge the easement since 2018. Each time they request it we agree however there is a management change before the process is complete. This is their 4th request...

The owners have offered to cover our legal costs and pay us \$12,000 (value of the easement) to discharge the easement.

I intend to complete this process and discharge the easement.

Supporting Documents:

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5.1.a 3920.pdf

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5.1.b Ferguson Street 221.Norling.Easement.Jul19.BT.pdf

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## 5.2 MSL CRM Update and Clubs bank accounts

James Collings

### For Noting

We signed up for a CRM product to assist with clubs and events. The adoption on this product is underway and will be live by the end of August.

Some key features:

- New website that is fully integrated with Clubs, Events and Advocacy and more. It's a lift and shift of the current content, the design team will be working to update the design as not everything transfers across with the same design style.
- Club leaders will have a login and can update their clubs details, manage member lists, events and funds
- Database of students that can be used for direct contact (email etc)
- It also opens up future options around managing a members list, online store and elections.

Banking:

Over the last few years, Anti money laundering rules have made it harder to manage the club bank accounts. Westpac has now informed us they will no longer maintain the platform used to manage the accounts. This means that we can no longer change who the account owners or signatories are. As club leaders change the bank accounts will become unusable. Kiwibank (our other bank) is unable to offer a workable solution.

As a result of this we will be reaching out to clubs with bank accounts to let them know we will be closing their accounts. We will move affected clubs over to the new finance portal that will be part of the new website. There is a handful of sports clubs and MUAC who have quite active accounts, we are supporting them with the option of either the finance portal or setting up an account that is not tied to Te Tira Ahu Pae.

## 6. Close Meeting

### 6.1 Close the meeting

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

