CONFIRMED MINUTES

BOARD MEETING #6

TE TIRA AHU PAE
HEI HĀPAI WHAKAMANA
Massey Students' Association

At the **Board Meeting #7** on **16 Jul 2026** these minutes were **confirmed as presented.**

Name:	Te Tira Ahu Pae
Date:	Thursday, 4 June 2026
Time:	10:00 am to 11:00 am (NZST)
Location:	Online, via Microsoft Teams
Board Members:	Ayla Brook , Hisal Nanayakkara Ratnayake, Peyton Joe, Takunda Mabonga
Attendees:	Caitlin Payne, GM Email, Marlon Hepi
Apologies:	Wesley Peters

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting #5 6 May 2026, the minutes were confirmed as presented.

Takunda to move a motion to confirm minutes Board Meeting #5. Peyton seconds this.

Minutes confirmed.

1.2 Apologies

1.3 Interest Register

2. Major Decisions and Discussions

2.1 Independent Experts

Marlon noted that the closing date is today at 5pm, and then the Board will go through a process of collating them all. Marlon asked if the Board has created a shortlist process.

Takunda advised the Board has not, and hasn't determined a panel.

TTAP operational staff will send out comms to candidates, but the Board has a key role to play. Marlon hopes that end of next week we have Independent Experts appointed.

Ayla asked how many applicants we have had. Caitlin advised that we have had about 12. Marlon advised that we could extend this out another week, but that is up to the Board to decide.

2.2 Zoom Account

Marlon noted there is a line between operations and governance and from his perspective, this is operational as it is budgetary. Marlon noted that he is happy to support this.

Ayla noted that the Distance cohort had a chat with Sean about this and the cost for this are around $25-$30 a month. For any decisions that come through a Board meeting, she would like figures to be included. Distance cohort cannot share an account with the Events team, and we could add additional accounts onto this.

Alhanis advised that as a registered charity, Te Tira Ahu Pae will have access to a discounted rate ($130 a year).

Marlon noted it is good for the Board to have a list of all subscriptions - Zoom, Xero, etc. He's discovered that we've been paying for things that we don't use, and wants to offer this back to the Board for the next Board meeting.

Ayla advised this was put to Sean and he advised it needed to be a different account to the Events team. Marlon would like to be kept in the loop about this and be copied into communications with operational stuff.

Peyton asked if this was a recent request or if it's been recurring.

Alhanis advised that in the past, Distance shared an account with the Events team. It can be on the same plan but a separate account as the reps would currently have to log in with Victoria's personal details. Ayla added that if things are incorrectly set up after hours, the reps wouldn't have access to fix things. Ayla advised that Sean noted that from funding lines, these would need to be separate, and she agrees with this.

Hisal asked if Zoom has sub-accounts under the main account. Alhanis confirmed that this would be a separate account that Distance reps can use, that wouldn't affect other teams using it.

Zoom Account

During the Student Representative Council (SRC) held on 26 June 2026, the SRC raised that a Zoom account should be created and paid for which all Distance representatives across all cohorts would have access to. Due to this being an ongoing cost, this would not come out of the Representation budget (held by the Representation Manager) and would instead come out of an operational budget.

Motion: That the Board endorse a Zoom account be created and paid for out of Te Tira Ahu Pae's operational budget, which all Distance representatives across all cohorts will have access to use. Upon endorsement, the Board will liaise with Te Tira Ahu Pae’s General Manager to confirm the associated costs on behalf of the SRC.

4 Supported: Peyton Joe , Takunda Mabonga ,
Ayla Brook - Manually adding ,
Hisal Nanayakkara Ratnayake - Manually voting

0 Opposed:

1 Abstained:
Wesley Peters - Absent from meeting.

Decision Date:	4 Jun 2026
Outcome:	Approved

3. Management Reports

3.1 Management Updates

Marlon shared a Q1 report with the Board for their reading; this report is shared with Massey.

Marlon would like to sit down with the Board to set expectations about reporting and what they would like to see from him.

Working in the strategic space a lot more and have engaged with other universities to get our name out there, as there is a grouping with CEO and GMs.

He's been doing work on the external scholarship Boards over the last 6 weeks. They're ready to write the criteria for Māori students, and he has connected them with Ngā Haumi.

Big focus next week is the AGMs next week. There will be a draw for students to win a Prezzee card to help with quorum.

Massive Magazine has also been supported with more funding and resources.

Internally, we have created an events calendar as a "one source of truth", and this has been connected with the wider TTAP team. We have also connected with Massey with their events calendar to avoid double-booking events.

Alhanis asked if we have criteria on the quality of comms advertising and spell-checking, as the Distance reps have had odd ones coming in that are grammatically incorrect. Marlon noted that there is a policy and standard for this, and going through chains of approval. Marlon will take this feedback to the comms team to strengthen this. In reality, there is always an error rate, and the question becomes what the acceptable rate is.

Alhanis asked if Marlon knows when the Distance scholarships will be available. He does know these dates, but he has been asked not to share this at this stage as they are finalising timelines. Alhanis asked if reps are being asked for support (e.g., sitting on this), and if Marlon could check with them to see if a rep can sit on it.

Ayla wanted to second what Alhanis noted about comms, and thinks that if there is documentation around what is being shared and representing the Student Reps, it would be important for reps to be involved in this documentation. In the Distance space, accuracy is a big thing, and they don't like when campus events are being shared on their Distance social accounts, as it is irrelevant and can make them feel left out. Ayla also asked with Massive what their funding proposal was for and how much this was.

Marlon advised that the documentation can be supplied to the Board. Marlon will also share the business case to the Board for Massive.

Caroline asked via the chat where the events calendar is. Caitlin sent the link to Caroline.

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner(s)
12 Dec 2025	Hyperlinks in Policy **Status:** In Progress	Caitlin Payne
3 Jun 2026	BoardPro Training **Status:** Not Started	Caitlin Payne
3 Jun 2026	External Advisors **Status:** Cancelled on 14 Jul 2026	Marlon Hepi

Due Date	Action Title	Owner(s)
3 Jun 2026	New Board Meeting Date **Status:** Completed on 19 May 2026	Ayla Brook , Caitlin Payne, Hisal Nanayakkara Ratnayake, Peyton Joe, Takunda Mabonga, Wesley Peters
3 Jun 2026	Flying Motion for Rep Hours **Status:** Cancelled on 28 May 2026	Caitlin Payne, Marlon Hepi

Alhanis wants reps to be let know beforehand with documentation if they are being paid more, as they have to register their income. Ayla expected something to be shared as she connected with Dan about this and advised that conversations were happening and that comms would be shared - either from Sean, Dan, and Marlon. She is unsure how people were paid for this time as some received more than others. There was the expectation that this would be communicated out.

Takunda was surprised by this payment.

5. Other Business

5.1 Any Other Business

Alhanis to talk to the document on the external policy for developing a subcommittee. Alhanis is asking that a subcommittee be created specifically to provide feedback on the policy feedback we receive from Massey. This process is currently a burden and isn't streamlined. Going forward, this process would be the subcommittee possibly given final feedback so that the Board doesn't have to receive it each time.

Alhanis will also write a ToR for this.

Marlon likes this idea from an operational view. He noted that this is an issue on timing and load and sat with Ana and Sean to try to tackle this issue. They have come up with a draft operational procedure which outlines timeframes (what is reasonable) and will tie into Alhanis' subcommittee. Marlon supports this as GM.

Hisal asked if this is just about Massey policies that we are asked to provide feedback on. Alhanis confirmed, as other groups have MoUs.

Ayla asked if the subcommittee would be made up of a person from each cohort to give feedback on their cohorts' behalf, or if the subcommittee would manage the logistics of getting wider feedback. Alhanis advised this is a mix, and they are only seeking interest from people who are actually interested in policy (not forcing each cohort). The subcommittee would be responsible for coordinating and collating feedback for the benefit of the wider student body. Not all students can be consulted, and many have survey fatigue, so they are often being asked to use their experiences to give feedback, rather than full consultation.

Takunda to move a motion to approve the establishment of an external policy subcommittee and the development of a ToR. All Board members attending today's meeting approved by raising their hands.

Ayla noted she has now emailed Dan to get more clarity around rep payment and communication on this.

6. Close Meeting

6.1 Close the meeting

Next meeting: Annual General Meeting 2026 - 10 Jun 2026, 1:30 pm

Approved decisions made between meetings

Code of Conduct Attestation

Context:
Following the SRC meeting held yesterday, the Board is requested to approve Te Tira Ahu Pae's response to Massey University's request for input on the *Code of Conduct Attestation*. Due to delays in receiving feedback, the response is now behind schedule and must be submitted by the end of today.

Any required amendments should be directed to Sean for revision prior to the flying motion closing at 3pm.

Motion:
That the Board approve Te Tira Ahu Pae's response to Massey University regarding the *Code of Conduct Attestation*.

5 Supported: Hisal Nanayakkara Ratnayake , Peyton Joe , Takunda Mabonga , Wesley Peters ,
Ayla Brook - I think it's a shame we have no feedback from the reps in the international, or halls space, but I'm happy with what we've got so far.

0 Opposed:

0 Abstained:

Decision Date:	27 May 2026
Outcome:	Approved

Signature:____________________ **Date:**_________________________