



**ALBANY STUDENTS'  
ASSOCIATION INC.**

Advocacy | Representation | Student Services.

## **Annual General Meeting**

### **Minutes**

**Held Wednesday 26<sup>th</sup> July 2017 at 12 noon  
In the Student Lounge, Second Floor,  
Student Amenities Centre, Massey University, Albany Campus.**

#### **1. Welcome and Introductions**

Welcome from the President. The Albany Students' Association Executive Committee portfolio holders will introduce themselves. Purpose of the meeting is explained. Procedural motions and Standing Orders are explained for the benefit of the members.

Request members to sign in.

#### **ATTENDANCE**

Rachael Cox, Lance Walsh, Ricky Stephens, Joseph Taylor, Craig Oliveira, Jason Woodroofe, Ryan Lambert, James Edley, Sage Vester, Jennifer Zhou, Steen Grundy, Reginald Bate, Ryoma Ashikaga, Mike Horrell, David Xu, Ezekiel Rau, Somnath Bhattachanya, Ryan Aston, Tatiana Daysh, Hayden Livingstone, Kathryn Webb, Michelle Masakwa, Dave Hati, Weria Lutfi, Suzannah Koningham, Shavneel Narayan, Moexhelle Penales, Gloria Zhang, Steven Cox, Kate Hayhoe, Quinn Moffat, Tatsio Franco, Jai Swamy, Chantelle de Beer, Stephanie Hobin, Syed Madruk Billah, James Adrian McInroy, Amy Wong Ley Ling, Fuo Yuen Chong, Jasmih Johnson, Sean Hampson, Paige Eyre, Tamara Miller, Rose Fitzmaurice, Sven Jerhards, Tess Ponen, Jessica Black, Grace George, Cameron Hicks, Kealan Clark, Dylan Sebastian, Cureis, Miranda, Christina Wilson, Saurin Gowdaliya, Allan Ramage, Molly Pottinger-Coombs, Sophia Ramsay, Amelia Beckley, Shani Gribben, Cade Wishart, Jennifer Koningham, Rachel White, Liam Cairns, Gregory Chang, Jirp Xu, Yoshan Ekanayake, Keanu Kelbrick, Shu Sin Chung, Tekura Iripa, Issac Middlemiss, Katrina Santillan, Chelsea Marshall, Dominic Sanicas, Bo Chen, Rosalind Leong, Jessica Hiscox

#### **2. Apologies**

Apologies are called for from the Chair.

#### **Motion 01/2017:**

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Student Lounge, Student Amenities Centre, 12 noon  
26th July 2017*

“THAT the apologies for the Annual General Meeting held on Wednesday 26th July 2017 be accepted.”

**Moved:** Chair  
**Seconded:** Jess  
**PASSED**

**3. Minutes of Special General Meeting held 22<sup>nd</sup> MARCH 2017**

The minutes of the previous meeting are tabled

**Motion 02/2017:**

“THAT the Minutes of the Special General Meeting held 22<sup>nd</sup> March 2017 be accepted as a true and accurate record.”

**Moved:** Chair  
**Seconded:** Jess  
**PASSED**

**4. Matters Arising**

**4.1 Name Change**

The idea for a name change from ASA to MASA did not go ahead

**4.2 President to 30 hours**

This proposition was not accepted by the executive committee but is open for further discussion if students feel the need for a 30 hour president in the future.

**4.3 Two hour carparks**

Although this idea was agreed to during the last meeting, survey results brought a different response so we did not push this further.

**5. Financial Business**

**5.1 Acceptance of the 2016 Financial Statements**

The ASA Annual report for 2016 is tabled.

**Motion 03/2017:**

“THAT the financial statements for the Albany Students' Association Inc. for the year ending December 2016 be accepted as a true and accurate record.”

**Moved:** Chair  
**Seconded:** Kate Hayhoe  
**PASSED**

**5.2 Ratification of the Auditor for 2017**

**Motion 04/2017:**

"THAT William Buck Christmas Goumland Ltd is ratified as the auditors of the Albany Students' Association Inc. 2017 financial statements."

**Moved:** Chair  
**Seconded:** James  
**PASSED**

**5.3 Ratification of the draft budget for 2018**

Please note that this is mainly an operating mandate for expenditure that occurs over the period November to March and as such contains many assumptions that have yet to be negotiated /confirmed with the University and which will be incorporated into the final 2018 budget presented to the membership at the Special General Meeting in March 2018.

The draft budget for 2018 is tabled.

**Motion 05/2017:**

"THAT the Albany Students' Association Inc. Draft Budget for 2018 be ratified."

**Moved:** Chair  
**Seconded:** Suzannah  
**PASSED**

Student raised concerns around the movement of funds – one previous exec member did not agree that the exec should be paid at all. He believes that the exec are using this budget to gain unfair pay rises and that funding is under threat of being cut due to the movement of funds

**6. Legal Matters**

There were no legal matters arising.

**7. MOU with Te Waka O Nga Akonga Maori**

**Motion 06/2017:**

"THAT the Memorandum of Understanding between Albany Students' Association Inc and Te Waka O Nga Akonga Maori for 2018 be ratified."

**Moved:** Chair  
**Seconded:** Steen  
**PASSED**

**8. Constitutional Changes**

### 1. Motion 07/2017

“THAT the Albany Students’ Association Inc. Executive Committee agree to all picture, spelling, grammatical, syntax and numbering changes in the constitution to be accepted”

**Moved:** Chair

**Seconded:** James

**PASSED**

### 2. Motion 08/2017

“THAT the Albany Students’ Association Inc. Executive Committee agrees section 9.2 of the Albany Students’ Association constitution be changed from:

*“Executive Committee Composition a) The Albany Students’ Executive Committee shall consist of the following elected positions: i) President; ii) Social Vice-President; iii) Administration Vice-President; iv) General Executive (4)”*

To:

*“Executive Committee Composition a) The Albany Students’ Executive Committee shall consist of the following elected positions: i) President; ii) Vice-President; iii) Clubs and Engagement Executive; iv) Education Executive; v) Social Representative (2); vi) Academic Representative; vii) Welfare Representative.”*

**Moved:** Chair

**Seconded:** Mitchell

**PASSED**

**Notes – to give students opportunities to get involved and test skills of what they learn in class – review volunteers abilities to get involved at a deeper level**

### 3. Motion 09/2017

“THAT the Albany Students’ Association Inc. Executive Committee agrees that section 9.2.1 be added to the Albany Students Association constitution.”

*“9.2.1 Definition of Executive Roles*

***President:***

*Sets goals for ASA, ensure both staff and executive are working towards growth, helps to promote the ASA and events.*

***Vice President (Reports to President):***

*Manages the executive team including the president, organises the meetings and hold executives to this document.*

***Clubs and Engagement Executive (Reports to Vice-President):***

*Focus on better delivery of events, including advertising and club development.*

***Education Executive (Reports to Vice-President):***

*Talk to students about any student issues and assists the Advocacy co-ordinator to advocate academic issues. Ensure there is representation at college levels.*

***Social Representative (Reports to Vice-President and Clubs and engagement executive):***

*Helps run and organise events.*

***Academic Representative (Reports to Vice-President and Education Executive):***

*Advocates academic student issues.*

***Welfare Representative (Reports to Vice-President and Education Executive):***

*Focuses on students' health and wellbeing."*

***Moved: Chair***

***Seconded: Shani***

***PASSED***

**4. Motion 10/2017**

"THAT the Albany Students' Association Inc. Executive Committee agrees that section 9.13 be changed from:

*"Portfolios That the Executive has the power to specifically assign portfolios on a semester-by-semester basis to Executive and/or other Association members.*

*a) Where such assignments are made to members other than Executive members then those persons shall be directly accountable to the Executive through a nominated Executive member who shall report on their behalf as requested by the Executive, but in any case they shall report no fewer than once in any one semester.*

*b) The Association Executive, upon receipt of a portfolio report shall have the power to make such payments as it alone shall determine.*

*i) The maximum sum payable to the President shall be \$10,000 (Gross)*

*ii) The maximum sum payable to a Vice-President shall be \$5,000 (Gross)*

*iii) The maximum sum payable to any other executive position shall be \$2000 (Gross)"*

To:

*"Portfolios That the Executive has the power to specifically assign portfolios on a semester-by-semester basis to Executive and/or other Association members. **These positions are held accountable to the portfolio descriptions in schedule 7.***

*a) Where such assignments are made to members other than Executive members then those persons shall be directly accountable to the Executive through a nominated Executive member who shall report on their behalf as requested by the Executive, but in any case they shall report no fewer than once in any one semester.*

*b) The Association Executive, upon receipt of a portfolio report shall have the power to make such payments as it alone shall determine.*

*i) The maximum sum payable to the President shall be \$17,000 (Gross)*

*ii) The maximum sum payable to the Vice-President shall be \$9,500 (Gross)*

*iii) The maximum sum payable to the executive positions shall be \$6500 (Gross)*

*iv) The maximum sum payable to any representative positions shall be \$4000 (Gross)"*

**Moved:** Chair

**Seconded:** Issac

**PASSED**

**Huge concerns around the amount paid – students do not see the relevance to this. Mentions of the risk it could be towards the funding from Massey**

## **5. Motion 11/2017**

"THAT the Albany Students' Association Inc. Executive Committee agrees that Schedule 7 will be added to the Albany Students' Associations Constitution describing the responsibilities of each portfolio as follows.

### **President Job Description**

*The maximum sum payable to the President shall be \$17,000 (Gross). The recommended hours for this position is 18 hours a week.*

- 1. Have weekly meetings with the office manager*
- 2. Have monthly meetings with the campus registrar*
- 3. Define the goals for the executive committee*
- 4. Ensure measures are in place for goals*
- 5. Attend events and assist where necessary*
- 6. Deal with any issues internally or externally*
- 7. Attend all executive meetings*
- 8. Maintain the executive to a workable standard through the VP*
- 9. Delegate tasks to the staff and executive through the VP and OM*
- 10. Maintain working relationship with Massive magazine and write fortnightly blogs*
- 11. Be an Admin the ASA Facebook page*
- 12. Report monthly to the Executive committee*
- 13. Be the interviewee as the Massive reporter(s) requires*
- 14. Do the banking weekly as delegated by the office manager*
- 15. Maintain relations with at least 4 clubs*
- 16. Attend all club grant meetings*
- 17. Meet with staff with the Office Manager about any staffing issues*

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18. Attend NZUSA meetings as required. (6 hours long monthly)
19. Represent ASA for External and internal matters
20. Admin the ASA executive and Club Executive Facebook groups
21. Be a part of the national presidents Facebook group
22. Organise and deliver training for the current and new executives
23. Sign off on purchases over \$500
24. Report monthly to the executive and public in writing

### **Vice President Job Description**

The maximum sum payable to the Vice President shall be \$9,500 (Gross). The recommended hours for this position is 10 hours a week.

1. Update policy where needed
2. Update the executive or staff for any executive meetings
3. Maintain the 'to do list'
4. Meet with any executive who are not fulfilling their role and hold them accountable to schedule 7. If this role is not being fulfilled refer to 9.5 section 'h' of the constitution for further action.
5. Meet with the Massive reporter(s) to discuss business
6. Write the agenda for all executive meetings at least 3 days prior to the meeting
7. Record the minutes for all executive meetings and have them on the server at most 3 days after the meeting
8. Engage with the executive committee to for any meeting items
9. Organise the dates and times of the executive committee
10. Maintain relations with at least 4 clubs
11. Ensure exec meetings are posted on the ASA Facebook page
12. Ensure Executive have the correct means to operate (IT facility, Clean Office)\
13. Update/review the MUSAF/ASA constitutions.
14. Sign off on purchases over \$500
15. Report monthly to the executive in writing
16. Attend all events and assist where necessary
17. Take on role of president in the president's absence
18. Organise elections for the new executive

19. Reports to executive regarding financial situation for ASA

20. Attend the Sustainability Advisory Group meetings

### **Clubs and Engagement Executive**

The maximum sum payable to the Clubs and Engagement Executive shall be \$6,500 (Gross). The recommended hours for this position is 7 hours a week.

1. Be the chair of the ball committee
2. Attend and help run all events for the ASA.
3. Attend weekly/fortnightly meetings with the Campus Culture Co-ordinator and the Marketing Director
4. Attend fortnightly/monthly meetings with the Campus Events Manager/working group
5. Maintain relations with all clubs through the executive. Meet with any club executives if issues arise.
6. Attend weekly/fortnightly meetings with the Club and Activates Co-ordinator
7. Attend all club grant meetings
8. Attend all executive meetings
9. Report monthly to the executive in writing
10. Attend all events and assist where necessary
11. Admin the club executive Facebook group

### **Education Executive**

The maximum sum payable to the Education Executive shall be \$6,500 (Gross). The recommended hours for this position is 7 hours a week.

1. Survey members monthly to gage against the goals of ASA
2. Attend all Albany Academic Committee meetings
3. Have weekly meetings with the Advocacy Co-ordinator and Advocacy Assistant
4. Maintain relations with at least 4 clubs
5. Report monthly to the executive in writing
6. Attend all executive meetings
7. Re-establish advocacy within colleagues and/or maintain representation
8. Actively seek committees where the executive are not present

### **Social Rep x2**



*The maximum sum payable to the Social Reps shall be \$4,000 (Gross). The recommended hours for this position is 4 hours a week.*

1. *Maintain relations with at least 4 clubs*
2. *Attend and help run all events for the ASA.*
3. *Attend weekly/fortnightly meetings with the Campus Culture Co-ordinator and the Marketing Director*
4. *Attend the sports and rec meeting*
5. *Attend all executive meetings*
6. *Provide written reports to the executive every semester*
7. *Promote any events the ASA runs*

### **Welfare Rep**

*The maximum sum payable to the Welfare Rep shall be \$4,000 (Gross). The recommended hours for this position is 4 hours a week.*

1. *Attend Campus Health and Safety meetings*
2. *Maintain relations with at least 4 clubs*
3. *Ensure the Health And counselling services are adequate*
4. *Maintain relations with health and counselling*
5. *Represent minorities*
6. *Attend all executive meetings*
7. *Have fortnightly meetings with the Advocacy Co-ordinator and Advocacy Assistant*
8. *Provide written reports to the executive every semester*

### **Academic Rep**

*The maximum sum payable to the Academic Rep shall be \$4,000 (Gross). The recommended hours for this position is 4 hours a week.*

1. *Maintain relations with at least 4 clubs*
2. *Attend all Albany Academic Committee meetings*
3. *Attend all Graduate studies committee*
4. *Attend all executive meetings*
5. *Have fortnightly meetings with the Advocacy Co-ordinator and Advocacy Assistant*
6. *Provide written reports to the executive every semester*

**Moved:** Chair  
**Seconded:** Issac

**PASSED**

## 6. Motion 12/2017

““THAT the Albany Students’ Association Inc. Executive Committee agrees that the following changes will be made to 9.5, section ‘h’ of the Albany Students’ Associations Constitution from;

*“The Executive committee reserves the right to dismiss an Executive member from their role via a majority vote in a scheduled meeting following significant observed misconduct, negligence, dishonesty or failure to carry out the required participation of the role of the executive member in question. A meeting where such a dismissal takes place will:*

- i) Strictly adhere to schedule 3 (Meeting procedure)*
- ii) Be carried out according to the best interest of the ASA*
- iii) Comprise of the whole Executive, not including the individual in question, whose vote does not count*

To

*“The Executive committee reserves the right to dismiss an Executive member from their role via a majority vote in an **executive** meeting following significant observed misconduct, negligence, dishonesty **or if after three meetings with the Vice President or in the case of the member in question being the Vice President, the President, to address the failure to adequately carry out the required tasks of the position as outlined in schedule 7.** A meeting where such a dismissal takes place will:*

- i) Be carried out according to the best interest of the ASA*
- ii) Comprise of the whole Executive, not including the individual in question, whose vote does not count”*

**Moved:** Chair

**Seconded:** Kate

**PASSED**

Pending the addition that the meetings with exec are carried out in part one to enable students to be part of the decision

## Motion 13/2017

“THAT the honoraria for the 2018 Albany Students’ Association executive is set at:

\$17,000 maximum for the President position

\$9,500 maximum for the Vice-President position

\$6,500 maximum for an Executive position  
 \$4,000 maximum for all Representative positions”

**Moved:** Chair  
**Seconded:** Cameron  
**PASSED**

## End of constitution changes

### 7. Discussion Items

#### a. 2018 Executive Elections

- i. The elections for the 2018 executive have moved forward to allow for a longer training period with the current executive.
- ii. The nomination period for the 2017 ASA Executive opens on Wednesday 26<sup>th</sup> July and runs through to Wednesday 9<sup>th</sup> August 2017.
- iii. The election will run from Friday 18<sup>th</sup> August to Wednesday 23<sup>rd</sup> August.

This was just updated to students – nomination forms were also given out

#### b. Muslim Prayer Space

- i. Old clubs room in the recreational centre
- ii. Currently the room is not used all the time at full capacity
- iii. Talks of moving the Muslim prayer space to another location on campus to give clubs a space to meet

Muslims see this as their space. Half clubs want this as a meeting space, half wouldn't use it. Lance had a further chat with MUMSA after the meeting to see how we could best accommodate their needs and ensure we has somewhere for clubs. The idea was also brought forward to have a space in the lounge sectioned off for club meetings etc

#### c. Expectation of ASA

- i. What do students want to see from us (ASA) in the future?
- ii. Better communication with the clubs
- iii. Better publication of meeting mins
- iv. Better transparency of our budget
- v. Communication – with clubs on discussion items

### 8. Late Items or Motions

Meeting closed at 1.06pm