



EXECUTIVE MEETING MINUTES

6.12pm – Monday 5 June 2017 in Old Student Job Search Offices –

34 Princes Street, Auckland

Content
Administrative Duties
Present President (Chair), AVP (arrived 6.21pm), EVP, Treasurer, MSO (Ratima), Grafton Rep, ISO, PEO, QRO.
Apologies WROs, SEO, CAO, EAO, MO, WVP, CSO.
Absent PISO, Tamaki Rep.
In Attendance
Leave <i>E 179/17</i> CHAIR THAT the WROs be granted leave from this meeting as Melissa is attending a class and Noelle is returning from a family trip. <u>Carried U</u> <i>E 180/17</i> CHAIR THAT the President be granted leave from 7-12 June 2017 as he is on a family holiday in Sydney. <u>Carried U</u> <i>E 181/17</i> CHAIR THAT the SEO be granted leave from this meeting for personal reasons. <u>Carried U</u> <i>E 182/17</i> CHAIR THAT the CAO be granted leave from this meeting as she is in Wellington for the long weekend. <u>Carried U</u>

E 183/17

CHAIR

THAT the ISO be granted leave from 21 June – 15 July 2017 as she is in Singapore for a professional development course.

Carried U

E 184/17

CHAIR

THAT the EAO be granted leave from this meeting.

Carried U

E 185/17

CHAIR

THAT the MO be granted leave from this meeting.

Carried U

E 186/17

CHAIR

THAT the WVP be granted leave from this meeting.

Carried U

E 187/17

CHAIR

THAT the President be granted 30 hours of paid leave from 12 June – 16 June, as he will be completing his Honours Dissertation.

Carried U

Declarations of Interest

Portfolio Officers – discussion on salaries

Health and Safety

Correspondence - *Tabled*

CHAIR

THAT the correspondence 52/17 to 54/17 be received AND THAT any correspondence from AUSA within these numbers be endorsed.

Major Items and Decision Making

Executive Salary Structure

HR Update (In Strict)

E 188/17

CHAIR

THAT the Executive move into Committee of the Whole AND THAT all strangers be excluded.

Carried U

6.58pm – Moved into Strict.

7.10pm – Moved out of Strict.

Welfare Operations Manual - *Tabled*

BUTTERFIELD/

THAT the Executive accept the Welfare Operations Manual.

ASEAN Night 2017

E 190/17

HENG/JONES

THAT \$110 be allocated from the Executive Projects budget line to pay for the contingency costs of ASEAN Night 2017.

Carried *Against: Treasurer*

Zine Budget

E 191/17

CHAIR

THAT \$500 be allocated from Executive Projects budget line to go towards the printing of the CAO's Zine.

Carried U

Regular Items

President's Report

E 192/17

CHAIR

THAT the President's Report be received and noted.

Carried U

Officer Reports

Tabled

JONES/

THAT the AVP's Report be received and noted.

E 193/17

PALAIRET/CUSACK

THAT the EVP's Report be received and noted.

Carried U

Tabled

BUTTERFIELD/

THAT the WVP's Report be received and noted.

Tabled

BRADLEY/

THAT the Treasurer's Report be received and noted.

Portfolio Reports

Financial Update

- Basic update on the financial position

Minutes of Previous Meeting and Action Points

E 194/17

CHAIR

THAT the Minutes of the Executive meeting held on 22 May 2017 be received and adopted as a true and correct record.

Carried U

7.45pm – The PEO left the meeting.

Action Points Arising from 8 May 2017

- Ellie Hart:
 - Check if Ellie Hart company is registered.
 - Make list of info
 - How will this be packaged
 - Expiration date
 - Process (shipments, process, timeline)

Other Items

Welfare Committee - *Tabled*

BUTTERFIELD/

THAT the minutes of the Welfare Committee meeting held on 25 May 2017 be received and noted.

BUTTERFIELD/

THAT the minutes of the Welfare Committee meeting held on 29 May 2017 be received and noted.

BUTTERFIELD/

THAT the minutes of the Welfare Committee meeting held on 31 May 2017 be received and noted.

Closure

Additional comments or further updates from Executive

Meeting Closed at: 7.53pm

Next Meeting: 6pm on Monday, 19 June 2017

Signed as a true and correct record

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Will Matthews, President, CHAIR